

SENSITIVE (when completed)

Date 10 / 05 / 2021

Witness signature [Handwritten Signature]

Witness name (witness must be 18 years old or over)

LORE FRANKLIN

Trustee's or director's name

Date 10 / 05 / 2021

Trustee's or director's signature [Handwritten Signature]

Trustee's or director's name

Kim Russell Sawyer

Trustee's or director's name

DECLARATION

By signing this declaration I acknowledge that I understand my duties and responsibilities as a trustee or director of the corporate trustee 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.
- Administrative penalties can be imposed on me for not complying with the legislation
- 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 APRA regulated funds in the case of financial loss due to fraudulent conduct or theft.

- 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, the retirement of members and payment of benefits)
- 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
- documented decisions about storage of collectables and personal use assets
- 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 including asset market valuation
- copies of Transfer balance account reports lodged
- copies of any other statements you are required to lodge with us or provide to other super funds
- 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
- review the independent audit report received from the approved SMSF auditor and take action as required
- 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 21 days if the fund becomes an Australian Prudential Regulation Authority (APRA) regulated fund.

Administration

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).
- in-house assets will exceed 5% of the market value of the fund's total assets by acquiring the asset (in-house assets are those 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)

SIGN & SEAL
PLEASE PROVIDE WITNESS

SIGN & SEAL

Date 10 / 05 / 2021

Witness signature [Signature]

Witness name (witness must be 18 years old or over)

LORE FRANKLIN

Trustee's or director's name

Date 10 / 05 / 2021

Trustee's or director's signature [Signature]

Trustee's or director's name

Kessada Sawyer

Trustee's or director's name

DECLARATION

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- I do not have access to the government's financial assistance program that is available to trustees of APRA regulated funds
- In the case of financial loss due to fraudulent conduct or theft.

Administration

I understand that the trustees of the fund must:
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10 / 05 / 2011  
10 / 05 / 2011

Date

SIGN & DATE

*Love Franklin*

Witness' signature

LOVE FRANKLIN

Witness' name (witness must be 18 years old or over)

PLEASE PROVIDE WITNESS NAME

10 / 05 / 2011  
10 / 05 / 2011

Date

SIGN & DATE

*Clarisse Kim Sawyer*

Trustee's or director's signature

Clarisse Kim Sawyer

Trustee's or director's name

**DECLARATION**

By signing this declaration I acknowledge that I understand my duties and responsibilities as a trustee or director of the corporate trustee 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; Administrative penalties can be imposed on me for not complying with the legislation 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 APRA regulated funds in the case of financial loss due to fraudulent conduct or theft.

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**Administration**

- acquiring an in-house asset if the fund's in-house assets exceed 5% of the market value of the fund's total assets, or the in-house assets will exceed 5% of the market value of the fund's total assets by acquiring the asset (in-house assets are loans to 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).