

1 July 2013

The Trustee
The M & L Sauer Super Fund
58 Gahans Road
BUNDABERG QLD 4670

Dear Sir/Madam,

Commutation of Pension

I request the following to be carried out on my behalf:

1. Commute the balance of my pension accounts to an accumulation account.
2. Once commuted, I then wish to commence a Transition to Retirement pension. I advise that I have not yet met a condition of release and am eligible to take advantage of the Transition to Retirement option.

Thank you for your assistance.

Yours faithfully


.....
Lenore Sauer

MINUTES OF MEETING OF MARTIN SAUER & LENORE SAUER AS TRUSTEE FOR THE M & L SAUER SUPER FUND HELD AT 24 BAROLIN STREET, BUNDABERG QLD 4670 ON THE 2ND DAY OF JULY 2013.

PRESENT: Martin Sauer (Chairman)
Lenore Sauer

PENSION: The Trustee resolved to commute the pension accounts of Mr Lenore Sauer in accordance with a letter received dated 1 July 2013.

After the commutation, the balance is to be used to commence a new transition to retirement pension. As the member has not met a cashing restriction there is a minimum requirement of 4% and maximum requirement of 10% which is required to be withdrawn from the members account balance.

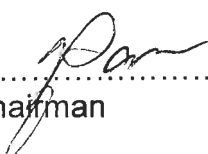
CASHING RESTRICTION: The Trustee noted that the member, being aged over 59 and not meeting a condition of release, was eligible for the Transition to Retirement option.

TRUST DEED: The Trustee noted that the commutation of an allocated pension and commencement of a Transition to Retirement pension **were allowed** under the fund's trust deed.

PAPERWORK: The Trustee resolved to request the superannuation fund's accountant to assist in the completion of forms and other paperwork associated with the commutation and recommencement of an account based pension.

This includes any changes that are required to be made to the accounting and administration records of the superannuation fund.

Signed as a true record.


.....
Chairman

3 July 2013

Mrs Lenore Sauer
58 Gahans Road
BUNDABERG QLD 4670

Dear Mrs Sauer

Annual Pension Amounts

You have requested that we commence a transition to retirement pension for you from the M & L Sauer Super Fund.

Under superannuation legislation, your pension must be within a minimum of 4% and maximum of 10% of your account balance. Below are the annual minimum and maximum amounts, both before and after tax and the pension tax offset:


	Minimum	Maximum
Before Tax & Tax Offset	\$29,095	\$72,737
After Tax & Tax Offset	\$29,095	\$72,737

Until you meet a condition of release, your annual pension amount must fall within these limits. Accordingly, please confirm in writing your desired annual pension amount before tax.

Note that the annual minimum and maximum pension amounts are recalculated each year based on your account balance. Accordingly, we will write to you shortly after 1 July next year advising of the revised pension amounts.

Should you have any queries, please contact us on 0429 796 364.

Yours faithfully


.....
Martin Sauer
Trustee

1 July 2013

The Trustee
The M & L Sauer Super Fund
58 Gahans Road
BUNDABERG QLD 4670

Dear Sir/Madam,

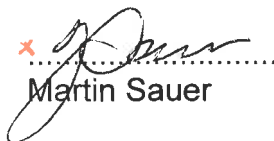
Commutation of Pension

I request the following to be carried out on my behalf:

1. Commute the balance of my pension accounts to an accumulation account.
2. Once commuted, I then wish to commence a Transition to Retirement pension. I advise that I have not yet met a condition of release and am eligible to take advantage of the Transition to Retirement option.

Thank you for your assistance.

Yours faithfully

A handwritten signature in black ink, appearing to read 'Martin Sauer', is written over a dotted line. A small red 'x' is located to the left of the signature.

Martin Sauer

MINUTES OF MEETING OF MARTIN SAUER & LENORE SAUER AS TRUSTEE FOR THE M & L SAUER SUPER FUND HELD AT 24 BAROLIN STREET, BUNDABERG QLD 4670 ON THE 2ND DAY OF JULY 2013.

PRESENT: Lenore Sauer (Chairman)
Martin Sauer

PENSION: The Trustee resolved to commute the pension accounts of Mr Martin Sauer in accordance with a letter received dated 1 July 2013.

After the commutation, the balance is to be used to commence a new transition to retirement pension. As the member has not met a cashing restriction there is a minimum requirement of 4% and maximum requirement of 10% which is required to be withdrawn from the members account balance.


CASHING RESTRICTION: The Trustee noted that the member, being aged over 59 and not meeting a condition of release, was eligible for the Transition to Retirement option.

TRUST DEED: The Trustee noted that the commutation of an allocated pension and commencement of a Transition to Retirement pension **were allowed** under the fund's trust deed.

PAPERWORK: The Trustee resolved to request the superannuation fund's accountant to assist in the completion of forms and other paperwork associated with the commutation and recommencement of an account based pension.

This includes any changes that are required to be made to the accounting and administration records of the superannuation fund.

Signed as a true record.


.....
Chairman

3 July 2013

Mr Martin Sauer
58 Gahans Road
BUNDABERG QLD 4670

Dear Mr Sauer

Annual Pension Amounts

You have requested that we commence a transition to retirement pension for you from the M & L Sauer Super Fund.

Under superannuation legislation, your pension must be within a minimum of 4% and maximum of 10% of your account balance. Below are the annual minimum and maximum amounts, both before and after tax and the pension tax offset:

	Minimum	Maximum
Before Tax & Tax Offset	\$29,247	\$73,119
After Tax & Tax Offset	\$29,247	\$73,119

Until you meet a condition of release, your annual pension amount must fall within these limits. Accordingly, please confirm in writing your desired annual pension amount before tax.

Note that the annual minimum and maximum pension amounts are recalculated each year based on your account balance. Accordingly, we will write to you shortly after 1 July next year advising of the revised pension amounts.

Should you have any queries, please contact us on 0429 796 364.

Yours faithfully

x.....*L. A. Sauer*.....
Lenore Sauer
Trustee