**DIPJ**

Please sign **ALL** pages as indicated and return

**SUPERANNUATION FUND**

Pension Minutes

Financial year ended 30 June 2020

 **DIPJ**

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**SUPERANNUATION FUND**

AUDIT LETTERS

Financial year ended 30 June 2020

**DIPJ**

Please sign **ALL** pages as indicated and return

**SUPERANNUATION FUND**

INVESTMENT STRATEGY

Financial year ended 30 June 2020

# **MINUTES OF MEETING OF THE TRUSTEES FOR**

**DIPJ SUPERANNUATION FUND**

## Held at: 17 Blackfriars Street, Chippendale, NSW 2008

### INVESTMENT STRATEGY

**General Objectives**

The Trustees will at all times act prudently to pursue the maximum rate of return possible, subject to the acceptable risk parameters and the maintenance of an acceptable level of diversification given the Fund’s assets.

The Trustee will ensure that all investments are authorized under the trust deed, are made for the sole purpose of providing benefits to members and the dependants of members, and are made in accordance with the legislative requirements applicable to complying superannuation funds.

The Trustee will invest to ensure sufficient liquidity is retained within the Fund to meet benefit payments due, and will adjust its specific objectives where it believes the risk profile of the Fund has changed.

#### Specific Objectives

Having considered the profile of the Fund, the Trustee has adopted a low to medium risk strategy with the following objectives for the investment of the assets of the Fund.

* To achieve an investment return (based on market values and net of tax and charges) that exceeds the CPI by at least 3% per annum when measured over a rolling 5 year period.
* To have a probability of zero or negative returns in any 12 Month period of less than one in five years; and
* To have sufficient liquidity to meet liabilities as and when they fall due.

#### Review

The Trustee will take the following action to monitor the success of the investment strategy in achieving the investment objectives:

* The trustees will monitor and review the fund's investment activities on a regular basis and to communicate with the members should they feel that any change in strategy is necessary in order to achieve the fund's objective.
* The trustees reserve the right to alter this strategy at any time.

#### Asset Allocation

To achieve the investment objectives of the Fund the portfolio has been invested within the following asset allocations:

|  |  |
| --- | --- |
| Asset Class | Range (%) |
| Cash | 0 – 30 |
| Australian Fixed Interest | 0 – 80 |
| International Fixed Interest | 0 – 0 |
| Australian Equities | 0 – 0 |
| International Equities | 0 – 0 |
| Property | 0 – 0 |
| Other | 0 – 0 |

The Trustee has implemented this strategy taking into account the age of the members, likely retirement dates, and the intention of members to receive their benefits as lump sums or pensions upon retirement, future contributions and Fund liabilities.

Quality companies and trusts as supported by research and fundamental analysis will be selected. Direct investments in property, artwork and lease equipment may form part of the strategy provided there is sufficient basis for the decision.

#### Insurance

Whilst death and disability insurance can be held within a self-managed superannuation fund, the advantages and disadvantages of them and the specific levels of cover most appropriate to the member's circumstances should be discussed with a Financial Adviser.

The Trustee is happy to arrange such insurance cover as requested by the member individually, subject to being able to obtain the level and type of cover requested.

Signed as a true and correct record.

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

#### Sherryn Jadeja

#### Trustee

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

#### Magnus Yoshikawa

#### Trustee

**DIPJ**

Please sign **ALL** pages as indicated and return

**SUPERANNUATION FUND**

Death Benefit Nominations

DIPJ SUPERANNUATION FUND

DEATH BENEFIT AGREEMENT

* If you decide not to make any nominations the Trustee will decide who should get your benefit.
* If you are making a Non-Binding Nomination, the Trustee may consider it, but will not be bound to agree when deciding who should receive your benefit.
* If you are making a Binding Nomination, the Trustees must follow your instructions when paying out your superannuation benefit (provided that you update this nomination every three years).
* When the member dies the Trustee can only pay a pension to a reversionary beneficiary who is a pension dependant of the member at the time of the member’s death.

I, **Sherryn Jadeja**, being a member of DIPJ SUPERANNUATION FUND, hereby nominate the following person/s as beneficiaries of any benefit payable upon my death:

**FULL NAME OF BENEFICIARY RELATIONSHIP %SHARE DEPENDANT Y/N**

|  |  |  |  |
| --- | --- | --- | --- |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**If no beneficiaries are nominated then the benefit entitlement for Sherryn Jadeja is payable to the members estate.**

**DECLARATION (**PLEASE TICK APPROPRIATE BOX BELOW**)**

 **Non –Binding Death Benefit Nomination**

I have read the Death Benefit notice and request the Trustee of DIPJ SUPERANNUATION FUND to accept my Non- Binding Death Benefit Nomination.

 **Binding Death Benefit Nomination**

I have read the Death Benefit notice and request the Trustee of DIPJ SUPERANNUATION FUND to accept my Binding Death Benefit Nomination. I acknowledge that the Binding Death Benefit Nomination is only valid for three years from the date of the nomination.

If you wish this to be a binding nomination, two people need to witness you sign and date the above declaration. They also need to complete the attached Witness Declaration. Your witnesses cannot be nominated beneficiaries, and the dates must match the date you signed the form.

…………………………………………………………………………..…………………………………..… …………………………………….

**Sherryn Jadeja Date**

**WITNESS DECLARATION**

**We the undersigned declare that**:

* We are over the 18 years of age;
* We are not a nominated beneficiary and our name does not appear as a beneficiary;
* **The Death Benefit Notice was signed by** **Sherryn Jadeja in my presence.**

**First Witness -** Full name- …………………………………………………………………….………………………………………………………………………….

 Signature- ………………………………………………………………………….………… Date- …………………………………………..

**Second Witness -** Full name- …………………………………………………………………….………………………………………………………………………….

Signature- ………………………………………………………………………….………… Date- …………………………………………..

DIPJ SUPERANNUATION FUND

DEATH BENEFIT AGREEMENT

* If you decide not to make any nominations the Trustee will decide who should get your benefit.
* If you are making a Non-Binding Nomination, the Trustee may consider it, but will not be bound to agree when deciding who should receive your benefit.
* If you are making a Binding Nomination, the Trustees must follow your instructions when paying out your superannuation benefit (provided that you update this nomination every three years).
* When the member dies the Trustee can only pay a pension to a reversionary beneficiary who is a pension dependant of the member at the time of the member’s death.

I, **Magnus Yoshikawa**, being a member of DIPJ SUPERANNUATION FUND, hereby nominate the following person/s as beneficiaries of any benefit payable upon my death:

**FULL NAME OF BENEFICIARY RELATIONSHIP %SHARE DEPENDANT Y/N**

|  |  |  |  |
| --- | --- | --- | --- |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**If no beneficiaries are nominated then the benefit entitlement for Magnus Yoshikawa is payable to the members estate.**

**DECLARATION (**PLEASE TICK APPROPRIATE BOX BELOW**)**

 **Non –Binding Death Benefit Nomination**

I have read the Death Benefit notice and request the Trustee of DIPJ SUPERANNUATION FUND to accept my Non- Binding Death Benefit Nomination.

 **Binding Death Benefit Nomination**

I have read the Death Benefit notice and request the Trustee of DIPJ SUPERANNUATION FUND to accept my Binding Death Benefit Nomination. I acknowledge that the Binding Death Benefit Nomination is only valid for three years from the date of the nomination.

If you wish this to be a binding nomination, two people need to witness you sign and date the above declaration. They also need to complete the attached Witness Declaration. Your witnesses cannot be nominated beneficiaries, and the dates must match the date you signed the form.

…………………………………………………………………………..…………………………………..… …………………………………….

**Magnus Yoshikawa Date**

**WITNESS DECLARATION**

**We the undersigned declare that**:

* We are over the 18 years of age;
* We are not a nominated beneficiary and our name does not appear as a beneficiary;
* **The Death Benefit Notice was signed by** **Magnus Yoshikawa in my presence.**

**First Witness -** Full name- …………………………………………………………………….………………………………………………………………………….

 Signature- ………………………………………………………………………….………… Date- …………………………………………..

**Second Witness -** Full name- …………………………………………………………………….………………………………………………………………………….

Signature- ………………………………………………………………………….………… Date- …………………………………………..

**DIPJ**

Please sign **ALL** pages as indicated and return

**SUPERANNUATION FUND**

Declarations & Minutes

Financial year ended 30 June 2020

DIPJ SUPERANNUATION FUND

**CONSENT AND DISCLOSURE FORM**

(Pursuant to S118 of the Superannuation Industry (Supervision) Act 1993)

I, **Sherryn Jadeja**, being a Trustee, consent to being a Trustee of DIPJ SUPERANNUATION FUND, and DECLARE THAT:

1. I am not a disqualified person within the meaning of the Superannuation Industry (Supervision) Act 1993 (“the Act”) in that I:

 (a) Have not at any time:

 (i) Been convicted of an offence in respect of dishonest conduct against or arising out of a law of the Commonwealth of Australia or a State or Territory of the Commonwealth of Australia or a foreign country;

 (ii) Had a civil penalty order (within the meaning of the Act) made in relation to me; and

 (b) Am, not an insolvent under administration (within the meaning of the Act).

1. I will notify all other Trustees of the Fund and APRA immediately in writing if I become aware that I have become a disqualified person within the meaning of the Act.
2. I am aware of my responsibilities under the Trust Deed having read and fully understood its contents and my responsibilities under the Act.
3. I agree to administer the Fund in accordance with the terms and conditions set out in the Trust Deed and other legislative requirements

…………………………………………………………………………………………………

**Sherryn Jadeja**

………………………………………………………………………………………………..

Date.

DIPJ SUPERANNUATION FUND

**CONSENT AND DISCLOSURE FORM**

(Pursuant to S118 of the Superannuation Industry (Supervision) Act 1993)

I, **Magnus Yoshikawa**, being a Trustee, consent to being a Trustee of DIPJ SUPERANNUATION FUND, and DECLARE THAT:

1. I am not a disqualified person within the meaning of the Superannuation Industry (Supervision) Act 1993 (“the Act”) in that I:

 (a) Have not at any time:

 (i) Been convicted of an offence in respect of dishonest conduct against or arising out of a law of the Commonwealth of Australia or a State or Territory of the Commonwealth of Australia or a foreign country;

 (ii) Had a civil penalty order (within the meaning of the Act) made in relation to me; and

 (b) Am, not an insolvent under administration (within the meaning of the Act).

1. I will notify all other Trustees of the Fund and APRA immediately in writing if I become aware that I have become a disqualified person within the meaning of the Act.
2. I am aware of my responsibilities under the Trust Deed having read and fully understood its contents and my responsibilities under the Act.
3. I agree to administer the Fund in accordance with the terms and conditions set out in the Trust Deed and other legislative requirements

…………………………………………………………………………………………………

**Magnus Yoshikawa**

………………………………………………………………………………………………..

Date.