

**MINUTES OF MEETING OF DIRECTORS  
AND SHAREHOLDERS OF**

**DECO SUPERANNUATION PTY LTD  
A.C.N : 625 490 655**

<b>Venue</b>	27 Fuller St SEVEN HILLS NSW 2147 Australia
<b>Date &amp; Time</b>	
<b>Present</b>	Donald John Wardrop Marie Brigitte Corinne Wardrop
<b>Chairperson</b>	Donald John Wardrop
<b>TABLED</b>	Certificate of Registration of company Copy of the Constitution of company Consent to act as Directors, Public officer, Secretary and consent of occupier of registered office (if applicable). Application for Shares Share Certificates

**RESOLVED THAT:**

**Establishment of Company**

The initial application to establish a company has been lodged and initial applicants has consented to act as officers of the company and to become members by taking up shares in the company.

An application was made to Australian Securities and Investment Commission on 10/04/2018 to register the company.

**Consent to act as Directors**

The chairperson advised that  
Donald John Wardrop  
Marie Brigitte Corinne Wardrop

have consented to act as directors of the company. The consent to act has been accepted and appointments confirmed by the company.

<b>Appointment of Public Officer</b>	The chairperson advised that has consented to act as public officer of the company. The consent to act be accepted and appointment confirmed and notice of appointment to be sent to Australian Taxation office.
<b>Appointment of Secretary</b>	The chairperson advised that Donald John Wardrop has consented to act as secretary of the company. The consent to act be accepted and appointment confirmed.
<b>Execute the constitution</b>	<p>The chairperson advised that all matters relating to the registration of the company have been attended to and the company is now registered with ASIC.</p> <p>Certification of incorporation was tabled and all the directors and shareholders agreed by executing the constitution to abide to the constitution.</p>
<b>Application to ATO for various registration</b>	The chairperson will make an application with Australian Taxation Office to register the company for Australian Business Number, Tax File Number, Goods & Services Tax and PAYG withholding tax (wherever necessary).
<b>Information to beneficial owners of share holders</b>	<p>The names of the persons specified in the application to register the company who consented to become members of the company applied for shares in the company and become members.</p> <p>The chairperson handed over a copy of the constitution to all share applicants beneficial owners of all initial shares applications in the company tabled at the meeting.</p> <p>All Share applicants agreed to abide to the constitution.</p> <p>Shares were allotted to all shareholders and share certificates were issued and necessary entries were made to the members / shareholder register.</p>
<b>Registered office of the company</b>	The registered office of the company will be 27 Fuller St SEVEN HILLS NSW 2147 Australia
<b>Bank Account</b>	<p>The company will open a bank account with</p> <p>The bank account will be operated by the Directors who will also be the signatories to the bank account. The cash collected from shareholders in issuing shares will be {deposited in the bank} {held in cash} (delete one).</p>

**Auditors**


No auditor has been appointed for the company.

**Special Purpose  
Company**

The chairperson confirms that this company is a special purpose company. The constitution of the company prohibits distribution of company's income and property to its members and the sole purpose of this company is to act as trustee of a regulated super fund as defined in Sec 19 of the SIS Act.

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

Signed as a true and correct record of the meeting.

Signature of chairperson  -----	Date 10/4/18 -----
Donald John Wardrop	

## Consent to act as a Director

I, Donald John Wardrop, of 17 Popran Way BLUE HAVEN NSW 2262 Australia, born on 20/02/1974 at Paddington, Australia, consent to my appointment to act as director of DECO SUPERANNUATION PTY LTD.

By executing the constitution, I agree to abide by all the terms of the constitution of DECO SUPERANNUATION PTY LTD.

Date:

10-4-18

Signed:

Donald John Wardrop

## Consent to act as a Director

I, Marie Brigitte Corinne Wardrop, of 17 Popran Way BLUE HAVEN NSW 2262 Australia, born on 21/06/1976 at rose hill, Mauritius, consent to my appointment to act as director of DECO SUPERANNUATION PTY LTD.

By executing the constitution, I agree to abide by all the terms of the constitution of DECO SUPERANNUATION PTY LTD.

Date:

10-4-18

Signed:



Marie Brigitte Corinne Wardrop

## Consent to act as a Secretary

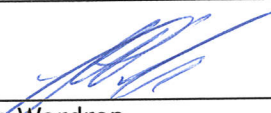
I, Donald John Wardrop, of 17 Popran Way BLUE HAVEN NSW 2262 Australia, born on 20/02/1974 at Paddington, Australia, consent to my appointment to act as secretary of DECO SUPERANNUATION PTY LTD.

By executing the constitution, I agree to abide by all the terms of the constitution of DECO SUPERANNUATION PTY LTD.

Date:

10-4-18

Signed:

  
Donald John Wardrop

**MINUTES OF MEETING OF DIRECTORS OF DECO  
SUPERANNUATION(CORPORATE TRUSTEE) OF**

**DECO Superannuation Fund**

<b>Venue</b>	27 Fuller St SEVEN HILLS NSW 2147 Australia
<b>Date &amp; Time</b>	
<b>Present</b>	Donald John Wardrop Marie Brigitte Corinne Wardrop
<b>Chairperson</b>	Donald John Wardrop

**TABLED:** Draft Trust Deed, Application to become members & proposed Investment Strategy.

**RESOLVED THAT:**

**Establishment of Fund** The persons present intend to form a superannuation fund to provide retirement benefits for Eligible persons and agree to act as the director of trustee company of the Fund.

**Name of the fund** The fund will be called DECO Superannuation Fund. The fund will be a Self Managed Superannuation Fund.

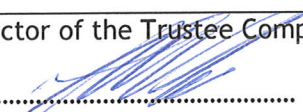
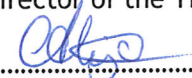
**Execute Trust Deed** The Directors of the Trustee Company will execute the Trust Deed tabled at the meeting. The fund will be a regulated complying superannuation fund and commence on the day of execution of the Trust Deed.

**Application to be regulated** The Directors of the Trustee Company will make an application with the regulator to elect the fund to be a regulated fund and register the fund for, Australian Business Number, Tax File Number and Goods & Services Tax (if necessary).

**Application for Members** The application forms to become members in the fund received from following persons  
Donald John Wardrop  
Marie Brigitte Corinne Wardrop  
are accepted and trustees will give members details, of the benefits provided under Rules of this Fund.

<b>Information to members</b>	The members have been provided with Product Disclosure Statement of the fund and all the necessary information regarding the fund.
<b>Investment Strategy</b>	The Directors of the Trustee Company will formulate an Investment strategy for the Fund and this will be documented and reviewed on a regular basis.
<b>Bank Account</b>	The Directors of the Trustee Company will open a bank account in the name of the Fund. And with the bank be operated by one or more Directors of the Trustee Company who will be the signatories to the bank account
<b>Appointment of fund Accountant</b>	Appointed as the funds Accountant :
<b>Appointment of fund Auditor</b>	Appointed as the funds Auditor :
<b>Appointment of fund Financial Advisor</b>	Appointed as the Financial Advisor :
<b>Contributions, Rollovers &amp; investments</b>	The Directors of the Trustee Company are empowered to Receive contributions and rollovers for members and invest monies as per investment strategy of the fund.

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

Signature of Director of the Trustee Company  ..... Donald John Wardrop	Date 10 / 4 / 18
Signature of Director of the Trustee Company  ..... Marie Brigitte Corinne Wardrop	Date 10 / 4 / 18



## Trustee Consent Form


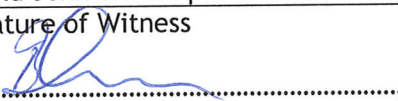
### DECO Superannuation Fund

I, Donald John Wardrop Of 17 Popran Way BLUE HAVEN NSW-2262 Australia consent to act as a Director of the Trustee Company.

I declare that:

- I have never been found guilty of a dishonest conduct offence in Australia or elsewhere.
- I am not a bankrupt and I have not, in the preceding 3 years from the date of this statement, entered into a deed of assignment or arrangement or a composition with my creditors under part X of the Bankruptcy Act.
- I am not, disqualified from acting as a trustee or as a responsible officer of a trustee company\* under the Superannuation Industry (Supervision) Act.
- I understand my role & responsibility as a director of the trustee company of DECO Superannuation Fund,
- I have read and understood the trust deed and the attached product disclosure statement and agree to abide to the trust deed and superannuation law.
- I agree to comply with the requirements of the Superannuation Industry (Supervision) Act 1993 (the SIS Act) and the Superannuation Industry (Supervision) Regulations 1994 (the SIS Regulations).
- I agree to comply, in all material respects, with the relevant requirements of the following provisions (to the extent applicable) of the SIS Act and the SIS Regulations. Sections 17A, 35AE, 35B, 35C(2), 62, 65, 66, 67, 67A, 67B, 82-85, 103, 104, 104A, 105, 109 & 126K Regulations 1.06(9A), 4.09, 4.09A, 5.03, 5.08, 6.17, 7.04, 8.02B, 13.12, 13.13, 13.14 & 13.18AA.

\* If a company is acting as the trustee of the Fund, a receiver, or a receiver and manager, or an official manager, or a deputy official manager, or a provisional liquidator has not been appointed in respect of the company acting as trustee nor has it begun to be wound up.

Signature of the Director of the Trustee Company  ..... Donald John Wardrop	Date 10 / 4 / 18
Signature of Witness  ..... Name of Witness MR B. Curizran .....	Date 10 / 4 / 18

## Trustee Consent Form


### DECO Superannuation Fund

I, Marie Brigitte Corinne Wardrop Of 17 Popran Way BLUE HAVEN NSW-2262 Australia consent to act as a Director of the Trustee Company.

I declare that:

- I have never been found guilty of a dishonest conduct offence in Australia or elsewhere.
- I am not a bankrupt and I have not, in the preceding 3 years from the date of this statement, entered into a deed of assignment or arrangement or a composition with my creditors under part X of the Bankruptcy Act.
- I am not, disqualified from acting as a trustee or as a responsible officer of a trustee company\* under the Superannuation Industry (Supervision) Act.
- I understand my role & responsibility as a director of the trustee company of DECO Superannuation Fund,
- I have read and understood the trust deed and the attached product disclosure statement and agree to abide to the trust deed and superannuation law.
- I agree to comply with the requirements of the Superannuation Industry (Supervision) Act 1993 (the SIS Act) and the Superannuation Industry (Supervision) Regulations 1994 (the SIS Regulations).
- I agree to comply, in all material respects, with the relevant requirements of the following provisions (to the extent applicable) of the SIS Act and the SIS Regulations. Sections 17A, 35AE, 35B, 35C(2), 62, 65, 66, 67, 67A, 67B, 82-85, 103, 104, 104A, 105, 109 & 126K Regulations 1.06(9A), 4.09, 4.09A, 5.03, 5.08, 6.17, 7.04, 8.02B, 13.12, 13.13, 13.14 & 13.18AA.

\* If a company is acting as the trustee of the Fund, a receiver, or a receiver and manager, or an official manager, or a deputy official manager, or a provisional liquidator has not been appointed in respect of the company acting as trustee nor has it begun to be wound up.

Signature of the Director of the Trustee Company ..... Marie Brigitte Corinne Wardrop	Date 10 / 4 / 18
Signature of Witness  ..... Name of Witness MR B CURRAN	Date 10 / 4 / 18

## DECO Superannuation Fund

### Application for membership

With indicative death benefit nomination

No binding Death benefit nomination

*(This Application Form must be inserted after the Product Disclosure Statement)*

*[N.B.: Choices in [brackets] must be struck out if not relevant].*

I hereby apply for membership of this fund as an initial member of this fund under the trust deed. I hereby make the following declarations as listed below:

- I have read and understood the trust deed, including all the terms relating to withdrawal of benefits payable in the deed, and the preceding Product Disclosure Statement (PDS),
- I have read the requirements of supplying my tax file number in the PDS; I hereby supply my tax file number to the trustee of this superannuation fund.
- I have read and understood the trust deed and Product Disclosure Statement and understand my role & responsibility as member and director of the trustee company of the fund.
- I am not in an employment relationship with [any other member/any other member except a relative of myself].
- I am not disqualified person, under superannuation law, from being director of the trustee company of the fund.
- I will, as member, abide by and comply with all requirements of the trust deed.
- I will fully and truthfully disclose any information relating to my membership of the fund that is required by the trustee, disclosing such information in writing as soon as is practicable upon such a request being made by the trustee, including:
  - If I have entered into an employment relationship with any other member of the fund who is not also a relative of myself, then any information about the circumstances leading to such a relationship
  - Any information about any circumstance (if any) that may disqualify me under superannuation law from being director of the trustee company of the fund.
  - Any information that relates to my medical condition, whether or not I have any medical problems.
- I will also act as a director of the trustee company of this fund.

#### Member details

Name	Donald John Wardrop
Address	17 Popran Way BLUE HAVEN NSW-2262 Australia
Place of Birth	Paddington - Australia
Date of birth	20/02/1974
Tax File Number	177876439

\_\_\_\_\_  
Donald John Wardrop

Dated.....10/4/18.....

## DECO Superannuation Fund

### Application for membership

With indicative death benefit nomination

No binding Death benefit nomination

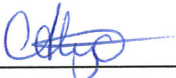
*(This Application Form must be inserted after the Product Disclosure Statement)*

*[N.B.: Choices in [brackets] must be struck out if not relevant].*

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- I have read the requirements of supplying my tax file number in the PDS; I hereby supply my tax file number to the trustee of this superannuation fund.
- I have read and understood the trust deed and Product Disclosure Statement and understand my role & responsibility as member and director of the trustee company of the fund.
- I am not in an employment relationship with [any other member/any other member except a relative of myself].
- I am not disqualified person, under superannuation law, from being director of the trustee company of the fund.
- I will, as member, abide by and comply with all requirements of the trust deed.
- I will fully and truthfully disclose any information relating to my membership of the fund that is required by the trustee, disclosing such information in writing as soon as is practicable upon such a request being made by the trustee, including:
  - If I have entered into an employment relationship with any other member of the fund who is not also a relative of myself, then any information about the circumstances leading to such a relationship
  - Any information about any circumstance (if any) that may disqualify me under superannuation law from being director of the trustee company of the fund.
  - Any information that relates to my medical condition, whether or not I have any medical problems.
- I will also act as a director of the trustee company of this fund.

Member details	
Name	Marie Brigitte Corinne Wardrop
Address	17 Popran Way BLUE HAVEN NSW-2262 Australia
Place of Birth	rose hill - Mauritius
Date of birth	21/06/1976
Tax File Number	196099208

  
\_\_\_\_\_  
Marie Brigitte Corinne Wardrop  
Dated.....10-4-18.....

## **ATO Self Managed Super Fund Trustee Declaration**

I understand that as a director of the corporate trustee of DECO Superannuation 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.

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

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

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

### **SOLE PURPOSE**

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

### **TRUSTEE DUTIES**

I understand that by law I must at all times:

- act honestly in all matters concerning the fund
- exercise skill, care and diligence in managing the fund
- act in the best interests of all the members of the fund
- ensure that members only access their super benefits if they have met a legitimate condition of release
- refrain from entering into transactions that circumvent restrictions on the payment of benefits
- ensure that my money and other assets are kept separate from the money and other assets of the fund
- take appropriate action to protect the fund's assets (for example, have sufficient evidence of the ownership of fund assets)
- refrain from entering into any contract or do anything that would prevent me from, or hinder me in, properly performing or exercising my functions or powers as a trustee or

director of the corporate trustee of the fund

- allow all members of the fund to have access to information and documents as required, including details about
  - the financial situation of the fund
  - the investments of the fund
  - the members' benefit entitlements.

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

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

#### **Accepting contributions and paying benefits**

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

#### **Investment restrictions**

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

- lending money of the fund to, or providing financial assistance to, a member of the fund or a member's relative (financial assistance means any assistance that improves the financial position of a person directly or indirectly, including the provision of credit)
- acquiring assets (other than business real property, listed securities, certain in-house assets and acquisitions made under mergers allowed by special determinations or acquisitions as a result of a breakdown of a relationship) for the fund from members or other related parties of the fund
- borrowing money (or maintaining an existing borrowing) on behalf of the fund except in certain limited circumstances (while limited recourse borrowing arrangements are permitted, they can be complex and particular conditions must be met to ensure that legal requirements are not breached)
- having more than 5% of the market value of the fund's total assets at the end of the income year as in-house assets (these are loans to, or investments in, related parties of the fund - including trusts - or assets subject to a lease or lease arrangement between the trustee and a member, relative or other related party)

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

## **Administration**

I understand that the trustees of the fund must:

- keep and retain for at least 10 years
  - minutes of all trustee meetings at which matters affecting the fund were considered (this includes investment decisions and decisions to appoint members and trustees)
  - records of all changes of trustees, including directors of the corporate trustee
  - each trustee's consent to be appointed as a trustee of the fund or a director of the corporate trustee
  - all trustee declarations
  - copies of all reports given to members
- ensure that the following are prepared and retained for at least five years
  - an annual statement of the financial position of the fund
  - an annual operating statement
  - copies of all annual returns lodged
  - accounts and statements that accurately record and explain the transactions and financial position of the fund
- appoint an approved SMSF auditor each year, no later than 45 days before the due date for lodgment of the fund's annual return and provide documents to the auditor as requested
- lodge the fund's annual return, completed in its entirety, by the due date
- notify the ATO within 28 days of any changes to the
  - membership of the fund, or trustees or directors of the corporate trustee
  - name of the fund
  - contact person and their contact details
  - postal address, registered address or address for service of notices for the fund
- notify the ATO in writing within 28 days if the fund becomes an Australian Prudential Regulation Authority (APRA) regulated fund.

## **DECLARATION**

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

- I must ensure this document is retained for at least 10 years or while I remain a trustee or director of the corporate trustee (whichever is longer) and, if I fail to do this, penalties may apply
- I may have to make this document available for inspection by a member of staff of the ATO and, if I fail to do this, penalties may apply.
- I do not have access to the government's financial assistance program that is available to trustees of Australian Prudential Regulation Authority (APRA) regulated funds in the case of financial loss due to fraudulent conduct or theft.

Signature of the Director of the Trustee Company ..... Donald John Wardrop	Date 10 / 4 / 18
Signature of Witness ..... Witness' name (witness must be over the age of 18 years) MR B CURRAN .....	Date 10 / 4 / 18



## **ATO Self Managed Super Fund Trustee Declaration**

I understand that as a director of the corporate trustee of DECO Superannuation 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.

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

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

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

### **SOLE PURPOSE**

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

### **TRUSTEE DUTIES**

I understand that by law I must at all times:

- act honestly in all matters concerning the fund
- exercise skill, care and diligence in managing the fund
- act in the best interests of all the members of the fund
- ensure that members only access their super benefits if they have met a legitimate condition of release
- refrain from entering into transactions that circumvent restrictions on the payment of benefits
- ensure that my money and other assets are kept separate from the money and other assets of the fund
- take appropriate action to protect the fund's assets (for example, have sufficient evidence of the ownership of fund assets)
- refrain from entering into any contract or do anything that would prevent me from, or hinder me in, properly performing or exercising my functions or powers as a trustee or

director of the corporate trustee of the fund

- allow all members of the fund to have access to information and documents as required, including details about
  - the financial situation of the fund
  - the investments of the fund
  - the members' benefit entitlements.

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- the likely return from investments, taking into account the fund's objectives and expected cash flow requirements
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- having more than 5% of the market value of the fund's total assets at the end of the income year as in-house assets (these are loans to, or investments in, related parties of the fund - including trusts - or assets subject to a lease or lease arrangement between the trustee and a member, relative or other related party)

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I understand that the trustees of the fund must:

- keep and retain for at least 10 years
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  - records of all changes of trustees, including directors of the corporate trustee
  - each trustee's consent to be appointed as a trustee of the fund or a director of the corporate trustee
  - all trustee declarations
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- ensure that the following are prepared and retained for at least five years
  - an annual statement of the financial position of the fund
  - an annual operating statement
  - copies of all annual returns lodged
  - accounts and statements that accurately record and explain the transactions and financial position of the fund
- appoint an approved SMSF auditor each year, no later than 45 days before the due date for lodgment of the fund's annual return and provide documents to the auditor as requested
- lodge the fund's annual return, completed in its entirety, by the due date
- notify the ATO within 28 days of any changes to the
  - membership of the fund, or trustees or directors of the corporate trustee
  - name of the fund
  - contact person and their contact details
  - postal address, registered address or address for service of notices for the fund
- notify the ATO in writing within 28 days if the fund becomes an Australian Prudential Regulation Authority (APRA) regulated fund.

## **DECLARATION**

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

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- I may have to make this document available for inspection by a member of staff of the ATO and, if I fail to do this, penalties may apply.
- I do not have access to the government's financial assistance program that is available to trustees of Australian Prudential Regulation Authority (APRA) regulated funds in the case of financial loss due to fraudulent conduct or theft.

Signature of the Director of the Trustee Company ..... Marie Brigitte Corinne Wardrop	Date 10 / 4 / 18
Signature of Witness ..... Witness' name (witness must be over the age of 18 years) M R B CURRAN .....	Date 10 / 4 / 18