



Self-managed super fund trustee declaration

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

Fund name

S & C Maslam Superfund

I am responsible for ensuring that the fund complies 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 the fund's 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 only 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 interests of all the members of the fund
- ensure that members only access their super benefits if they have met a legitimate condition of release
- refrain from entering into transactions that circumvent restrictions on the 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:

- lending money of the fund to, or providing financial assistance 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 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)
- having more than 5% of the market value of the fund's total assets at the end of the income year as in-house assets (these 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)
 - 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
- 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
- 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
- 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 28 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.
- 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.

Trustee's or director's name

Stephen Maslam

Trustee's or director's signature




Date

Day Month Year
19 / 09 / 2017

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

SOPHIE HOWARD

Witness' signature



Date

Day Month Year
19 / 09 / 2017



Self-managed super fund trustee declaration

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Fund name

S B C Maslam Superfund

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 - an annual operating statement
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 - membership of the fund, or trustees or directors of the corporate trustee
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- 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.
- 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.

Trustee's or director's name

Christine Maslam

Trustee's or director's signature

Christine Maslam

Date

Day: 19 / Month: 09 / Year: 2017

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

SOPHIE HOWARD

Witness' signature

Sophie Howard

Date

Day: 19 / Month: 09 / Year: 2017

APPLICATION FOR ADMISSION as a member of S & C Haslam Superfund ABN 81 432 564 483 ("the Superannuation Fund")

I hereby apply for membership of the Superannuation Fund and agree to be bound by the Governing Rules of the Superannuation Fund as they are amended from time to time.

I confirm I have received a copy of the General Product Disclosure Statement in respect of the Superannuation Fund which was issued by the trustee of the Superannuation Fund.

I understand that the Superannuation Fund is a regulated superannuation fund and also a self managed superannuation fund.

I confirm that:

- (a) I have attained the age of 18 years;
- (b) no notice of disqualification has been made in respect of me pursuant to s126A of the *Superannuation Industry (Supervision) Act 1993*;
- (c) I am not an insolvent under administration;
- (d) no civil penalty order under the *Superannuation Industry (Supervision) Act 1993* has been made against me; and
- (e) I have not been convicted (whether in Australia or elsewhere) of any offence involving dishonest conduct.

CHRISTINE

Applicant (signature)

Full name of the Applicant

CHRISTINE RHONDA HASLAM

Residential address of the Applicant

308 CAMP ROAD, LOWRA, NSW 2794

Date of birth of the Applicant

16, 7, 73

**WRITTEN RESOLUTION of the trustee in respect of the S & C Haslam Superfund
ABN 87 432 564 483 (“the Superannuation Fund”)**

1. Purpose of resolution

The purpose of this resolution is to:

- (a) authorise the issue of a general Product Disclosure Statement in respect of superannuation interests to be issued by the Superannuation Fund including accumulation interests and pension interests;
- (b) admit the Applicant as a new Member of the Superannuation Fund;
- (c) accept contributions made by or in respect of the Applicant;
- (d) accept benefit transfers and rollovers in respect of the Applicant; and
- (e) authorise various actions to be undertaken as a consequence of the admission of the Applicant as a new Member and the acceptance of contributions, benefit transfers and rollovers in respect of the Applicant.

2. Issue of General Product Disclosure Statement

The General Product Disclosure Statement describes both accumulation benefits and account pension benefits (namely, account-based, transition to retirement and market-linked pensions) which can be provided by the Superannuation Fund.

2.1 Trustee resolution – adoption & issue of PDS

The General Product Disclosure Statement is adopted by the trustee and its issue to new members and prospective members is authorised.

3. Admission of applicant as a member

3.1 Resolutions in relation to the admission of the Applicant

Noted that the Applicant is eligible to be admitted as a member of the Superannuation Fund and that the Applicant is not disqualified from participating in the management of the Superannuation Fund.

Noted that the admission of the Applicant as a member will not cause the Superannuation Fund to cease to satisfy the definition of “self managed superannuation fund” as the Applicant has been or will be appointed as a director of the company which acts as trustee or has been or will be appointed as a trustee (as may be appropriate) and the admission of the Applicant will not cause the number of members to exceed four.

Noted that as the Applicant is an Australian resident for taxation purposes, the admission of the Applicant and the acceptance of contributions by or in respect of the Applicant and the acceptance of transfers and rollovers in respect of the Applicant will not prejudice the status of the Superannuation Fund as an Australian superannuation fund.

Noted that the trustee has received an application to admit the Applicant as a new Member of the Superannuation Fund. The application has been signed by the Applicant.

Resolved that the Applicant is admitted as a member of the Superannuation Fund with immediate effect.

Resolved that the administrator of the Superannuation Fund be instructed to notify the ATO of the change in the persons associated with the Superannuation Fund by reason of the admission of the Applicant as a member and appointment as a trustee or director of the company which acts as trustee (as may be appropriate) of the Superannuation Fund by either completing and submitting form NAT 3036 or online using an AUSkey or an ATO Digital Certificate.

Noted that the ATO must be notified of the Applicant's admission as a member within 28 days of the date of these resolutions.

4. Contributions in respect of applicant

Noted that the Applicant has advised that concessional and non-concessional contributions for the Applicant will be made to the Superannuation Fund.

Further noted that in accordance with the Governing Rules the Superannuation Fund may accept concessional and non-concessional contributions in respect of the Applicant so long as the SIS Regulations permitted the Superannuation Fund to accept such contributions.

5. Contributions resolution – applicant

Resolved to accept any concessional or non-concessional contributions made by or in respect of the Applicant subject to the contributions acceptance rules being satisfied in respect of those contributions and that any contributions be credited to the member's account of the Applicant.

6. Benefit transfers and rollovers in respect of applicant

Noted that the Applicant has advised that benefit transfers and rollovers in respect of the Applicant may be made to the Superannuation Fund.

Further noted that in accordance with the Governing Rules of the Superannuation Fund, the trustee may accept benefit transfers and rollovers in respect of the Applicant so long as the SIS Regulations permitted the Superannuation Fund to accept such transfers and rollovers.

7. **Benefit transfers and rollovers resolution – applicant**

Resolved to accept any benefit transfers and rollovers in respect of the Applicant subject to the contributions acceptance rules being satisfied in respect of those benefit transfers and rollovers and that any transfers and rollovers are credited to the member's account of the Applicant.

Signed as written resolutions of S & C Haslam Pty Ltd ACN 621 788 654 the trustee of the S & C Haslam Superfund

ABN 87 432 564 483



Stephen John Haslam - Director



Christine Rhonda Haslam - Director

Dated: 19, 9, 2017

APPLICATION FOR ADMISSION as a member of S & C Haslam Superfund ABN 81 432 564 483 ("the Superannuation Fund")

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- (e) I have not been convicted (whether in Australia or elsewhere) of any offence involving dishonest conduct.



.....
Applicant (signature)

Full name of the Applicant

.....
STEPHEN JOHN HASLAM

Residential address of the Applicant

.....
308 CAMP ROAD, LOWRA, NSW 2794

Date of birth of the Applicant

.....
6.4.72

**WRITTEN RESOLUTION of the trustee in respect of the S & C Haslam Superfund
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Noted that the admission of the Applicant as a member will not cause the Superannuation Fund to cease to satisfy the definition of "self managed superannuation fund" as the Applicant has been or will be appointed as a director of the company which acts as trustee or has been or will be appointed as a trustee (as may be appropriate) and the admission of the Applicant will not cause the number of members to exceed four.

Noted that as the Applicant is an Australian resident for taxation purposes, the admission of the Applicant and the acceptance of contributions by or in respect of the Applicant and the acceptance of transfers and rollovers in respect of the Applicant will not prejudice the status of the Superannuation Fund as an Australian superannuation fund.

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Resolved that the administrator of the Superannuation Fund be instructed to notify the ATO of the change in the persons associated with the Superannuation Fund by reason of the admission of the Applicant as a member and appointment as a trustee or director of the company which acts as trustee (as may be appropriate) of the Superannuation Fund by either completing and submitting form NAT 3036 or online using an AUSkey or an ATO Digital Certificate.

Noted that the ATO must be notified of the Applicant's admission as a member within 28 days of the date of these resolutions.

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Further noted that in accordance with the Governing Rules the Superannuation Fund may accept concessional and non-concessional contributions in respect of the Applicant so long as the SIS Regulations permitted the Superannuation Fund to accept such contributions.

5. Contributions resolution – applicant

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Noted that the Applicant has advised that benefit transfers and rollovers in respect of the Applicant may be made to the Superannuation Fund.

Further noted that in accordance with the Governing Rules of the Superannuation Fund, the trustee may accept benefit transfers and rollovers in respect of the Applicant so long as the SIS Regulations permitted the Superannuation Fund to accept such transfers and rollovers.

7. **Benefit transfers and rollovers resolution – applicant**

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Dated: 19, 9 / 2017