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# Carter Woodgate

CERTIFIED PRACTISING ACCOUNTANTS

CARTER WOODGATE Pty Ltd ACN 082 287 821 ABN 72 980 687 609

Directors:  
L. R. CARTER, CPA  
B.R. WOODGATE, CPA  
Consultants:  
R. J. WOODGATE, FCPA

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Unit 4 4-10 FARRALL ROAD, MIDVALE, W.A.  
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OUR REF:

YOUR REF:

1 July 2010

The Trustees  
Chamble Enterprises Superannuation Fund  
14 Convine Road  
KARRAGULLEN WA 6111

Dear Trustees

## **ENGAGEMENT LETTER**

Australian Auditing Standards require that there must be a clear understanding in writing between the auditor and the client as to the extent of audit duties. Accordingly, we set out details of our responsibilities as auditors.

### **Audit of Financial Statements**

In accordance with section 113 of the Superannuation Industry (Supervision) Act 1993 (SIS), the financial statements of a regulated superannuation fund must be audited by an approved auditor. The auditor must give the trustees a report on the financial statements in the approved form within the prescribed time after the year of income to which the financial statements relate.

We direct your attention to the fact that it is the trustees' responsibility for the maintenance of adequate accounting records and internal controls, the safeguarding of superannuation fund assets, the selection of accounting policies and the preparation of financial statements and returns. The trustees are required to keep minutes of meetings, reports and records of changes of trustees for a period of at least ten years.

Our audit will be conducted in accordance with Australian Auditing Standards to provide reasonable assurance as to whether the financial statements are free of material misstatement.

In forming our opinion of the financial statements, we will perform sufficient tests to obtain reasonable assurance as to whether:

- (i) The underlying accounting records are reliable and adequate as a basis for the preparation of the financial statements: and

- (ii) The financial position of the fund at balance date and the results for the year then ended are properly disclosed in the financial statements.

As part of our audit process, we may request from the trustees written confirmation concerning representations made to us in connection with the audit.

Because of the test nature and other inherent limitations of an audit together with the inherent limitations of any system of internal control, there is an unavoidable risk that even some material misstatement, fraud or irregularity may remain undiscovered.

In relation to tax effect accounting we will only audit the workings if the amounts are material.

### **Audit of SIS Compliance**

For the 2010/11 year of income, we are required to express an opinion on compliance with certain aspects of SIS. Our report must refer to the following sections and regulations:

Sections 52(2)e, 52(2)d, 62, 65, 66, 67, 69-71e, 73-75, 80-85, 103, 106, 109, 111, 112, 113(1A), 121

Regulations 4.09, 5.08, 6.17, 7.04, 13.12, 13.13, 13.14

### **Report on Significant Matters**

Under section 129 of SIS we are required to report to you in writing, if during the course of, or in connection with, our audit, we become aware of any contravention of the Act or Regulations which we believe has occurred, is occurring or may occur.

We are also required to report any breach to the Regulator, the Australian Taxation Office.

We are also required under section 130 to report to you if we believe the fund may be, or may be about to become, in an unsatisfactory financial position. If we are not satisfied with your response as trustees as to the action taken to rectify the situation or we receive no such response, we are obliged to report the matter to the Australian Taxation Office. All auditors have these responsibilities.

In addition to our report on the financial statements, we will also report to you any material weakness in the fund's system of accounting and internal control which comes to our notice during the course of our audit.

**Warranty by Trustees**

The Trustees warrant, unless otherwise advised, that the fund has not received a notice of non-compliance.

**Deed**

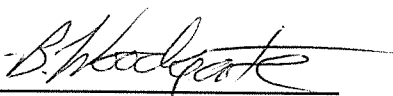
The Trustees agree to provide the Auditor with an original Deed and any amending Deeds. In particular in any year of benefit payment i.e. commencement of pension, or lump sum withdrawal, the Trustee is to again present for audit the original Deed and any amendment.

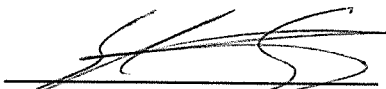
**Fees**

Our fees are based on the time required by the individuals assigned to the engagement plus direct out of pocket expenses. Our budgeted fee for the **audit of the fund** for the year ended 30 June 2010 is \$300 (plus GST), and will be included in your annual fee amount.

We would appreciate acknowledgment if the terms and conditions set out in this letter are not to your satisfaction.

Yours faithfully

  
\_\_\_\_\_  
Bradley R. Woodgate

CE  
X  
  
\_\_\_\_\_  
C.E. CAMPBELL

## INVESTMENT STRATEGY GUIDE

### Chamble Enterprises Superannuation Fund

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#### MEMBERS

**Cheryl Elizabeth Campbell**

#### TRUSTEES

**Freestone Nominees Pty Ltd ACN 128 959 375**

#### Objectives

The following investment objectives and strategies are in accordance with section 52(2)(f) of the *Superannuation Industry (Supervision) Act, 1993* ('SIS Act').

As a general investment objective, the Trustee aims to achieve reasonable medium to long-term growth maintaining low levels of capital volatility and risk.

The Trustee however, accepts that volatility will occur within asset classes in the short-term but will seek sufficient diversification through the Fund's investment portfolio to minimise risk.

The Trustee aims to:

- create superannuation Benefits to Members and their Dependents to meet their retirement needs; and
- ensure that the allocation of resources are distributed amongst an appropriate selection of investments by the Fund to support the above objective.

#### Investment Strategy

The Trustee will determine the Fund's investment structure which may include but is not limited to all or one of the following:

- stocks, derivatives, direct equities, dividend reinvestment programs and rights issues;
- property trusts and affiliated investments;
- managed investments and affiliated products;
- direct residential industrial or commercial property investment;
- the Fund may borrow to acquire the beneficial interest in listed Company shares provided the lender's rights on any default of the borrowing or the sum of the borrowing and charges related to the borrowing are limited to rights relating to those listed shares or any replacement to the listed shares.

- the Fund may borrow to acquire the beneficial interest in real estate, provided the lenders rights on any default of the borrowing or the sum of the borrowing and charges related to the borrowing are limited to rights relating to that real estate or any replacement to the real estate.
- bank and other financial institution securities, term deposits, debentures, bonds and secured and unsecured notes; and
- any other investment that does not breach the rules of the Fund.

The below listed range of investments are merely suggestive and is subject to the Trustee(s) discretion in varying the allocation of resources at any time if market conditions or other circumstances warrant a change.

However, if the Trustee wishes to venture into opportunities beyond the below listed parameters, the investment strategy of the Fund and all decisions made must then be fully revised and minuted.

The investment strategy of the fund is tabulated below in the following assets:

Asset	Range
Cash	25 %
Fixed Interest Investment	%
Australian Equities	75 %
International Equities	%
Property, direct and indirect	%
Derivatives, options, futures, foreign currency, etc.	%
Other investments: collectables, arts, coins, etc.	%
<b>Total</b>	<b>100%</b>

The Trustee(s) may seek professional advice of accountants, solicitors or financial planners in the structure and planning of the investment strategy. The Trustee(s), in formulating the investment strategy, has taken into account the features of investment types according to both the objectives and superannuation laws summarised below:

- Investment risks and return;
- Liquidity and cash-flow requirements;
- Investment diversification;
- The Fund's ability to discharge liabilities

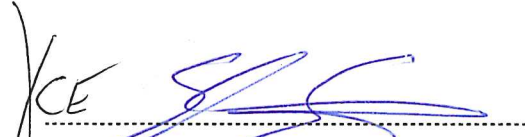
## Policies

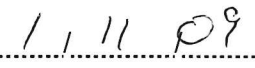
In order to achieve the objectives, the Trustees have agreed upon adopting the following policies:

- Regular monitoring of the Fund's investments performance covering the rate of return in income and capital growth, risk profile of the portfolio and the expected cash flow requirements.
- Revising the investment portfolio according to changes in market conditions.

The Trustee(s) will review the strategy at least annually, reserving the right to make changes when appropriate, and to ensure that investments align with the overall strategy.

## Executed by or on behalf of the Trustee

  
-----  
Freestone Nominees Pty Ltd ACN 128 959  
375

  
-----  
Date

# Death Benefit Nomination

This document is a pro forma document only. Professional advice should be obtained before signing this document.

Name of Fund: CHAMBLEES ENTERPRISES SUPERANNUATION FUND

Member Name: CHERYL CAMPBELL

Address: 14 CONVINE RD KARRAKULLEN WA 6111

Date of Birth: 1/8/57

I, the Member named above, direct the Trustee of the Fund to pay any benefit in respect of my membership of the Fund following my death ("Benefit") in accordance with this Nomination.

## 1. Revocation

I revoke any previous binding or non-binding nominations.

## 2. Binding or Non-Binding (Please mark the applicable box)

### 2.1 Binding

This Nomination is binding on the Trustee.

OR

### 2.2 Non-binding

This Nomination is not to be binding on the Trustee and the Trustee is under no obligation to comply with it, but may, in exercising its discretion, take into account this Nomination.

## 3. Duration of Nomination

Unless amended or revoked, this Nomination does not lapse or expire unless I have specified otherwise below by marking the applicable box.

This Nomination:

is revoked if I revoke it in accordance with the Trust Deed

OR

does not lapse

OR

lapses on \_\_\_\_\_  
(date)

OR

expires in the event that \_\_\_\_\_  
(eg 'if value of super fund is \$X', or 'Y person predeceases me')

Signature of Member:

Date:

1/7/15

XCE [Handwritten Signature]

Witnesses

We declare that:

- this Nomination was signed by the Member in our presence;
- we are aged 18 or more; and
- we are not nominated as beneficiaries.

Signature of Witness:

Date:

1/7/15

[Handwritten Signature]

Print Name of Witness:

TRACY SWERSLIZEN

Occupation:

ACCOUNTANT

Signature of Witness:

Date:

1/7/2015

[Handwritten Signature]

Print Name of Witness:

DARYL CARTER

Occupation:

ACCOUNTANT



If you have any doubt as to whether a person you wish to nominate to receive any part of your death benefit is a dependant, you should seek professional advice before completing a Nomination.

4. A nomination requiring a benefit to be paid to your spouse will be revoked if proceedings have commenced under the Family Law Act 1975 (Cth) or similar laws seeking a dissolution of a relationship (including, but not limited to a marriage) between you and your spouse, or if proceedings have been instituted for Orders concerning property following separation from your spouse.

## MINUTES OF TRUSTEE MEETING

### Trustee Resolutions

#### Chamble Enterprises Superannuation Fund

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**Held at:** 14 Convine Road  
Karragullen WA 6111

**Date:** 11/11/09

**Present:** Cheryl Elizabeth Campbell

**Chairperson:** CHERYL ELIZABETH CAMPBELL  
was appointed Chairperson of the meeting.

**Quorum:** The Chairperson noted that a quorum was present at the meeting of Trustee(s) to pass the proposed resolution.

**Trustee resolution:** **IT WAS RESOLVED** by the Trustee to:

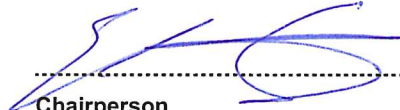
- (a) execute the Deed of the Fund;
- (b) ensure that all prospective Member(s) have read and understood the Product Disclosure Statement (PDS);
- (c) appoint the following as Trustee ("the Trustee") of the Fund :  
**Freestone Nominees Pty Ltd ACN 128 959 375**
- (d) invite the following person(s) to become the Member(s) of the Fund provided all eligible:  
**Cheryl Elizabeth Campbell**
- (e) notify Member(s) of their acceptance as a Member of the Fund;
- (f) complete and lodge Australian Business Number (ABN) and Tax File Number (TFN) with the Australian Tax Office (ATO);
- (g) establish a bank account on behalf of the Fund;
- (h) formulate and implement an investment strategy which will:
  - (1) aim at attaining the investment objective of the Fund from investments to satisfy the cash flow requirements of the Fund, having particular regard to the composition of the investment, diversification and liquidity; and
  - (2) ensure that the primary investment objective is to provide the Member(s) with Benefits in the event of their retirement and Benefits to their Dependants or legal estate in the event of the Member's death; and

- (i) seek consent to act and appoint relevant professionals wherever required.

**Meeting closed:**

There being no further business the meeting was declared closed.

Confirmed as a true and correct record.



-----  
Chairperson

## MINUTES OF TRUSTEE MEETING

### Appointment of Trustee and Establishment of the Fund

#### Chamble Enterprises Superannuation Fund

---

**Held at:** 14 Convine Road  
Karragullen WA 6111

**Date:** 11/11/09

**Present:** Cheryl Elizabeth Campbell

**Chairperson:** CHERYL ELIZABETH CAMPBELL  
was appointed Chairperson of the meeting.

**Quorum:** The Chairperson noted that a quorum was present at the meeting of Trustee to pass the proposed resolution.

**Motions to appoint trustee and establish the fund:** The Chairperson tabled a motion to appoint Trustees, execute the Deed and establish the operation of the Fund. Under the Rules of the Fund, the Trustees are required to undertake the following:

1. Be appointed as Trustees of the Fund;
2. Execute the Fund's Deed;
3. Provide the Product Disclosure Statement to Members;
4. Accept Members into the Fund;
5. Apply to become a Regulated Superannuation Fund;
6. Apply for Australian Business Number and Tax File Number;
7. Establish a bank account for the Fund;
8. Formulate and implement an investment strategy;
9. Appoint an administrator to the Fund;
10. Appoint an Auditor to the Fund; and
11. Appoint a Self Managed Superannuation Fund (SMSF) specialist and any other professional.

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

Confirmed as a true and correct record.

  
Chairperson

## APPLICATION FOR MEMBERSHIP

### Chamble Enterprises Superannuation Fund

I, **Cheryl Elizabeth Campbell** of **14 Convine Road, Karragullen WA 6111** am the director of **Freestone Nominees Pty Ltd ACN 128 959 375** ('the trustee') the trustee for the Fund. I hereby apply for membership of **Chamble Enterprises Superannuation Fund** and consent to becoming a Member of it. I confirm that I am not aware of any impediments to this application and acknowledge that I have read the Product Disclosure Statement including any other information provided to me.

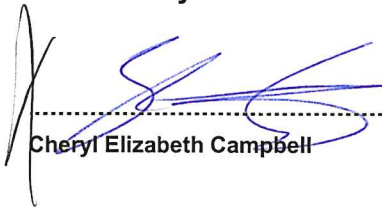
I agree that upon acceptance of my membership to:

1. be bound by the terms of the Deed and the Rules of the Fund;
2. be bound by all decisions of the Trustee that were made in accordance with the Rules of the Fund, the superannuation laws and the trustee laws;
3. provide information to the Trustee where required, e.g. medical conditions;
4. 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;
5. consent to the Trustee to hold that information despite anything to the contrary in the privacy legislation;
6. provide the Trustee, within a reasonable period of time a detailed death benefit plan that may include a Binding Death Benefit Nomination;
7. ensure that any Superannuation contributions, transfers or rollovers are made in accordance with the superannuation laws at that time;
8. notify the Trustee where I have become disabled, retired, attained preservation age or met some other condition of release; and
9. notify the Trustee where I have become separated from my Spouse that is deemed irreconcilable, if I have one.

Date of Birth:

..... 1 1 8 1 5 7 .....

Executed by:

  
.....  
Cheryl Elizabeth Campbell

..... 1 1 1 1 0 9 .....

Date

## TRUSTEE CONSENT/DECLARATION FORM

### Chamble Enterprises Superannuation Fund

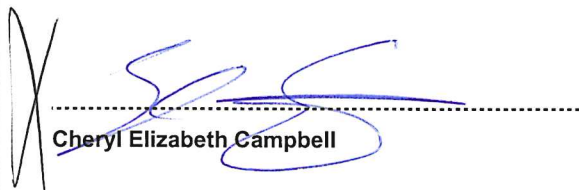
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I, **Cheryl Elizabeth Campbell**,

Hereby declare that:

1. (a) I consent to act as a director of **Freestone Nominees Pty Ltd ACN 128 959 375** ("the company") acting as the Trustee of the Fund;
  - (b) the company has consented to act as the Trustee of the Fund; and
  - (c) a receiver, or a receiver and manager has not been appointed in respect of the property beneficially owned by the above company, or an official manager, or a deputy official manager, or a provisional liquidator has not been appointed to the company, nor is the above company being wound up; and
2. As a director of the company I understand all of the duties of a Trustee of a Self Managed Superannuation Fund.

Executed by:

  
-----  
Cheryl Elizabeth Campbell

11/11/09  
-----  
Date

## TRUSTEE CONSENT

### Chamble Enterprises Superannuation Fund

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**Freestone Nominees Pty Ltd ACN 128 959 375** ("the Trustee") hereby consent to the appointment to act as Trustee of the Fund and to be bound by the Fund's Deed and all of the Rules and the Act as defined in the Deed and to ensure that:

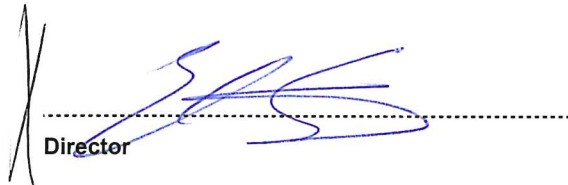
- the Fund continues to be a Complying Superannuation Fund as defined in the Deed; and
- the Fund is continuously maintained as a Self Managed Superannuation Fund.

The Trustee declares that:

- To the best of its knowledge, all of the directors of the Trustee are Members of the Fund unless specifically exempted under the Deed or the Act;
- To the best of its knowledge, no director of the Trustee is a disqualified person as that term is defined under the Deed or the Act;
- It is not insolvent; and
- No administrator, receiver, manager liquidator or provisional liquidator has been appointed to the Trustee, nor has any application been made to wind up the Trustee.

The appointment is to last only so long as the Fund continues to be a Complying Superannuation Fund. Where the appointment threatens the Fund's complying status, the Trustee agrees to resign with effect immediately upon becoming aware of such threat.

**Executed on behalf of the Trustee by:**

  
-----  
Director

1, 11, 09  
-----  
Date



**Australian Government**  
**Australian Taxation Office**



053

Our reference: 7300004683599  
TFN: 911 555 302

9 December 2009

THE TRUSTEE FOR CHAMBLE ENTERPRISES  
SUPERANNUATION FUND  
PO BOX 1156  
MIDLAND WA 6936

**Please send all future information about your superannuation fund to us**

Dear Sir/Madam

We recently received information from you about THE TRUSTEE FOR CHAMBLE ENTERPRISES SUPERANNUATION FUND.

You have chosen to make this a regulated self-managed superannuation fund (SMSF). As we are responsible for regulating this type of fund, all future information you provide about THE TRUSTEE FOR CHAMBLE ENTERPRISES SUPERANNUATION FUND, including your SMSF annual return, should be sent to us.

**More useful information**

On the back of this letter you'll find some guidance and useful links for running a self-managed superannuation fund. If you'd like to discuss something with us you can phone us on **13 10 20** between 8.00am and 6.00pm, Monday to Friday. We'll be happy to help.

Yours faithfully

Raelene Vivian  
Deputy Commissioner of Taxation

00012/00024





**BINDING DEATH BENEFIT NOMINATION**  
**Chamble Enterprises Superannuation Fund**

I, **Cheryl Elizabeth Campbell** of **14 Convine Road, Karragullen, WA 6111** as a Member of the Fund, hereby notify the Trustee of whom to pay my benefits in the Fund to, on or after my death:

Name	Relationship	% of benefit
<i>Amber Michelle Woodgate</i>	<i>daughter</i>	<i>100</i>
<b>Total</b>		<b>100%</b>

I understand that:

- I can amend or revoke this Binding Death Benefit Nomination ('Nomination') at any time by lodging a new signed and dated Nomination to the Trustee where this Nomination revokes any previous notice;
- unless amended or withdrawn earlier, this Nomination is binding on the Trustee for an indefinite term unless the Member has stipulated otherwise;
- this Nomination is deemed invalid if completed incorrectly; and
- I have nominated persons who are "dependants" as outlined in the Fund's death benefit policy and if otherwise as not "dependants", the Trustee will assume discretion for any Benefits payable.

I acknowledge that I have received information from the Trustee that explains my rights to direct the Trustee to pay my death Benefit in accordance with this Nomination.

*[Signature]*  
 -----  
**Cheryl Elizabeth Campbell**

*1, 11, 09*  
 -----  
 Date

**Witness Declaration**

We declare that we are aged 18 years or more, not listed as beneficiaries above and this Nomination was signed by the Member in our presence.

*[Signature]*  
 -----  
 Signature of Witness 1

*1, 11, 09*  
 -----  
 Date

*[Signature]*  
 -----  
 Signature of Witness 2

*1, 11, 09*  
 -----  
 Date

## NON-BINDING DEATH BENEFIT NOMINATION

### Chamble Enterprises Superannuation Fund

I, **Cheryl Elizabeth Campbell** of **14 Convine Road, Karragullen, WA 6111** as a Member of the Fund, hereby notify the Trustee of whom to pay my benefits in the Fund to, on or after my death:

Name	Relationship	% of benefit
<i>Ambox Michelle Woodgate</i>	<i>daughter</i>	<i>100</i>
<b>Total</b>		<b>100%</b>

I understand that:

- I can amend or revoke this Non-Binding Death Benefit Nomination ('Nomination') at any time by lodging a new signed and dated Nomination to the Trustee where this Nomination revokes any previous notice;
- unless amended or withdrawn earlier, this Nomination is non-binding on the Trustee for an indefinite term unless the Member has stipulated otherwise;
- this Nomination is deemed invalid if completed incorrectly; and
- I have nominated persons who are "dependants" as outlined in the Fund's death benefit policy and if otherwise as not "dependants", the Trustee will assume discretion for any Benefits payable.

I acknowledge that I have received information from the Trustee that explains my rights to direct the Trustee to pay my death Benefit in accordance with this Nomination.

*XCE [Signature]*  
.....  
**Cheryl Elizabeth Campbell**

*1 1 11 09*  
.....  
Date

#### Witness Declaration

We declare that we are aged 18 years or more, not listed as beneficiaries above and this Nomination was signed by the Member in our presence.

*B. Woodgate*  
.....  
Signature of Witness 1

*1 1 11 09*  
.....  
Date

*[Signature]*  
.....  
Signature of Witness 2

*1 1 11 09*  
.....  
Date

*(Please note: Witnesses are not required for Non-Binding nominations, but recommended to minimise fraud)*