

SFSA

SUPER FUND SERVICES AUSTRALIA

G & R Super Fund

Product Disclosure Statement
SMSF Trust Deed
Governing Rules

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1. The Simpler Super Reforms

The Simpler Super reforms which commenced on 1 July 2007 are, by far, the most significant positive advances to the taxation and superannuation system in Australia's *history*. They will be watched closely by many other western countries to see if they meet the underlying objectives of the government's retirement incomes policy – to keep Baby Boomers working longer, encourage Australians to fund their own retirement and reduce reliance on the social welfare system.

So, what are some of the **Simpler Super** changes?

- *No tax on income, or lump sums* taken from a complying superannuation fund post age 60.
- When a person who is 60 or older has all, or a significant majority, of their income producing investments in a superannuation fund, and their taxable income is less than \$6,000 per annum, *they do not need to lodge an income tax return.*
- A member of a fund who is age 55 and born before 1960 can access their super benefits as a low-taxed transition to retirement income stream, *even while working full or part time*. There is a 10% maximum limit on the amount of income the working member can take each year while working. Once they retire there is no limit on the amount of withdrawals.
- No tax penalties or limits on the amount of super benefits that can be withdrawn by members or their dependants and/or legal estate in the event of the member's death.
- Warehousing of super fund investments for the benefit of the next generation with the abolition of the requirement for superannuation benefits to be taken as a lump sum or pension at age 65.
- Relaxation of the assets test thresholds for social security purposes so that a home owning couple may be able to access a part pension while holding a significant parcel of assets.
- A significant number of superannuation fund members over age pension age will be able to access the health care card, telephone, and electricity allowances regardless of the amount of superannuation benefits they have in their fund.
- Insurance premiums in the fund for death, permanent and temporary disability of fund members are tax deductible.
- Death and permanent disability benefits paid out during the working life of a member are proportionally tax deductible to the fund.
- Taking a Simpler Super income stream or allocated pension from a fund that has upgraded to the Simpler Super Rules means lower income levels while allowing unlimited withdrawals for retirees, those over age 65 or who are permanently incapacitated.

 **Warning:** The Simpler Super reforms require the Trustee of a superannuation fund to upgrade its governing rules to cater for the significant changes ushered in by Simpler Super. Do not expect, under any circumstances, for the Trustee of a SMSF to be able to offer many of the strategic benefits listed above without an upgraded Trust Deed.

2. What is a Self Managed Superannuation Fund (“SMSF”)?

A SMSF is a regulated superannuation fund with less than five members, who are primary family members or close associates. The sole purpose of the fund is to provide income streams and/or lump sum benefits to members where allowed under the Superannuation Laws.

The fund is an active collaboration of all members with each member, subject to a few exceptions, being required to become a Trustee of the fund or director of the fund’s Corporate Trustee. This guarantees the member’s involvement in the decision making process of the fund. All members of the fund, upon joining the fund and becoming a Trustee or director of a Corporate Trustee, agree to be bound by the Rules of the fund and the Superannuation Laws and declare that they have read the fund’s Product Disclosure Statement. They must also ensure that the fund remains a regulated and a Complying SMSF under the Superannuation Laws.

The Simpler Super Rules ensure that it is not the intent of the Trustee or director of the Corporate Trustee to provide benefits to members of the fund or others except where allowed under the Superannuation Laws. In addition it is not the intent of the Simpler Super Rules to allow the Trustee or director of a Corporate Trustee to breach any of the Superannuation Laws or become actively involved in a business.

3. Introducing the Simpler Super SMSF Package

SMSFs bring control, flexibility and choice to Trustees and members of a SMSF. With the wide ranging changes brought on by the introduction of the Simpler Super laws, SMSFs are a perfect vehicle for a member to maximise their tax, superannuation and estate planning opportunities. With the complete rewrite of the superannuation and taxation laws as a result of the Simpler Super reforms, it was decided by the authors of this Simpler Super SMSF Package – Grant Abbott, Ian Glenister and Amreeta Abbott – that a brand new SMSF trust deed, fund Rules, Corporate Trustee and Minutes Package was not only warranted but mandatory. The Simpler Super SMSF Package is Australia’s only comprehensive package of integrated SMSF documentation purpose built with the Simpler Super reforms in mind. It does not carry the legacy of the past. It’s built for the future.

4. The Simpler Super SMSF Package includes...

1. A SMSF trust deed, where the Trustees of the fund choose to establish a SMSF.
2. A Product Disclosure Statement (PDS) that details the important features, risks, disadvantages and advantages, Trustee responsibilities, the taxation of the fund and members, as well as the estate planning opportunities for Trustees and members using the Simpler Super Rules. It is a

requirement of the Superannuation Laws that the Trustee provides a member or prospective member of a superannuation fund with a Product Disclosure Statement.

3. The Simpler Super Rules. These rules detail the rights, benefits and entitlements of members as well as providing rules on what the Trustee can – and cannot – do. The Simpler Super Rules also include detailed strategy guidance notes to ensure that members and Trustees alike can understand the meaning of specific rules. As such, the Rules should be seen as an important learning tool for Trustees and members
4. A Simpler Super video presentation by Grant Abbott describing the requirements of the Simpler Super Rules, member's benefits as well as the responsibilities of the Trustee of the fund. The presentation may be found at www.smsfstrategies.com
5. A Simpler Super Corporate Trustee where the Trustees of the fund have decided to establish a special purpose Corporate Trustee to act in concert with the Simpler Super Trust Deed and Rules.
6. A Simpler Super Minutes package where the trustee utilises special purpose minutes drafted by the authors of the Simpler Super trust deed and Rules to facilitate a wide range of transactions that may be undertaken by the Trustee and members of the fund including commencing an income stream, taking a lump sum, making a contribution and other important Trustee and member dealings.

1. Introduction

Self managed superannuation funds, or SMSFs, were first established in 1994. At 30 June 2007 ATO statistics show that there were more than 359,370 SMSFs holding \$287.7 billion in assets. These included cash, shares, managed funds, property trusts, commercial and residential property. The average size of a SMSF is \$800,000 and is increasing year by year. According to an Australian Stock Exchange Survey in 2003 there are several reasons why people choose a SMSF over retail or industry based superannuation fund:

- Control and active involvement
- Choice of fund investments
- Perceived superior performance compared to traditional superannuation fund managers
- Cost effective administration, and reporting
- Flexibility
- Estate planning
- Taxation and accessing low taxed benefits

The ASX survey also showed that SMSFs aren't for everyone. Becoming a member of a SMSF means that "you need to know what you are doing under the superannuation and taxation laws as well as in terms of investing."

One of the most significant requirements to being a member of a SMSF is that, generally a member must act as Trustee of the fund. However if a company is the Trustee of the fund, the member must become a director of the Trustee - being Trustee or director of the Corporate Trustee means taking responsibility for decisions regarding all the transactions of the fund. In addition where the Trustees are individuals the sole or primary purpose of the fund is to pay old age pensions. In contrast where the Trustee of the fund is a Corporate Trustee then the fund may pay income streams, pensions, lump sums and use the fund for estate planning purposes. This is one of numerous reasons why a Corporate Trustee is generally favoured over individual Trustees for a SMSF.

Transactions the Trustee must preside over include investment decisions, creating an income stream for members, accepting contributions, appointing professional advisors if and when required, understanding the Superannuation Laws, ensuring that the Trust Deed is current and completing a wide range of reporting requirements for the Fund. Many superannuation fund members may not want this responsibility. They may find an industry or retail superannuation fund better suited to their needs. A good publication published by the ATO detailing the legal responsibilities of being a SMSF Trustee, entitled "DIY Super. It's your money – but not yet." This can be found at www.ato.gov.au

The document you are reading now is the Product Disclosure Statement (PDS), for the Simpler Super Rules written by Grant Abbott BEc LLM in conjunction with Ian Glenister LLB – Australia’s leading licensed SMSF Specialist Lawyer and Amreeta Abbott SSA – specialist SMSF Adviser. The PDS is required under the Corporations Act 2001 and is specifically designed to provide future and current members of the SMSF with information that enables them to make an informed decision regarding their superannuation interests and the interests of the fund. Such interests include, but are not limited to making a contribution to the fund, commencing an income stream, taking a lump sum, creating a “SMSF Will” and setting in place a SMSF disability plan or “SMSF Living Will”.

However, the better educated a member, Trustee or director of a Corporate Trustee is about SMSFs the better advantaged they are. With in excess of 3,000 pages of Superannuation Laws and Commissioner of Taxation Rulings, it is potentially perilous for a member Trustee to remain uninformed. The hazard of making a mistake, small or otherwise is that the Trustee of the fund may not only be liable to a substantial financial penalty (up to \$220,000) and possible imprisonment, but the SMSF may be rendered a non-complying superannuation fund. This means that the market value of the assets of the fund are included in the fund’s taxable income and taxed at 45% - a heavy penalty or duty by anyone’s standards. Ignorance is neither an excuse nor a defence – being informed is the only way to avoid this.

In addition to the PDS and the Simpler Super Rules, which are educational in their own right, other SMSF resources that may prove useful as educational tools for Trustees and members includes:

1. SMSF TV –provides a wonderful range of SMSF strategy and compliance TV programs for Trustees of an SMSF and can be found at www.smsfstrategies.com
2. The Commissioner of Taxation continues to produce a number of important resources for SMSF Trustees – and professionals alike. The website address for ATO superannuation resources is www.ato.gov.au.
3. The Simpler Super Rules DVD – this DVD highlights the rights and entitlements of members and Trustees of a SMSF that use the *Simpler Super Rules*. This DVD is available from your adviser, or you can find it at www.smsfstrategies.com

The Benefit of Integration, not Isolation

The Simpler Super Rules, Simpler Super Corporate Trustee and Simpler Super Minutes Package provide an integrated compliance and strategy foundation for the Trustee of the fund. Not only are they written by the same leading SMSF experts – Grant Abbott, Ian Glenister and Amreeta Abbott – but they have been drafted to ensure that they cross reference. Using superannuation fund trust deeds, shelf companies and inferior supporting documentation leaves the Trustee and members at financial risk should the Fund be held non-complying. Non-compliance brings significant tax risk to the fund, its members and their superannuation benefits.

2. The Simpler Super SMSF Rules

As already noted, being a Trustee or director of a Corporate Trustee requires various responsibilities. Of paramount consideration is to ensure that the Rules remain up to date (now required by the Commissioner), are known and understood by the Trustees and members, and that the Trustee abides by all of the Rules of the fund. However, the Rules of each superannuation fund vary. In many cases, this variance can be quite considerable. *If the Rules pre-date 1 July 2007, then they will limit the Trustee and members from accessing the wide range of tax, social security and other benefits under the Simpler Super reforms applicable from 1 July 2007.*

The Simpler Super Rules are Australia's first set of SMSF Rules drafted specifically to cater for the Simpler Super reforms, also known as "Better Super". They have been designed and written by Australia's leading SMSF experts - Grant Abbott and Ian Glenister. Importantly, the Simpler Super Rules have been written in "plain English" terms. This allows members of the fund, the Trustees or directors of a Corporate Trustee to clearly understand how the fund is to operate, without having to learn an entire dictionary of technical legal terms or have a legal degree. In addition they qualify the member's rights and entitlements under the Simpler Super Rules. They also establish the obligations and responsibilities of both a member and Trustee or director of a Corporate Trustee of the fund.

Notwithstanding, the Rules of the fund the Trustees are subject to other laws including, the Superannuation Industry Supervision Act 1993, the Income Tax Assessment Act 1936, the Income Tax Assessment Act 1997, the Corporations Act 2001, the Social Security Act 1991, the Family Law Act 1975 and the various state based Trustee Acts. For the purpose of the Simpler Super Rules and the PDS these are referred to collectively as the Superannuation Laws.

To optimise the advantages of the Simpler Super reforms, an upgrade of a pre-existing SMSF's Rules to the *Simpler Super Rules* is a simple and inexpensive exercise. This enables the Trustee or director of a Corporate Trustee of a SMSF with an older set of Rules to enjoy the benefits of the "Simpler Super" regime.

3. The Simpler Super Corporate Trustee

One of the primary issues to be confronted when creating a SMSF is who is going to be the Trustee or Trustees of the fund. There are two options – the members themselves individually can be the Trustees or a Corporate Trustee may be established.

Although there is a small initial expense to create a company to act as Trustee there are significant taxation, practical and financial benefits in choosing to do so. These include:

- a) Access to the low taxation rates for both the SMSF Trustee on fund income as well as where benefits are paid to members as a lump sum or pension. The Superannuation Laws allow a member of a superannuation fund to retain their superannuation benefits, in part or whole, in their lump sum account beyond retirement and even up until they die. As noted earlier where the Trustees are individuals the sole or primary purpose of the fund is to pay old age pensions. To retain superannuation benefits in a Member's lump sum account until death where the fund has individual trustees may see the fund lose all of its tax concessions

- b) Ease of administration where members move in and out of the fund. Over time members of the fund come and go whether as a result of marriage, divorce, death, disability or bankruptcy. A requirement under the Superannuation Laws is that the SMSF Trustee must hold all of its assets in the names of the Trustee. With each change of Trustee all share and unit holder registries, land title offices and the like must be notified of the change in Trustee holding. With a Corporate Trustee the Trustee remains constant even though the underlying directors may change on occasion.
- c) Trustees are potentially confronted with being sued should an event occur to an asset of the fund. For example the Trustee of a fund may own a residential property. As a result of an accident or for some other reason a tenant or visitor may sue under owner's liability. The tenant may sue any individual Trustee personally while directors of a Corporate Trustee may seek the shelter of the corporate veil.

As with SMSF Trust Deeds and Rules, not all companies are suitable to act as a SMSF Corporate Trustee. The Simpler Super Corporate Trustee Constitution, like the Simpler Super Rules have been purpose built specifically for the Simpler Super reforms. Additionally, the company is to act exclusively as a Trustee of a SMSF not to be the Trustee of a family trust or to run a business. For members with an existing dormant or unwanted company, an upgrade to the company constitution to convert the company to a Simpler Super Corporate Trustee is a simple and inexpensive exercise.

4. The Simpler Super Minutes Package

In accordance with the Simpler Super Rules and the Superannuation Laws any major decision by the Trustee must be made in a valid Trustee meeting and confirmed by minutes evidencing the relevant decision. The decision to be made by the Trustee may include the establishment of the fund's Investment Strategy, commencing a Simpler Super Income Stream for a member of the fund, accepting an in-specie contribution of shares or real property, creating a Reserve Account in the fund and appointing an Auditor. The list of activities is non-exhaustive. These decisions are to be made according to the Rules of the fund. *Different SMSF Rules require different treatment and documentation.*

The Simpler Super Minutes Package is a tailor made set of minutes and other documents, created by Grant Abbott and Amreeta Abbott of SMSF Strategies, vital to the operation of the specific SMSF as made out in the name of the Trustee. Not only does the Simpler Super Minutes Package provide definitive documentary evidence for the Australian Taxation Office when a SMSF is confronted with a compliance audit but they also provide a strong foundation in the event of member divorce, benefit splitting, death or termination of Membership.

5. The Ten Benefits of a Simpler Super Rules Fund

Not all SMSF Trust Deeds are the same! There are a number of crucial strategic benefits offered by the Simpler Super Rules:

Benefit One: These are "Brand New" Simpler Super Rules not just old SMSF rules repackaged

The internet has transformed universal contact. It has created a revolution in business, investment, education, entertainment, communication and all manner of lifestyle. How did we ever survive without

the internet? Those not prepared to embrace technological advancement are being left behind. The Simpler Super reforms are to superannuation what the internet is to communications and the availability of information. They change almost every superannuation fundamental by introducing revolutionary superannuation, retirement funding and tax reform. The Simpler Super Rules are unique and designed to work exclusively with the Simpler Super reforms. They are not an upgrade or redraft of a set of SMSF rules that pre-date the Simpler Super reforms. This means they do not have residual issues or problems that can arise by attempting to incorporate new ideas and strategies to rules that had their birth many years ago.

Benefit Two: Created by genuine SMSF Experts

Grant Abbott BEc LLM has authored three editions of the CCH "Guide to SMSFs" - all of which have sold out. CCH is and has been the world market leader in professional publications for the accounting, financial planning and tax professions for over a century. Only the leader in their chosen field of specialisation is asked to write a book on a subject for other professionals. Grant is Australia's leading authority on SMSFs. Since the advent of SMSFs in 1994 Grant has delivered more than 1,000 presentations and training courses to SMSF professionals and Trustees.

Ian Glenister B.Juris LLB has been involved with SMSFs for more than a decade. His firm, Glenister & Co provides specialised SMSF documents to professionals and SMSF Trustees across Australia as well as SMSF estate planning advice. He is in demand as a speaker and brings strong SMSF legal understanding and strategic drafting skills to the Simpler Super SMSF Package.

Amreeta Abbott SSA brings a wealth of client SMSF advising skills to the Simpler Super SMSF package and has designed the ancillary documents to fit with the Simpler Super Rules and Corporate Trustee. These documents ensure that a Trustee meets not only strict compliance requirements but builds a strong documentation trail for generations to come.

Benefit Three: Access to ongoing SMSF Education

The Simpler Super Rules are not just another set of SMSF rules or Trust Deed. They are flexible, easy to read and designed for the future. As new strategies are discovered or the meanings of various SMSF laws are clarified by the ATO, Trustees need to stay informed. Trustees, as users of the Simpler Super Rules have access to the wide range of complimentary SMSF strategy programs at SMSF TV on www.smsfstrategies.com, bi-monthly SMSF strategy newsletters and regular DVDs on specific SMSF topics including SMSF Estate Planning, SMSF Insurances and SMSF Income Streams. Importantly the various SMSF strategies taught by Grant Abbott, Ian Glenister, Amreeta Abbott and other SMSF specialists can only be used with the Simpler Super Rules.

Benefit Four: Built for many Generations

Once established, the Simpler Super Rules are purpose built to provide current and future generations of a family with a superannuation tax haven to be used when family members reach preservation age (aged 55 for a person born before 1960), become incapacitated, retire, die or when otherwise allowed. Children will follow their parents and grandchildren will follow their grandparents into the fund. Although there is a current limit on four members per SMSF, the Simpler Super Rules can accommodate more than four family members in the event the government changes the Superannuation Laws to allow a SMSF to have five or more family members. The Simpler Super Rules also allow a family to establish linked multi-SMSFs at any time including upon death or incapacity.

Benefit Five: Placing SMSF control in the right hands

In the past there have been occasions where the wishes or requirements of a Fund member, for whatever reason, have not been adhered to by the fund's Trustee. This may occur with a members' divorce, death or legal incapacity. How can this occur? Many SMSF trust deeds provide a single vote per Trustee at a Trustee meeting. In a case of separation or divorce with two Trustees at odds this can herald disaster. The Trustees of the fund may become deadlocked and the assets of the fund put at serious risk. Similarly there are many SMSF trust deeds where, without undisputed agreement by the Trustees, there is no ability to appoint a replacement Trustee to oversee a deceased or incapacitated member's wishes.

The Simpler Super Rules eradicate these obstacles by providing each Trustee with voting rights based on the dollar value of the member's superannuation account balances. Each dollar in the member's account equals one vote. Additionally, in the event of member's death or incapacity the Simpler Super Rules provide automatic Trustee replacement by the deceased member's executors to represent the deceased or incapacitated member. The replacement Trustee, in accordance with the Simpler Super Rules, is provided with exclusive voting rights applicable to the deceased or incapacitated member's superannuation benefits.

Benefit Six: Contribute Investments and other Assets as well as Cash

The "life cycle" of many members revolves around education, employment or business involvement, superannuation guarantee contributions, marriage or lifetime partnership, the purchase of a residence with a mortgage, children and their education, *investing*, funding children's tertiary studies, *making large contributions to super*, accessing superannuation benefits as an income stream or lump sum at retirement, incapacity and death.

The rate at which the "life cycle" occurs differs from member to member. Eventually, as a member reaches preservation age and can access their superannuation benefits, there is a tendency by the member to make larger and more frequent superannuation contributions. It is at this time the Simpler Super Rules come to the aid of fund members by allowing them to transfer investments, even business assets, to their SMSF provided the Superannuation Laws are not breached. Stamp duty and capital gains tax considerations must always be considered in these circumstances.

Benefit Seven: Wide range of Trustee investments allowed

The choice of investments and control of the fund are some of the major motivating factors for members to establish a SMSF. Unlike the customary array of investments offered by a Trustee of a retail or industry based superannuation fund the Simpler Super Rules expand the Trustees ability to invest in a wide and varied range of investments. Subject to the Superannuation Laws and the Fund retaining its Complying SMSF status a Simpler Super fund has the ability to invest in commercial assets, farms, options, futures contracts, property development and other joint ventures, art work and other collectibles, property syndicates, franchises, mining leases and many other tax effective investments. Significantly, the Simpler Super Rules enable worldwide investment. They allow a Trustee the license to invest anywhere internationally including, but not limited to, tax havens and other concessionally taxed countries.

Benefit Eight: Flexible Superannuation Accounts

Once a Member reaches preservation age it is now common practice for them to maintain both a lump sum and one or more superannuation income stream accounts. Additionally Trustee maintenance of one or more Reserve Accounts may occur. Each of these accounts is described as a Superannuation Interest, a new term that has emerged under the Simpler Super reforms. Subject to the Superannuation Laws, the Simpler Super Rules provide the members of the fund with the opportunity of moving between their various superannuation interests as well as giving the Trustee the power to change assets between various fund interest accounts. This tactic enables the member to maximise their strategic superannuation opportunities.

Benefit Nine: Flexible Superannuation Benefits

The Simpler Super Rules take full advantage of the changes to the laws ushered in by the Simpler Super reforms. Members can access a wide range of superannuation benefits available for the first time including a transition to retirement income stream, a Simpler Super income stream, accessing a lump sum at any time following a member's retirement or permanent incapacity (as cash or in the form of a fund asset) or the member can just leave their superannuation benefits in the lump sum account to compound indefinitely.

Benefit Ten: Flexible SMSF Estate Planning

One of the most significant changes to the Australian superannuation landscape introduced in the Simpler Super reforms is a member's ability to transfer their superannuation wealth via their SMSF to future generations. The Simpler Super Rules are drafted to enable a deceased member's superannuation death benefits to be transferred to a spouse, lifetime partner, children plus any other dependants and non-dependants of the deceased member. Subject to the Superannuation Laws and the Fund retaining its Complying SMSF status the payment of a member's superannuation death benefit may be way of lump sum or a Simpler Super income stream. The benefits can also be paid via the estate of a deceased member or in accordance with a Testamentary or Simpler Superannuation Proceeds Trust established in accordance with the deceased's member's will.

The Simpler Super Rules has also introduced Australia's first "SMSF Will" where a member may provide a specific instructions to the Trustee of the fund to be followed at the time of the member's death. The Trustee, if they accept the SMSF Will, is bound by those instructions. They may include the provision for the payment of death benefits in a manner and form described under the SMSF Will, who is to be the replacement Trustee, which specific superannuation interest a death benefit is to be paid from or whether it is to be made by way of a distribution of a specific asset of the Fund. A SMSF Will can only be created under the Simpler Super Rules.

The following key features are by no means exhaustive. To understand all that is required of being a Trustee, the benefits and entitlements of a member and the various strategic opportunities with the Simpler Super Rules, members and prospective members should also read the Simpler Super Rules. These have been written in *plain English* and with extensive Strategy Guidance Notes to elaborate on what the Rules mean and how they may apply to a particular member set of circumstances.

1. Benefits for Members at Preservation Age, Retirement, Death or Incapacity

Subject to the Superannuation Laws and the fund retaining its Complying SMSF status, the sole purpose of the fund is to provide the members of the fund with the following benefits should they choose:

- An opportunity to commence a tax effective income stream once they reach preservation age. This is the case even though they may continue to work part time or full time and an employer or the member personally makes contributions into the fund.
- Lump sum or income stream benefits in the event of a member's retirement with benefits after age 60 tax free.
- Lump sum or income stream benefits at age 65.
- The ability to retain superannuation benefits in the member's lump sum account without any requirement to draw down upon the benefits.
- The opportunity of leaving any superannuation benefits in the fund on the member's death directly to dependants, non-dependants or legal estate in the event of the member's death.
- Access to superannuation benefits where the member becomes temporarily or permanently incapacitated.
- Any other benefit allowed under the Superannuation Laws.

The Trustee is precluded from providing a superannuation benefit to a member except in the above circumstances. For example the Trustee cannot invest in art work and then allow the member to hold the art work at home without paying a market value lease fee. Even if a market value lease payment is made there is still a limit of 5% of the fund's assets that can be used by member or related parties. Importantly the Trustee is also not allowed to run an active business in the fund.

Importantly where the Trustees are individual persons, as opposed to a Corporate Trustee, some of the above benefits, such as the ongoing payment of lump sums rather than income streams may not be permitted under the Superannuation Laws.

SMSF Strategy Guide: A member is not required to take any superannuation benefit during their life and may use their SMSF as a legal tax effective estate planning vehicle should they choose. This is where a SMSF Will is an important tool to guarantee the distribution of superannuation benefits in the appropriate form and manner required by the member on their death.

2. Members to become a Trustee

All members of the fund, subject to some limited exceptions under the Superannuation Laws are required to become a Trustee of the fund or in circumstances where the Trustee of the fund is a Corporate Trustee, a director of the Corporate Trustee. The Simpler Super Rules provide the following important exceptions to the member-Trustee rule thereby allowing a Replacement Trustee to be appointed in the place of the member:

- On the member's death and the Replacement Trustee or director of the Corporate Trustee is the executor of the member's legal estate.
- Where the Replacement Trustee or director of a Corporate Trustee holds the member's enduring power of attorney, As the member's legal personal representative ("LPR") they can act on the member's behalf.
- Where the member is a minor and not able to act as a Trustee or director of a Corporate Trustee, a Replacement Trustee or director of a Corporate Trustee may be used including the minor's LPR or where there is no LPR, a parent or guardian of the minor.
- If the member of the fund no longer resides in Australia, they may put in place a Replacement Trustee or director of a Corporate Trustee if their Replacement Trustee holds the member's enduring power of attorney and acts as the LPR. This is to ensure that the fund remains an Australian superannuation fund and retains the taxation concessions available to this type of superannuation fund.

3. Trustee Responsibilities and appointing SMSF Experts

The Trustee is bound by **ALL** of the Simpler Super Rules as well as the Superannuation Laws as they apply to SMSFs. The Superannuation Laws provide serious penalties for the Trustee including fines, penalties and in some circumstances imprisonment where the Trustee breaches the Rules and the Superannuation Laws. The Trustee has a range of important responsibilities, including amongst others:

- To be aware of, understand and act in accordance with the Simpler Super Rules.
- To ensure that the Rules of the fund are continuously upgraded to meet any changes and requirements of the Superannuation Laws.
- To abide by the Superannuation Laws.
- To document the fund's Investment Strategy and make investments for the fund according to the fund's Investment Strategy.
- To ensure that at all times the fund remains a Complying SMSF.
- To appoint SMSF experts to assist the Trustee in meeting its responsibilities. This includes an approved auditor, an accountant, a fund administrator, an investment strategist, a SMSF insurance adviser and a SMSF estate planning lawyer.

A trustee or director of a Corporate Trustee appointed after 1 July 2007 is required to affirm in writing as to the above. The affirmation is found in the ATO "Declaration for New Trustees of a SMSF".

4. Trustee Investments and Investment Strategy

The Trustee of the fund has broad investment powers under the Simpler Super Rules and is able to invest in private or public company shares; cash and fixed interest; commercial, rural and residential property; unit trusts and pooled superannuation trusts and is able to engage in property development and other pursuits provided the investment is in accordance with the Superannuation Laws. The Trustee cannot run an active business.

The Fund's Trustee can create separate investment strategies for each member of the fund. Alternatively a Trustee may establish separate investment strategies for differing member accounts including member's lump sum or income stream accounts. However this is not a mandatory requirement. The Trustee can use their power to create a pooled investment strategy for all members of the fund and all accounts provided the investment strategy meets the necessary requirements of the Superannuation Laws.

However any investment made by the Trustee must meet with the fund's written investment strategy. The Superannuation Laws establish requirement guidelines as to what must be contained in an investment strategy including:

- The risk involved in making, holding and realising, and the likely return from, the entity's investments having regard to its objectives and its expected cash flow requirements.
- The composition of the entity's investments as a whole including the extent to which the investments are diverse or involve the entity in being exposed to risks from inadequate diversification.
- The liquidity of the entity's investments having regard to its expected cash flow requirements.
- The ability of the entity to discharge its existing and prospective liabilities.

Once one or more income streams are commenced the Trustee of the fund may run separate investment strategies for members where they have a lump sum and an income stream account. This will require the Trustee creating and authoring separate investment strategies and appropriate confirming documentation. There may be significant taxation and estate planning advantages in creating separate investment strategies for lump sum and income stream superannuation interests.

The Superannuation Laws provide further rules restricting certain investments made by the Trustee of a Complying SMSF:

- The Trustee cannot acquire in any manner an asset from a member or related party to the fund whether by way of purchase or as a contribution on behalf of a member. A related party includes a member or any other entity such as a family trust or family company where a member of the fund or Trustee has the ability to control the entity. The exceptions to the rule are listed shares, managed funds, term deposits and business real property.

- The Trustee of the fund may not invest more than 5% of its assets as in-house assets. An in-house asset is defined in the Superannuation Laws to be an investment in, a loan to or a lease of fund property to a member or related party. This would include art work, loans, property and instances such as a holiday home or residential property where the member's children live. Excluded from in-house assets is business real property which may be leased back to a member of the fund or a related party entity.
- Any dealings the Trustee of the fund has with any related party or any other person must be at arm's length.

5. Making Contributions to a Complying SMSF

The Superannuation Laws allow the Trustee to accept contributions on behalf of a member under the following conditions:

Table One – Contributions under the Superannuation Laws

| Age of Member | Condition |
|--|--|
| Under age 65 | No conditions. |
| Age 65 – 69 | The contributions are made under an industrial agreement or the member is engaged in part time gainful employment being 40 hours of gainful employment or self employment over a 30 day period during the contribution income year. |
| Age 70-74 | The contributions are made under an industrial agreement or the member is engaged in part time gainful employment being 40 hours of gainful employment or self employment over a 30 day period during the contribution income year and the contributions are made by a member or their employer. |
| After those times | Contributions may be accepted by the Trustee after these times if in the Trustee's opinion they relate back to an earlier contribution time in the Trustee's opinion or the contributions are made under an industrial agreement. |
| Spouse | The spouse must be under age 65. |
| Co-contribution | A contribution that meets the co-contribution guidelines has been made by the member to a complying superannuation fund. |
| No TFN | The Trustee may not accept a contribution where the member has not provided the trustee with their Tax File Number. |
| Contributions above the excess non-concessional contribution limit | The Trustee may not accept contributions in excess of the member's non-concessional contribution threshold. This limit is dependent upon the member's age at the time of making the non-concessional contribution. |

The Simpler Super Rules are broader but subject to the Superannuation Laws and allow the Trustee of a fund to accept any contribution on behalf of a member, including both cash and assets provided the fund retains its status as a Complying SMSF. By writing the Rules in this manner it ensures the Rules cope with future contribution law changes.

In terms of superannuation contributions splitting the Trustee of a Complying SMSF may accept a split of up to 85% of any concessional contribution made to the fund on behalf of a member in a prior income year. The member has the following income year in which to notify the Trustee of the desire to split. A concessional contribution is one that is assessable income of the Trustee of the fund. For more with respect to the "Taxation of a SMSF" see below. A non-concessional contribution may not be split with a spouse.

6. Superannuation Benefits - Lump Sums and Income Streams

Under the Superannuation Laws when a member of the fund meets a condition of release of their superannuation benefits they may take either a lump sum or an income stream. The conditions of release include amongst others:

- Temporary Incapacity and Permanent Incapacity – although only an income stream may be taken where a member suffers temporary incapacity and only to the extent that it compensates them for the loss of wages, salary or business profits;
- Retirement or at aged 65;
- Under Severe Financial Hardship or on Compassionate Grounds;
- When a Member reaches Preservation Age and commences a Transition to Retirement Income Stream – no lump sum is available.
- On the death of a Member of the Fund, numerous Superannuation Laws apply to the payment of Death Benefit Superannuation Lump Sums and Death Benefit Superannuation Income Streams. The Trustee shall pay due regard to any Member SMSF Will in making any Death Benefit payments. Benefits that may be paid at the time of the death of a Member include, but are not limited to:
 - a Superannuation Lump Sum may be paid on the death of a Member to a Dependant or the deceased Member's Legal Estate; and
 - Superannuation Income Stream may be paid to a Dependant for taxation purposes which includes all those persons who are Dependents but in the case of a Child, only a Child who is aged less than 18. Where an Income Stream is paid to a Child in accordance with the Superannuation Laws, it must be commuted no later than the 25th birthday of the Child.

The Simpler Super Rules allow the payment of a variety of superannuation income streams and pensions. However under the Superannuation Laws where an income stream is commenced after 20 September 2007 only account based income streams may be taken. An account based income stream requires a member to withdraw a certain percentage of their account each year based on the value of their account at the start of the year. The percentage that must be withdrawn depends upon the age of the person and is indicated as follows:

| Age of Member | % of account for income |
|---------------|-------------------------|
| Under 65 | 4 |
| 65 - 74 | 5 |
| 75-79 | 6 |
| 80-85 | 7 |
| 85-89 | 9 |
| 90-94 | 11 |
| 95 or more | 14 |

7. Taxation of the SMSF and Members

SMSF Strategy Guide: *The taxation benefits described in this section are available with the use of the Simpler Super Rules and Package and cannot be guaranteed where other SMSF trust deeds are used, particularly those that pre-date 1 July 2007!*

The Simpler Super reforms have ushered in significant changes to the taxation of superannuation funds and their members. Detailed below are some of the important new Simpler Super tax laws that apply to the Trustee of a SMSF and its members.

a) Taxation in the Fund

Where the Trustee of a SMSF complies with the Rules of the fund and the Superannuation Laws it should be treated by the Commissioner of Taxation as a Complying SMSF. This means that the Trustee of the fund is entitled to concessional taxation treatment. Broadly the tax treatment for the Trustee of a Complying SMSF is:

- Where the assets of a Complying SMSF are set aside to fund lump sum benefits for the members of the fund the Trustee is to include as assessable income interest, dividends, rents and other items that would ordinarily be assessable to a taxpayer. In addition the Trustee is to include as assessable income those contributions made on behalf of a member of the fund by another person excluding spouse contributions, child contributions, government co-contributions and a rollover of superannuation benefits from another complying superannuation fund.
- The Trustee is entitled to claim a tax deduction for expenses in running the fund.
- If the Trustee pays life or disability insurance premiums they will be entitled to claim a tax deduction for the insurance premium.
- The Trustee is entitled to a 33 1/3⁹⁶ discount on any capital gains realised on lump sum assets.

- The taxation rate on the taxable income of a Complying SMSF is 15% less any tax offsets such as imputation or foreign tax offsets.
- Where the assets of Complying SMSF are held aside for use by the Trustee to pay current income streams then any income or capital gains realised on those investments is tax free. However imputation credits can still be used by the Trustee of the fund even though any dividend income is tax free.
- Imputation credits that remain unused will be refunded to the Trustee.
- If a member of the fund dies or becomes disabled during their working life and the Trustee pays out a lump sum benefit or an income stream, the Trustee may be entitled to a partial deduction for the payment.

b) Contributions to the SMSF for a member

Where a contribution is made to the fund on behalf of a member, if it is made by an employer it is tax deductible. However, a contribution made on behalf of a spouse is not tax deductible but may entitle the contributing spouse to a tax offset. Where a member makes an employer salary sacrifice contribution to a Complying SMSF on their behalf this is not included in the member's assessable income or reportable fringe benefits.

Where the member makes a contribution on their own account, it is deductible to the extent that 10% or less of their assessable income and reportable fringe benefits comes from employment, being a director or where another person is required to make Superannuation Guarantee Contributions on the member's behalf.

Due to the generous taxation advantages attached to superannuation the government has introduced thresholds on both deductible (concessional) and non-deductible (non-concessional) contributions. The table below highlights the thresholds and the tax penalties where the thresholds are exceeded.

Table Two – Excess Contributions Tax

| Type of contribution | Threshold per annum | Excess Contributions Tax | Transitional Rules |
|-----------------------------|----------------------------|---------------------------------|---|
| Concessional | \$50,000* | 31.5% | \$100,000 for over 50's to 2012 |
| Non-concessional | \$150,000# | 45% | To age 65 there is a three year bring forward rule which may apply. |
| Golden Handshake | \$140,000 | 45% | The pre 30 June 2007 golden handshake rules apply where a pre-existing contract at 11 May 2006 allows for a golden handshake. |

* *the concessional contribution threshold is to be indexed to CPI but in \$5,000 increments.*

the non-concessional contribution threshold is three times the concessional contribution threshold.

c) Benefits paid to a Member

All of the benefits held on behalf of a member in the member's lump sum account are classified as superannuation interest under the Superannuation Laws. If an income stream is commenced this is generally a separate superannuation interest where a separate amount is set aside by the Trustee of the fund. Any benefit paid from a superannuation interest may have a different tax free/taxable component proportion and thus different taxation consequences to the member or a deceased member's dependants, non-dependants or their legal estate.

d) The proportioning rule

Superannuation benefits whether taken as a lump sum or income stream are to be divided by the Trustee of the fund into a tax free and a taxable component. The proportion used is the same as the superannuation interest that holds the superannuation benefit.

For example, a 57 year old member of a Complying SMSF taking a transition to retirement income stream may have a tax free/taxable component proportion equal to 40/60. Any income stream benefit taken from that superannuation interest will be 40% tax free and 60% taxable component. This will include any commutation of the income stream at a later time once the member retires. At the same time as holding an income stream the member may also be making salary sacrifice contributions to the fund with all the contributions being taxable component. The proportion for the lump sum account is 100% taxable component. Any superannuation interest taken from the lump sum account will always be 100% taxable component.

The tax free component of a superannuation interest consists of two components:

- **The contributions segment** – this component represents any member contributions into the fund after 1 July 2007 for which the member has not claimed a tax deduction.
- **The crystallised segment** – this component is to be determined on 30 June 2007 in relation to lump sum superannuation benefits and represents the pre-83 component, the CGT exempt component, undeducted contributions, post June 1994 invalidity component and the concessional component of the lump sum account at that time. For income streams that were payable at 30 June 2007, transitional rules apply to enable the Trustee to determine the crystallised segment for the income stream where a specific trigger event applies including if they were over age 60 on 30 June 2007. Where a member holds an interest in a superannuation fund they should seek advice from their superannuation adviser in relation to the crystallised segment of their superannuation interests.

The tax free component also includes any government co-contribution. The taxable component of the superannuation interest is the value of the superannuation interest less the tax free component. The taxable component also includes any "splittable" contribution payment as well as any superannuation guarantee payment received by the Trustee.

e) The taxation of benefits to a member

Where a superannuation benefit is paid to a member, as a lump sum or income stream it will be taxed as follows:

- **Tax Free Component** - Any tax free component payable to a member or to dependants, non-dependants or the legal estate on the death of a member is always tax free in their hands. This includes both lump sums and income streams.
- **Taxable Component** - The following table highlights the taxation treatment of benefits payable to a member. It should be noted that the preservation age for a person born prior to 1960 is aged 55.

Table Three – Taxation of the Taxable Component

| Type of Benefit | Under preservation age | Between preservation age and age 60 | Age 60 and over |
|------------------------------------|------------------------------------|---|-------------------|
| Lump sum | 20% | First \$140,000 is tax free with any remainder taxed at 16.5% | Tax free |
| Income stream | Assessable income | Assessable income + 15% tax offset | Tax free |
| Permanent disability income stream | Assessable income + 15% tax offset | Assessable income + 15% tax offset | Tax free |
| Temporary disability benefit | Assessable income | Assessable income | Assessable income |

8. SMSF Estate Planning with a SMSF Will

One of the most important benefits of using the Simpler Super Rules is that it allows the member to provide death benefits directly to non-dependants, dependants and the legal estate of a deceased member. The Simpler Super Rules also introduce Australia's first "SMSF Will" where a member of a Fund can provide specific written instructions for the Trustee of the fund that must be followed in the event of the member's death. The Trustee, if they accept the SMSF Will, is bound by those instructions. They may include the provision of death benefits in a manner and form described under the SMSF Will, who shall be the replacement Trustee in the event of the death of the Member, which superannuation interest a specific death benefit is to be paid from and whether such benefit is to be made by way of a distribution of a specific fund asset. A SMSF Will can only be created in accordance with the provisions of the Simpler Super Rules.

The Simpler Super Rules and the taxation consequences for member death benefits are:

- A SMSF Will allows the Trustee of the fund to make lump sum payments by way of assets – called an "in-specie" death benefit payment.
- For taxation purposes, a lump sum can be paid to a dependant or the Trustee of the legal estate who may pass them on directly to a dependant of the deceased member. Alternatively the Trustee of the legal estate may create a trust to hold only the superannuation death benefits for dependants only. In these circumstances any lump sum death benefits payment is tax free.

- Lump sum payments made direct to non-dependants are taxed at 16.5% on the taxable component (including Medicare levy) with no tax on the tax free component.
- A SMSF Will allows the Trustee of the fund to provide an income stream to a tax dependant of member. This income stream is known as a reversionary income stream. If the deceased member was over age 60 at the time of death or the dependant was over age 60 at the time of commencement of the income stream then the income payments are tax free to the dependant. If the dependant is able to convert the income stream into a lump sum the lump sum payment would be tax free.
- If the reversionary pension member (deceased member's dependant) is less than aged 60, as with the deceased member, then the taxable component of the income stream is assessable with a 15% tax offset.

Strategy Guidance Note: A SMSF Will and any corresponding death benefit payments from a SMSF fall outside any external Will the member may have put in place. Importantly, the Trustee is not legally bound by any direction the member may have made in the Will regarding their superannuation benefits.

The Superannuation Laws define a dependant to include a spouse, child, a financial dependant or person who has a close interpersonal relationship with the member. However for taxation purposes "dependant" includes a spouse, a child under the age 18, a person who the member has a close interpersonal relationship with as well as any person who is a financial dependant. Thus a child over age 18 would be considered a non-dependant for taxation purposes unless they were a financial dependent.

9. Costs of running a SMSF

There are a range of costs associated with establishing, operating and maintaining a SMSF. The level of costs incurred will also depend on the extent that the Trustee has sought expertise in ensuring the fund remains complying and also has the best possible strategic set up for the Trustee and members. These costs should be compared carefully to the costs associated with being a member of an industry based or retail superannuation fund.

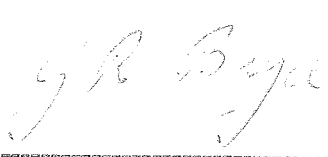

Saving on not getting the best possible advice or for that matter, acquiring the most strategic and up to date SMSF Trust Deed and Rules is a false saving as it limits far larger taxation savings as well as opening up the Trustee to potential fines, imprisonment and having the fund's assets subject to tax as non-Complying SMSF. The extent of the costs will depend on the specific service provider and Trustee should discuss all costs with their SMSF professionals.

Establishment of the G & R Super Fund

THE DEED

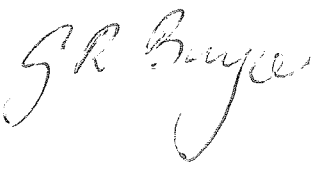
| | |
|------------------------------|--|
| This Deed is made on: | 14 JULY 2008 |
| By: ("Trustee") | By the directors of Super Bryce Pty Ltd - ACN: 132 196 180 of 237 Bradman Avenue, Maroochydore QLD 4558. |
| Background: | <ol style="list-style-type: none">1. The Trustee is a Corporation who executes this Deed. A director of the Corporate Trustee cannot be a Disqualified Person unless authorised by the Regulator.2. The Directors hereby apply for initial membership of the Fund.3. The Trustee wishes to establish an Australian Superannuation Fund ("the Fund").4. The Trustee intends that the Fund should be a complying Self Managed Superannuation Fund ("complying SMSF") for the purposes of the Superannuation Industry Supervision Act 1993 ("SIS Act"), the Income Tax Assessment Act 1997 ("Tax Act") and other Superannuation Laws.5. By execution of this Deed the Trustee signifies its consent to be appointed as the initial Trustee of the Fund as well as the directors becoming members of the Fund. The Directors of the Corporate Trustee acknowledge that they have read the Rules of the Fund, the Product Disclosure Statement and agree to be bound by them. |

THIS DEED WITNESSES

| | |
|---|---|
| <p>Establishment of the Fund</p> | <p>The Trustee hereby agrees to accept applications for Membership of the Fund and ensure all Members meet the Trustee requirements for membership of the Fund. The Trustee further agrees to receive Contributions, Rollovers, Transfers on behalf of Members, distributions and any other amounts paid; and will invest those amounts to provide Superannuation Benefits for present and future Members according to the Rules of the Fund.</p> |
| <p>Name of the Fund</p> | <p>The Fund will be known by that name determined by the Trustee. Such name may be changed by the Trustee according to the Rules of the Fund.</p> |
| <p>Rules of the Fund</p> | <p>The Rules of the Fund are the Rules attached to this Deed and may include further amendments, changes or additions to the Rules made in accordance with the provisions of the Deed and the Rules.</p> |
| <p>Purpose of the Fund</p> | <p>The purpose of the Fund is to provide Superannuation Benefits for Members of the Fund, their Dependents and Legal Estate. These benefits include Superannuation Income Streams and Lump Sums where allowed under Superannuation Laws subject to and conditional upon the Fund remaining a continuing to remain a complying SMSF.</p> |
| <p>Successor Acts:</p> | <p>A reference to an Act includes a reference to any successor act to that Act.</p> |
| <p>Executed as a Deed on:</p> | <p style="text-align: center;">25th July 2008</p> |
| <p>Directors:</p> <p>Gary Raymond Bryce</p> <p>Robyn Wanda Bryce</p> | <p>Signed by the directors of Super Bryce Pty Ltd - ACN: 132 196 180 as Trustee by being signed on behalf of the directors of the Company pursuant to the <i>Corporations Act 2001</i>.</p> <p style="text-align: center;">   </p> |

**MINUTES OF MEETING TO ESTABLISH THE OPERATION OF
G & R SUPER FUND**

| | |
|--|--|
| Date: | |
| Attended by: | By the directors of Super Bryce Pty Ltd - ACN: 132 196 180 of 237 Bradman Avenue, Maroochydore QLD 4558. |
| Present: | Gary Raymond Bryce and Robyn Wanda Bryce. |
| Held at: | 237 Bradman Avenue, Maroochydore QLD 4558. |
| Chairperson: | Gary Raymond Bryce was appointed Chairperson of the meeting. |
| Table a Motion to Establish the Operations of the Fund: | <p>The Chairperson tabled a motion to establish the operations of the G & R Super Fund under the Fund's Simpler Super Rules. This means, amongst other things that the Trustee should undertake the following steps:</p> <ol style="list-style-type: none"> 1. Become a regulated complying self managed superannuation fund; 2. Apply for an Australian Business Number and a Tax File Number for the fund; 3. Establish a cash account (such as a cash management trust) or cheque account for the fund as a clearing account for contributions and monies received and benefits and monies paid. Monies need to be deposited into this account as soon as practicable to cater for the running expenses of the fund; 4. Appoint an administrator and/or accountant to the fund. The administrator and/or accountant's role is to provide information and reports as required under any administration agreement between the Trustee of the fund and the administrator; 5. 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. The appointment should be in writing and evidenced by a Trustee minute to appoint an auditor. |

| | |
|--|---|
| Trustee Resolutions: | <p>IT WAS RESOLVED by the Trustee to complete the following:</p> <ol style="list-style-type: none"> 1. Establish a cash account and deposit funds in the account to be held in name of the Trustee; 2. Notify the ATO of the fund's intent to become a regulated self managed superannuation fund as well as completing ABN and TFN forms to be filed with the ATO; 3. Formulate and implement an investment strategy of the fund in accordance with section 52(2)(f) of the SIS Act 1993; 4. Seek consent to act and appoint relevant professionals including, where required, an accountant, administrator, auditor, SMSF expert, SMSF investment expert and any other professional. 5. Accept the Directors of the Corporate Trustee as initial Members of Fund. |
| Meeting Closed: | |
| Signed by the Chairperson: Gary Raymond Bryce |  |

Application of Membership to the G & R Super Fund

I, Gary Raymond Bryce of 51 Moore Road, Burpengary QLD 4505, hereby apply for membership of the fund. I agree, upon acceptance of my membership to:

1. be bound by all of the rules of the fund, a copy of which is at the office of the Trustee;
2. be bound by all decisions of the Trustee of the fund including decisions that may impact upon my membership benefits provided those decisions are made in accordance with the rules of the fund, the superannuation laws, the Trustee laws and that they do not detrimentally impact my benefits;
3. be a director of Super Bryce Pty Ltd - ACN: 132 196 180 of 237 Bradman Avenue, Maroochydore QLD 4558 ("the Trustee") at all times to ensure the fund remains a complying self managed superannuation fund unless there is a specific Trustee exemption in place in respect of my membership under the superannuation laws;
4. provide information to the Trustee where required including medical information enabling the Trustee to facilitate any death or incapacity insurance on my behalf;
5. provide my tax file number to the Trustee provided the Trustee abides by the laws relating to the collection and dissemination of my tax file number;
6. consent to the Trustee to hold that information despite anything to the contrary in the privacy legislation;
7. provide the Trustee, within a reasonable period of time a detailed estate plan that may include a binding death benefit nomination or request for a death benefit rule to be made on my behalf;
8. ensure that at the time of making any super contributions that those contributions are made in accordance with the superannuation laws;
9. notify the Trustee where I become incapacitated, retired, meet some other condition of release of my benefits from the preservation rules or if I become divorced.

Signed

Date

GR Bryce

25th July 2008

| Date of Birth | Tax File Number |
|---------------|-----------------|
| 21 June 1950 | 475 851 185 |

Application of Membership to the G & R Super Fund

I, Robyn Wanda Bryce of 51 Moore Road, Burpengary QLD 4505, hereby apply for membership of the fund. I agree, upon acceptance of my membership to:

1. be bound by all of the rules of the fund, a copy of which is at the office of the Trustee;
2. be bound by all decisions of the Trustee of the fund including decisions that may impact upon my membership benefits provided those decisions are made in accordance with the rules of the fund, the superannuation laws, the Trustee laws and that they do not detrimentally impact my benefits;
3. be a director of Super Bryce Pty Ltd - ACN: 132 196 180 of 237 Bradman Avenue, Maroochydore QLD 4558 ("the Trustee") at all times to ensure the fund remains a complying self managed superannuation fund unless there is a specific Trustee exemption in place in respect of my membership under the superannuation laws;
4. provide information to the Trustee where required including medical information enabling the Trustee to facilitate any death or incapacity insurance on my behalf;
5. provide my tax file number to the Trustee provided the Trustee abides by the laws relating to the collection and dissemination of my tax file number;
6. consent to the Trustee to hold that information despite anything to the contrary in the privacy legislation;
7. provide the Trustee, within a reasonable period of time a detailed estate plan that may include a binding death benefit nomination or request for a death benefit rule to be made on my behalf;
8. ensure that at the time of making any super contributions that those contributions are made in accordance with the superannuation laws;
9. notify the Trustee where I become incapacitated, retired, meet some other condition of release of my benefits from the preservation rules or if I become divorced.

Signed

Date

R. W. Bryce

25/7/08

| Date of Birth | Tax File Number |
|------------------|-----------------|
| 18 November 1952 | 204 091 308 |

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The Simpler Super Rules

Part One - Rules to Establish the Fund

Purpose

The new Simpler Super Rules are designed for simplicity of understanding and use by Trustees, Members and advisers to the Trustee. They are unique and have been purpose built for SMSFs and the introduction of the Simpler Super laws commencing on 1 July 2007. The Rules describe in a simple format the processes and requirements for both the Trustee and members of the Fund to establish the Fund, accept Members and Contributions, how to run Trustee meetings, make investments, establish Member Superannuation Interests and pay out Superannuation Benefits. These Rules need to be read in conjunction with the Fund's Product Disclosure Statement. *However the Rules are not simply limited to new SMSFs but can also apply to existing regulated SMSFs seeking to upgrade their Fund Rules to the Simpler Super Rules.*

For New SMSFs

Once the first Trustee is appointed and the Simpler Super SMSF Trust Deed executed, there are mandatory requirements that the Trustee must perform in order to make the Fund compliant and operative. These include, but are not limited to, becoming a regulated superannuation fund, establishing the Fund's complying status with the Regulator, accepting Members, accepting Authorised Contributions, paying Superannuation Benefits, accepting Rollovers of and/or Transfers of Superannuation Interests on behalf of Members, creating Member Superannuation Interests, establishing a Reserve Account, creating a formal written Investment Strategy and making Investments according to the Fund's Investment Strategy. Part One of the Deed qualifies the Rules regarding these essential steps to establishing a Complying SMSF. Additionally, Part One of the Deed includes definitive and separate SMSF Strategy Guides to make comprehension of the Rules simple. These Strategy Guides are not part of the Rules but are to simply provide guidance and understanding on the meaning of a Rule to the Trustee and member of the fund as well as the fund's advisers or in the event of litigation or action by the Regulator.

For Existing SMSFs

For Trustees of existing SMSFs that intend adopting these Rules, the requirements to establish and maintain, a Complying SMSF also apply to the on-going operation of the Fund. These include, but are not limited to, accepting Members, accepting Authorised Contributions, paying Superannuation Benefits, accepting Rollovers of and/or Transfers of Superannuation Interests on behalf of Members, creating Member Superannuation Interests, establishing a Reserve Account, creating a formal written Investment Strategy and making Investments according to the Fund's Investment Strategy.

Rule 1 – Things to know about these Rules

- 1.1 The “SMSF Strategy Guide” to the Rules of the Fund is designed for information purposes only and is not to be construed as forming part of the Rules of the Fund. If in any dispute, misunderstanding or action regarding the Rules, the Trustee, Court, the Regulator or any other person may have regard to the “SMSF Strategy Guide” to determine the Rule’s ordinary meaning.
- 1.2 Where singular is used in the Rules it is to also mean plural and if a gender is used it is also to mean the opposite gender.
- 1.3 A reference to any entity, body, company or person also includes a reference to those persons or entities that have authority to act on behalf of the party including their successors, assigns, representatives, Responsible Officers, a person holding someone’s Enduring Power of Attorney and Legal Personal Representative.
- 1.4 Where a word is Capitalised it may be found in the “Definitions” Rule in Part 7 of the Simpler Super Rules
- 1.5 The Rules of the Fund are to be governed by the law where the Trustee resides unless the Trustee resides outside Australia. If the Trustee resides outside Australia or the Trustees reside in different Australian States then the governing law is that chosen by the Trustee and if not chosen by the Trustee it is the governing law of the State of Victoria.
- 1.6 Where the term “SMSF” is used it means a “Self Managed Superannuation Fund” as defined in the Superannuation Laws.
- 1.7 Where there is conflict between the Rules and the Superannuation Laws, the Superannuation Laws are paramount unless a breach of the Superannuation Laws does not result in a fine, penalty or non-compliance certificate or adverse determination by the Regulator for the Trustee, Fund or Member.
- 1.8 The Rules may allow the Trustee to add to, vary, change or otherwise amend a Rule of the Fund. Any such addition, variation, change or amendment, provided it meets the relevant Rule requirements is to be considered part of the original Rule. The Trustee may also create an additional Rule for the Fund where authorised under the Rules of the Fund. Any additional Rule is a Special Rule of the Fund.

SMSF Strategy Guide – Rule 1

To make the Rules of the Fund simple to understand we have written the Rules in uncomplicated terms. Additionally, we also provide “SMSF Strategy Guides” to assist Trustees, Members, superannuation professionals, lawyers and the Courts to interpret the Rules. The SMSF Strategy Guides do not form part of the Rules. They are ancillary to the Rules. They are designed to provide clarity of application of the Rules in all situations and transactions relating to the Fund.

When applying the Rules, singular means plural, he can mean she and when referring to a company, trust or other entity it includes all those persons responsible for the entity’s actions. The Rules of the Fund are to be governed by the law where the Trustee lives unless there is more than one Trustee and

they live in different States or the Trustee lives overseas. In these instances the Trustee is to choose the governing law of the Fund and if there is no choice made by the Trustee, the governing law of the Fund is Victoria.

The Rules of the Fund are for a superannuation fund that has chosen to be a "Self Managed Superannuation Fund". That term has been abbreviated to "SMSF" for the purposes of these Rules.

If there is conflict between the Rules and the Superannuation Laws, the Superannuation Laws are to prevail unless the breach of the Superannuation Laws does not result in a fine, penalty or non-compliance notice for the Fund, Trustee or Member. However these Rules contain several provisions not provided for within the Superannuation Laws. If this be the case the Rules are to be read and applied exclusively.

There is also discretion in accordance with some of the Rules for the Trustee to add to, change, create, add or amend these Rules where appropriate. The addition, change or amendment to any Rule is to be seen as a Rule in itself. The Trustee may also create a Special Rule of the Fund.

Rule 2 - Trusteeship of the Fund

- 2.1** At all times there must be a Trustee of the Fund commencing from the appointment of the Initial Trustee of the Fund. The Trustee may be one or more individuals or a company acting as Trustee of the Fund. Where the Trustees are individuals, the primary purpose of the Fund is to pay Income Streams.
- 2.2** The Trustee of the Fund and if the Trustee is a company, then the directors of the Trustee Company, must not be a Disqualified Person unless otherwise allowed by the Regulator or the Superannuation Laws.
- 2.3** The Trustee must ensure that, while these Rules are in force, the Fund is maintained as a Complying SMSF and a regulated superannuation fund under the Superannuation Laws.
- 2.4** The Trustee of the Fund may appoint a new Trustee provided the Fund remains a Complying SMSF including a Replacement Trustee or an Additional Trustee. The Trustee, Replacement Trustee or Additional Trustee must consent to their appointment, not be a Disqualified Person unless otherwise allowed by the Regulator or the Superannuation Laws and agree to abide by the Rules of the Fund, the Superannuation Laws and ensure the Fund remains a complying SMSF.
- 2.5** Any Trustee is to be removed as Trustee under one or more of the following conditions:
- a) the Trustee resigns unless a Replacement Trustee is appointed in the Trustee's place provided the Superannuation Laws allow;
 - b) where the Trustee is of the opinion that the continued appointment of the Trustee will result in the Fund becoming a non-complying SMSF;
 - c) if the Trustee is prohibited from being a Trustee under the Superannuation Laws or where the Regulator otherwise determines including where the Trustee is a Disqualified Person;

- d) where the Trustee, Replacement Trustee or Additional Trustee is a person, where the person that the Trustee, Replacement Trustee or Additional Trustee acts for is no longer a Member of the Fund.
- 2.6 At any time, the Trustee or the Members can change the Trustee of the Fund provided the Superannuation Laws allow and the Fund retains its complying SMSF status.
- 2.7 The Trustee agrees to be bound by the Rules of the Fund, the Superannuation Laws and any direction the Regulator may provide if reasonable.
- 2.7 The Trustee or Member may be required at relevant times to notify or make a declaration to the Regulator or some other person of events, things, happenings or changes to the Fund. The Trustee or Member will ensure that it seeks to meet any such notification or declaration requirement.
- 2.8 Where the Fund is determined by the Regulator to no longer be a SMSF, or the Trustee decides not to retain the Funds SMSF status, the Trustee is to immediately resign and an Approved Trustee is to be appointed.
- 2.9 Subject to the Superannuation Laws and the Fund retaining its Complying SMSF status, when a Member dies:
- a) The deceased Member's Legal Personal Representative, subject to their consent, is to be appointed as a Replacement Trustee of the Fund or director of the Corporate Trustee if permitted in accordance with the constitution of the Corporate Trustee;
 - b) At the commencement of the payment of the Member's Death Benefits to the deceased Member's Dependants or their Legal Estate the Replacement Trustee appointed on behalf the deceased Member must resign;
 - c) if the Corporate Trustee has appointed the deceased Member's Legal Personal Representative as a director they are to be removed once Death Benefits commence to become payable to the deceased Member's Dependants or their Legal Estate. If the Corporate Trustee does not remove the deceased Member's Legal Personal Representative upon the payment of the deceased Member's Death Benefits then the Corporate Trustee is to be replaced as Trustee.

SMSF Strategy Guide– Rule 2

Trusteeship: The Rules of the Fund are designed specifically for a Complying SMSF. This means that firstly the Fund must have a Trustee continuously in place at all times. The Trustee may be a Corporate Trustee and/or Individual Trustees. The Trustee may even be a mix of both Corporate and Individual Trustees. Secondly, to be a Complying SMSF all of the Members of the Fund must be Trustees of the Fund or directors of the Corporate Trustee. Where the Trustees are individuals the sole or primary purpose of the fund is to pay old age pensions. In contrast where the Trustee of the fund is a Corporate Trustee then the fund may pay income streams, pensions, lump sums and use the fund for estate planning purposes.

Disqualified Persons: The Trustee of the Fund must not be a Disqualified Person. There are serious penalties of up to two years imprisonment for persons acting as Trustees where they are Disqualified Persons under the Superannuation Laws. If the Trustee is an individual they must not be bankrupt or have been charged with an offence of dishonest conduct. If the Trustee is a Corporate Trustee then the Trustee must not be in liquidation or under administration and the Trustee must also ensure that there are no Responsible Officers of the company, including Member directors and company secretary who are Disqualified Persons. A Disqualified Person may apply to the Regulator for an exemption under the Trustee rules.

SMSF Trustee Conditions: The Rules of the Fund are for a Complying SMSF and a regulated superannuation fund. Under the Superannuation Laws all members must be a Trustee or director of a Corporate Trustee. However the Superannuation Laws provide that the Trustee of a SMSF is allowed to appoint a non-Member as Trustee of the Fund or director on the board of Trustees ("the Replacement Trustee"), in circumstances where:

1. If the Fund has one Member, the Fund may appoint an Additional Trustee (in addition to the mandatory Member as Trustee) being another person provided that the other Trustee is not an employee of the Member, unless the person is a Relative of the Member at the time of employment.
2. If the Fund has a Corporate Trustee, the Corporate Trustee may appoint as a director (in addition to the mandatory Member as director) another person provided that the other director is not an employee of the Member, unless the person is a Relative of the Member at the time of employment.
3. If a Member has died, the Legal Personal Representative of the Member is authorised to become a Replacement Trustee of the Fund – or director of the Corporate Trustee subject to the memorandum and articles of association of the Trustee company, for the period beginning on the day the Member died until the day a Death Benefit becomes payable from the Fund.
4. If a Member of the Fund is under a legal disability, the Legal Personal Representative of the Member may become the Trustee of the Fund or take the Member's place as director of the body Corporate. If the Member is a child under the age of 18, the parent or guardian of the Member may also take the child's place as Trustee or director of the Corporate Trustee where there is no Legal Personal Representative.
5. The Legal Personal Representative of the Member has an enduring power of attorney in force in respect of that Member, except where the Member is a Disqualified Person. This includes where a non-resident of Australia is a Member of the Fund.
6. The Regulator has appointed a Replacement Trustee under the Superannuation Laws.

A Trustee or director of a Corporate Trustee must resign or be removed as Trustee if they become a Disqualified Person or relinquish Membership of the Fund. Subject to the Superannuation Laws and the Fund retaining its Complying SMSF status where a Member or Trustee becomes legally incompetent a Replacement Trustee may be appointed.

When a Member dies their Legal Personal Representative replaces the deceased Member as a Member of the Fund. They will have exclusive voting rights as to the payment of the deceased Member's Death Benefits. Immediately the deceased Member's Death Benefits commence to be payable they must resign instantly.

As a SMSF, the Trustee is required to notify the ATO of any changes in membership, Trusteeship, name change and other such things within a period of 21 days from the change. The ATO may also require a Trustee or Member to make a declaration to the Commissioner regarding their knowledge of the Superannuation Laws, their agreement to keep up to date with the Superannuation Laws and maintaining a current set of Rules of the Fund. The Trustee or Member is required to complete any such declaration.

Rule 3 - Membership of the Fund

- 3.1** Any person with the consent of the Trustee may become a Member of the Fund provided the Superannuation Laws allow and the Fund retains its status as a Complying SMSF.
- 3.2** The Trustee may impose terms and conditions for Members joining the Fund. These include but are not limited to future Members. The Trustee may establish different classes of Membership if so desired. Prior to establishing a new class of Membership, existing Members must be notified of the new class of membership and the associated rights, entitlements and benefits attached thereto.
- 3.3** On becoming a Member of the Fund the Member must agree to abide by the Rules of the Fund. This includes, but is not limited to acting as Trustee or director of the Corporate Trustee where required, providing the Member's tax file number and any other information the Trustee may require. The Member must adhere to any other requirements that may be necessary of Members joining a Complying SMSF.
- 3.4** The Legal Personal Representative of a Member, including a deceased Member, is deemed to be the Member for the purposes of the Rules and therefore holds all rights and entitlements of the Member or a deceased Member.
- 3.5** The Member, on joining the Fund agrees to have read and understood the Fund's Product Disclosure Statement.
- 3.6** A Member ceases to be a Member of the Fund, subject to the Trustee's discretion and the Superannuation Laws upon the earliest of any of the following to occur:
- a) The Member Rolls Over or transfers all of their Superannuation Interests to another complying Superannuation Fund, unless the Trustee otherwise allows the Member to remain as Member;
 - b) The Member dies and the Trustee has commenced to pay out Death Benefits to the Member's Legal Personal Representative or Dependants;
 - c) Five months has elapsed since the Member was capable of being a Trustee of the Fund or a director of the Corporate Trustee unless the Member has appointed a Replacement Trustee;
 - d) In the opinion of the Trustee the Member is a Disqualified Person;

- e) The Trustee declares that a Member should cease being a Member where the Member's continued Membership may cause the Fund to lose its Complying SMSF status or for any other reason;
- f) The Member is a party to proceedings or any agreement pursuant to the Family Law Act 1975 or equivalent legislation for de facto relationships under Commonwealth, State, Territory or a foreign law and the Trustee is of the opinion that the Member should cease being a Member of the Fund;
- g) When the Member no longer has any Superannuation Interest in the Fund and the Trustee determines that the Member should no longer be a Member of the Fund;
- h) If the Superannuation Laws, the Regulator or a Court requires the Member to cease their Membership of the Fund;
- i) Where the Trustee is of the opinion that for the benefit of the Fund the Member should cease their Membership of the Fund.

3.7 Where a Member ceases Membership of the Fund, the Trustee must resolve to pay the Member their benefit as a Superannuation Benefit and/or Transfer Superannuation Interest.

3.8 If, upon cessation of Membership of the Fund, a Member is required to Rollover or transfer their Superannuation Benefits the Trustee must request from the transferring Member notification of the complying status of the transferee Superannuation Fund. The request must include a demand for a response from the departing Member within a reasonable period of time or such other time as is required under the Superannuation Laws. If the departing Member does not respond to the Trustee's requirements within a reasonable time, or such other time as the Superannuation Laws require, the Trustee may transfer the transferring Member's Superannuation Benefits to an Eligible Rollover Fund.

3.8 Any transfer, rollover or Superannuation Benefit payment must be made by the Trustee within any time required under the Superannuation Laws or alternatively within a reasonable period of time.

3.9 A Member or the Trustee may declare, for any income year, that a Member is not an Active Member.

SMSF Strategy Guide- Rule 3

Once formally appointed the Trustee has the capacity to admit Members to the Fund. The Trustee of the Fund must limit the number of Members in the Fund to no more than four Members. This ensures that the Fund is a SMSF under the Superannuation Laws. However the Simpler Super Rules have been drafted to allow an increase to the number of Members in the Fund should any change in the Superannuation Laws on Membership and SMSFs occurs.

When completing an application form for membership of the Fund the potential Member agrees:

1. To be bound by all of the Rules of the Fund.

2. To be a Trustee of the Fund or director of the Corporate Trustee unless there is a Replacement Trustee for the Member who has been validly appointed under the Superannuation Laws.
3. To provide information to the Trustee where required including medical information, tax file number and consenting for the Trustee to hold that information despite anything to the contrary in the privacy legislation.
4. To have read and understood the Fund's Product Disclosure Statement.

In this Fund, except for any conditions imposed by the Trustee of the Fund, there are no general limitations on who can be a Member of the Fund. This means that a person may become a Member of the Fund at any age or where they do not have a Member Superannuation Interest balance.

The Member's Legal Personal Representative is taken to be the Member of the Fund including where the Member may have died. This allows the Executor of a deceased Member's estate to continue receiving a Superannuation Income Stream from the Fund or receiving Earnings on the Member's Superannuation Interests.

There will be occasions during the longevity of the Fund that for some reason a Member may leave the Fund. For example a departing Member may leave the Fund by transferring or rolling over their Superannuation Benefits to another Superannuation Fund. This would then require the Trustee to close the Member's Superannuation Interests. Additionally a Family Law action involving a Fund member may result in the Trustee being subject to discovery proceedings. In this instance the Trustee may decide to cease a Member's membership of the Fund to protect the privacy of the Fund and consequently the interests of the remaining Members.

If a Member decides to withdraw their Superannuation Benefits from the Fund pursuant to the Superannuation Laws, the Trustee is to arrange for the payment of the Member's entitlements as soon as possible. The payment of these entitlements may be in cash or in specie by way of Assets of the Fund. It is compulsory that the Member's Superannuation Benefits must be transferred to the Member within any period required under the Superannuation Laws. If, subsequent to departing the Fund, the Member fails to advise the Trustee as to where their benefits are to be paid or transferred, the Member's Superannuation Benefits are to be transferred to an Eligible Rollover Fund nominated by the Trustee.

For the purposes of a determination of Australian Superannuation Fund status, a Member or the Trustee may declare the Member to be a non-Active Member of the Fund.

Rule 4 - Becoming an Operating Regulated SMSF

- 4.1 Upon establishment of the Fund and the appointment of the Trustee, the Trustee applies for the Fund to become a Regulated Superannuation Fund under the Superannuation Laws.
- 4.2 As soon as practicable the Trustee must take such actions, appoint such SMSF Professionals as required including an Auditor, deal with the Regulator and do all things necessary to make the Fund operational as a Complying SMSF.

SMSF Strategy Guide- Rule 4

Where the Fund is a new Fund the Trustee must first establish the operations of the Fund. In addition to the Trustee's normal responsibilities in the management of the Fund, the Trustee is required to undertake the following to establish the Fund as operational:

1. Apply for an Australian Business Number and a Tax File Number for the Fund.
2. Establish one or more cash or cheque accounts for the Fund as a clearing account for Authorised Contributions and monies received and Superannuation Benefits and monies paid. Monies need to be deposited into this account as soon as practicable to cater for the running expenses of the Fund. Until monies are in a cash or cheque account the Fund is non-operational.
3. 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.
4. Appoint SMSF Professionals where required such as a specialist SMSF adviser, SMSF Auditor, SMSF administrator, SMSF insurance adviser and in certain cases a SMSF investment manager, valuer or actuary.
5. Any other act required by the Trustee of the Fund necessary to enable the Fund to become operational and thus be ratified by the Regulator to be a Fund that is a Complying SMSF.

Rule 5 - Creating Member Superannuation Interests

- 5.1 The Trustee may at the request of a Member; the Member's Legal Personal Representative or at the Trustee's discretion create a Superannuation Interest on behalf of a Member.
- 5.2 The Superannuation Interest created may include a Member Lump Sum Superannuation Interest, a Member Income Stream Superannuation Interest or any other Superannuation Interest allowed under the Superannuation Laws.
- 5.3 Subject to the Superannuation Laws and the Fund retaining its Complying SMSF status the Trustee may hold one or more Superannuation Interests on behalf of a Member.
- 5.4 Subject to the Superannuation Laws and the Fund retaining its Complying SMSF status a Member Superannuation Interest does not have to commence or be maintained with any Assets.
- 5.5 A Member may request the Trustee to transfer a Member Income Stream Superannuation Interest Roll Back amount to a Member Lump Sum Superannuation Interest. Unless otherwise allowed under the Superannuation Laws and requested by the Member this will not create a new Superannuation Interest.
- 5.6 Where the Member requests the transfer of a Member Lump Sum Superannuation Interest to commence a new Member Income Stream Superannuation Interest, notwithstanding that the Member may have an existing Member Income Stream Superannuation Interest, this will create a new Superannuation Interest where the Trustee decides a new Superannuation Interest is to be created and that the Superannuation Laws allow.

SMSF Strategy Guide- Rule 5

The Fund is to be maintained as a Complying SMSF. This means that the Trustee, on behalf of any Member, may be called upon to establish one or more Member Superannuation Interests. These may include a Member Lump Sum Superannuation Interest and/or a Member Income Stream Superannuation Interest. A Superannuation Interest does not have to have any funds or Assets set aside for it to be a valid Superannuation Interest. A Member may also have more than one Superannuation Interest including two or more Member Income Stream Superannuation Interests provided the Superannuation Laws allow and it does not result in the Fund being treated as a non-Complying SMSF.

Where a Member rolls back part or all of their Member Income Stream Superannuation Interest to a Member Lump Sum Superannuation Interest this will add to the Member Lump Sum Superannuation Interest and not create a new Superannuation Interest unless authorised by the Superannuation Laws and requested by the Member. Where a Member commences a Superannuation Income Stream with a Member Lump Sum Superannuation Interest amount, this may create a new Member Income Stream Superannuation Interest. If there is an existing Member Income Stream Superannuation Interest the Member has the choice to add to the current Member Income Stream Superannuation Interest – which results in a new Superannuation Income Stream or commence a separate Member Income Stream Superannuation Interest.

Members should seek advice from a SMSF Professional before adding to an existing Member Superannuation Income Stream Superannuation Interest as this may have unintended taxation and social security results.

Rule 6 – Accepting Member Contributions, Rollovers and Transfers

- 6.1 Subject to the Superannuation Laws and the Fund retaining its Complying SMSF status the Trustee may accept an Authorised Contribution, a Rollover Superannuation Benefit or a Transfer Superannuation Interest on behalf of a Member or for the Fund from a Trustee of a Superannuation Fund, a Foreign Superannuation Fund, an employer, a Spouse, a Relative or any other person or entity.
- 6.2 The Authorised Contribution, Rollover Superannuation Benefit or any Transfer Superannuation Interest may be by way of Cash, Assets or in kind provided the Superannuation Laws allow and the Fund retains its Complying SMSF status.
- 6.3 The Superannuation Laws may provide a maximum Contribution limit for Non-Concessional Contributions, Concessional Contributions and No-TFN Contributions made on behalf of a Member during an income year or a period. Where such limits are prescribed the Trustee is to take the limit into account prior to accepting any Contribution and where the Superannuation Laws prevent the Trustee of the Fund accepting some or part of a Contribution the Trustee is not to accept that Contribution or part thereof unless the Regulator otherwise allows.

SMSF Strategy Guide – Rule 6

Upon establishment of the Fund or at any other time while the Fund remains a Complying SMSF, the Trustee of the Fund may accept cash or Assets deposited into the Fund on behalf of specific Members of the Fund. The cash or Assets may come from one or more of the following sources:

1. An Authorised Contribution made to the Fund on behalf of a Member.
2. A Rollover Superannuation Benefit on behalf of a Member; and/or
3. The transfer of a Transfer Superannuation Interest being a Member Lump Sum Superannuation Interest, a Member Income Stream Superannuation Interest and a Reserve Account Superannuation Interest from the Fund, another Superannuation Fund or Foreign Superannuation Fund to the Fund on behalf of the Member or for the benefit of another Member or Members.

In each of the above cases, the Trustee must ensure that the Contribution, Rollover Superannuation Benefit or the Transfer Superannuation Interest is in accordance with the Superannuation Laws and where Assets are contributed such Contributions, Rollovers or Transfers are in accordance with the Superannuation Laws in relation to the acquisition of Assets by the Trustee of a Complying SMSF.

An Authorised Contribution is a Contribution made to a Fund on behalf of a Member, including the Member themselves, who:

- is under age 65.
- is a spouse of a person and is under age 65.
- is aged 65 – 69 and is engaged in part time gainful employment (forty hours of work, business or self employment over a thirty day period during an income year).
- is aged 70 – 75 and is engaged in part time gainful employment and the Contribution is made by an employer or by the Member.
- is a Contribution made by a person after the requisite times and the Superannuation Laws allow.

A Contribution is the transfer of cash or Assets for the benefit of a Member and includes an Employer Rollover Superannuation Benefit but no other Rollover Superannuation Benefit. It does not include an allocation to a Member Superannuation Interest from a Reserve Account nor a distribution or gift to the Trustee of the Fund.

The Rules of the Fund allow a Member to transfer their interest in a Foreign Superannuation Fund to the Fund. There may need to be specific amendments to the Rules dependent upon the laws of the Foreign Superannuation Fund for overseas transfers of Foreign Superannuation entitlements to occur. Providing the Fund maintains its Complying SMSF status, when cash or Assets are transferred into the Fund the Trustee has a total unfettered discretion to determine which account the cash or Assets are to be credited to, provided the Member's Superannuation Interest is properly credited for the Contribution. In allocating the cash or Assets to a specific Member's Superannuation Interest, a Reserve Account or the Fund account the Trustee must ensure that the allocation to these accounts does not breach the Investment Strategy for that Superannuation Interest, Reserve Account or the Fund.

The Superannuation Laws provides a limit on Trustees of Complying SMSFs accepting Non-Concessional Contributions on behalf of a Member and where a Tax File Number has not been supplied. For the year ended 30 June 2008 the Contribution limit is \$450,000 of Non-Concessional Contributions. The Trustee is not allowed to accept a Contribution where no TFN is supplied.

Rule 7 - Creating an Investment Strategy for the Fund and Members

- 7.1 The Trustee of the Fund must formulate and give effect to an Investment Strategy for the Fund that meets the Superannuation Law requirements for Investment Strategies.
- 7.2 The Trustee may at any time create a separate Investment Strategy on behalf of one or more Member Superannuation Interests.
- 7.3 Subject to the Superannuation Laws and the Fund retaining its Complying SMSF status the Trustee may on the request of a Member, but subject to the Trustee's discretion, establish a separate Investment Strategy for a Member Superannuation Interest. The Trustee may acquire a specific Asset on behalf of a Member Superannuation Interest provided the Member Superannuation Interest has sufficient resources to do so and the Superannuation Laws allow.
- 7.4 The Trustee may, subject to the Superannuation Laws and the Fund retaining its Complying SMSF status, transfer Assets between Investment Strategies and also between Superannuation Interests in the Fund. Any such transfer will be at a value to be determined by the Trustee.
- 7.5 Where the Trustee has established a Reserve Account in the Fund the Trustee must formulate and give effect to an Investment Strategy for the Reserve Account in accordance with the Superannuation Laws. If there is more than one Reserve Account established for the Fund the Trustee may maintain a separate Investment Strategy for each Reserve Account, for one or more Reserve Accounts or for all Reserve Accounts in the Fund.
- 7.6 The Trustee may alter an Investment Strategy for the Fund, Superannuation Interest or Reserve Account at any time.
- 7.7 Where the Trustee has received a Contribution of Cash or Assets that breaches any Investment Strategy of the Fund, the Investment Strategy subject to receipt of the Contribution is deemed to be amended to encompass the cash or Asset Contribution until such time as the Trustee decides otherwise.

SMSF Strategy Guide – Rule 7

The Superannuation Laws provide that the Trustee of the Fund must formulate and give effect to an investment objective for the Fund and an Investment Strategy to meet that investment objective. The investment objective and Investment Strategy should be in writing and held for inspection at the offices of the Trustee.

Where the Trustee of the Fund runs one Investment Strategy for the Fund this is called a pooled Investment Strategy and is the default Investment Strategy for the Fund. Alternatively the Trustee of the Fund is authorised under these Rules to provide an Investment Strategy for each Member Superannuation Interest or in respect of a group of Member Superannuation Interests such as Member Lump Sum Superannuation Interests. In addition the Trustee of the Fund may implement an Investment Strategy for all Member Lump Sum Superannuation Interests and separate Investment Strategies for each Member Income Stream Superannuation Interest in the Fund. Where a separate Investment Strategy is used, specific Assets of the Fund must be set aside or segregated to meet the needs of the separate Investment Strategy.

It is compulsory in accordance with the Superannuation Laws to implement an Investment Strategy for all Reserve Accounts created by the Trustee of the Fund. The Investment Strategy for any Reserve Account must be prudentially managed and the Trustee may apply one Investment Strategy for all of the Fund's Reserve Accounts or separate Investment Strategies for each Reserve Account.

When formulating an Investment Strategy for the Fund, the Trustee must have regard to the whole of the circumstances surrounding the Fund including, but not limited to:

1. The risk involved in making, retaining and realising Fund investments. Such decisions are determined by the likely return from the Fund's or Member's investments having regard to the investment objectives of the Fund and the expected cash flow requirements of the Trustee;
2. The composition of the Fund's investments as a whole including the extent to which the investments are diverse or involve the Fund being exposed to risks from inadequate diversification;
3. The liquidity of the Fund's investments having regard to its expected cash flow requirements;
4. The ability of the Fund to discharge its existing and future liabilities; and
5. Any requirements under the Superannuation Laws or by the Regulator

The Trustee may seek professional advice in relation to the establishment of any Fund Investment Strategy. In seeking Investment Strategy advice the Trustee should ensure that the adviser is qualified to provide Investment Strategy advice for a Complying SMSF and is currently licensed and skilled to do so.

Rule 8 – Making Investments for the Fund and Members Benefit

- 8.1** The Trustee must invest the Cash and Assets of the Fund in accordance with an Investment Strategy. Any investment is to meet the Superannuation Laws, any relevant Trustee Law and ensure that the Fund retains its Complying SMSF status.
- 8.2** The Trustee may acquire and invest in any Asset or Cash wherever situate including, but not limited to the following:
- a) Stocks and shares of any entity (including a company), units in a unit trust both private and public including preference, convertible preference shares and any other type of equity or hybrid equity instrument in an entity;
 - b) Property either as passive investment or for development purposes, sale or rental income purposes directly, indirectly or by way of joint venture or partnership provided that the property is not encumbered and the Trustee does not provide a guarantee in respect of any direct or indirect loan agreement incidental to the property unless the Superannuation Laws allow. In instigating any property transaction, the Trustee must ensure that the documentation relating to the transaction, including any indirect, joint venture or partnership interest satisfies the Fund's Audit Standards as well as the Superannuation Laws. These include, but are not limited to, an appropriate valuation;
 - c) Financial products including installment warrants, options, futures, warrants, endowment warrants, unit trusts, property syndicates, joint ventures, hybrid trusts, pooled superannuation trusts and other instruments that provide the Trustee with a reward on its investment;

- d) Debt instruments including government and corporate bonds, mortgages, chattel leases, fixed term deposits, hybrid debt instruments and any other type of instrument where the investor receives an interest type of return;
- e) Discount investments where the Members of the Fund may obtain a discount on services under an agreement with a third party provided that the return available on the investment is the same as that which would be obtained by an investor not able to participate in the discount and that the investment does not cause the Trustee to breach the Superannuation Laws;
- f) Art, sculpture, wine or any other collectible;
- g) A business including share trading, property development, primary production provided the investment in the business does not breach the Sole Purpose Test, the Fund's Audit Standards or the Superannuation Laws;
- h) Intellectual property including a trade mark, copyright, licence, patent. The holding of the intellectual property may be direct, indirect, as part of a joint venture or as an interest by way of a licence;
- i) A Superannuation Income Stream or annuity from a life insurance company, Superannuation Fund, financial institution, trust, body corporate or person;
- j) A life insurance or friendly society bond including but not limited to an endowment, whole of life or other investment policy issued by any life insurance company;
- k) Any managed fund, managed investment scheme, trust or unit trust product including a pooled superannuation trust provided the investment does not breach the Superannuation Laws;
- l) Entering into any joint venture, partnership, association or co-operative provided the Trustee assesses the risk of the venture and in particular the cash flow requirements and legal nature of the venture;
- m) Any other investment including a prudent investment under Trust Law;
- n) Assets of a Member of the Fund, Related Trust or a Related Party of a Member conditional upon the acquisition of the investment not breaching the Superannuation Laws;
- o) The investment in any financial or investment product that meets the conditions of the Sole Purpose Test and sections 66, 67, 84,85 and 109 of the Superannuation Industry Supervision Act 1993;

provided that the acquisition, investment and holding of the Asset is in accordance with the Fund's or Superannuation Interest's Investment Strategy, whichever is relevant and in addition the acquisition, investment and holding of the Asset does not breach the Superannuation Laws including the Sole Purpose Test.

- 8.3 The Trustee may acquire, hold and invest in any currency including maintaining a non-A\$ cash account.
- 8.4 Subject to any requirements under the Superannuation Laws, by the Regulator and to ensure that the Fund retains its Complying SMSF status the Trustee may at any time determine the value of an Asset of the Fund but is otherwise not compelled to do so.

SMSF Strategy Guide – Rule 8

The Trustee must invest the Assets of the Fund on behalf of Members of the Fund according to the Sole Purpose Test. The Sole Purpose Test provides that the Trustee must maintain the Fund for the sole purpose of providing the following Superannuation Benefits:

- Retirement or age 65 Superannuation Benefits for a Member;
- Permanent and Temporary Incapacity Superannuation Benefits for a Member or their Dependants;
- Death Benefits on behalf of a Members Dependants and Legal Estate;
- a Transition to Retirement Superannuation Income Stream, and
- any other Benefit allowed by the Regulator or under the Superannuation Laws.

Although the Trustee has wide discretion in making any investment of the Fund, including investments both domestically and internationally, the Trustee must first have regard to the Fund's Investment Strategy and the Superannuation Laws. The Trustee must also ensure that any investment of the Fund does not provide a benefit of any description to a Member until that member satisfies a Condition of Release of their Superannuation Interest. This may breach the Sole Purpose Test. Such restrictions may limit a Trustee investing in a Business if a Member or Related Party derives a benefit which does not meet the Sole Purpose Test.

The Superannuation Laws prevent the Trustee from acquiring an Asset from a Member, Related Trust or a Related Party of a Member or an Employer Sponsor. There are some exceptions to the Member acquisition laws including, amongst others:

- the acquisition of Business Real Property;
- the acquisition of listed shares, securities and widely held managed funds;
- the acquisition of certain in-house assets provided the investment does not take the Fund's level of in-house assets to beyond the 5% in-house assets threshold;
- the acquisition of units in a unit trust and shares in a company where the underlying entity meets certain criteria in the Superannuation Laws allowing such investments including no borrowings, no investments in other entities and no lending of assets to related parties;
- the investment meets the criteria for a geared investment under section 67 of the Superannuation Industry Supervision Act 1993.

The Superannuation Laws also limit the amount that a Trustee of a Fund can invest in loans, investments and leases with Members, Employer Sponsors, Related Trusts and Related Parties. The current limit is 5% of the market value of the Assets of the Fund.

In addition under the Superannuation Laws all dealings with a Member, Employer Sponsor, Related Party or Related Trust must be at arm's length.

Rule 9 – Establishing a Reserve Account for the Fund

- 9.1 The Trustee may establish one or more Reserve Accounts for the Fund. Any Reserve Account may be for the benefit of current and future Members or the Trustee.
- 9.2 The Trustee must formulate an Investment Strategy for any Reserve Account in accordance with Rule 7.
- 9.3 The Trustee may make further Rules regarding the use, purpose and payment of Superannuation Benefits, General or Specific Expenses or for any other thing from any Reserve Account.
- 9.4 The Trustee, subject to the Superannuation Laws and the Fund retaining its Complying SMSF status may add, by way of Cash or Assets to a Reserve Account from any Member Superannuation Interest, any other account of the Fund, any other Reserve Account, from Earnings or from any other source.
- 9.5 Subject to the Superannuation Laws and the Fund retaining its Complying SMSF status, the Trustee may deduct from any Reserve Account of the Fund any amount. Such amount may be applied in whole or part for the benefit of any Superannuation Interest, to pay any General or Specific Expense of the Trustee or the Fund, to be added to another Reserve Account in the Fund or any other Superannuation Fund, any other account or Superannuation Interest, to be added to Fund or Superannuation Interest Earnings, make a Transfer Superannuation Interest to another Superannuation Fund or the Fund itself, to fund directly from the Reserve Account a Member Lump Sum Superannuation Interest or Member Income Stream Superannuation Interest, pay a Death Benefit or for any other purpose.
- 9.6 Subject to the Superannuation Laws and the Fund retaining its Complying SMSF status any trust distributions, insurance policy proceeds, other distributions, windfall gains, winnings or gifts that the Trustee does not declare as Earnings or Authorised Contributions of any Account may be allocated to a Reserve Account. The Trustee has sole discretion as to which Reserve Account these amounts are to be added to.
- 9.7 No Member, Dependant of a Member, deceased Member, the Member's Legal Personal Representative or a deceased Member's Legal Estate has any right or entitlement to a Reserve Account unless so authorised under the Rules of the Fund.

SMSF Strategy Guide – Rule 9

The Superannuation Laws authorise the Trustee to establish one or more Reserve Accounts for the Fund provided the Rules of the Fund allow. A Reserve Account is where the Trustee has set aside surplus Assets of the Fund into an account which is not part of a Member's benefits. Providing the Superannuation Laws allow, the Rules of this Fund empower the Trustee at any time to establish one or more Reserve Accounts. These Accounts do not and never shall form part of the Fund's Member Superannuation Interests.

Examples of some Reserve Accounts that may be created under the Simpler Super Rules include:

- a Superannuation Income Stream Reserve Account – to fund current Superannuation Income Stream liabilities including a guarantee to pay an agreed rate of return on a Simpler Super Income Stream.
- a “Superannuation Lump Sum Death Benefit” Reserve Account - where a bonus or additional payment is made directly under the Simpler Super Rules to a Dependant of a deceased Member or the deceased Member's Legal Estate.
- a general Reserve Account where the Trustee can allocate Earnings of the Fund. From this reserve the Trustee can populate other Reserve Accounts, make transfers to other Superannuation Funds or make Member Superannuation Benefit payments.
- a Self Insurance Reserve Account where the Trustee can fund Temporary and Permanent Incapacity payments to Members as well as Death Benefit payments to Dependents and/or the Legal Estate of deceased Members.
- an expense Reserve Account where the Trustee can pay General and Specific expenses of the fund.
- an in-house assets Reserve Account where the Trustee can use the funds to lend to Members, related parties, acquire artwork, and any other activity that would be classified as an in-house asset.
- a Contributions Reserve Account for short term warehousing of Contributions for a term no greater than 28 days.

At the time of establishment of any Reserve Account, the Trustee may determine additional Rules for that Reserve Account including, but not limited to the following:

1. The source of surplus cash and Assets to be transferred to a particular Reserve Account including the transfer of cash or Assets from a Member Superannuation Interest to a Reserve Account or the receipt by the Trustee of an Authorised Contribution, Asset or investment which in the opinion of the Trustee is not an entitlement of a Member provided that any transfer or receipt is in accordance with the Superannuation Laws. This may include a distribution from a family trust to the Fund.
2. The Investment Strategy for the Reserve Account as required by the Superannuation Laws.
3. How, when and for what purpose amounts held in a particular Reserve Account are to be applied by the Trustee including the payment of any Superannuation Benefits in the event of the Member's Retirement, Temporary or Permanent Incapacity or as a Death Benefit.

4. Whether the Reserve is to be used to pay out expenses of the Fund including, but not limited to, administration, General expenses, insurance expenses, any Specific Expenses and the payment of Superannuation Income Streams and/or Lump Sums to Members or other entitled persons such as Dependants.

An allocation from a Reserve Account to a Member Superannuation Interest may result in the allocation being treated as a Concessional or Non-concessional Contribution. The Trustee should seek advice from a SMSF Professional prior to establishing and allocating from Reserve Accounts.

Part Two - Some Important Planning Considerations

Purpose

Planning is a key feature of a well functioning Complying SMSF. The three important areas of planning often neglected by Trustees but crucial to both Members and the Trustee of the Fund are Disability, Death Benefits and Insurance Planning.

Generally, SMSFs are Superannuation Funds run for the benefit of family Members. Although a SMSF is a Trust it has no perpetuity period like traditional Trusts. Therefore it is essential in the initial stage of a Member's tenure in the Fund to consider:

- What would the Member require in the event of their Temporary and Permanent Incapacity in the Fund?
- What would the Member desire in the event of their death?
- What insurances can the Trustee implement not only to include but also enhance the Members Incapacity and Death Benefit plans and additionally provide for some unpredicted contingency?

Rule 10 - Creating a Member SMSF Life Will

- 10.1** A Member may provide a Trustee with a Member SMSF Life Will detailing any Superannuation Benefits requested to be paid in the event of the Member's Temporary or Permanent Incapacity.
- 10.2** Subject to the Superannuation Laws, the Fund retaining its Complying SMSF status and the Rules of the Fund, the Trustee may accept some or all of the Member's requests under the Member SMSF Life Will including the category of Incapacity Superannuation Benefits to be paid, the amount to be paid, to whom the Incapacity Superannuation Benefits are to be paid and the Member's Replacement Trustee, however the Trustee is not compelled to do so.
- 10.3** If the Trustee formally accepts some or all of a Member's SMSF Life Will, then at the discretion of the Trustee, the terms and conditions of the Member SMSF Life Will so accepted may become a Member SMSF Life Will Rule of the Fund provided the Superannuation Laws allow and the Fund retains its Complying SMSF status.
- 10.4** The Trustee may determine whether the Member SMSF Life Will Rule can be varied and in what circumstances, provided the Superannuation Laws allow and the Fund retains its Complying SMSF status. Otherwise any Member SMSF Life Will Rule is a Special Rule for the purposes of the Rules of the Fund.
- 10.6** The Trustee and Member may seek to appoint a SMSF Professional prior to making any formal request or acceptance of a Member's SMSF Life Will.

SMSF Strategy Guide – Rule 10

At some time, whilst a member of the Fund, a Member may become incapacitated. The incapacity may be minor and only amount to a Temporary Incapacity which means the Member is no longer able to carry on their normal occupation or self employment due to physical or mental ill-health. The Temporary Incapacity may last for only days or until such time as the Member returns to their previous occupation or self-employment, turns age 65, decides to retire, dies or the Temporary Incapacity becomes a Permanent Incapacity.

A Permanent Incapacity is where the Member is unable to undertake their usual occupation or self employment for which they are qualified. For a Member to qualify as Permanently Incapacitated for taxation purposes it requires two medical practitioners to formally classify the Member to be Permanently Incapacitated. A Child Member of the Fund may be Permanent Incapacitated.

A Member may create a Member SMSF Life Will. In the event of the Member's Temporary or Permanent Incapacity the SMSF Life Will may request the Trustee to:

- Pay a specific Income Stream Superannuation Benefit or Lump Sum Superannuation Benefit to the Member, their Dependants or Legal Personal Representative.
- Specify the terms and conditions of any Income Stream Superannuation Benefit.
- Elect the Member's Replacement Trustee if an Enduring Power of Attorney or Legal Personal Representative has been appointed.

The Trustee may accept part or all of a Members SMSF Life Will. The Trustee is not obligated to do so. In making its determination the Trustee must ensure that:

- The various components of the Member SMSF Life Will meet with the Superannuation Laws.
- The Rules of the Fund allow any, some or all of the components of the Member SMSF Life Will.
- The Fund has the resources to fund the Member SMSF Life Will.

At the Trustees discretion (or if requested by a Member) the Trustee may establish a Member SMSF Life Will Rule. Any Rule established by the Trustee would include the terms and conditions of the Member SMSF Life Will and become a Special Rule of the Fund. The Trustee may determine in what circumstances the Member SMSF Life Will Rule may be varied so as to preclude a future Trustee altering the Rule to the detriment of the Incapacitated Member in terms of their Superannuation Benefits.

It is advisable in all circumstances dealing with a Member SMSF Life Will that the Member and the Trustee seek expert advice from a SMSF Specialist adviser, actuary or auditor prior to finalising any Member SMSF Life Will.

Rule 11 – Creating a Member SMSF Will

11.1 A Member may provide a Trustee with a Member SMSF Will. The Member SMSF Will may provide written direction to the Trustee detailing:

- a) The manner in which Death Benefits will be paid in the event of the Member's death.
- b) The amount or amounts of the Death Benefit to be paid in the event of a Member's death.
- c) Whether the written directions in the SMSF Will are in part or whole, a Non-Binding Death Benefit Nomination, a Binding Death Benefit Nomination or to become a Death Benefit Rule.

Any SMSF Will direction by a Member to the Trustee is only valid in part or whole to the extent it meets the requirements of the Member making a Non-Binding Death Benefit Nomination, Binding Death Benefit Nomination or Death Benefit Rule under these Rules and the Superannuation Laws.

11.2 Subject to the Superannuation Laws and the Fund retaining its Complying SMSF status the Trustee of the Fund may accept part of or the entire Member SMSF Will request in accordance with Rule 11.1, however the Trustee is not obligated to do so.

11.3 If the Trustee accepts part of or the entire Member SMSF Will, solely at the Trustee's discretion, the terms and conditions of the Member SMSF Will may become a Member Death Benefit Rule of the Fund subject to and conditional upon satisfying the Superannuation Laws and the Fund retaining its Complying SMSF status.

11.4 Subject to the Superannuation Laws and the Fund retaining its Complying SMSF status the Trustee may determine whether the Member Death Benefits Rule can be varied and in what circumstances. The Trustee may declare that a Member Death Benefit Rule is a Special Rule for the purposes of the Rules of the Fund.

11.5 The Trustee and Member may first obtain expert advice from a SMSF Specialist adviser prior to making any formal request or acceptance of a Member's SMSF Will.

SMSF Strategy Guide – Rule 11

The opportunity of legal challenge is dramatically reduced when Death Benefits are not paid or payable to the Legal Estate of a deceased Member by the Trustee of a Complying SMSF but directly to a beneficiary as specified by the deceased Member. The payment of superannuation Death Benefits are not subject to the provisions of the Member's Will. Accordingly, a SMSF Will can be of major strategic value to the Members of a Complying SMSF. The taxation benefits of Death Benefits paid to Dependants and the deceased Member's Legal Estate are outlined in the Product Disclosure Statement to the Simpler Super Rules.

A Member SMSF Will is an important blueprint or plan on how a Member seeks to provide Death Benefits to their Dependants or Legal Estate in the event of their death. Under the Superannuation Laws there are several possibilities:

- The provision of a Superannuation Lump Sum – by way of cash or Assets to Dependents and/or the deceased Member's Legal Estate.
- The payment of a Superannuation Income Stream to Dependents (as defined for taxation purposes) of a deceased Member.
- The payment of a Reversionary Superannuation Income Stream to a Dependant. This is the continuation of an existing Superannuation Income Stream that was payable to a deceased Member of the Fund.

There are four possible Member Death Benefit distribution methods available when making a Member SMSF Will under these Simpler Super Rules.

Method 1 – No Member SMSF Will. If the Member does not make a SMSF Will then the Trustee has the discretion to determine where a deceased Member's Death Benefits are to be distributed. In this instance distribution of the deceased Member's Death Benefits are totally at the unfettered discretion of the Trustee.

Method 2 – Non-Binding Death Benefit Nomination. The Member provides in a SMSF Will the Trustee with a nomination as to how some or all of their Death Benefits may be distributed. Ultimately, the Trustee retains control of the distribution of the Death Benefits. This method may apply where a Member's Death Benefits are to be distributed to a single beneficiary, for example a spouse, who is to remain as the major Trustee of the Fund.

Method 3 – Binding Death Benefit Nomination. A Binding Death Benefit Nomination is popular in retail and industry based superannuation funds. These allow a Member to direct the Trustee of the Fund in what proportion their Superannuation Benefits are to be paid in the event of their death. Upon a Member's death the Trustee must abide by the direction provided in the Member's Binding Death Benefit Nomination only if the Member's Death Benefit Nomination Member's is valid and current. There are specific requirements to be found in the Superannuation Laws for a Member Death Benefit Nomination to be valid. The advantage of a Binding Death Benefit Nomination is that it provides some certainty as to how the Member's Death benefits are to be paid. The Member cannot however provide in the Binding Death Benefit Nomination for a Superannuation Income Stream to be paid to one tax Dependent with a Superannuation Lump Sum to another. Additionally, the Binding Death Benefit Nomination needs to be renewed every three years. It has its place in a Complying SMSF but Binding Death Benefit Nominations have disadvantages.

Method 4 – Death Benefit Rule. A SMSF Will that becomes a Death Benefit Rule is a Rule of the Fund. It allows the Member to direct the Trustee as to how their Death Benefits are to be distributed and in what form. Additionally, it can direct the Trustee as to who the deceased Member's Replacement Trustee is to be. Upon the Member's death the Trustee is to review the SMSF Will come Death Benefit Rule. In accordance with the Trustee's discretion, the Trustee can accept all or part of the Member's SMSF Will. This is subject to the availability of the Member's Superannuation Interests, the Superannuation Laws and the Rules of the Fund. Additionally, the Trustee may qualify what terms and conditions of the Member's SMSF Will are to be incorporated into the Rules of the Fund. How Death Benefit Rules are to be varied may also be noted as part of the terms and conditions of the Rules of the Fund. Method 4 provides a Member with the most secure option in terms of their Member SMSF Will.

It is advisable that a Member creating and the Trustee accepting, a Member SMSF Will to both seek expert advice from a SMSF Professional, actuary or auditor prior to finalising any Member SMSF Will.

Rule 12 – Creating an Insurance Plan and Insurances in the Fund

- 12.1 The Trustee of the Fund may create an Insurance Plan for the Fund, a Member of the Fund or any Superannuation Interest in the Fund. The Trustee is not bound by the Insurance Plan nor can any Member, Dependant of a Member, Legal Personal Representative of a Member or any other person hold the Trustee liable for not implementing all or part of the Fund's Insurance Plan.
- 12.2 Subject to the Superannuation Laws and the Fund retaining its Complying SMSF status, the Trustee of the Fund may enter into any Contract of Life Insurance within and outside Australia issued by any life insurance company, friendly society or other entity that provides insurance to Trustees or Members of a SMSF.
- 12.3 The Trustee of the Fund is authorised to create a Self Insurance Reserve Account with such terms and conditions as the Trustee decides provided that the Superannuation Laws allow and the Trustee maintains an Investment Strategy for the Self Insurance Reserve Account.
- 12.4 No Member, Dependant of a Member, Legal Personal Representative of a Member or any other person has any interest in any Contract of Life Insurance or Self Insurance Reserve Account held by the Trustee even where it may be held in the name or for the benefit of the Member unless required by the Superannuation Laws.
- 12.5 Subject to the Superannuation Laws and the Fund retaining its Complying SMSF status, the Trustee may distribute, transfer or otherwise deal with any proceeds or distribution payable from or pursuant to a Contract of Life Insurance as the Trustee sees fit including an allocation to any Member Lump Sum Superannuation Interest, Member Income Stream Superannuation Interest, a Dependant of a Member, the Member's Legal Personal Representative, the Member's Legal Estate or a Reserve Account.
- 12.6 No Member, Dependant of a Member, Legal Personal Representative of a Member or any other person has any interest in the proceeds or distribution from a Contract of Life Insurance or Self Insurance Reserve Account.

SMSF Strategy Guide – Rule 12

The Trustee may establish an Insurance Plan for the Fund for the benefit of the Trustee and the Fund's Members. The Insurance Plan may provide for, but is not limited to, Superannuation Lump Sum or Superannuation Income Stream cover provided by an insurance company, friendly society or any other entity for the Trustee in the event of a Member's death or incapacity. This may be the case even where the Trustee is not required to pay a Death or Incapacity Superannuation Benefit to a Member.

In effecting any Insurance Plan, the Trustee should take into account the financial requirements of the Fund in the event that a Member dies or becomes incapacitated and the Trustee is required to independently Fund a Death or Incapacity Superannuation Benefit. The Trustee may enter into a Contract for Life Insurance which includes, but is not limited to, policies for whole of life, endowment, salary replacement, trauma, risk, accident, total and permanent disability or any other insurance policy issued by a life insurance company, friendly society or other insurance entity either domestically or internationally.

No Member, their Dependents, Legal Personal Representative or Legal Estate has any entitlement or right to any proceeds from any policy of life insurance entered into by the Trustee whether in the name of the Member, the Fund or not.

The Insurance Plan may also require the Trustee to Self Insure the Fund against any Member risk event that will necessitate a payment to a Member. In the event that the Trustee seeks to Self Insure the Trustee should:

1. Engage the services of an SMSF actuary with skills in the provision of Self Insurance in a SMSF.
2. Determine the scope of the Fund's Self Insurance requirements. These include the risk events to which the self insurance will apply, which Members are to receive any Superannuation Benefits from the Self Insurance Reserve Account, the amount of the Superannuation Benefits to be paid and how they are to be paid to a Member, their Dependant or Legal Personal Representative.
3. Establish a Self Insurance Reserve Account to meet the contingencies of a Member payment event.
4. Provide a separate Investment Strategy for the Self Insurance Reserve.

It is advisable that a Member creating and the Trustee accepting, an Insurance Plan to both seek expert advice from a SMSF Professional, actuary or auditor prior to finalising any Fund Insurance Plan.

Part Three - Rules to Maintain and Operate the Fund

Purpose

The routine operation of the Fund is to be undertaken by the Trustee. The compulsory requirements for the operation of the Fund include, but are not limited to, the preparation of Accounts, undertaking and realising investments, assessing Investment Strategies, making Superannuation Benefit payments, assessing the Fund's insurance needs, attending to any Member queries and all administrative requirements of the Fund. Many of these duties may be delegated to a third party provided the Trustee is of the opinion that the third party is qualified to accept any delegation of the Trustee's powers and is skilled to do so.

Delegation of any duties to be performed by the Trustee of the Fund does not relinquish the Trustee from the Trustee's various responsibilities under the Superannuation Laws and State Trustee laws. The Trustee when applying its powers of delegation must also ensure that they provide limitations as to who is to use these powers, the manner and time limits for when delegated duties are reported to the Trustee. Any such delegation of powers should be included in an executed service contract with the party delegated Trustee duties and retained at the Offices of the Trustee.

Rule 13 - Fund Assets, Contracts and Transactions to be in Trustee's Name

- 13.1** The Trustee is to hold all Assets of the Fund in the name of the Trustee. Where there is a change in name of the Trustee, the Trustee as soon as possible must register all of the Fund's assets to reflect the change of the name of the Trustee.
- 13.2** Any contract, transaction or agreement of whatever nature undertaken by the Fund must be in the name of the Trustee.
- 13.3** No Member, Dependant of a Member or deceased Member, the Member's Legal Personal Representative, a deceased Member's Legal Estate, an Employer Sponsor or Related Party of the same has any right, entitlement to any Asset of the Fund or may enter into any contract, transaction or agreement of whatever nature with the Fund unless the Superannuation Laws allow and the Fund continues to retain its Complying SMSF status.

SMSF Strategy Guide - Rule 13

In addition to the Superannuation Laws the Rules of the Fund require all Assets, contracts, transactions or agreements of whatever nature entered into by the Trustee to be in the Trustee's name. Where there has been a change in Trustee it is incumbent upon the Trustee to ensure that all Assets of the Fund are correctly recorded in the new Trustee's name.

Only under limited circumstances may the Trustee enter into any contract, transaction or agreement with a Member, employer Sponsor of the Fund or a Related Party of a Member or Employer. The Superannuation Laws provide some exceptions to the prohibition on dealing with Members and these are qualified in Rule 8 on Investments as well as in the Product Disclosure Statement for these Rules.

Rule 14 – Trustee Responsibilities

14.1. It is the responsibility of the Trustee, including under any Trustee Law to ensure that at all times the Trustee must:

- a) ensure that the Fund remains a Complying SMSF;
- b) ensure that the Fund Trust Deed and Rules remain current;
- c) act honestly in all matters concerning the Fund;
- d) exercise, in all matters affecting the Fund and its Members, the same degree of care, skill and diligence as any normal prudent Trustee;
- e) ensure that the Trustee's duties and powers are performed and exercised in the best interests of Members of the Fund;
- f) not enter into any contract, transaction or agreement or do anything, that would prevent or hinder the Trustee in suitably performing or exercising the Trustee's functions and powers;
- g) disclose any conflict of interest in any dealing with or undertaking any transaction or investment on behalf of the Fund;
- h) provide to Members access to all and any information required to be given or viewed by Members under the Superannuation Laws but subject to the Privacy Act 1988;
- i) be aware of all and any changes to the Superannuation Laws to ensure that the Fund remains at all times a Complying SMSF;
- j) ensure the efficient administration of the Fund including, but not limited to, the payment of all taxes, excess contributions taxes and other imposts that must be paid by the Fund and the lodgement of all compulsory documentation to the Regulator in respect of the Fund and ensure that the Fund meets its Superannuation Law compliance responsibilities;
- k) keep all records, documents and minutes of valid Trustee meetings to enable the efficient administration and audit of the Fund by the Auditor and the Regulator so as to comply with all Superannuation Laws in respect of the keeping of records, documents and minutes for the Fund;
- l) notify the Regulator, in accordance with the provisions of the Superannuation Laws, of significant events and other events that occur in the Fund including any change in Trustee where required. The Trustee is to notify the Regulator of these events within the time period required;
- m) not seek to delegate Trustee powers and responsibilities under the Rules of the Fund or the Superannuation Laws unless otherwise permitted.

14.2 The Trustee must not to be paid or otherwise receive any remuneration for acting or carrying out its responsibilities as Trustee of the Fund unless otherwise permitted under the Superannuation Laws and/or any determination by the Regulator.

- 14.3 Where required by the Superannuation Laws the Trustee may hear any complaint by a Member or their Legal Personal Representative regarding the Member's Superannuation Interest or Superannuation Benefit. The Trustee must attend to the complaint in a timely manner and respond to the complainant in an appropriate method.

SMSF Strategy Guide – Rule 14

In addition to being a Superannuation Fund the Fund is primarily a trust. It is the Trustee's duty and responsibility to act as a Trustee on behalf of the Members of the Fund who are beneficiaries of the trust. It is also the Trustee's duty to ensure that the Fund remains at all times both a SMSF and a Complying SMSF.

For the Trustee to discharge its duties it should appoint SMSF Professionals; maintain current knowledge of Trustee requirements in the Superannuation Laws and have detailed knowledge of the Rules of the Fund. Additionally, the Trustee must ensure that the Fund's compliance requirements and responsibilities are met in accordance with both the Superannuation Laws and the Regulator.

The Trustee is required to notify the Regulator of any significant events including, but not limited to, where there is a change in Membership of the Fund, a change to the Fund's Trustee, a change to the name of the Fund and a change of the Trustee's address. It is compulsory to notify the Regulator of these events within 21 days of the changes.

The Fund is a Complying SMSF and is therefore prevented by the provisions of the Superannuation Laws to pay or remunerate the Trustee in any manner whatsoever for undertaking the role of Trustee of the Fund. However, in the event that the Fund Trustee provides professional services as part of their day to day business activities and the Fund engages that Trustee to provide similar professional services to the Fund, the Trustee may charge a fee commensurate with ordinary professional practice for the work performed.

Where required by the Superannuation Laws it is the responsibility of the Trustee to put in place an appropriate complaints procedure.

Rule 15 – Trustee Powers

- 15.1 Subject to the Superannuation Laws and the Fund retaining its Complying SMSF status the Trustee has unlimited powers as to the administration and control of the Assets of the Fund. The administration and control of the Assets of the Fund by the Trustee are identical to those as if the Trustee were the legal and beneficial owner of those Assets. These includes the right to sell, call in, convert into money, grant options or rights to purchase, mortgage, charge, sub-charge, or otherwise deal with or dispose of or transfer any item or Asset comprising the whole or part of the Fund including a Member's Superannuation Interest or a Reserve Account.
- 15.2 Subject to the Superannuation Laws and the Fund retaining its Complying SMSF status the Trustee has all the powers that a Trustee has at law and all the powers specifically conferred on the Trustee by these Rules including, but not limited to:

- a) **engage SMSF Professionals and other advisers:** to employ or engage agents or professionals in the execution of transactions, undertakings, acquisitions, disposal and other powers of the Trustee and to transact any business or to do any act required to be done in connection with the administration of the Fund and to act upon the opinion or advice of any such person without being responsible for any loss or damage occasioned by acting in accordance therewith;
- b) **enter into contracts and undertake transactions:** to enter into contracts, undertakings and other transactions for the benefit of the Fund and its Members whatsoever and wheresoever situate;
- c) **open Bank and cash accounts:** to open in the name of the Fund, any cheque, savings, cash or other bank account with any bank, financial institution or managed fund wherever situated, as the Trustee decides, with full power to operate or close any such account;
- d) **acquire Corporate or Trust securities:** with respect to any company or trust in which the Trustee holds shares, stocks, debentures, options, convertible notes or is otherwise interested or concerned ("securities") to exercise all of the powers authorised under the constituent and any other relevant documents concerning the powers of equity, debt and other interest holders of the entity;
- e) **acquire Insurance Policies:** to effect or acquire policies of insurance from entities within or outside Australia of any kind on the life of any Member or in respect of sickness, incapacity or accident to any Member, to pay premiums, transfer, surrender, change the status of and deal with these policies in any manner whatsoever, whether or not these policies are individual policies on the life of one person or a group policy on the lives of two or more persons, to purchase or enter into insurance or investment bonds whether or not the bonds are linked to a policy over the life of any person;
- f) **deal with real property:** to acquire, dispose of, exchange, strata title, subdivide, mortgage, sub-mortgage, lease, sub-lease, grant, maintain, improve, re-lease or vary any right or easement or otherwise deal with any interest in real property;
- g) **enter into lease arrangements:** to rent premises from any person, acquire the interest of any lessee in any lease, purchase, hire, take on lease, grant leases, sub-leases, tenancies or rights of any nature to any interest in real estate, motor vehicles, computer hardware and software, fixtures and fittings, furniture, utensils, plant and equipment and other personal property of any description;
- h) **lease property owned by the Fund:** to lease and let property owned by the Fund or held by the Trustee pursuant to the provisions of these Rules upon terms and conditions as the Trustee may decide, to accept surrenders from, and to make arrangements with a lessee or tenant as the Trustee may consider appropriate;
- i) **lend money:** subject to the Superannuation Laws and the Fund retaining its Complying SMSF status to lend and advance moneys;
- j) **borrow:** provided the Superannuation Laws allow to borrow money, property or any other Asset under such terms and conditions as the Trustee sees fit provided subject to the Fund retaining its Complying SMSF status;

- k) **enter into futures contracts and options:** both within and outside Australia to buy sell, open, close-out or otherwise deal in futures contracts of all kinds, to enter into, vary, exercise, abandon or sell any put or call option or rights, or to place bids, make offers, hedge and effect orders including buying, selling, straddle, switch and stop-loss order, to tender and take delivery of commodities and currencies which are the subject of any futures contract or option, and otherwise to do and perform all things so as to operate on, utilise or deal with the facilities of any stock or futures exchange no matter where situate provided the Trustee maintains a risk management strategy if required under the Superannuation Laws;
- l) **deal with personal property:** to acquire, dispose of, exchange, hire, lease, maintain, improve, mortgage or otherwise deal with any interest in personal property;
- m) **deal with intellectual property:** to apply for, purchase or otherwise acquire and to sell patents, patent rights, copyrights, trademarks, designs, formulas, licenses, concessions, know-how and the like, conferring any exclusive or non-exclusive or limited right to use of any other intellectual property rights and to use, exercise, develop or grant licenses in respect of or otherwise turn to account the property rights or information so acquired;
- n) **obtain agencies and licences:** to apply for, purchase and hold any permit, agency or licence which may be desirable or required to enable or facilitate the carrying on of any business which the Trustee is empowered to engage in and to surrender, relinquish, sell, vary or assign the same provide the said agency, licence or business does not breach the "Sole Purpose Test" or the Superannuation Laws;
- o) **pay management expenses:** to pay out of the Assets, Reserve Accounts or the Earnings of the Fund all costs charges and expenses incidental to the management and operation of the Fund or to the exercise of any power, authority or discretion contained in the Rules or the Deed;
- p) **pay General Expenses:** to pay insurance premiums, rates, taxes, rents, and outgoings in connection with any Assets of the Fund from the Assets, Reserve Accounts or the Earnings of the Fund and to manage such Assets and effect improvements and repairs as the Trustee may consider necessary or advisable;
- q) **set aside money in the Fund:** to set aside out of the Earnings of the Fund from time to time such money as may in the opinion of the Trustee be sufficient to meet any debt, tax or obligation due or accruing;
- r) **deal with itself:** notwithstanding any rule or law or equity to the contrary, to acquire as property of the Fund real or personal property the legal and beneficial interest in which is at the date of such acquisition the absolute property of the Trustee provided that any property so acquired is acquired for a consideration being not greater than the current Market Value of the property and upon which such acquisition the beneficial interest in and to the property shall be held by the Trustee according to the Rules;
- s) **deal with Choses-in-action:** to acquire choses-in-action including debts and obligations of all kinds for value or by way of gift or at a discount or at a premium and to assign, release, vary, relinquish or otherwise deal with the choses-in-action in any way whatsoever on such terms and conditions as the Trustee may see fit;

- t) **receive gifts or distributions:** to receive property by gift inter vivos or by distribution under a will or under the provisions of any other trust or otherwise from any person as an addition to the Fund, whether subject to liabilities or not and to hold these gifts according to the Rules and to administer such additions under these provisions;
- u) **instigate legal proceedings:** to institute, join in and defend proceedings at law or by way of mediation or arbitration and to proceed to the final end and determination of, or to compromise the same and to compromise and settle any such dispute or proceedings for such consideration and upon the terms and conditions as the Trustee may decide;
- v) **trade in foreign currency:** to undertake, contract, carry out or do anything including acquiring Assets in a foreign currency;
- w) **exercise all other powers:** to do all such other things as may be incidental to the exercise of the powers, rights, discretions and authorities hereby conferred on the Trustee.

15.3 The Trustee, subject to the Superannuation Laws and the Fund retaining its Complying SMSF status, may create another SMSF with the same Rules, Members and Trustee including a Cloned SMSF.

15.4 Subject to the Superannuation Laws and the Fund retaining its Complying SMSF status the Trustee is to be indemnified from the Assets of the Fund for any loss, damages or award against the Trustee arising from their role as Trustee of the Fund.

15.5 The Trustee is not authorised to carry out any transaction, undertaking, contract, business, investment or any other thing that would breach the Superannuation Laws and result in the Fund becoming a non-Complying SMSF. Any such transaction, undertaking, contract, business, investment or thing is rendered null and void ab-initio.

SMSF Strategy Guide – Rule 15

For the Fund to be and remain as a Complying SMSF whilst simultaneously maximising the returns on the Assets of the Fund for the benefit of Members, the Trustee must have broad powers. These powers including, but not limited to, dealing both domestically and internationally with Assets, entering into various contracts and undertakings, dealing with various persons directly, investing widely and otherwise acting in the Members' best interests. Any such power exercised is subject to the Superannuation Laws and the Fund retaining its Complying SMSF status.

The Trustee is not authorised to conduct any transaction, investment, business or action that would make the Fund a non-Complying SMSF. If the Trustee does conduct any transaction, investment, business or action that makes the Fund a non-Complying SMSF the offending transaction, investment, business or action that would make the Fund a non-Complying SMSF then the offending transaction, contract or action is void.

Any individual Trustee or director of the Corporate Trustee is to be indemnified in any action taken against the Trustee where they were acting in their role as Trustee of the Fund provided the Superannuation Laws allow and the Fund retains its Complying SMSF status.

The Trustee may create, at any time, subject to the Superannuation Laws and the Fund retaining its Complying SMSF status a Cloned SMSF that has the same Rules, Members and Trustees as the Fund.

Rule 16 – Trustee Meetings and Decision Making

- 16.1 The Trustee is to hold a Trustee Meeting where any significant event, transaction, acquisition or disposal or other event directly related to the Fund is proposed. These matters include, but are not limited to, those that relate to an Asset of the Fund, Superannuation Interest, Reserve Account, Superannuation Benefit, Member of the Fund or where otherwise required under the Superannuation Laws.
- 16.2 There is no requirement for formal notice of a Trustee Meeting. However every Trustee or a Director of the Company that is Trustee must be afforded the opportunity of participating in the Trustee Meeting.
- 16.3 A quorum for a meeting is where at least 50% of all available Trustees attend the Trustee Meeting.
- 16.4 For each decision by the Trustee or Replacement Trustee at a Trustee Meeting the Trustee or Replacement Trustee is to hold that number of votes equal to \$1 per vote in respect of their total Member Superannuation Interest Entitlements as last recorded by the Trustee. Any Additional Trustee is to be provided with the number of votes as prescribed by the sole Member Trustee. The Trustees may at any Trustee Meeting, in accordance with the proportional voting rule, decide upon the appropriate voting arrangements to apply for that Trustee Meeting, any matter to be determined in the Trustee Meeting or in respect of any future Trustee Meetings or matters to be decided upon in those meetings.
- 16.5 A Trustee Meeting shall be valid where attendance by a Trustee is by telephone, by the internet, by way of circulating minute, facsimile or any other form where all Trustees are provided with the opportunity of attending, discussing and determining the items of the Trustee Meeting agenda and where a vote is cast.
- 16.6 A resolution shall be passed where more than 50% of the votes available at the Trustee Meeting vote in favour of the resolution.
- 16.7 Subject to the Superannuation Laws and despite Rule 16.4, at any Trustee Meeting dealing with a deceased Member's Death Benefits or a Member's Incapacity Superannuation Benefits only the Member's Legal Personal Representatives or Member whilst alive and legally capable and competent may vote on any resolution dealing with the deceased or incapacitated Member's Superannuation Interest or Superannuation Benefits.
- 16.8 The Trustee of the Fund is to record and maintain all decisions of the Trustee for at least ten years unless otherwise required under the Superannuation Laws.

SMSF Strategy Guide – Rule 16

The Trustee is required to hold a Trustee Meeting in order to make decisions about significant events to transpire in relation to the Fund. Significant events are those events that impact upon the status of the Fund and its Members.

The Superannuation Laws provide that matters determined at every valid Trustee meeting must be recorded in the minutes of the Trustee. These minutes and all records of the Fund must be held for a period of no less than 10 years.

At a Trustee meeting, each Trustee is given one vote per dollar balance in the Superannuation Interests of the voting Members that the Trustee represents. However, the Trustees may determine at a valid Trustee Meeting an alternative voting method of the Trustee for the purpose of that specific Trustee Meeting, a matter to be decided at that Meeting or for future Meetings. A specific resolution is necessary for alternative voting for Trustee Meetings at any one given time.

Any decision is to be passed at a Trustee Meeting by a simple majority of votes. It must be evidenced by dated minutes and signed by the chairperson of the specific meeting. Any decisions made at a valid Trustee meeting that may impact upon Member benefits, either directly or indirectly, must be notified to the Members within a reasonable period of time if they did not attend the meeting as Trustee or director of a Corporate Trustee. Where the Trustee is a Corporation, the constitution will qualify the voting and decision making process for the Trustee.

Where the Trustee of the Fund is making any determination in respect of any Death Benefit payments, Incapacity Superannuation Benefits or other resolution with respect to a deceased or incapacitated Member's Superannuation Interests, the standard majority voting rule is not to apply at a Trustee meeting. In this event only the deceased or disabled Member's Legal Personal Representative is able to vote on matters dealing with the deceased or disabled Members Superannuation Interests or Superannuation Benefits. In this respect however the deceased or disabled Member's Legal Personal Representative must be a Trustee. These provisos secure and protect the interests and wishes of the deceased or incapacitated Member.

Rule 17 - Trustee to keep Accounts

- 17.1 The Trustee of the Fund is authorised to create various Accounts for the Fund including but not limited to Fund cash flow statements, operating statements, Fund Balance Sheets, Earnings accounts, Reserve Accounts and Member Superannuation Interests and must keep those Accounts as required under the Superannuation Laws.
- 17.2 The Trustee is to maintain accounts for the Fund; the Fund's Superannuation Interests, any Fund Reserve Account and for any other Account created by the Trustee and make additions and deductions from such Accounts according to the Rules of the Fund or the Superannuation Laws as required.
- 17.3 For accounting purposes the Trustee may determine the Value of the Assets of the Fund or a Member's Superannuation Interest at any time or as required by the Regulator or pursuant to the Superannuation Laws.
- 17.4 The Trustee is to determine, where required by the Superannuation Laws or the Regulator a Member's Superannuation Interest Entitlement.
- 17.5 The Trustee may also keep records regarding the preservation status, the Tax Free and the Taxable Components of any Member Superannuation Interest.
- 17.6 The Trustee must appoint an Auditor each income year and ensure that the Fund's Accounts are audited in accordance with any Audit Standards and the Superannuation Laws.
- 17.7 The Trustee of the Fund must keep records and accounts of the Fund for at least five years or for such other time as the Superannuation Laws or the Regulator requires.

SMSF Strategy Guide – Rule 17

It is a requirement of the Superannuation Laws that the Trustee is required to keep accurate accounts for the Fund on an Income Year basis and for a period of at least five years. These include, but are not limited to the Fund's set of accounts, accounts for any Member Superannuation Interests, Reserve Accounts and any other Accounts that the Trustee may create.

The Trustee may determine the Value of the Assets of the Fund under a variety of principles including historical cost, market value or according to some other standard at a time the Trustee so determines. The Trustee may also determine the value of the Assets of the Fund at different time.

The Trustee must appoint an Auditor each income year and ensure that the Fund's Accounts are audited in accordance with any Audit Standards and the Superannuation Laws.

Rule 18 - Fund Earnings

18.1 Subject to the Superannuation Laws and the Fund retaining its Complying SMSF status, at any time the Trustee may determine and declare the Earnings for one or more of the following Accounts:

- a) the Fund;
- b) a Member's Superannuation Interest;
- c) a group of Member's Superannuation Interests;
- d) a Reserve Account; or,
- e) any other Account or group of Accounts in the Fund.

18.2 The Trustee has sole discretion, subject to the Superannuation Laws and the Fund retaining its Complying SMSF status where to allocate any Earnings of an Account including to a Member Superannuation Interest, a Reserve Account or any other Account of the Fund.

SMSF Strategy Guide – Rule 18

The Trustee is to determine the method of calculating the Earnings of an Account relating to the Fund, a Members Superannuation Interests or group of Members Superannuation Interests or Reserve Account. For the purpose of the Rules of the Fund there are four methods that the Trustee may apply for determining Earnings for any particular Account:

Method 1 - Accounts Method: a determination of income according to established accounting principles for Superannuation Funds which may or may not include a revaluation of any Assets of the Fund to their market value less any Fund expenses;

Method 2 - Trust Method: net income is determined as the term "net income" is defined under the taxation of trust provisions of the Superannuation Laws;

Method 3 - Income Method: any amounts received as income plus any realised capital gains and at the Trustee's discretion any allocations from a Reserve Account less any disbursements the Trustee determines that should be deducted from income including any General or Specific Expenses; or

Method 4 - Flexible Method: any combination of the above or an alternative method that the Trustee is of the opinion suitably reflects Earnings of the Fund or an Account of the Fund.

However in the absence of any determination by the Trustee of its Earnings methodology, the Trustee is to use **Method 3 – the Income Method** as its default option.

Where Earnings are determined and declared by a Trustee on any Account, the Trustee, at its discretion and subject to the Superannuation Laws and the Fund retaining its Complying SMSF status, may allocate the Earnings to any Account whatsoever including a Reserve Account and the Account where the Earnings were derived.

Rule 19 – Accounting for a Member Lump Sum Superannuation Interest

19.1 The Trustee of the Fund may establish an Account for a Member Lump Sum Superannuation Interest created on behalf of a Member under Rule 5.2.

19.2 Subject to the Superannuation Laws, the Fund retaining its Complying SMSF status and subject to the Rules of the Fund, the Trustee at its discretion may add to the Member Lump Sum Superannuation Interest the following amounts:

- a) authorised Contributions made on behalf of the Member to the Fund;
- b) an allocation of Earnings according to Rule 18.2;
- c) allocations made by the Trustee from any of the Fund Reserve Accounts under Rule 9.5;
- d) a Transfer Superannuation Interest made to the Fund or in the Fund on behalf of a Member;
- e) any tax refunds or Tax Adjustment Payments allocated by the Trustee to the Member Lump Sum Superannuation Interest;
- f) any amounts allocated to the Member Lump Sum Superannuation Interest by the Trustee from insurance policy proceeds under Rules 12.5;
- g) a Member Income Stream Superannuation Interest Roll Back amount;
- h) a refund of Excess Contributions Tax;
- i) a Contributions Splitting Amount from a Spouse;
- j) a payment pursuant to the Family Law Act 1975 including a payment as a result of separation or divorce from a Spouse and a payment under a Family Law Payment Splitting Notice;

- k) such other amounts as, is in the Trustee's discretion, should be added to the Member Lump Sum Superannuation Interest.

19.3 Subject to the Superannuation Laws and the Fund retaining its Complying SMSF status the Trustee may deduct from the Member Lump Sum Superannuation Interest any of the following amounts:

- a) administration, audit, actuarial, legal, valuation, SMSF Professional, investment advisory or other professional expenses and fees incurred by the Trustee that in the Trustee's opinion should be deducted from the Member Lump Sum Superannuation Interest;
- b) a proportion of the General Expenses of the Fund or any Specific Expenses excluding any Superannuation Income Stream payments made by the Trustee of the Fund;
- c) any Taxes or Tax Adjustment Payments that the Trustee determines should be deducted from the Member Lump Sum Superannuation Interest;
- d) insurance premiums for the payment of insurance requirements for the Member including life, disability, accident, salary continuance or trauma insurances that, in the opinion the Trustee should be deducted from a Member Lump Sum Superannuation Interest;
- e) any Superannuation Lump Sum payment made by the Trustee on the death, Permanent Incapacity, Retirement, termination of employment, turning age 65 or for any other purpose for the benefit of the Member themselves, their Dependants, Legal Personal Representative or Legal Estate in the event of either the Member's death or incapacity;
- f) any amount transferred to a Member Income Stream Superannuation Interest for the purpose of commencing or adding to a Member Income Stream Superannuation Interest;
- g) any Excess Contributions Tax or payment required under a properly issued Release Authority;
- h) a Contributions Splitting Amount to a Spouse;
- i) a payment pursuant to the Family Law Act 1975 including a payment as a result of separation or divorce from a Spouse and a payment under a Family Law Payment Splitting Notice;
- j) any amount allocated from the Member Lump Sum Superannuation Interest to a Reserve Account provided the allocation is in accordance with the Superannuation Laws;
- k) any other amounts the Trustee unilaterally determines should be deducted from the Member's Lump Sum Superannuation Interest.

Rule 20 - Accounting for a Member Superannuation Income Stream Superannuation Interest

- 20.1 The Trustee of the Fund may establish an Account for a Member Income Stream Superannuation Interest created on behalf of a Member under Rule 5.2.
- 20.2 Subject to the Superannuation Laws, the Fund retaining its Complying SMSF status and subject to the Rules of the Fund, the Trustee may add to the Member Income Stream Superannuation Interest:
- a) Any allocation of Earnings according to Rule 18.2;
 - b) allocations made by the Trustee from any of the Fund Reserve Accounts under Rule 9.5;
 - c) a Transfer Income Stream Superannuation Interest made to the Fund on behalf of a Member;
 - d) any tax refunds or Tax Adjustment Payments allocated by the Trustee to the Member Income Stream Superannuation Interest;
 - e) any amounts allocated to the Member Income Stream Superannuation Interest by the Trustee from insurance policy proceeds under Rule 12.5;
 - f) an amount from a Member Lump Sum Superannuation Interest to commence a Superannuation Income Stream;
 - g) any Excess Contributions Tax refund;
 - h) such other amounts, is in the Trustee's discretion, that should be added to the Member Income Stream Superannuation Interest.
- 20.3 Subject to the Superannuation Laws and the Fund retaining its Complying SMSF status the Trustee may deduct from the Member Income Stream Superannuation Interest any of the following amounts:
- a) administration, audit, actuarial, legal, valuation, SMSF Professional, investment advisory or other professional expenses and fees incurred by the Trustee that in the Trustee's opinion should be deducted from the Member Income Stream Superannuation Interest;
 - b) a proportion of the General Expenses of the Fund or any Specific Expenses excluding any Superannuation Income Stream payments made by the Trustee of the Fund;
 - c) any Taxes or Tax Adjustment Payments that the Trustee determines should be deducted from the Member Income Stream Superannuation Interest;
 - d) insurance premiums for the payment of insurance requirements for the Member including life, disability, accident, salary continuance or trauma insurances that, in the opinion the Trustee should be deducted from a Member Income Stream Superannuation Interest;

- e) any Superannuation Lump Sum payment made by the Trustee, representing the commutation of a Member Income Stream as a consequence of a Member's request to commute the Income Stream or on the Member's death or incapacity;
- f) any amount transferred to another Member Income Stream Superannuation Interest for the purpose of commencing a Superannuation Income Stream;
- g) any Member Income Stream Superannuation Interest Roll Back amount;
- h) any Excess Contributions Tax or payment required under a properly issued Release Authority;
- i) a Contributions Splitting Notice amount allotted to a Spouse;
- j) a payment pursuant to the Family Law Act 1975 including a payment as a result of separation or divorce from a Spouse and a payment under a Family Law Payment Splitting Notice;
- k) any amount allocated from the Member Income Stream Superannuation Interest to a Reserve Account provided the allocation is in accordance with the Superannuation Laws;
- l) any other amounts the Trustee unilaterally determines should be deducted from the Member's Income Stream Superannuation Interest.

SMSF Strategy Guide – Rules 19 and 20

The Superannuation Laws and these Rules allow the Trustee to create a Superannuation Interest on behalf of a Member either at the Member's request or at the Trustee's discretion. The two types of Superannuation Interest that can be created in a Complying SMSF are a Member Lump Sum Superannuation Interest and a Member Income Stream Superannuation Interest.

Where a Superannuation Interest is created the Trustee is to establish an Account for each Superannuation Interest. Following the establishment of the Account, until terminated, the Trustee has the power under Rules 18 and 19 to add and/or deduct a variety of amounts from these accounts. Additions to these accounts are varied and include, but are not limited to, Contributions Splitting amounts, Family Law Splitting Payments and allocations from Reserve Accounts.

There is a broad measure of discretion in the Rules as to whether an amount is to be added to a Superannuation Interest and what category of Superannuation Interest. Once an amount is added to a Superannuation Interest it is vested and shall only benefit the Member, their Dependant of the deceased Member, the Member's Legal Personal Representative or deceased Member's Legal Estate. It is fixed in the Member's Superannuation Interest Account under Part 5 of the SIS Regulations 1994.

For each Superannuation Interest various expenses may be deducted on a proportional basis. Other Specific Expenses can be allocated to a particular Superannuation Interest Account as determined by the Trustee. Superannuation Income Stream and Superannuation Lump Sum payments are examples of Specific Expenses. Amounts such as an Excess Contributions Tax Release Authority may be deducted proportionally from all Member Superannuation Interests. Alternatively, amounts such as Excess Contributions Tax may be deducted from an Account for a specific Member's Superannuation Interest.

Rule 21 - What happens to Taxes and Excess Contributions Tax?

- 21.1 The Trustee must pay all Taxes, duties, charges, fees and Taxes relating to the Fund's Assets, Earnings, and Contributions or on any other taxable consequence in accordance with the Superannuation Laws.
- 21.2 The Trustee is not personally liable for any taxation liability assessed to the Fund.
- 21.3 The Trustee has sole discretion as to whether any Taxes are a General Expense or a Specific Expense and which Superannuation Interests will be charged and the extent of any such charge.
- 21.4 Where the Trustee receives an Excess Contributions Tax Release Authority on behalf of a Member the Trustee is to give effect to the conditions, requirements and terms of the Excess Contributions Tax Release Authority. This must be in the time specified and simultaneously ensure that any other Trustee compliance or other requirements for a Complying SMSF in respect of Excess Contributions Tax Release Authorities are met in accordance with the Superannuation Laws.
- 21.5 Subject to the Superannuation Laws and the Fund retaining its Complying SMSF status the Trustee may receive tax refunds and has the sole discretion as to which Superannuation Interest or Reserve Account to add any tax refund irrespective of the source of the tax refund.
- 21.6 Subject to the Superannuation Laws and the Fund retaining its Complying SMSF status the Trustee may make a Tax Adjustment deduction to a Superannuation Interest where the Trustee is of the opinion that a Superannuation Interest has benefited from the use of a tax benefit from another Superannuation Interest. However, it is not mandatory for the Trustee to do so.

SMSF Strategy Guide – Rule 21

There are numerous Federal and State taxes and levies imposed upon the Trustee and Members of the Fund. These include, but are not limited to, income tax, capital gains tax, stamp duty, Contributions Tax and land tax.

The Product Disclosure Statement for the Simpler Super Rules notes that where the Trustee of the Fund retains Assets specifically to pay a current Superannuation Income Stream any income or capital gains realised from a current Superannuation Income Stream's Assets are tax exempt.

The Trustee is also required to adhere to any Member's Excess Contributions Tax Release Authority. This is where the Member has been assessed by the Regulator to pay excess Concessional or excess Non-Concessional Contributions tax. This is not an impost on the Trustee but one that the Trustee must give effect to under the Superannuation Laws.

Where the Trustee receives a tax refund as a result of the payment of imputation credits from the Fund's investment in Australian listed company or managed funds the Trustee has discretion where to credit the amount of the tax refund. Where tax benefits attributable to a specific Superannuation Interest are utilised by an alternative Superannuation Interest the Trustee has the discretion to make a Tax Adjustment payment. This is not a mandatory requirement of the Trustee.

Part Four - Paying Superannuation Benefits from a Member Superannuation Interest

Purpose

Where permitted under the Rules and in accordance with the Superannuation Laws, a Member may withdraw a Superannuation Lump Sum or commence a Superannuation Income Stream. However, it is not compulsory for a Member to immediately withdraw a Superannuation Lump Sum or commence a Superannuation Income Stream when they qualify to do so. In accordance with the Superannuation Laws the Member may remain in a Member Lump Sum Superannuation Interest until their death. At this time the deceased Member's Superannuation Interest would be paid by the Trustee of the Fund as a Death Benefit according to the deceased Member's SMSF Will if any.

In accordance with the Superannuation Laws circumstances that allow a Member to access Superannuation Benefits from their Superannuation Interests include:

- Temporary Incapacity - only as a Temporary Incapacity Superannuation Income Stream.
- Permanent Incapacity – as a Superannuation Lump Sum or a Superannuation Income Stream.
- While working and at preservation age – as a Transition to Retirement Superannuation Income Stream.
- Retirement – a Superannuation Lump Sum or a Superannuation Income Stream.
- Age 65 – a Superannuation Lump Sum or a Superannuation Income Stream.
- Death - Superannuation Lump Sums or a Superannuation Income Stream subject to the Superannuation Laws.

Rule 22 - Accessing Member Superannuation Benefits

22.1 The Trustee is authorised to pay out a Superannuation Lump Sum or Superannuation Income Stream from a Member Superannuation Interest where the Member meets a Condition of Release in accordance with the Superannuation Laws. However only Superannuation Benefits permitted in conjunction with the relevant Cashing Restriction for that Condition of Release are authorised to be paid by the Trustee to the Member or any other person allowed pursuant to the Superannuation Laws.

22.2 Subject to the Superannuation Laws and the Fund retaining its Complying SMSF status, without limiting the powers of the Trustee under Rule 22.1 of the Fund, the following Superannuation Benefits may be paid by the Trustee:

- a) where the Member, in the Trustee's opinion, is Temporarily Incapacitated they may commence a Temporary Incapacity Superannuation Income Stream until such time as the Member is no longer Temporarily Incapacitated;

- b) where the Member, in the Trustee's opinion, is Permanently Incapacitated they may take a Superannuation Lump Sum and/or commence a Superannuation Income Stream at any time;
- c) where the Member is Retired they may take a Superannuation Lump Sum and/or commence a Superannuation Income Stream at any time;
- d) where the Member is aged 65 they may take a Superannuation Lump Sum and/or commence a Superannuation Income Stream at any time;
- e) where a person who is a Member of the Fund dies, a Superannuation Lump Sum and/or a Superannuation Income Stream to a person or other entity authorised under the Superannuation Laws;
- f) where the Member leaves the employment of an employer, or any of whose associates have at any time have contributed into the Fund on behalf of the Member they may take a Lump Sum and/or Income Stream as prescribed by the Superannuation Laws;
- g) where the Member has reached preservation age and commences a Superannuation Income Stream authorised under the Superannuation Laws for Members over age preservation age including a Transition to Retirement Income Stream;
- h) where the Member meets the conditions of Severe Financial Hardship the Trustee may pay a Superannuation Lump Sum to the Member as authorised under the Superannuation Laws;
- i) where, as authorised by the Regulator, the Trustee may pay a Superannuation Lump Sum to a Member on Compassionate Grounds;
- j) where the Member has commenced an Income Stream Superannuation Interest, subject to the terms and conditions of the Income Stream Superannuation Interest, any Special Rule or the Superannuation Laws, a Lump sum may be taken from the Income Stream Superannuation Interest at any time, including upon the death of the Member;
- k) where any other Superannuation Lump Sum, Superannuation Income Stream or other payment authorised under the Superannuation Laws or by the Regulator.

22.3 The Trustee, if required under an Excess Contributions Tax Release Authority issued in respect of a Member, must pay to a Member or the Regulator, within the time prescribed by the Superannuation Laws, the amount prescribed under the Excess Contributions Tax Release Authority.

22.4 The Trustee may Allot or Rollover a Superannuation Benefit or make a transfer of a Transfer Superannuation Interest to an Eligible Entity for the benefit of the Member's Spouse or ex-Spouse equal to an amount pursuant to a Family Law Payment Splitting Notice or Contributions Splitting Notice. Subject to the Superannuation Laws, the Fund retaining its Complying SMSF status and the Family Law Payment Splitting Notice, it is at the Trustee's discretion whether to Allot, Rollover a Superannuation Benefit or make a transfer of a Transfer Superannuation Interest to one or more Eligible Entities for the Member's spouse or Ex-Spouse. The Trustee's discretion further permits a determination whether it is by way of a Superannuation Lump Sum or Superannuation Income Stream that this payment is made and whether it is by way of Asset or Cash or both.

- 22.5 Subject to the Superannuation Laws and the Fund retaining its Complying SMSF status, the Trustee may Rollover a Superannuation Lump Sum, a Superannuation Income Stream or make a transfer of a Transfer Superannuation Interest for the benefit of a Member to an Eligible Entity.
- 22.6 Where a person who is a Member of the Fund dies the Trustee is to adhere where possible and if Fund cash flow allows, to any Member SMSF Will. This includes, subject to the Superannuation Laws and the Fund retaining its Complying SMSF status, the payment of Superannuation Lump Sums and Superannuation Income Streams to the deceased Member's Dependants, the Member's Legal Personal Representative or the deceased Member's Legal Estate.
- 22.7 Subject to the Superannuation Laws and the Fund retaining its Complying SMSF status, where a person who is a Member suffers Temporary, Permanent or any other Incapacity, the Trustee may, subject to available Fund resources, have regard to any Member SMSF Life Will. This includes, subject to the Superannuation Laws and the Fund retaining its Complying SMSF status, the payment of Superannuation Lump Sums and Superannuation Income Streams to the Member, their Dependants or the Member's Legal Personal Representative.
- 22.8 It is not compulsory for the Trustee, except where the Superannuation Laws require, to pay a Superannuation Benefit to a Member unless the Trustee is requested to do so by the Member and the payment is permitted in accordance with the Superannuation Laws.
- 22.9 Where the Trustee commences a Superannuation Income Stream for a Member, Dependant of a Member or deceased Member, the Member's Legal Personal Representative or a deceased Member's Legal Estate the terms and conditions of the Member's Income Stream are to become a Special Rule of the Fund.

SMSF Strategy Guide – Rule 22

At any time, upon satisfying a condition of release under the Superannuation Laws, a Member may seek to be paid a Superannuation Benefit from one or more of the Superannuation Interests held by the Trustee of the Fund on their behalf. However, it is not a compulsory requirement of the Fund for a Member, upon satisfaction of a condition of release, to automatically commence their Superannuation Benefit. A Member is entitled to sustain their Superannuation Interests for the benefit of their Dependants or Legal Estate in their event of their death. A member of the Fund can also Rollover or transfer their Transfer Superannuation Interest to an Eligible Entity. This Eligible Entity may include, but is not limited to, a complying Superannuation Fund or another Complying SMSF.

There are several circumstances where a Member of the Fund can officially access their Superannuation Benefits from their Superannuation Interests. These circumstances include, but are not limited to the following:

- Temporary Incapacity and Permanent Incapacity;
- Retirement or at aged 65;
- Under Severe Financial Hardship or on Compassionate Grounds;
- When a Member reaches Preservation Age and can commence a Transition to Retirement Income Stream.

- On the death of a Member of the Fund, numerous Superannuation Laws apply to the payment of Death Benefit Superannuation Lump Sums and Death Benefit Superannuation Income Streams. The Trustee shall pay due regard to any Member SMSF Will in making any Death Benefit payments. Benefits that may be paid at the time of the death of a Member include, but are not limited to:
- *a Superannuation Lump Sum may be paid on the death of a Member to a Dependant or the deceased Member's Legal Estate; and*
- *Superannuation Income Stream may be paid to a Dependant for taxation purposes which includes all those persons who are Dependents but in the case of a Child, only a Child who is aged less than 18. Where an Income Stream is paid to a Child in accordance with the Superannuation Laws, it must be commuted no later than the 25th birthday of the Child.*

Subject to the Superannuation Laws and the Fund retaining its Complying SMSF status, a Dependant includes a Child of the Member, a person in an Inter-Dependant Relationship with the Member, any financial dependant of the Member irrespective of age and anyone who in the opinion the Trustee is a Dependant of the Member.

The Member may request the Trustee to Allot, Rollover or transfer a Transfer Superannuation Interest for the benefit of a Spouse as part of the Contributions Splitting laws. Similarly a Member can request the Trustee to Allot, Rollover or transfer a Transfer Superannuation Interest for the benefit of an ex-Spouse or Spouse pursuant to a Family Law Payment Splitting Notice. With respect to any Family Law Payment Splitting Notice, subject to the Superannuation Laws and the Fund retaining its Complying SMSF status, it shall be at the Trustee's total unfettered discretion as to how any Superannuation Interest or Superannuation Benefits is to be paid and to which Eligible Entity payment will be made.

Part Five – Other Special Events

Rule 23 – Winding up the Fund

23.1 The Trustee is to wind up the Fund in the following circumstances:

- on the death of the last remaining Member of the Fund and any Replacement Trustee or the Corporate Trustee determines that the Fund is to be wound up;
- the Regulator or any other person or body authorised to wind up the Fund under the Superannuation Laws orders that the Fund is to be wound up;
- the Superannuation Laws are amended such that the Fund can no longer remain a Complying SMSF and the Members agree to wind up the Fund;
- the Trustee resolves that the Fund is to be wound up.

23.2 The Trustee in winding up the Fund is to pay any Taxes, General Expenses, Specific Expenses, Superannuation Benefits and any other amounts or disbursements to ensure that the Fund has no outstanding liabilities.

23.3 Following the payment of all amounts under Rule 25.2, if the Trustee has any Assets and Cash the Trustee may distribute these Assets and Cash, subject to the Superannuation Laws to:

- a) Members and former Members of the Fund;
- b) Relatives of any Member or former Member;
- c) to any Legal Estate of a Member or former Member; or,
- d) to any other entity or any trust or entity of a charitable, public benevolent, sporting, animal or political nature as the Trustee determines.

SMSF Strategy Guide – Rule 23

In accordance with the provisions of the Superannuation Laws the Fund will continue in perpetuity or until the Fund is wound up. The Fund may be wound up under the following circumstances:

1. On the death of the last remaining Member of the Fund any replacement Trustee or the Corporate Trustee determines that the Fund is to be wound up;
2. The Regulator or any other person or body authorised to wind up the Fund under the Superannuation Laws orders the Fund is to be wound up;
3. The Superannuation Laws are amended such that the Fund can no longer remain a Complying SMSF and the Members agree to wind up the Fund;

4. The Trustee simply resolves that the Fund is to be wound up.

In the event of the Fund being wound up the Trustee is to disburse any remaining proceeds, Cash or Assets of the Fund. Any remaining proceeds, Cash or Assets of the Fund may be distributed by the Trustee, subject to the Superannuation Laws, to any of the following parties:

- Members and former Members of the Fund;
- Relatives of any Member or former Member;
- to any Legal Estate of a Member or former Member; or,
- to any other entity or any trust or entity of a charitable, public benevolent, sporting, animal or political nature as the Trustee sees fit.

Rule 24 – Changing the Fund’s Rules or Name

24.1 The Trustee may at any time by simple resolution vary, change, delete from, add to or otherwise amend any or all of the Rules of the Fund provided the following conditions are adhered to:

- a) Any variation, change, deletion, addition or amendment to the Rules shall strictly adhere to the Superannuation Laws and the Fund retaining its Complying SMSF status;
- b) Where the Trustee has resolved that a Special Rule for the benefit of a Member shall take effect the Special Rule shall form part of the provisions of any amended Rules of the Fund unless otherwise determined by the Member and/or the Trustee;
- c) Any variation, change, deletion, addition or amendment to the Rules shall not detrimentally affect a Member’s Superannuation Interests in the Fund.

24.2 The Trustee may at any time change the Fund’s name provided the Regulator is informed if required under the Superannuation Laws.

SMSF Strategy Guide – Rule 24

The Superannuation Laws regularly change. Trustees must maintain the Rules so they can implement and take advantage of any and all strategic possibilities the changing Superannuation Laws may allow. The Simpler Super Rules allow the Trustee to vary, change, delete from, add to or otherwise amend or upgrade the Rules with simply a special resolution. This simple ability to vary, change, delete from, add to or otherwise amend or upgrade the Rules of the Fund is conditional upon such variation, change, addition to, deletion from or amendment not detrimentally affecting a Member’s Superannuation Interest in the Fund.

There may also be Special Rules of the Fund that have been put in place regarding Assets Test Exempt Pensions, other Income Streams, a SMSF Will, a SMSF Life Will as well as things that the Trustee or Member was allowed to do but may no longer be allowed under the existing Superannuation Laws. Any variation to the Rules of the Fund must take into account the Special Rule.

The Trustee may change the name of the Fund at any time provided the Regulator is informed of the change in name within the period required under the Superannuation Laws – currently 21 days.

Part 7 - Rules Definitions

Purpose

Throughout the Simpler Super Rules certain terms are mentioned on more than one occasion. These terms are important to the functioning and understanding of the Rules of the Fund. Such terms are defined in Part 7 of the Simpler Super Rules.

Rule 25 - Definitions

Accounts means those accounts, including trust accounts established by the Trustee for the Fund, a Member's Superannuation Interest or Interests, a group of Members' Superannuation Interests, a Reserve Account and any other account of the Fund.

Active Member is a Member of the Fund that meets the criteria for active membership under the Superannuation Laws.

Actuary is any professional actuary authorised under the Superannuation Laws to carry out the role of actuary to a Complying SMSF and which may include an actuary who is a practising Member of the Institute of Actuaries of Australia.

Additional Trustee is a person who is a non-Member of the Fund who is appointed as a Trustee of the Fund as a consequence of the Fund having only one Member.

Allot means, subject to the Superannuation Laws and the Fund retaining its Complying SMSF status, to deduct an amount from a Member's Lump Sum Superannuation Interest or Income Stream Superannuation Interest and transfer it to another Superannuation Interest in the Regulated Superannuation Fund held by, or created for, the Member's Spouse or Ex-Spouse otherwise than by a Transfer Superannuation Interest or Rollover.

Approved Trustee is a Trustee approved by APRA as being suitable under the Superannuation Laws to act as Trustee of a superannuation fund that is not a SMSF.

Assets include, but are not limited to real, personal or intellectual property, shares, futures, collectibles, any Assets or property transferred or contributed to the Fund plus income, earnings and profits arising from those Assets or property interests as well as any other asset that a superannuation Fund may lawfully hold on behalf of a Member, Fund Superannuation Interest, Member Superannuation Benefit, for Insurance purposes as well as for the Dependants and the Legal Estate of a Member or deceased Member but excludes Cash.

Assets Test Exempt Superannuation Income Stream is a Superannuation Income Stream that is exempt, either wholly or partially from the Assets Test under the Social Security Act 1991.

Associate has the same meaning as found in the in house asset Rules found in Part 8 of the Superannuation Laws.

Auditor is an auditor authorised under the Superannuation Laws or by the Regulator to be an auditor of a SMSF.

Audit Standards means the standards prescribed by the Regulator that enable the auditor to decide at the end of the year of income whether a Fund is a Complying SMSF.

Australian Superannuation Fund means a Superannuation Fund that meets the conditions of an Australian Superannuation Fund under the Superannuation Laws or is otherwise held to be an Australian Superannuation Fund by the Regulator.

Authorised Contribution made on behalf of a Member means a Contribution, whether by way of cash, Asset or in-kind, made to the Fund where the Trustee is satisfied that the Contribution has met the requirements for making a superannuation Contribution under the Superannuation Laws including, but not limited:

- a) the Member is under age 65 at the time the Contribution is made;
- b) the Member is aged 65 but less than age 70 and the Member is Part Time Gainfully Employed in the Income Year that the Contribution is made or the Contribution is a Mandated Employer Contribution;
- c) the Member is aged 70 but less than age 75 and the Contribution is a Mandated Employer Contribution or the Member is Part Time Gainfully Employed in the income year that the Contribution is made and the Contribution is made by the Member or the Member's employer;
- d) the Contribution is made at the time the Member is 75 or older and the Contribution is a Mandated Employer Contribution;
- e) the Contribution is made at some time after the times mentioned in a), b) and c) however the Trustee is reasonably satisfied that the Contribution relates to those periods;
- f) the acceptance of the Contribution by the Trustee of the Fund will not result in the Trustee of the Fund breaching the Superannuation Laws;

but does not include an allocation from a Reserve Account of the Fund.

Benefits in Kind are subject to the Superannuation Laws and the Fund retaining its Complying SMSF status, Superannuation Income Stream and Superannuation Lump Sum Superannuation Benefits where the Member is provided with a Superannuation Benefit that is neither Cash nor an Asset of the Fund and includes a set-off. The value of any Superannuation Benefit in Kind is to be determined by the Trustee of the Fund who may engage the services of a valuer in that regard.

Binding Death Benefit Nomination includes, subject to the Superannuation Laws, a nomination in writing that states:

- a) the person or persons specified in the notice that may receive the Member's Death Benefits;
- b) the proportion of the benefit that will be paid to that person, or to each of those persons;
- c) how the benefit is to be paid to that person, or to each of those persons;
- d) the notice is in effect;

- e) must be signed, and dated, by the Member in the presence of two witnesses declaring that the Member signed the declaration in their presence with the witnesses being persons each of whom have turned 18 and neither of whom is a person mentioned in the notice.

The notice is effective for a period of three years after execution by the Member unless the Superannuation Laws otherwise allow.

Cash includes any currency and any amount held by the Trustee in a bank account, cash management trust, deposit account or similar account where cash may be held on deposit for the Trustee.

Cashing Restriction is any restriction in the Superannuation Laws that may apply where a Member satisfies a Condition of Release in respect of one of more of their Superannuation Interests.

Child in relation to a person includes an adopted child, a step-child or an ex-nuptial child of the person or any other person as defined under the Superannuation Laws.

Cloned SMSF includes, subject to the Superannuation Laws and the Fund retaining its Complying SMSF status, a Complying SMSF that bears an identical set of Rules, Members and Trustee as the Fund.

Company includes any entity incorporated pursuant to Corporations Act 2001 or the Superannuation Laws.

Compassionate Grounds includes those grounds listed under the Superannuation Laws authorising the Trustee, subject to direction by the Regulator to pay a Superannuation Lump Sum to Members based on Compassionate Grounds.

Complying SMSF means a SMSF that meets the conditions of a complying Superannuation Fund under the Superannuation Laws or as otherwise determined by the Regulator.

Concessional Contributions are those Contributions and allocations defined as Concessional Contributions in the Superannuation Laws.

Condition of Release includes those conditions of release of Superannuation Benefits in the Superannuation Laws.

Contract of Life Insurance includes any policy as defined under the Superannuation Laws and in addition a policy for the Temporary Incapacity, Permanent Incapacity, Death, Trauma or any other event dependent upon the life of a Member of the Fund.

Contribution includes a payment, distribution or transfer of cash or an Asset to the Fund or payment in kind on behalf of a Member of the Fund that the Trustee is of the opinion is a Contribution but does not include an allocation from a Reserve Account on behalf of a Member.

Contributions Reserve includes a Reserve of the Fund where unvested Contributions are made on behalf of a Member or a specific group of Members.

Contributions Splitting Notice is, subject to the Superannuation Laws and the Fund retaining its Complying SMSF status, a Notice provided to the Trustee by a Member requesting an amount to be Allotted, Rolled Over or transferred as a Transfer Superannuation Interest to a Member's Spouse from

benefits in the Fund where a Member has applied to the Trustee and the Trustee has accepted to Allot, Rollover or transfer the amount as requested.

Court includes any properly constituted Court situate in Australia whether at a Federal or State level including both criminal and civil Courts.

Corporate Trustee is any Trustee of the Fund who is a company including a company constituted for the purposes of acting as a Trustee of a SMSF under the Superannuation Laws.

Death Benefit includes, subject to the Superannuation Laws and the Fund retaining its Complying SMSF status, the payment of a Superannuation Lump Sum or Superannuation Income Stream to a Dependant, the Legal Estate of the deceased Member of the Fund or any other person.

Death Benefit Rule is, subject to the Superannuation Laws and the Fund retaining its Complying SMSF status, a Special Rule made under the Simpler Super Rules in relation to the distribution of a Member's Superannuation Benefits in the event of their death according to the Member SMSF Will if any.

Dependant includes, subject to the Superannuation Laws and the Fund retaining its Complying SMSF status a Spouse of or a Child of a Member of the Fund, or a person in an Inter-Dependent Relationship with a Member of the Fund or any financial dependant of a Member of the Fund irrespective of age and any other person the Trustee is of the opinion is a Dependant of the Member of the Fund at the relevant time.

Disqualified Person includes a person as defined in the Superannuation Laws and:

1. Where the Trustee is an individual person, a person where at any time (including prior to the establishment of the fund):
 - a) the individual was convicted of an offence of dishonest conduct against or arising out of a law of the Commonwealth, a State, a Territory or a foreign country;
 - b) a civil penalty order has been made in relation to the Trustee as a consequence of a breach of the Superannuation Laws;
 - c) the person is an undischarged bankrupt under the Bankruptcy Act 1966 or the law of any other country or external Territory; or
 - d) who the Regulator has disqualified from being a Trustee under the Superannuation Laws.
2. Where the Trustee is a company:
 - a) a receiver, or receiver and manager has been appointed in respect of property beneficially owned by the company; or
 - b) an official manager or administrator has been appointed in respect of the company; or
 - c) a provisional liquidator has been appointed in respect of the body; or
 - d) the company has begun to be wound up;

- e) the body Corporate knows, or has reasonable grounds to suspect, that a person who is, or is acting as, a responsible officer of the company is a Disqualified Person and that they are not eligible to apply to APRA under Part 15 of the Superannuation Laws to claim a Disqualified Person waiver or that they do not wish to apply for such a waiver.

Earnings is the amount determined by the Trustee as Earnings of the Fund, Earnings of a specific Member Superannuation Interest or group of Members Superannuation Interests, a Reserve Account or any other account, whatever the case may be for a period of time. In that regard the Trustee has sole discretion, subject to the Superannuation Laws and the Fund retaining its Complying SMSF status of applying one of the following methods for determining Earnings of the Fund, the Member's Superannuation Interest or group of Members Superannuation Interests or Reserve Account or any other account of the Fund, whatever the case may be:

1. **Accounts Method:** income according to established accounting principles for Superannuation Funds which may include a revaluation of any Assets of the Fund to their market value less any Fund expenses which include Fund taxes;
2. **Trust Method:** net income as the term "net income" is defined under the taxation of trust provisions of the Superannuation Laws;
3. **Income Method:** any amounts received as income plus any unrealised or realised capital gains and at the Trustee's discretion any allocations from a Reserve Account less any disbursements the Trustee is of the view that should be deducted from income including any general or specific expenses; or
4. **Flexible Method:** any combination of the above or method that the Trustee is of the opinion properly reflects Earnings.

In the absence of any determination by the Trustee of its Earnings methodology, the Trustee is to use **Method 3** as its default option.

Eligible Entity, subject to the Superannuation Laws and the Fund retaining its Complying SMSF status, includes any Superannuation Fund, Life Insurance Company or other entity that may accept a Rollover of a Superannuation Benefit or transfer of a Transfer Superannuation Interest from a SMSF.

Eligible Rollover Fund is a Superannuation Fund that is an Eligible Rollover Fund as defined under the Superannuation Laws.

Employer Rollover Superannuation Benefit includes, subject to the Superannuation Laws and the Fund retaining its Complying SMSF status, a Rollover of a Superannuation Lump Sum to the Fund for benefit of the Member as a consequence of the Member terminating their employment with the employer.

Employer Sponsor means an employer who has entered into a written agreement with the Trustee of the Fund to make Contributions on behalf of a Member of the Fund but does not include an employer who makes Contributions at the request of a Member, who is required under the Superannuation Laws to make Contributions on behalf of a Member or does not enter into a written agreement with the Trustee of the Fund to make Contributions.

Excess Contributions Tax includes an amount assessed by the Regulator for a period as being excessive in terms of Non-Concessional Contributions and Concessional Contributions in relation to a Member of the Fund under the Superannuation Laws.

Excess Contributions Tax Release Authority is an authority issued by the Regulator under the Superannuation Laws for the payment of Excess Concessional Contributions Tax and/or Excess Non-Concessional Contributions Tax.

Family Law Payment Splitting Notice is a notice issued to the Trustee of the Fund under the Superannuation Laws requiring the Trustee to split a Member's Superannuation Interest with the Member's Spouse or ex-Spouse.

Foreign Superannuation Fund means a Superannuation Fund that is not an Australian Superannuation Fund

Fund means this Fund established and maintained as a Complying SMSF under the Simpler Super Rules.

Gainfully Employed includes where a Member is employed or self employed for any gain or reward in any business, trade, profession, vocation, calling, occupation or employment including investment gain or reward where the Superannuation Laws allow

General Expenses include expenses incurred by the Trustee of the Fund in relation to the day to day operations of the Fund as well as those expenses the Trustee declares are General Expenses.

Government includes the Australian Federal Government, the various State and Territory Governments of the States and Territories of Australia, Local Councils and any other legally convened Government around the world.

Incapacity Superannuation Benefits include those Superannuation Benefits authorised under the Superannuation Laws or the Regulator to be paid to a Member, their Dependants, Legal Estate or other person in the event of a Member's Temporary Incapacity, Permanent Incapacity or for some other reason.

Income Year is any year commencing 1 July and ending 30 June unless otherwise allowed by the Regulator.

Initial Trustee is those persons or a company that was appointed by Deed to become the first Trustee of the Fund.

Inter-Dependant Relationship is any relationship that meets the conditions of an inter-dependant relationship under the Superannuation Laws.

Insurance Plan includes a plan established by the Trustee of the Fund to provide insurance cover for the Trustee in the event of a Member's death or Temporary Incapacity, Permanent Incapacity or for any other reason.

Investment Strategy includes subject to the Superannuation Laws and the Fund retaining its Complying SMSF status, a written document formulating the investment objectives and a plan for investing the monies and Assets of the Fund or Superannuation Interest as required which has regard to all of the circumstances surrounding the Fund including, but not limited to:

- a) The risk involved in making, retaining and realising Fund investments. Such decisions are determined by the prospective return from the Fund's or Member's investments having regard to the investment objectives of the Fund and the expected cash flow requirements of the Trustee;
- b) The composition of the Fund's investments as a whole including the extent to which the investments are diverse or involve the Fund being exposed to risks from inadequate diversification;
- c) The liquidity of the Fund's investments considering its expected cash flow requirements; and
- d) The ability of the Fund to discharge its existing and future liabilities.

Legal Estate includes, subject to the Superannuation Laws and the Fund retaining its Complying SMSF status, a trust established or created under a trust deed, will, bare trust, enduring power of attorney, by way of Court order or in any other way for the purpose of holding a Member's Assets in the event that a Member lacks legal capacity or in respect of a deceased Member's Assets in the event of their death for distribution to Dependents, the Legal Estate or any other beneficiary.

Legal Personal Representative means the executor of a will or administrator of the estate of a deceased person, the Trustee of the estate of a person under a legal incapacity or a person who holds an Enduring Power of Attorney granted by a Member of the Fund and includes any other person the Superannuation Laws allow as a Member's Legal Personal Representative.

Mandated Employer Contributions are Contributions defined as such under the Superannuation Laws.

Member is a person who has applied for Membership or been automatically appointed as a Member under the Rules of the Fund and has been accepted by the Trustee of the Fund as a Member and has become a Trustee or director of a Corporate Trustee unless the Member is able to appoint a Replacement Trustee under the Rules of the Fund and the Superannuation Laws. Member also includes a person's Legal Personal Representative even where the person has died.

Member Income Stream Superannuation Interest includes, subject to the Superannuation Laws and the Fund retaining its Complying SMSF status, a Superannuation Interest established by the Trustee under the Simpler Super Rules for the purpose of paying a Superannuation Income Stream, including a Superannuation Income Stream that is currently payable or one that is to commence at some time in the future.

Member Income Stream Superannuation Interest Roll Back means the commutation in whole or part of a Member Income Stream Superannuation Interest in the Fund and the subsequent transfer to a Member Lump Sum Superannuation Interest in the Fund.

Member Lump Sum Superannuation Interest includes, subject to the Superannuation Laws and the Fund retaining its Complying SMSF status, a Superannuation Interest established by the Trustee under the Simpler Super Rules for the purposes of paying a Lump Sum to a Member or some other person.

Member SMSF Life Will includes a formal or informal plan made by the Member or the Trustee under these Rules to benefit a Member, their Dependants or Legal Estate where the Member suffers Temporary Incapacity or Permanent Incapacity.

Member SMSF Life Will Rule is any Rule made under the Rules of the Fund by the Trustee providing for a Member in the event of the Member's Temporary Incapacity or Permanent Incapacity including but not limited to the payment of Superannuation Benefits and the removal of the Member as Trustee or director of a Corporate Trustee and appointment of a Replacement Trustee on behalf of the Member.

Member SMSF Will includes a formal or informal plan made under these Rules to benefit a Member's Dependants or Legal Estate in the event of their death by way of the payment of Death Benefits.

Non Binding Death Benefit Nomination is a nomination made by a Member in relation to the distribution of their Superannuation Benefits in the event of their death which is not a Binding Death Benefit Nomination or a Death Benefit Rule.

Non-Concessional Contributions are those Contributions defined as Non-Concessional Contributions in the Superannuation Laws.

No TFN Contributions are those Contributions where the Member has not supplied the Trustee with a valid tax file number or as defined as a No TFN Contribution in the Superannuation Laws.

Part Time Gainful Employment means where the Member, during an income year, is or has been employed or self employed for 40 hours over a thirty day period for gain or reward in any business, trade, profession, vocation, calling, occupation or employment.

Pay includes credit, distribute, set-off or where a person receives a benefit in kind.

Permanent Incapacity is, subject to the Superannuation Laws and the Fund retaining its Complying SMSF status, any condition that the Trustee determines amounts to Permanent Incapacity including in relation to a Member, means ill-health (whether physical or mental), where the Trustee is reasonably satisfied that the Member is unlikely, because of the ill-health, to engage in gainful employment for which the member is reasonably qualified by education, training or experience.

Preservation Age is the age specified under the Superannuation Laws according to when the Member is born. The preservation age for a Member is:

- a) for a person born before 1 July 1960 – 55 years;
- b) for a person born during the year 1 July 1960 to 30 June 1961 – 56 years;
- c) for a person born during the year 1 July 1961 to 30 June 1962 – 57 years;
- d) for a person born during the year 1 July 1962 to 30 June 1963 – 58 years;
- e) for a person born during the year 1 July 1963 to 30 June 1964 – 59 years;
- f) for a person born after 30 June 1964 – 60 years.

Product Disclosure Statement includes, subject to the Superannuation Laws, any statement by the Trustee or provided by another person for the benefit of the Trustee, that provides Members, prospective Members or any other person material to enable them to understand the operations of the Fund, the Superannuation Interests available to Members, what Superannuation Benefits are payable by the Trustee and any other information required under the Superannuation Laws.

Related Party means a person defined as a related party under the Superannuation Laws.

Related Trust means a trust defined as a related trust under the Superannuation Laws.

Relative includes, in relation to an individual, the following:

- a) a parent, grandparent, brother, sister, uncle, aunt, nephew, niece, lineal descendant or adopted child of that individual or of his or her spouse;
- b) the spouse of that individual or of any other individual specified in paragraph (a).

Regulated Superannuation Fund is a superannuation fund, including a SMSF that has elected to become a Regulated Superannuation Fund under the Superannuation Laws.

Regulator is the Commissioner of Taxation, APRA or the Australian Securities Investment Commission whichever has jurisdiction for regulating the Superannuation Laws as it applies to circumstances of the Fund.

Replacement Trustee is a person who has been appointed as Trustee of the Fund on behalf of a Member or deceased Member according to the Rules of the Fund or pursuant to the Superannuation Laws including the Legal Personal Representative of a deceased Member of the Fund, the Legal Personal Representative of a Member where the Member is under a legal disability because of age, mental incapacity or for some other reason, the Legal Personal Representative of a Member who holds the Member's enduring power of attorney or any other person who may act as a Replacement Trustee under the Superannuation Laws.

Reserve Account includes subject to the Superannuation Laws and the Fund retaining its Complying SMSF status, a Superannuation Interest created by the Trustee of the Fund with surplus Assets.

Responsible Officer, in relation to a body Corporate means:

- a) a director of the company;
- b) a secretary of the company; or
- c) an executive officer of the company.

Retirement and Retired includes, subject to the Superannuation Laws and the Fund retaining its Complying SMSF status, where a Member of the Fund who has reached preservation age and no longer intends to work again. It also includes:

- a) where a Member of the Fund is over their preservation age and the Trustee is satisfied that the Member will never again be engaged in part time or full time gainful employment;

- b) the Member is over age 60 and an arrangement under which the Member is gainfully employed has come to an end on or after that age or the Trustee is satisfied that the Member will never again be engaged in part time or full time gainful employment;
- c) at any other time according to the Superannuation Laws.

Reversionary Superannuation Income Stream includes, subject to the Superannuation Laws and the Fund retaining its Complying SMSF status, a Superannuation Income Stream payable or that may become payable to a person following the death of a prior Income Stream Member.

Rollover means paid as a Superannuation Lump Sum (other than by way of being transferred) between Superannuation Funds within the superannuation system.

Rollover Superannuation Benefit includes the payment of a Superannuation Lump Sum, a Superannuation Income Stream or any other Superannuation Benefits or Superannuation Interests between Superannuation Funds allowed under the Superannuation Laws.

Rules of the Fund include the Rules herein and include any addition, variation, change or amendment provided it meets the relevant Rule requirements.

Self Managed Superannuation Fund and SMSF is a superannuation fund that meets all of the terms and conditions of a Self Managed Superannuation Fund as that term is defined under the Superannuation Laws.

Severe Financial Hardship is financial hardship that the Trustee is of the opinion is severe and includes conditions as described under the Superannuation Laws for Severe Financial Hardship.

Self Insurance Reserve Account includes, subject to the Superannuation Laws and the Fund retaining its Complying SMSF status, a Reserve Account established by the Trustee under the Rules of the Fund to provide Superannuation Benefits for Members in the event of their Temporary Incapacity, Permanent Incapacity or for any other reason as well as the payment of Superannuation Benefits to Dependents or the Legal Estate of a deceased Member.

Simpler Super Income Stream includes an Income Stream and an account based pension that meets all the conditions of SIS Regulations 1.06(1) and 1.06(9A).

SMSF Professional includes a person authorised and if required licensed under the Superannuation Laws to provide advice, audit services, administration services or any other services to the Trustee of a SMSF including a lawyer, accountant, financial planner, a fully qualified Member of the *Self Managed Super Fund Professionals Association of Australia* or a SMSF Professional listed as such at www.smsfstrategies.com

Sole Purpose Test means the test laid down from time to time in the Superannuation Laws regarding the provision of Superannuation Benefits to Members and others from the Fund.

Specific Expenses include expenses incurred by the Trustee of the Fund that relate directly to a Member Superannuation Interest as well as those expenses the Trustee declares to be a Specific Expense.

Special Rule is a Rule declared by the Trustee of the Fund as a Special Rule or a Rule created as a Special Rule under the Rules of the Fund.

Spouse in relation to a person includes another person who, although not legally married to the person, lives with the person on a genuine domestic basis as the husband or wife of the person and also includes, where the Superannuation Laws allow, members of the same sex or any other relationship between two persons.

Superannuation Benefit includes a payment, the transfer of an Asset or a payment in kind, whether by way of a Superannuation Lump Sum or a Superannuation Income Stream from the Fund to a Member or other person on behalf of a Member or deceased Member provided the Superannuation Laws allow.

Superannuation Fund includes a provident, retirement, welfare or benefit fund both within and outside Australia and for the sake of any doubt the Fund.

Superannuation Income Stream includes, subject to the Superannuation Laws and the Fund retaining its Complying SMSF status, a series of periodical payments created by the Trustee for the benefit of a Fund Member or any other person and shall include conditions relating to the term of the Income Stream or pension, the quantum of payments, any indexation or other factors to be applied to the periodical payments, and when or whether the Income Stream is commutable or has a residual capital value. A Superannuation Income Stream also includes, amongst other periodical payments, the following (subject to the terms and conditions of a Trustee of a SMSF offering the following Income Streams under the Superannuation Laws):

- a) Any pension or income stream that complies with SIS Regulation 1.06(1);
- b) A lifetime complying pension [SIS Regulation 1.06(2)];
- c) An account based pension [SIS Regulation 1.03(1)];
- d) An allocated pension [SIS Regulation 1.06(4)];
- e) A market linked pension [SIS Regulation 1.06(8)];
- f) A fixed term complying pension [SIS Regulation 1.06(7)];
- g) A Simpler Super Income Stream [SIS Regulation 1.06(9A)];
- h) A non-commutable life pension [SIS Regulations Schedule 1 – Item 108];
- i) A non-commutable allocated pension [SIS Regulation 6.01(2)];
- j) A Transition to Retirement Income Stream [SIS Regulation 6.01(2)];
- k) A non-commutable pension [SIS Regulation 6.01(2)];
- l) A Temporary Incapacity Superannuation Income Stream – non-commutable income stream [SIS Regulation 6.01(2)];
- m) An Assets Test Exempt Pension within the meaning of that term under the Social Security Act 1991 including, but not limited to sections 9A, 9B and 9BA; and
- n) Any other pension or Superannuation Income Stream under the Superannuation Laws.

Superannuation Interest is any interest in a Superannuation Fund created under the Superannuation Laws and the Rules of the Fund including but not limited to a Member Lump Sum Superannuation Interest, a Member Income Stream Superannuation Interest and a Reserve Account.

Superannuation Interest Entitlement is the amount determined by the Trustee, subject to the Superannuation Laws and the Fund retaining its Complying SMSF status, at any particular time that is the amount, which if paid in either cash or Assets of the Fund, would discharge the Trustee's liability in relation to the Superannuation Interest.

Superannuation Laws means the Superannuation Industry (Supervision) Act 1993, the Superannuation Industry (Supervision) Regulations (1994), the Income Tax Assessment Act 1936, the Income Tax Assessment Act 1997, the Income Tax Regulations, the Corporations Act 2001, the Corporations Regulations, the Social Security Act 1991 (C'th), the Social Security Regulations, the Veterans Entitlement Act 1986 (C'th), the Veterans Entitlement Regulations, the Family Law Act 1975, the Family Law Regulations, the Bankruptcy Act 1966, Superannuation (Departing Australia Superannuation Payments Tax) Act 2006, Superannuation (Excess Concessional Contributions Tax) Act 2006, Superannuation (Excess Non-concessional Contributions Tax) Act 2006, Superannuation (Self Managed Superannuation Funds) Supervisory Levy Amendment Act 2006 and any other law dealing with an Australian Superannuation Fund as amended from time to time.

Superannuation Income Stream Reserve Account includes a Reserve created by the Trustee, with or without the advice of an actuary to ensure that there are sufficient Assets held by the Trustee to enable the Trustee to meet its' current and future Superannuation Income Stream liabilities as and when they fall due.

Superannuation Lump Sum is a Superannuation Benefit that is not a Superannuation Income Stream and includes, subject to the Superannuation Laws and the Fund retaining its Complying SMSF status an amount paid out, an Asset transferred from the Fund or a payment in kind according to the Rules of the Fund to a person entitled to be paid a Superannuation Lump Sum or the payment of a Lump Sum upon the commutation of a Member Superannuation Income Stream.

Taxes include any impost assessed by a Government to the Trustee of the Fund.

Tax Adjustment Payment is where the Trustee declares that, as a consequence of the use by the Fund or a Superannuation Interest ("the User") of a tax benefit including, but not limited to a franking credit, foreign tax credit, capital loss, income tax loss (as those terms are commonly known) or any other tax benefit sourced from a particular Superannuation Interest ("the Supplier"), the Trustee is of the opinion that the User of the tax benefit should make a Tax Adjustment Payment to the Supplier of the tax benefit for the period of the benefit.

Tax Free Component is that part of a Superannuation Benefit that is tax free component as determined under the Superannuation Laws.

Taxable Component is that part of a Superannuation Benefit that is not tax free component.

Temporary Incapacity is, subject to the Superannuation Laws and the Fund retaining its Complying SMSF status, any condition that the Trustee determines to be Temporary Incapacity for the purpose of these Rules and includes where a Member has ceased to be Gainfully Employed (including a Member who has ceased temporarily to receive and gain or reward under a continuing arrangement for the Member to be Gainfully Employed) due to ill health (whether physical or mental) that caused the Member to cease to be Gainfully Employed but does not extend to Permanent Incapacity.

Temporary Incapacity Superannuation Income Stream is a Superannuation Income Stream payable by the Trustee of the Fund under the Superannuation Laws and includes a Superannuation Income Stream that:

- a) cannot be commuted or turned into a Superannuation Lump Sum;
- b) is paid at least monthly;
- c) does not have a residual capital value; and
- d) is such that the total amount paid each month is fixed or may be indexed provided that the indexation component, during any 12 month period, does not exceed the greater of 5% per annum of the Consumer Price Index for the previous 12 months.

Transfer Superannuation Interest includes, subject to the Superannuation Laws and the Fund retaining its Complying SMSF status, the transfer of part or all of one or more of a Member's Superannuation Interests from a Superannuation Fund (including a Foreign Superannuation Fund and the Fund itself) to a Superannuation Interest of a Member, their Spouse or any other person in the Fund or another Superannuation Fund.

Transition to Retirement Income Stream means an Income Stream Superannuation Interest that meets the terms and conditions of a Transition to Retirement Income Stream and a Non-commutable Allocated Pension under the Superannuation Laws.

Trustee is the Trustee of the Fund and includes a Replacement Trustee appointed for a Member or an Additional Trustee where the Member is the only Member and Trustee of the Fund.

Trustee Law means whichever of the *Trustee Act (NSW) 1925*, the *Trustee Act (Vic) 1958*, the *Trustee Act (SA) 1936*, the *Trustees Act (WA) 1962*, the *Trusts Act (Qld) 1973*, the *Trustee Act (Tas) 1898*, the *Trustee Act (ACT) 1957* and the *Trustee Act (NT) 1907* apply and any other Commonwealth, State or Territory legislation that relates to the duties, role and investment powers of a Trustee of a trust including a trust that is a SMSF or Superannuation Fund.

Trustee Meeting is a meeting of the Trustee as required by the Rules of the Fund and the Superannuation Laws or where matters regarding the Fund are discussed.

Value of Assets of the Fund is the value of any asset of the Fund as determined by the Trustee of the Fund, subject to the Superannuation Laws and any direction by the Regulator, which may include the Asset's historical cost, the replacement cost of the Asset, the market value of the Asset as at last accounting balance date or the current market value of the Asset. The Trustee may change valuation principles applicable to different Assets of the Fund unless the Superannuation Laws provide otherwise.

Value of a Member's Superannuation Interest is the value the Trustee determines in respect of a Member Superannuation Lump Sum Superannuation Interest or Member Superannuation Income Stream Superannuation Interest and if there is no such determination by the Trustee it is the value of the Member's particular Superannuation Interest at the time of the last audit of the Fund plus any additions made to the Superannuation Interest less any deductions to the Superannuation Interest up to the time the value of the Member's Superannuation Interest.

INDIVIDUALS

SMSF TRUSTEES

INSTRUCTIONS AND FORM

NAT 71089-06.2007

SEGMENT

AUDIENCE

FORMAT

PRODUCT ID



Australian Government
Australian Taxation Office

Trustee declaration

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




Read this declaration in conjunction with *Self managed super funds – Key messages for trustees* (NAT 71128).

WHO SHOULD COMPLETE THIS DECLARATION?

You must complete this declaration if you became, on or after 1 July 2007, a **new** trustee (or director of a corporate trustee) of:

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

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

 You do not have to complete this declaration if you were appointed as a trustee or director before 1 July 2007.


INFORMATION YOU NEED TO READ

Make sure you read *Self managed super funds – Key messages for trustees* (NAT 71128). It highlights some of the key points from the declaration and some important messages for you.

BEFORE COMPLETING THIS DECLARATION

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

- read each section of it, and
- 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 our website at www.ato.gov.au, or
- phone us on **13 10 20**.

If you're not familiar with some of the terms used in this declaration or you need more information, refer to *Self managed superannuation funds – Role and responsibilities of trustees* (NAT 11032).

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, and
- ensure it is signed and dated by a witness (anyone over the age of 18 years).

WHAT SHOULD I 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.

We recommend that you keep a copy of your completed declaration and *Self managed super funds – Key messages for trustees* (NAT 71128) and refer to them when making important decisions, such as those relating to investments, making contributions and paying a pension or lump sum.

 Do not send your completed declaration to us.



Self managed super fund trustee declaration

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

Fund name

| |
|----------------|
| C+R SUPER FUND |
|----------------|

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.

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

- impose administrative penalties on me
- 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 resulting in a significant tax penalty on the fund, and
- prosecute me under the law, resulting in fines or imprisonment.

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.

SOLE PURPOSE

I understand it is my responsibility to ensure the fund is maintained for the purpose of providing benefits to its members upon their retirement (or attainment of a certain age) or their beneficiaries if a member dies.

TRUSTEE DUTIES

I understand that by law I must:

- 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 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)
- not enter 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
- prepare and implement an investment strategy that takes the whole of the fund's circumstances into account, which includes, but is 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, and
 - the liquidity of the fund's investments having regard to the fund's expected cash flow requirements in discharging its existing and prospective liabilities, and
- 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, and
 - the members' benefit entitlements.

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 the following:

- 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 listed securities, business real property or managed funds) for the fund from members or associates or other related parties of the fund
 - borrowing money (or maintaining an existing borrowing) on behalf of the fund
 - having more than 5% of the fund's total assets at any time of the year as loans to, or investments in, related parties of the fund (including trusts) and assets subject to a lease or lease arrangement between the trustee and a member, relative or other related party (these assets are in-house assets), and
 - entering into investments on behalf of the fund that are not made or maintained on an arm's length (commercial) basis.
- ensuring that the purchase or sale price of the fund's assets reflect market value.

Accepting contributions and paying a benefit

I understand that I can only accept contributions and pay benefits (pensions or lump sums) to members or their beneficiaries when the conditions specified in the law and the fund's governing rules (including its trust deed) have been met.

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, and
 - all trustee declarations
- ensure that the following are prepared and retained for at least 5 years
 - a statement of financial position
 - an operating statement, and
 - accounts and statements that correctly record and explain the transactions and financial position of the fund
- notify the Tax Office within 28 days of any changes in
 - trustees, directors of the corporate trustee or members of the fund
 - fund name
 - details of the contact person, contact phone and facsimile numbers, and
 - the postal address, registered address, or address for service of notices for the fund
- notify the Tax Office in writing as soon as practicable (not later than 28 days) after becoming aware that the fund has ceased to be a self managed superannuation fund or ceased to exist
- ensure that an approved auditor is appointed to audit the fund for each income year and provide that auditor with documents as requested, and
- lodge the fund's annual return by the due date.

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, and
- I may have to make this document available for inspection by a member of staff of the Tax Office and if I fail to do this, penalties may apply.

Trustee's or director's name

ROBYN BRYCE

Trustee's or director's signature

R. W. Bryce

Date

Day: 25 / Month: 07 / Year: 2008

Witness' name (witness must be over the age of 18 years)

Witness' signature

[Handwritten Signature]

Date

Day: 25 / Month: 07 / Year: 2008

INDIVIDUALS

SMSF TRUSTEES

INSTRUCTIONS AND FORM

NAT 71089-06.2007

SEGMENT

AUDIENCE

FORMAT

PRODUCT ID



Australian Government

Australian Taxation Office

Trustee declaration

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




Read this declaration in conjunction with *Self managed super funds – Key messages for trustees* (NAT 71128).

WHO SHOULD COMPLETE THIS DECLARATION?

You must complete this declaration if you became, on or after 1 July 2007, a **new** trustee (or director of a corporate trustee) of:

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

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

 You do not have to complete this declaration if you were appointed as a trustee or director before 1 July 2007.


INFORMATION YOU NEED TO READ

Make sure you read *Self managed super funds – Key messages for trustees* (NAT 71128). It highlights some of the key points from the declaration and some important messages for you.

BEFORE COMPLETING THIS DECLARATION

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

- read each section of it, and
- 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 our website at www.ato.gov.au, or
- phone us on **13 10 20**.

If you're not familiar with some of the terms used in this declaration or you need more information, refer to *Self managed superannuation funds – Role and responsibilities of trustees* (NAT 11032).

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, and
- ensure it is signed and dated by a witness (anyone over the age of 18 years).

WHAT SHOULD I 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.

We recommend that you keep a copy of your completed declaration and *Self managed super funds – Key messages for trustees* (NAT 71128) and refer to them when making important decisions, such as those relating to investments, making contributions and paying a pension or lump sum.

 Do not send your completed declaration to us.



Self managed super fund trustee declaration

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

Fund name

| |
|------------------|
| G + R SUPER FUND |
|------------------|

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.

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

- impose administrative penalties on me
- 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 resulting in a significant tax penalty on the fund, and
- prosecute me under the law, resulting in fines or imprisonment.

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.

SOLE PURPOSE

I understand it is my responsibility to ensure the fund is maintained for the purpose of providing benefits to its members upon their retirement (or attainment of a certain age) or their beneficiaries if a member dies.

TRUSTEE DUTIES

I understand that by law I must:

- 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 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)
- not enter 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
- prepare and implement an investment strategy that takes the whole of the fund's circumstances into account, which includes, but is 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, and
 - the liquidity of the fund's investments having regard to the fund's expected cash flow requirements in discharging its existing and prospective liabilities, and
- 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, and
 - the members' benefit entitlements.

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 the following:

- 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 listed securities, business real property or managed funds) for the fund from members or associates or other related parties of the fund
- borrowing money (or maintaining an existing borrowing) on behalf of the fund
- having more than 5% of the fund's total assets at any time of the year as loans to, or investments in, related parties of the fund (including trusts) and assets subject to a lease or lease arrangement between the trustee and a member, relative or other related party (these assets are in-house assets), and
- entering into investments on behalf of the fund that are not made or maintained on an arm's length (commercial) basis, ensuring that the purchase or sale price of the fund's assets reflect market value.

Accepting contributions and paying a benefit

I understand that I can only accept contributions and pay benefits (pensions or lump sums) to members or their beneficiaries when the conditions specified in the law and the fund's governing rules (including its trust deed) have been met.

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, and

- all trustee declarations

ensure that the following are prepared and retained for at least 5 years

- a statement of financial position

- an operating statement, and

- accounts and statements that correctly record and explain the transactions and financial position of the fund

notify the Tax Office within 28 days of any changes in

- trustees, directors of the corporate trustee or members of the fund

- fund name

- details of the contact person, contact phone and facsimile numbers, and

- the postal address, registered address, or address for service of notices for the fund

- notify the Tax Office in writing as soon as practicable (not later than 28 days) after becoming aware that the fund has ceased to be a self managed superannuation fund or ceased to exist

- ensure that an approved auditor is appointed to audit the fund for each income year and provide that auditor with documents as requested, and

- lodge the fund's annual return by the due date.

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, and

I may have to make this document available for inspection by a member of staff of the Tax Office and if I fail to do this, penalties may apply.

Trustee's or director's name

GARY BRYCE

Trustee's or director's signature

GA Bryce

Date

Day: 25 / Month: 07 / Year: 2008

Witness' name (witness must be over the age of 18 years)

Witness' signature

[Signature]

Date

Day: 25 / Month: 07 / Year: 2008