

Trustee consent/ declaration form

Jenny Sharpe Super Fund

I, **Jennifer Kathleen Sharpe**,

Hereby declare that:

1. (a) I consent to act as a director of **Biojen Pty Ltd ACN 624 073 347** ("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:



Jennifer Kathleen Sharpe



Date

Application for membership

Jenny Sharpe Super Fund

I, **Jennifer Kathleen Sharpe** of **12A Rose Street, BOWRAL NSW 2576** am the director of **Biojen Pty Ltd ACN 624 073 347** ('the trustee') the trustee for the Fund. I hereby apply for membership of **Jenny Sharpe Super 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:

21, 06, 1954

Tax File Number:

121 165 864

Executed by:



.....
Jennifer Kathleen Sharpe

29, 1, 2018
.....
Date

Meeting closed:

There being no further business the meeting was declared closed.

Confirmed as a true and correct record.

X 

Chairperson

Minutes of trustee meeting

Trustee Resolutions

Jenny Sharpe Super Fund

Held at: Suite 2 20 Chandos St
St Leonards NSW 2065

Date: 29, 1, 2018

Time: 11.00 am

Present: Jennifer Kathleen Sharpe

Chairperson:

Jennifer Sharpe
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.

Adoption of Voting Powers: The Chairperson noted that for the purposes of clause 8.5 of the Trust Deed, the Trustees are to determine by majority approval at the first meeting of the trustees one of the following as the method by which Trustees will be entitled to cast votes at all meetings of Trustees:

- (1) each Trustee being entitled to cast the number of votes nearest to the number of whole dollars of that Member's Account the Trustee represents and any amounts in Reserve that an actuary has determined might be transferred to the Member's Account to pay a Pension, but no less than one vote each; or
- (2) each Trustee being entitled to cast one vote each.

The Chairperson further noted that if the Trustees failed to make a determination, method (2) will apply and that if method (2) applies and there is a deadlock, the deadlock shall be resolved by weighting each Trustee's votes nearest to the number of whole dollars of the Member's Account the Trustee represents and any amounts in Reserve that an actuary has determined might be transferred to the Member's Account to pay a Pension, but no less than one vote each.

Trustee Resolutions:

IT WAS RESOLVED to adopt method:

- (1) Method 1 ; or
- (2) Method 2 .

Minutes of trustee meeting

Adoption of separate investment strategies

Jenny Sharpe Super Fund

Held at: Suite 2 20 Chandos St
St Leonards NSW 2065

Date: 29, 1, 2018

Time: 11:00 am

Present: Jennifer Kathleen Sharpe

Chairperson:

Jennifer Sharpe
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.

Motion to adopt separate investment strategies: The Chairperson tabled a motion to adopt separate investment strategies for the Fund prepared by:

Jennifer Sharpe
Please print

The investment strategies attached to these minutes were forwarded to each director prior to this meeting.

The Chairperson noted that in making each of the investment strategies consideration has been given to section 52(6)(a) of the *Superannuation Industry (Supervision) Act 1993* ('SIS Act'), the Fund's rules, the investment rules in the *SIS Act* and importantly that the strategies consider the following:

1. the risk involved in making, holding and realising, and the likely return from, the entity's investments having regard to its objectives and its expected cash flow requirements;
2. the composition of the entity's investments as a whole including the extent to which the investments are diverse or involve the entity in being exposed to risks from inadequate diversification;
3. the liquidity of the entity's investments having regard to its expected cash flow requirements;
4. the ability of the entity to discharge its existing and prospective liabilities; and
5. whether the trustee or trustees of the Fund should hold a contract of insurance that provides cover for one or more members of the Fund.

Trustee resolution: IT WAS RESOLVED by the Trustee to:

- (a) execute the Deed of the Fund;
- (b) 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;
- (c) ensure that all prospective Member(s) have read and understood the Product Disclosure Statement (PDS);
- (d) appoint the following as Trustee(s) of the Fund provided all eligible:

Biojen Pty Ltd ACN 624 073 347
- (e) invite the following person(s) to become the Member(s) of the Fund provided all eligible:

Jennifer Kathleen Sharpe
- (f) notify Member(s) of their acceptance as a Member of the Fund;
- (g) complete and lodge Australian Business Number (ABN) and Tax File Number (TFN) with the Australian Tax Office (ATO);
- (h) establish a bank account on behalf of the Fund;
- (i) seek consent to act and appoint relevant professionals wherever required, and complete annexure "B" to the PDS when fees and charges are known.

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

Confirmed as a true and correct record.



.....
Chairperson

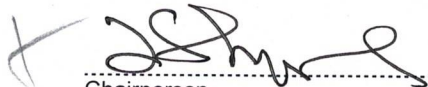
There were no comments or concerns raised by the directors in relation to any investment strategy.

As part of running separate investment strategies the trustee has decided to segregate assets and allocate them to each investment strategy. The allocation is found within the relevant investment strategy.

Trustee resolutions: It was resolved by the trustee to adopt separate investment strategies for the Fund and allocate assets as detailed in the investment strategy.

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

Jenny Sharpe Super Fund

Held at: Suite 2 20 Chandos St
St Leonards NSW 2065

Date: 29/11/2018

Time: 11.00 am

Present: Jennifer Kathleen Sharpe

Chairperson: Jennifer Sharpe
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. formulate and implement an investment strategy and complete annexure "A" to the Product Disclosure Statement;
4. provide the Product Disclosure Statement to Members;
5. accept Members into the Fund;
6. apply to become a Regulated Superannuation Fund;
7. apply for Australian Business Number and Tax File Number;
8. establish a bank account for the Fund;
9. appoint an administrator to the Fund;
10. appoint an Auditor to the Fund;
11. appoint a Self Managed Superannuation Fund (SMSF) specialist and any other professional; and
12. determine voting powers.

Investment strategy guide

Jenny Sharpe Super Fund

Members

Jennifer Kathleen Sharpe

Trustees

Biojen Pty Ltd ACN 624 073 347

Objectives

The following investment objectives and strategies are in accordance with section 52(6)(a) 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 formulate, review regularly and give effect to 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	1% - 100%
Fixed Interest Investment	0% - 90%
Australian Equities	0% - 95%
International Equities	0% - 50%
Property, direct and indirect	0% - 95%
Derivatives, options, futures, foreign currency, etc.	0% - 80%
Other investments: collectables, arts, coins, etc.	0% - 80%
Total	100%

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, regularly reviewing and giving effect to 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; and
- Whether the Trustees of the Fund should hold a contract of insurance that provides insurance cover for one or more Members of the Fund.

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


.....
Biojen Pty Ltd ACN 624 073 347

29 / 1 / 2018
.....
Date