

Audit Representation Letter from Trustees

J & G Swindells Pty Ltd atf J & G Swindells Superannuation Fund

Year ended 30 June 2022

To the auditor,

Dear Sir,

With respect to the audit of the financial statements of the above-mentioned fund for the year ended stated, the following representations are made which are true and correct to the best of my (our) knowledge and belief that will address the necessary compliance requirements of the *Superannuation Industry (Supervision) Act 1993*.

Preparation of the ATO Income Tax & Regulatory Return

The information disclosed in the annual return is complete and accurate.

Sole Purpose of the Fund

The sole purpose of the Fund is to provide retirement and/or death benefits to its members and/or beneficiaries.

Accounting Policies

All the significant accounting policies of the Fund are adequately described in the Financial Statements and the Notes thereto. These policies are consistently applied unless specifically noted in the Financial Statements and Notes.

Fund Books/Records/Minutes

All financial books, records and relevant material relating to the transactions and activities of the Fund have been made available to you, including minutes of the Trustees' meetings, the Trust Deed (as amended) and the Rules of the Fund. The Financial Statements accurately disclose the Revenue and Expenses and the full extent of the Assets and Liabilities of the Fund.

Asset Form

The assets of the Fund are being held in an acceptable form suitable for the benefit of the members of the Fund and have been stated at their net market value.

Ownership and Pledging of Assets

1. The Fund has satisfactory title to all assets shown in the Financial Statements
2. Investments are registered in the name of J & G Swindells Superannuation Fund
3. No assets of the Fund have been pledged to secure liabilities of the Fund or of any other fund or entity.

Investments

1. Investments are carried in the books at their net market value.
2. Amounts stated are considered reasonable in the current market condition, and there has not been any permanent diminution in their value below the amounts recorded in the Financial Statements.
3. There are no commitments, fixed or contingent, for the purchase or sale of long-term investments.
4. Investment transactions and investments held are in accordance with the Investment Strategy, which has been determined with due regard to risk, return, liquidity and diversity.
5. The Trustee(s) have complied with all the Investment Standards stipulated in the Regulations relating to the SIS Act as amended.

Trust Deed Amendments

All amendments (if any) to the Trust Deed were made in order for the Fund to comply with the SIS Act, Regulations and any other applicable legislation relating to the operation and governance of the Fund.

Governing Rules

The Fund is being conducted in accordance with its Trust Deed and Governing Rules.

Legislative Requirements

The Fund is being conducted in accordance with the *Superannuation Industry (Supervision) Act 1993*, and the Regulations of the said Act.

Trustee Responsibilities

The Trustees are aware of their responsibilities to the Members and the various regulatory bodies.

Trustee Covenants

The Trustee(s) have complied with all the Trustee Covenants set out in section 52 of the *Superannuation (Supervision) Act 1993*.

Disqualified person not to act as a Trustee

There is no reason why any Trustee should be prohibited from acting as a Trustee of this Superannuation Fund.

Information to Members

Information relating to the transactions and activities of the Fund has been supplied in a timely manner.


Meetings

Meetings have been conducted in accordance with the Trust Deed and the requirements of the SIS Act. Resolutions and issues on which the Trustee(s) have voted, or on which they were required to vote have been passed by at least a 2/3rds majority of the Trustees.

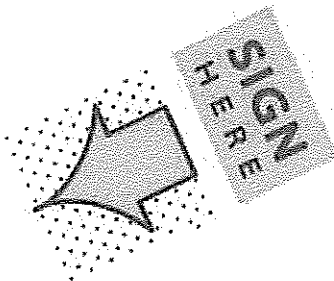
Subsequent Events


Since the end of the financial year stated in the Financial Statements till the date of this letter, there have been no events or transactions that would have a material effect upon the Fund either financially or operationally.

Yours faithfully



Jeffrey Mark Swindells
Director of Trustee Company





Gillian Swindells
Director of Trustee Company

J & G SWINDELLS PTY LTD
ATF
J & G SWINDELLS SUPERANNUATION FUND
1 THE GRANGE STREET, THE VINES WA 6069

23 February 2023

D Baker & Associates Pty Ltd
PO Box 310
Midland WA 6936

Dear Sir / Madam,

In preparation for your examination of the special purpose financial report of the **J & G Swindells Superannuation Fund** as at 30 June 2022, the following representations are made which are true to the best of our knowledge and belief:

1. Risk of Fraud

The risk that the financial report is materially misstated due to fraud is considered to be low as a result of the following:

- a) The trustees are signatories on all transactions, no other party has the authority to act on behalf of the trustee; and
- b) Reconciliations are undertaken by the fund's accountant for both investments held, and all bank accounts maintained by the fund.

We have not identified any specific risks of fraud; however, we acknowledge that if fraud existed within the fund, the most likely areas of concern would be investments or cash being mis-appropriated or contributions being intercepted prior to being banked into the fund's bank account.

2. Procedures for Identifying and Responding to Fraud

As trustee we believe the procedures in place reduce the risk of fraud, however, should fraudulent activity be identified, the trustee would ensure all trustees are aware of the situation and the fund's accountant and auditor would be informed.

Depending on the situation, steps would be implemented to cease the fraudulent activity and controls would be put in place to limit any future activity from affecting the fund.

3. Existence of Fraud

We confirm we have no knowledge of any actual, suspected or alleged fraud affecting the fund.

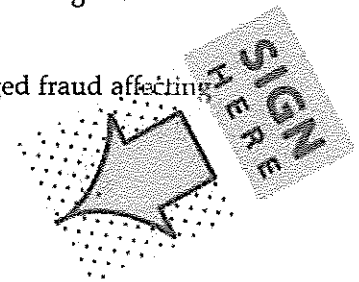
Yours faithfully,



Jeffrey Mark Swindells
Director of Trustee Company



Gillian Swindells
Director of Trustee Company



J & G SWINDELLS PTY LTD
ATF
J & G SWINDELLS SUPERANNUATION FUND

MINUTES OF THE MEETING OF TRUSTEE OF THE SUPER FUND HELD AT 1 THE GRANGE STREET, THE VINES WA 6069 ON THE 30TH JUNE 2022

Present: Jeffrey Swindells (Chairman)
Gillian Swindells

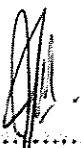
Date: 30/06/2022

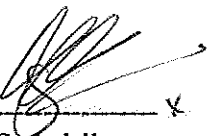
The Trustee advises the members that they have approved the payment of the following expenses for the year:

- Accounting fees	\$1,410.00
- ATO Supervisory Levy	\$259.00
- ASIC Fees	\$56.00
- BT Income Protect Premiums	\$11,185.16
- BT Term Life Premiums	\$7,086.86

Closure: There being no further matters to discuss, the meeting was declared closed

SIGNED AS A TRUE AND CORRECT RECORD.


..... x
Jeffrey Swindells
Director of Trustee Company


..... x
Gillian Swindells
Director of Trustee Company



**J & G SWINDELLS PTY LTD
ATF
J & G SWINDELLS SUPERANNUATION FUND**

MINUTES OF MEETING OF TRUSTEE OF THE SUPER FUND HELD AT 1 THE GRANGE STREET, THE VINES WA 6069, PERTH ON THE 30 JUNE 2022

PRESENT: Jeffrey Swindells (Chairman)
Gillian Swindells


**SUPERFUND
CONTRIBUTIONS
30.06.22:**

The chairman tabled a schedule of Super Contributions to 30th June 2022. The details are as follows:

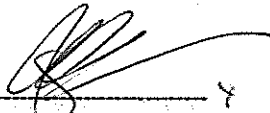
Jeffrey Swindells	Concessional Contributions	\$18,329.12
Gillian Swindells	Concessional Contributions	\$20,715.49

CLOSURE: There being no further matters to discuss, the meeting was declared closed.

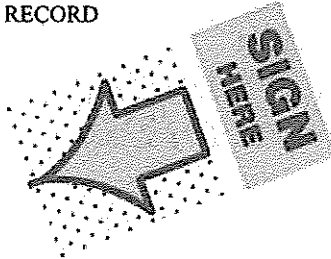
SIGNED AS A TRUE AND CORRECT RECORD



Jeffrey Swindells
Director of Trustee Company



Gillian Swindells
Director of Trustee Company



Minute of the Meeting of Directors
Of the Trustee Company
of J & G Swindells Super Fund

Minutes of the meeting of Jeffrey & Gillian Swindells as Directors of the Trustee Company for J & G Swindells Super Fund, held at 1 The Grange, The Vines WA 6069.

Present:

Jeffrey Swindells

Gillian Swindells

Date: 30 June 2022

The directors have approved the rollover of:

\$1,718.61 from the ATO Unclaimed Superannuation on 24/05/2022 for Gillian Swindells to the J & G Swindells Super Fund.

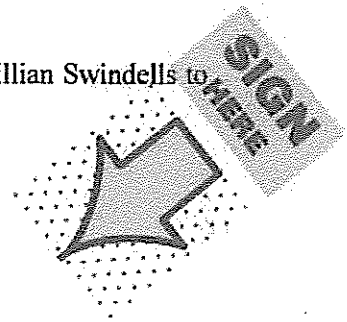
There being nothing further to discuss, the meeting terminated.



Jeffrey Swindells
Director of Trustee Company



Gillian Swindells
Director of Trustee Company



**J & G SWINDELLS PTY LTD
ATF
J & G SWINDELLS SUPERANNUATION FUND**

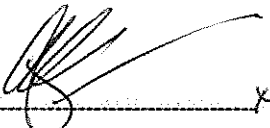
MINUTES OF MEETING OF THE TRUSTEE OF THE SUPER FUND HELD AT 1 THE GRANGE STREET,
THE VINES WA 6069, PERTH ON THE 30 JUNE 2022

PRESENT: Jeffrey Swindells (Chairman)
Gillian Swindells

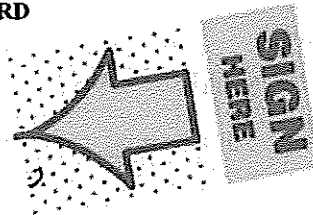
ALLOCATION OF NET PROCEEDS: The trustee has complete discretion in whether to allocate the net year proceeds either proportionately, partially or exclusively or to allow the accumulation in the general accounts. Therefore, it was resolved that for the year ended 30 June 2022, that net earnings be distributed in proportion to the members opening balances.

CLOSURE: There being no further matters to discuss the meeting was declared closed.

SIGNED AS A TRUE AND CORRECT RECORD



Chairman



**J & G SWINDELLS PTY LTD ATF J & G SWINDELLS SUPERANNUATION FUND
MEMBERS STATEMENT**

Gillian Swindells
1 The Grange Street
The Vines, Western Australia, 6069, Australia

Your Details

Date of Birth:	29/02/1964	Nominated Beneficiaries:	N/A
Age:	58	Vested Benefits:	\$ 189,306.50
Tax File Number:	Provided	Total Death Benefit:	\$ 189,306.50
Date Joined Fund:	16/07/2015	Current Salary:	
Service Period Start Date:	15/04/2003	Previous Salary:	
Date Left Fund:		Disability Benefit:	
Member Code:			
Account Start Date:	16/07/2015		
Account Type:	Accumulation		
Account Description:	Accumulation		

Your Balance \$ 189,306.50

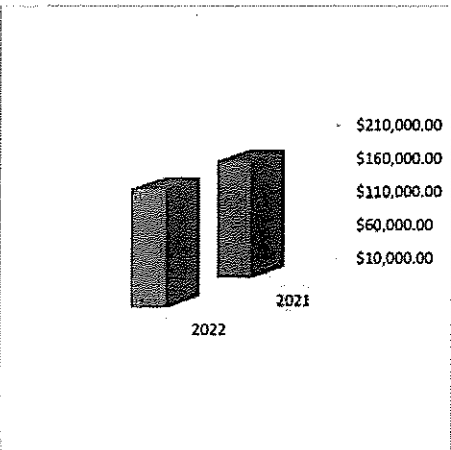
Total Benefits:

Preservation Components

Preserved \$ 189,306.50
Unrestricted Non Preserved
Restricted Non Preserved

Tax Components

Tax Free \$ 15,428.85
Taxable \$ 173,877.65



Your Detailed Account Summary

	This Year	Last Year
	\$	\$
Opening balance at 01/07/2021	\$ 186,674.96	\$ 169,093.23
<u>Increases to Member account during the period</u>		
Employer Contributions	\$ 20,715.49	\$ 18,863.51
Personal Contributions (concessional)		
Personal Contributions (non concessional)		
Government Co-Contributions		
Other Contributions		
Proceeds of Insurance Policies		
Transfers In	\$ 1,718.61	
Net Earnings	-\$ 9,721.08	\$ 12,424.00
Internal Transfer In		
TOTAL Increases	\$ 12,713.02	\$ 31,287.51
<u>Decreases to Member account during the period</u>		
Pensions paid		
Contributions Tax	\$ 3,107.32	\$ 2,829.52
Income Tax	-\$ 1,341.98	-\$ 2,722.84
No TFN Excess Contributions Tax		
Excess Contributions Tax		
Refund Excess Contributions		
Division 293 Tax		
Insurance Premiums Paid	\$ 8,316.14	\$ 13,599.10
Management Fees		
Member Expenses		
Benefits Paid/Transfers Out	\$	
Superannuation Surcharge Tax		
Internal Transfer Out		
Total Decreases	\$ 10,081.48	\$ 13,705.78
Closing balance at 30/06/2022	\$ 189,306.50	\$ 186,674.96


J & G SWINDELLS SUPERANNUATION FUND

MEMBERS STATEMENT

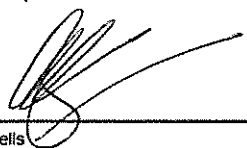
Trustee's Disclaimer

This statement has been prepared by the Trustee for the member whose name appears at the top of this statement. Every effort has been made by the Trustee to ensure the accuracy and completeness of this Statement. The Trustee does not accept any liability for any error, omission or misprint. All amounts shown in relation to benefits do not take into account any amounts which may be withheld to satisfy the requirements imposed by the Income Tax Assessment Act 1936

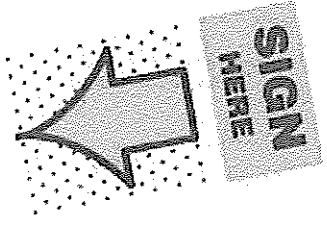
Signed by all the trustees of the fund



Jeffrey Swindells
DIRECTOR



Gillian Swindells
DIRECTOR



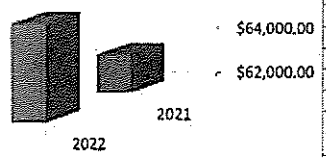
J & G SWINDELLS PTY LTD ATF J & G SWINDELLS SUPERANNUATION FUND
MEMBERS STATEMENT

Jeffrey Swindells
 1 The Grange Street
 The Vines, Western Australia, 6069, Australia

Your Details

Date of Birth:	26/10/1958	Nominated Beneficiaries:	N/A
Age:	63	Vested Benefits:	\$ 66,509.45
Tax File Number:	Provided	Total Death Benefit:	\$ 66,509.45
Date Joined Fund:	16/07/2015	Current Salary:	
Service Period Start Date:	27/09/2003	Previous Salary:	
Date Left Fund:		Disability Benefit:	
Member Code:			
Account Start Date:	16/07/2015		
Account Type:	Accumulation		
Account Description:	Accumulation		

		Your Detailed Account Summary		This Year	Last Year
Your Balance	\$ 66,509.45			\$	\$
Total Benefits:		Opening balance at 01/07/2021		\$ 63,746.92	\$ 55,289.17
Preservation Components		Increases to Member account during the period			
Preserved	\$ 66,509.45	Employer Contributions		\$ 18,329.12	\$ 18,330.10
Unrestricted Non Preserved		Personal Contributions (concessional)			
Restricted Non Preserved		Personal Contributions (non concessional)			
		Government Co-Contributions			
		Other Contributions			
Tax Components		Proceeds of Insurance Policies			
Tax Free	\$ 256.66	Transfers In			
Taxable	\$ 36,432.00	Net Earnings		-\$ 3,319.61	\$ 4,062.34
		Internal Transfer In			
		TOTAL Increases		\$ 15,009.51	\$ 22,392.44
		Decreases to Member account during the period			
		Pensions paid			
		Contributions Tax		\$ 2,749.37	\$ 2,749.52
		Income Tax		-\$ 458.27	-\$ 890.30
		No TFN Excess Contributions Tax			
		Excess Contributions Tax			
		Refund Excess Contributions			
		Division 293 Tax			
		Insurance Premiums Paid		\$ 9,955.88	\$ 12,075.47
		Management Fees			
		Member Expenses			
		Benefits Paid/Transfers Out			
		Superannuation Surcharge Tax			
		Internal Transfer Out			
		Total Decreases		\$ 12,246.98	\$ 13,934.69
		Closing balance at 30/08/2022		\$ 66,509.45	\$ 63,746.92



J & G SWINDELLS SUPERANNUATION FUND

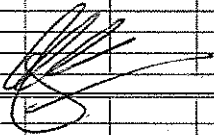
MEMBERS STATEMENT

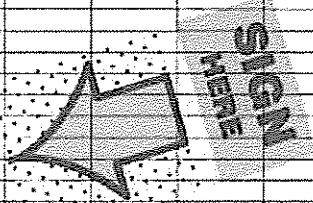
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Signed by all the trustees of the fund



Jeffrey Swindells
DIRECTOR


Gillian Swindells
DIRECTOR



Trustee declaration

To be completed by new trustees and directors of corporate trustees of self-managed super funds.

 We strongly recommend you undertake a free trustee education course before reading and signing this declaration. For more information visit ato.gov.au/smsf and search 'approved education courses'.



Who should complete this declaration?

You must complete this declaration if you become a trustee or director of a corporate trustee (trustee) of:

- a new self-managed super fund (SMSF)
- an existing SMSF.

You must sign this declaration within 21 days of becoming a trustee or director of a corporate trustee of an SMSF.

A separate declaration is required to be completed and signed by each and every new trustee.

You must also complete the declaration if you:

- have undertaken a course of education in compliance with an education direction
- are a legal personal representative who has been appointed as trustee on behalf of:
 - member who is under a legal disability (usually a member under 18 years old)
 - member for whom you hold an enduring power of attorney
 - deceased member.

Understanding your obligations

We have a range of services available to help you understand your obligations and keep up to date with the latest news for SMSF trustees.

To subscribe to our news and alerts service visit ato.gov.au/smsf and search 'news and alerts'.

For more information on free approved trustee education courses visit ato.gov.au/smsf and search 'approved education courses'.

Before completing this declaration

Before you complete and sign this declaration, make sure you:

- read each section
- understand all the information it contains.

🗣️ If you have any difficulties completing this declaration or you do not fully understand the information it contains:

- speak to a professional adviser
- visit ato.gov.au/smsf
- phone us on 13 10 20.

When completing this declaration

When you complete this declaration, remember to:

- insert the full name of the fund at the beginning
- sign and date it
- ensure it is signed and dated by a witness (anyone 18 years old or over).

What should you do with the declaration?

You must keep your completed declaration for at least 10 years and make it available to us if we request it.

- Do not send your completed declaration to us unless we request this from you.

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Published by

Australian Taxation Office
Canberra
June 2021

OE-35147



Self-managed super fund trustee declaration

I understand that as an individual trustee or director of the corporate trustee of

Fund name

J & G Swindells Superannuation Fund

I am responsible for ensuring that the fund is operated in accordance with the *Superannuation Industry (Supervision) Act 1993* (SISA) and other relevant legislation. The Commissioner of Taxation (the Commissioner) has the authority and responsibility for administering the legislation and enforcing trustees' compliance with the law.

I must keep myself informed of changes to the legislation relevant to the operation of my fund and ensure the trust deed is kept up to date in accordance with the law and the needs of the members.

If I do not comply with the legislation, the Commissioner may take the following actions:

- impose administrative penalties on me
- give me a written direction to rectify any contraventions or undertake a course of education
- enter into agreements with me to rectify any contraventions of the legislation
- disqualify me from being a trustee or director of a corporate trustee of any superannuation fund in the future
- remove the fund's complying status, which may result in significant adverse tax consequences for the fund
- prosecute me under the law, which may result in fines or imprisonment.

Sole purpose

I understand it is my responsibility to ensure the fund is maintained for the purpose of providing benefits to the members upon their retirement (or attainment of a certain age) or their beneficiaries if a member dies. I understand that I should regularly evaluate whether the fund continues to be the appropriate vehicle to meet this purpose.

Trustee duties

I understand that by law I must at all times:

- act honestly in all matters concerning the fund
- exercise skill, care and diligence in managing the fund
- act in the best financial interests of all the members of the fund
- keep records of decisions made about the running of the fund, including the appointment of professional advisers and the retirement of members and payment of benefits
- ensure that my money and other assets are kept separate from the money and other assets of the fund
- take appropriate action to protect the fund's assets (for example, have sufficient evidence of the ownership of fund assets)
- refrain from entering into any contract or do anything that would prevent me from, or hinder me in, properly performing or exercising my functions or powers as a trustee or director of the corporate trustee of the fund
- allow all members of the fund to have access to information and documents as required, including details about
 - the financial situation of the fund
 - the investments of the fund
 - the members' benefit entitlements.

I also understand that by law I must prepare, implement and regularly review an investment strategy having regard to all the circumstances of the fund, which include, but are not limited to:

- the risks associated with the fund's investments
- the likely return from investments, taking into account the fund's objectives and expected cash flow requirements
- investment diversity and the fund's exposure to risk due to inadequate diversification
- the liquidity of the fund's investments having regard to the fund's expected cash flow requirements in discharging its existing and prospective liabilities (including benefit payments)
- whether the trustees of the fund should hold insurance cover for one or more members of the fund.

Accepting contributions and paying benefits

I understand that I can only accept contributions and pay benefits (income streams or lump sums) to members or their beneficiaries when the conditions specified in the law and the fund trust deed have been met.

Investment restrictions

I understand that, as a trustee or director of the corporate trustee of the fund, subject to certain limited exceptions specified in the law, I am prohibited from:

- giving financial assistance using the resources of the fund to a member of the fund or a member's relative (financial assistance means any assistance that improves the financial position of a person directly or indirectly, including the provision of credit)
- acquiring assets (other than business real property, listed securities, certain in-house assets and acquisitions made under mergers, allowed by special determinations or acquisitions from the trustee or investment manager of another regulated super fund as a result of a breakdown of a relationship) for the fund from members or other related parties of the fund
- borrowing money (or maintaining an existing borrowing) on behalf of the fund except in certain limited circumstances (while limited recourse borrowing arrangements are permitted, they can be complex and particular conditions must be met to ensure that legal requirements are not breached)

acquiring an in-house asset if the fund's in-house assets exceed 5% of the market value of the fund's total assets, or the in-house assets will exceed 5% of the market value of the fund's total assets by acquiring the asset (in-house assets are loans to, or investments in, related parties of the fund – including trusts – or assets subject to a lease or lease arrangement between the trustee and a member, relative or other related party)

- entering into investments that are not made or maintained on an arm's length (commercial) basis (this ensures the purchase or sale price of the fund's assets and any earnings from those assets reflects their market value).

Administration

I understand that the trustees of the fund must:

- keep and retain for at least 10 years
 - minutes of all trustee meetings at which matters affecting the fund were considered (this includes investment decisions and decisions to appoint members and trustees, the retirement of members and payment of benefits)
 - records of all changes of trustees, including directors of the corporate trustee
 - each trustee's consent to be appointed as a trustee of the fund or a director of the corporate trustee
 - all trustee declarations
 - copies of all reports given to members
 - documented decisions about storage of collectables and personal use assets
- ensure that the following are prepared and retained for at least five years
 - an annual statement of the financial position of the fund
 - an annual operating statement
 - copies of all annual returns lodged
 - accounts and statements that accurately record and explain the transactions and financial position of the fund including asset market valuation
 - copies of Transfer balance account reports lodged
 - copies of any other statements you are required to lodge with us or provide to other super funds
- appoint an approved SMSF auditor each year, no later than 45 days before the due date for lodgment of the fund's annual return and provide documents to the auditor as requested
- lodge the fund's annual return, completed in its entirety, by the due date
- review the independent audit report received from the approved SMSF auditor and take action as required
- notify the ATO within 28 days of any changes to the
 - membership of the fund, or trustees or directors of the corporate trustee
 - name of the fund
 - contact person and their contact details
 - postal address, registered address or address for service of notices for the fund
- notify the ATO in writing within 21 days if the fund becomes an Australian Prudential Regulation Authority (APRA) regulated fund.

DECLARATION

By signing this declaration I acknowledge that I understand my duties and responsibilities as a trustee or director of the corporate trustee of the self-managed superannuation fund named on this declaration (or if the fund's name changes, that name). I understand that:

- I must ensure this document is retained for at least 10 years or while I remain a trustee or director of the corporate trustee (whichever is longer) and, if I fail to do this, penalties may apply.
- Administrative penalties can be imposed on me for not complying with the legislation
- I may have to make this document available for inspection by a member of staff of the ATO and, if I fail to do this, penalties may apply.
- I do not have access to the government's financial assistance program that is available to trustees of APRA regulated funds in the case of financial loss due to fraudulent conduct or theft.
- I declare that the information provided in the form is true and correct.

Trustee's or director's name

Jeffrey Swindells

Trustee's or director's signature

[Handwritten Signature]

Date
 Day: 13 / Month: 03 / Year: 2023

Witness' name (witness must be 18 years old or over)

MILLIAN SWINDELLS


Witness' signature

[Handwritten Signature]

Date
 Day: 13 / Month: 03 / Year: 2023

Trustee declaration

To be completed by new trustees and directors of corporate trustees of self-managed super funds.

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You must also complete the declaration if you:

- have undertaken a course of education in compliance with an education direction
- are a legal personal representative who has been appointed as trustee on behalf of a:
 - member who is under a legal disability (usually a member under 18 years old)
 - member for whom you hold an enduring power of attorney
 - deceased member.

Understanding your obligations

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If you have any difficulties completing this declaration or you do not fully understand the information it contains:

- speak to a professional adviser
- visit ato.gov.au/smsf
- phone us on 13 10 20.

When completing this declaration

When you complete this declaration, remember to:

- insert the full name of the fund at the beginning
- sign and date it
- ensure it is signed and dated by a witness (anyone 18 years old or over).

What should you do with the declaration?

You must keep your completed declaration for at least 10 years and make it available to us if we request it.



Do not send your completed declaration to us unless we request this from you.

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Self-managed super fund trustee declaration

I understand that as an individual trustee or director of the corporate trustee of

Fund name

J A G Swindells Superannuation Fund

I am responsible for ensuring that the fund is operated in accordance with the *Superannuation Industry (Supervision) Act 1993* (SISA) and other relevant legislation. The Commissioner of Taxation (the Commissioner) has the authority and responsibility for administering the legislation and enforcing trustees' compliance with the law.

I must keep myself informed of changes to the legislation relevant to the operation of my fund and ensure the trust deed is kept up to date in accordance with the law and the needs of the members.

If I do not comply with the legislation, the Commissioner may take the following actions:

- impose administrative penalties on me
- give me a written direction to rectify any contraventions or undertake a course of education
- enter into agreements with me to rectify any contraventions of the legislation
- disqualify me from being a trustee or director of a corporate trustee of any superannuation fund in the future
- remove the fund's complying status, which may result in significant adverse tax consequences for the fund
- prosecute me under the law, which may result in fines or imprisonment.

Sole purpose

I understand it is my responsibility to ensure the fund is maintained for the purpose of providing benefits to the members upon their retirement (or attainment of a certain age) or their beneficiaries if a member dies. I understand that I should regularly evaluate whether the fund continues to be the appropriate vehicle to meet this purpose.

Trustee duties

I understand that by law I must at all times:

- act honestly in all matters concerning the fund
- exercise skill, care and diligence in managing the fund
- act in the best financial interests of all the members of the fund
- keep records of decisions made about the running of the fund, including the appointment of professional advisers and the retirement of members and payment of benefits
- ensure that my money and other assets are kept separate from the money and other assets of the fund
- take appropriate action to protect the fund's assets (for example, have sufficient evidence of the ownership of fund assets)
- refrain from entering into any contract or do anything that would prevent me from, or hinder me in, properly performing or exercising my functions or powers as a trustee or director of the corporate trustee of the fund
- allow all members of the fund to have access to information and documents as required, including details about
 - the financial situation of the fund
 - the investments of the fund
 - the members' benefit entitlements.

I also understand that by law I must prepare, implement and regularly review an investment strategy having regard to all the circumstances of the fund, which include, but are not limited to:

- the risks associated with the fund's investments
- the likely return from investments, taking into account the fund's objectives and expected cash flow requirements
- investment diversity and the fund's exposure to risk due to inadequate diversification
- the liquidity of the fund's investments having regard to the fund's expected cash flow requirements in discharging its existing and prospective liabilities (including benefit payments)
- whether the trustees of the fund should hold insurance cover for one or more members of the fund.

Accepting contributions and paying benefits

I understand that I can only accept contributions and pay benefits (income streams or lump sums) to members or their beneficiaries when the conditions specified in the law and the fund trust deed have been met.

Investment restrictions

I understand that, as a trustee or director of the corporate trustee of the fund, subject to certain limited exceptions specified in the law, I am prohibited from:

- giving financial assistance using the resources of the fund to a member of the fund or a member's relative (financial assistance means any assistance that improves the financial position of a person directly or indirectly, including the provision of credit)
- acquiring assets (other than business real property, listed securities, certain in-house assets and acquisitions made under mergers, allowed by special determinations or acquisitions from the trustee or investment manager of another regulated super fund as a result of a breakdown of a relationship) for the fund from members or other related parties of the fund
- borrowing money (or maintaining an existing borrowing) on behalf of the fund except in certain limited circumstances (while limited recourse borrowing arrangements are permitted, they can be complex and particular conditions must be met to ensure that legal requirements are not breached)

acquiring an in-house asset if the fund's in-house assets exceed 5% of the market value of the fund's total assets, or the in-house assets will exceed 5% of the market value of the fund's total assets by acquiring the asset (in-house assets are loans to, or investments in, related parties of the fund – including trusts – or assets subject to a lease or lease arrangement between the trustee and a member, relative or other related party)

entering into investments that are not made or maintained on an arm's length (commercial) basis (this ensures the purchase or sale price of the fund's assets and any earnings from those assets reflects their market value).

Administration

I understand that the trustees of the fund must:

- keep and retain for at least 10 years
 - minutes of all trustee meetings at which matters affecting the fund were considered (this includes investment decisions and decisions to appoint members and trustees, the retirement of members and payment of benefits)
 - records of all changes of trustees, including directors of the corporate trustee
 - each trustee's consent to be appointed as a trustee of the fund or a director of the corporate trustee
 - all trustee declarations
 - copies of all reports given to members
 - documented decisions about storage of collectables and personal use assets
- ensure that the following are prepared and retained for at least five years
 - an annual statement of the financial position of the fund
 - an annual operating statement
 - copies of all annual returns lodged
 - accounts and statements that accurately record and explain the transactions and financial position of the fund including asset market valuation
 - copies of Transfer balance account reports lodged
 - copies of any other statements you are required to lodge with us or provide to other super funds
- appoint an approved SMSF auditor each year, no later than 45 days before the due date for lodgment of the fund's annual return and provide documents to the auditor as requested
- lodge the fund's annual return, completed in its entirety, by the due date
- review the independent audit report received from the approved SMSF auditor and take action as required
- notify the ATO within 28 days of any changes to the
 - membership of the fund, or trustees or directors of the corporate trustee
 - name of the fund
 - contact person and their contact details
 - postal address, registered address or address for service of notices for the fund
- notify the ATO in writing within 21 days if the fund becomes an Australian Prudential Regulation Authority (APRA) regulated fund.

DECLARATION

By signing this declaration I acknowledge that I understand my duties and responsibilities as a trustee or director of the corporate trustee of the self-managed superannuation fund named on this declaration (or if the fund's name changes, that name). I understand that:

- I must ensure this document is retained for at least 10 years or while I remain a trustee or director of the corporate trustee (whichever is longer) and, if I fail to do this, penalties may apply.
- Administrative penalties can be imposed on me for not complying with the legislation
- I may have to make this document available for inspection by a member of staff of the ATO and, if I fail to do this, penalties may apply.
- I do not have access to the government's financial assistance program that is available to trustees of APRA regulated funds in the case of financial loss due to fraudulent conduct or theft.
- I declare that the information provided in the form is true and correct.

Trustee's or director's name

Gillian Swindells

Trustee's or director's signature

[Handwritten Signature]

Date
 Day: 13 / Month: 03 / Year: 2023

Witness' name (witness must be 18 years old or over)

JEFFREY MARK SWINDELLS

Witness' signature

[Handwritten Signature]

Date
 Day: 13 / Month: 03 / Year: 2023