

**MINUTES OF MEETING OF DIRECTORS OF  
MARK AND ECHO'S RETIREMENT PTY LTD  
ACN 668166354  
AS TRUSTEE FOR  
MARK AND ECHO'S RETIREMENT FUND**

HELD AT: 15 TOMKINS RD, PORT MELBOURNE, VIC 3207

ON:

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*(date and time)*

PRESENT: WENFENG CHEN and MARK STEPHEN PERRETT

CHAIRPERSON: It was resolved to elect WENFENG CHEN as Chairperson of the meeting.

**Trust deed**

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- 1 A trust deed establishing MARK AND ECHO'S RETIREMENT FUND (**Fund**) and a member application for each member have been provided to the Company.
- 2 The Company proposes to act as trustee of the Fund pursuant to the trust deed and to:
  - a) apply to become a regulated complying self-managed superannuation fund (**SMSF**);
  - b) apply to the Australian Taxation Office (**ATO**) for an Australian Business Number (**ABN**) and a Tax File Number (**TFN**) for the Fund;
  - c) establish a cash account (such as a cash management trust) or cheque account for the Fund. Monies need to be deposited into this account as soon as practicable to cater for the running expenses of the Fund;
  - d) appoint an administrator or accountant to the Fund whose role is to provide information and reports as required under any administration agreement between the Trustee of the Fund and the administrator; and
  - e) appoint an auditor to the Fund. The superannuation laws provide that an auditor must be appointed to the Fund on a yearly basis to provide an assessment of the Fund's compliance with the superannuation laws.

## Resolutions

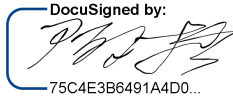
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- 1 To consent to act as trustee of the Fund.
- 2 To execute the trust deed and any ancillary documents required to establish the Fund.
- 3 To complete the following:
  - a) establish a cash account and deposit funds in the account to be held in the name of the Company as trustee for the Fund;
  - b) notify the ATO of the Fund's intent to become a regulated self-managed superannuation fund;
  - c) complete ABN and TFN forms to be filed with the ATO;
  - d) formulate and implement an investment strategy of the Fund;
  - e) appoint relevant professionals including, where required, an accountant, administrator, auditor, SMSF expert, SMSF investment expert and any other professional deemed appropriate; and
  - f) accept WENFENG CHEN and MARK STEPHEN PERRETT as initial members of the Fund.

## The Chairperson

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Signed by WENFENG CHEN:

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**WENFENG CHEN**  
Chairperson

Dated: 22/5/2023