

**MINUTES OF A MEETING OF DIRECTORS OF  
RJA SERVICES PTY LIMITED  
105 258 197**

HELD AT 17 Dan Street, Merrylands NSW 2160

ON THE 25 June, 2019 AT 11.30AM

PRESENT: MS R VENTRA

IN ATTENDANCE:

AS TRUSTEE FOR: The RJA Superannuation Scheme

**ADMINISTRATION**

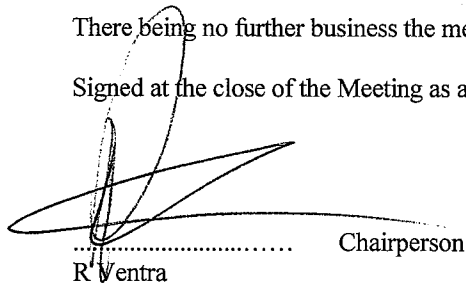
**ERROR:** Due to a failure in communication between the member's insurance broker and the insurance company, a life policy was to be transferred to the Superannuation Fund and this was not done. However, the payments for the policy were withdrawn from the Fund incorrectly. As soon as this error was discovered the member immediately repaid the withdrawn funds together with an amount of compensatory interest as calculated by the Fund's Accountant. The insurance broker was contacted a number of times to cease the payments from the Superannuation Fund.

It is noted that best efforts were made to correct the error as promptly as possible.

**THESE MINUTES:** These Minutes being before the Meeting,  
IT WAS RESOLVED that they be signed by the Chairperson as a correct record of proceedings thereat.

**CLOSURE:** There being no further business the meeting was declared closed.

Signed at the close of the Meeting as a correct record of the proceedings thereat.

  
..... Chairperson  
R Ventra