



dixonadvisory

S & V Polzin Superannuation Fund

**DECLARATION OF
SUPERANNUATION TRUST**

I CERTIFY THAT
THIS IS A TRUE
COPY OF THE
ORIGINAL DOCUMENTS.

SANG-A LEE
ICAA MEMBER NO 53383

SIGNED DATE

 13/11/19

CANBERRA
Level 1, 73 Northbourne Avenue
CANBERRA ACT 2601
GPO Box 1481 CANBERRA ACT 2601

MELBOURNE
Level 2, 250 Victoria Parade
EAST MELBOURNE VIC 3002
PO Box 140 FITZROY BC VIC 3065

NORTH SYDNEY
Level 15, 100 Pacific Highway
NORTH SYDNEY NSW 2060
PO Box 29 CROWS NEST NSW 1585

NEW YORK
1000 Plaza Two, Floor 10
Harborside Financial Center
JERSEY CITY NJ 07311

HERVEY BAY
147 Truro Street TORQUAY QLD 4655

CONTACT DETAILS
T 1300 883 158 F 1300 883 159 E info@dixon.com.au
dixon.com.au AFSL 339484 | AFSB 311173

THIS DEED

Made on the 11th day of NOVEMBER 2013

AS A DECLARATION OF TRUST

By

S & V Polzin Super Pty Ltd
("the Trustee")

I CERTIFY THAT
THIS IS A TRUE
COPY OF THE
ORIGINAL DOCUMENTS.

SANGLA REC
ICAA MEMBER NO 53383

SIGNED _____ DATE _____

For the benefit of the member or members of the

S & V POLZIN SUPERANNUATION FUND
("The Fund")

 13/11/19

WHEREAS:

- A. The Trustee wishes to establish the "S & V Polzin Superannuation Fund" ("the Fund") as a self managed superannuation fund in accordance with the requirements of the *Superannuation Industry (Supervision) Act 1993* (Cth) for the benefit of those people who are, from time to time, members of the Fund, and in the event of the death of a member of the Fund, for the dependants of that member.
- B. The Trustee has consented, as evidenced by executing this Deed, to be the Trustees of the Fund in accordance with the terms of this Deed.
- C. The purpose of the Fund is to provide superannuation benefits and any other purpose permitted from time to time by the *Superannuation Industry (Supervision) Act 1993* (Cth) and the *Superannuation Industry (Supervision) Regulations 1994* (Cth).
- D. The Trustee wishes to administer the Fund as a complying superannuation fund in accordance with the *Superannuation Industry (Supervision) Act 1993* (Cth), the *Income Tax Assessment Act 1936* (Cth) and the *Income Tax Assessment Act 1997* (Cth).

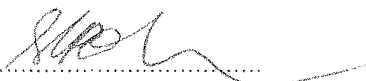
IT IS HEREBY DECLARED:

- 1. The Fund is established as a self managed superannuation fund in accordance with the requirements of the *Superannuation Industry (Supervision) Act 1993* (Cth) for the benefit of those people who are, from time to time, members of the Fund and, in the event of the death of a member of the Fund, for the dependants of that member.
- 2. The Fund is to be known as "S & V Polzin Superannuation Fund" or such other name as the Trustee from time to time may decide.
- 3. The Rules of the Fund are those Rules entitled "Rules for the Management and Administration of Self Managed Superannuation, version 2.0" and include any amendment made from time to time to the Rules.
- 4. The Fund is to be maintained solely for the core purposes and the ancillary purposes provided in the *Superannuation Industry (Supervision) Act 1993* (Cth).

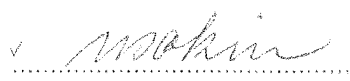
BY EXECUTION OF THIS DEED on the date referred to, the Trustee hereby declares the Fund is established as a Trust.

SIGNED, SEALED, AND DELIVERED

For and on behalf of
S & V Polzin Super Pty Ltd ACN (166607665)
in accordance with s.127 of the
Corporations Act 2001 (Cth)

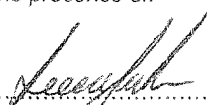


Stephen Charles Polzin
Director/Secretary



Vera Polzin
Director

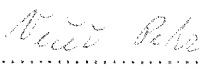
In the presence of:



(Signature of Witness)

LEESA JACKSON

(Name of Witness)



(Signature of Witness)

VERA PETR

(Name of Witness)

I CERTIFY THAT
THIS IS A TRUE
COPY OF THE
ORIGINAL DOCUMENTS.

SANG-A LEE
ICAA MEMBER NO 53383

SIGNED DATE



13/11/19

SCHEDULE 1 (Clause 23)

REGISTER OF MEMBERS

NAME OF MEMBER	DATE OF ADMISSION	DATE OF LEAVING
Stephen Charles Polzin	11/11/2013	
Vera Polzin	11/11/2013	

I CERTIFY THAT
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ORIGINAL DOCUMENTS.

SANG-A LEE
ICAA MEMBER NO 53383

SIGNED DATE

 13/11/19

RESOLUTION OF DIRECTORS

of S & V Polzin Super Pty Ltd ATF the S & V Polzin Superannuation Fund

Held at 12 Athol Place
Carlingford NSW 2118

Date 11/11/2013

Present Stephen Charles Polzin
Vera Polzin

Chairman: Stephen Charles Polzin presided.

Matters

- A. Pursuant to the power under the rules of the S & V Polzin Superannuation Fund ("the Fund"), the members of the Fund wish to appoint S & V Polzin Super Pty Ltd (ACN 166607665) as the Trustee of the Fund and have requested S & V Polzin Super Pty Ltd accept appointment as Trustee of the Fund.

The Directors Resolved:

1. To accept the appointment of S & V Polzin Super Pty Ltd as Trustee of the Fund.
2. To do all things necessary to accept the appointment as Trustee of the Fund.

Closure

There being no further business the meeting was declared closed.

CONFIRMED:



Stephen Charles Polzin

Director/Secretary



Vera Polzin

Director

**STATEMENT BY TRUSTEE OR DIRECTOR, COMPANY SECRETARY OR
EXECUTIVE OFFICER OF A TRUSTEE COMPANY**

The S & V Polzin Superannuation Fund ("the Fund")

I, Vera Polzin as Director of S & V Polzin Super Pty Ltd, of 12 Athol Place, Carlingford NSW 2118, hereby consent to acting as a trustee of the Fund.

ELIGIBLE TRUSTEE

I have never been found guilty of or convicted of a dishonest conduct offence either in Australia or elsewhere.

I am not bankrupt and I have not, in the preceding three (3) years from the date of this statement entered into a deed of assignment or arrangement or a composition with my creditors under *Part X* of the *Bankruptcy Act*. I am not, therefore, disqualified from acting as a trustee or as a responsible officer of a trustee company under the *Superannuation Industry (Supervision) Act*.

SELF MANAGED FUND REQUIREMENTS – (IMPORTANT)

** Delete the incorrect statements in the italics below. Where "OR" is used you must satisfy any one of the statements under the relevant heading. Where "AND" follows a group of statements you must in addition satisfy the additional requirements.*

Natural Person Trustee:-

1. More Than One Member

I and my fellow trustees are members of the fund; OR

Where a member of the fund is under a legal disability because of age and does not have a legal personal representative, I am the parent or guardian in place of that member or my co-trustee is a parent or guardian of the member suffering from the said legal disability.

AND

No member of the fund is an employee of me; OR

Where a member of the fund is an employee of mine, we are relatives.

2. Single Member Fund

I am a natural person over the age of eighteen and am not an employer of the other trustee; OR

I am a natural person over the age of eighteen and am an employer of the other trustee, and I am also an immediate relative of that trustee.

Corporate Trustee:-

3. More Than One Member

I am a director of the corporate trustee and am also a member of the fund; AND

There are no directors of the corporate trustee who are not members of the fund.

4. Single Member Fund

I am the sole director of the body corporate; OR

There are two directors of the body corporate and the member and the other directors are relatives; OR

There are two directors of the body corporate and the member is not an employee of the other director.

Vera Polzin

Date: *20/11/2013*

Signed by: Vera Polzin

**STATEMENT BY TRUSTEE OR DIRECTOR, COMPANY SECRETARY OR
EXECUTIVE OFFICER OF A TRUSTEE COMPANY**

The S & V Polzin Superannuation Fund ("the Fund")

I, Stephen Charles Polzin as Director of S & V Polzin Super Pty Ltd, of 12 Athol Place, Carlingford NSW 2118, hereby consent to acting as a trustee of the Fund.

ELIGIBLE TRUSTEE

I have never been found guilty of or convicted of a dishonest conduct offence either in Australia or elsewhere.

I am not bankrupt and I have not, in the preceding three (3) years from the date of this statement entered into a deed of assignment or arrangement or a composition with my creditors under *Part X* of the *Bankruptcy Act*. I am not, therefore, disqualified from acting as a trustee or as a responsible officer of a trustee company under the *Superannuation Industry (Supervision) Act*.

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I and my fellow trustees are members of the fund; OR

Where a member of the fund is under a legal disability because of age and does not have a legal personal representative, I am the parent or guardian in place of that member or my co-trustee is a parent or guardian of the member suffering from the said legal disability.

AND

No member of the fund is an employee of me; OR

Where a member of the fund is an employee of mine, we are relatives.

2. Single Member Fund

I am a natural person over the age of eighteen and am not an employer of the other trustee; OR

I am a natural person over the age of eighteen and am an employer of the other trustee, and I am also an immediate relative of that trustee.

Corporate Trustee:-

3. More Than One Member

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There are no directors of the corporate trustee who are not members of the fund.

4. Single Member Fund

I am the sole director of the body corporate; OR

There are two directors of the body corporate and the member and the other directors are relatives; OR

There are two directors of the body corporate and the member is not an employee of the other director.

.......... Date: 11/11/13

Signed by: Stephen Charles Polzin

Investment Strategy (Version 3.0)

S & V Polzin Superannuation Fund (“the Fund”)

Background

1. The Trustee Body of the Fund has formulated this investment strategy in accordance with the Trustee Body's obligations pursuant to and in accordance with:
 - The governing rules of the Fund;
 - Section 52 of the *Superannuation Industry (Supervision) Act 1993*;
 - The operating standards under the *Superannuation Industry (Supervision) Act 1993* including Regulation 4.09 of the *Superannuation Industry (Supervision) Regulations 1994*; and
 - All relevant law being any legislation or common law that may expressly, or impliedly, apply to the operation of a self managed superannuation fund.
2. In formulating this investment strategy, the Trustee Body has had specific regard to the whole of the circumstances of the Fund including, but not limited to:
 - The risk involved in investing the Fund's assets and the likely return generated from those investments in light of the Fund's objectives and cash flow requirements;
 - The overall composition of the Fund's investments, including the degree to which the investments are diverse or involve the Fund being exposed to risks arising from inadequate diversification;
 - The liquidity of the Fund's investments having regard to its expected cash flow requirements;
 - The ability of the Fund to discharge its existing and prospective liabilities; and
 - Whether the Trustee Body should hold a contract of insurance that provides insurance cover with respect to one or more members of the Fund.

Investment objectives of the Fund

3. The investment objectives of the Fund are designed to align with, protect and enhance the core purposes of the Fund. The core purposes of the Fund are, at any point in time, one or more of the following:
 - The provision of old-age pensions and retirement income streams to members on retirement. To this end, a principal investment objective of the Fund is to achieve an investment return sufficient to fund and maintain each members' target pension or retirement income stream;
 - The provision of benefits for each member on, or after, retirement. To this end, a principal investment objective of the Fund for members who have not yet reached retirement is to maximise the investment returns of the Fund and grow the capital of the Fund to ensure that, upon retirement, there is adequate capital to achieve a sufficient return to maintain each members' target pension or retirement income stream; and



- The provision of death benefits in respect of each member of the Fund on, or after, the member's death. To this end, a principal objective of the Fund is to preserve the capital value of the Fund as much as is reasonably possible.
4. In addition to the principal investment objectives, this investment strategy is consistent with the investment objective of ensuring that the Fund is solvent with sufficient liquidity to meet benefit payments, liabilities and cash flow demands at all times.
 5. The investment objectives will be pursued at all times having regard to this investment strategy in its entirety and the whole of the circumstances of the Fund including, but not limited to, the age of the members of the Fund, the overall membership profile of the Fund, the liabilities of the Fund and the total size of the Fund.

Asset allocation and diversification

6. The Trustee Body is permitted to invest in all assets considered appropriate by the Trustee Body and that is permitted by the governing rules of the Fund and the relevant law, including but not limited to:
 - Australian and international equities, through listed securities traded on an exchange, unlisted trusts such as managed funds or private companies;
 - Residential and commercial property accessed via listed vehicles traded on an exchange, unlisted trusts or held as a direct interest;
 - High yielding securities such as bonds, subordinated notes, preference shares via listed securities or unlisted trusts such as managed funds;
and
 - Cash and Term Deposits.
7. The Trustee Body appreciates that asset allocation and asset diversification work in tandem to help manage the risks associated with the Fund's investments. The Trustee Body recognises that diversifying investments across a range of asset classes can assist in reducing return volatility.
8. The Trustee Body will monitor the Fund's investments to ensure that an appropriate level of diversification is achieved across asset classes.
9. The Trustee Body considers it unsuitable to specify a benchmark target exposure across specific asset classes but rather reserves the flexibility to rebalance exposure to specific asset classes having regard to the investment objectives of the Fund, changing market conditions, the relative level of risk associated with each individual asset class and the overall risk framework of this investment strategy.

Risk framework

10. The Trustee Body will consider the risks associated with potential and existing investments in light of the investment objectives of the Fund to ensure the risks remain within acceptable limits at all times.
11. The risks to be considered include, but are not limited to:
 - Market risk: the possibility of incurring loss due to a decline in the price of an investment;
 - Longevity risk: the possibility that members of the Fund will live longer than the Fund can provide retirement income or savings;



- Currency risk: the possibility that changes in the exchange rate between currencies will affect the value of foreign investments;
 - Inflation risk: the possibility that the growth of an investment may not keep pace with the average rate of inflation; and
 - Liquidity risk: the possibility that the Fund will have insufficient liquidity to meet liabilities as and when they fall due, resulting in a loss.
12. Acceptable risk limits will vary depending on the circumstances of the Fund and members' proximity to retirement. The Trustee Body will manage risks within acceptable limits using a number of measures including, but not limited to:
- Diversifying assets across a range of asset classes except where the asset class is cash and the Trustee Body deems it prudent to concentrate investments of the Fund in the cash asset class given higher risk in other asset classes;
 - Considering an investment approach that is more closely aligned with a moderate-to-higher tolerance to capital volatility and a growth-based asset allocation, the further the Fund members' proximity to retirement and considering the Fund members' overall position in the life cycle; and
 - Undertaking research into the performance of asset classes and/or specific investments, which may include engaging a professional investment advisory service for strategic investment advice, prior to making investment decisions.

Liquidity of the Fund

13. The Trustee Body will ensure that, at all times, the Fund has sufficient liquidity to discharge all current and, as far as is reasonably possible, all prospective liabilities and outgoings as and when they fall due. Liabilities and outgoings include, but are not limited to, payment of member benefit entitlements, taxation liabilities and administration expenses of the Fund.

Ability to borrow money to invest

14. Where permitted by law, the Trustee Body may borrow money in order to make permitted investments. Without limiting the class of permitted investments, such investments may include residential and commercial real property and company securities.

Insurance

15. The Trustee Body will undertake an insurance needs analysis by giving consideration to the relevant law, the individual circumstances of each member of the Fund and the overall risk framework of this investment strategy to determine whether the Trustee Body should hold a contract of insurance that provides insurance cover with respect to one or more members of the Fund.
16. The insurance cover to be considered by the Trustee Body in respect of each member of the Fund includes, but is not limited to, Life Insurance, Total Permanent Disability Insurance and Income Protection Insurance.



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Regular reviews

17. The Trustee Body shall regularly discuss the investments of the Fund to ensure all investment activity is in accordance with this investment strategy.
18. The Trustee Body shall from time to time, but no less than once per annum, undertake a formal review of this investment strategy in light of the whole of the circumstances of the Fund.

SIGNED this 11th day of NOVEMBER in the year 20 13 by:

.....
Stephen Charles Polzin

.....
Vera Polzin

Trustee declaration

To be completed by new trustees and directors of corporate trustees of self-managed super funds.



Read this declaration in conjunction with *Self-managed super funds – key messages for trustees* (NAT 71128).



WHO SHOULD COMPLETE THIS DECLARATION?

You must complete this declaration if you become a **new** trustee (or director of a corporate trustee) of:

- a **new** self-managed super fund (SMSF)
- an **existing** SMSF.

You must sign this declaration within 21 days of becoming a trustee or director of a corporate trustee of an SMSF.

A separate declaration is required to be completed and signed by each and every new trustee (or director of a corporate trustee).

You must also complete the declaration if you are a legal personal representative who has been appointed as trustee (or director of a corporate trustee) on behalf of a:

- member who is under a legal disability (usually a member under 18 years old)
- member for whom you hold an enduring power of attorney
- deceased member.

INFORMATION YOU NEED TO READ

Make sure you read *Self-managed super funds – key messages for trustees* (NAT 71128). It highlights some of the key points from the declaration and some important messages for you.

BEFORE COMPLETING THIS DECLARATION

Before you complete and sign this declaration, make sure you:

- read each section
- understand all the information it contains.

➤ If you have any difficulties completing this declaration or you do not fully understand the information it contains:

- speak to a professional adviser
- visit www.ato.gov.au/smsf
- phone us on **13 10 20**.

If you are not familiar with some of the terms used in this declaration or you need more information, refer to *Running a self-managed super fund* (NAT 11032).

WHEN COMPLETING THIS DECLARATION

When you complete this declaration, remember to:

- insert the full name of the fund at the beginning
- sign and date it
- ensure it is signed and dated by a witness (anyone 18 years old or over).

WHAT SHOULD YOU DO WITH THE DECLARATION?

You must keep your completed declaration for at least 10 years and make it available to us if we request it.

We recommend that you keep a copy of your completed declaration and refer to it and *Self-managed super funds – key messages for trustees* (NAT 71128), which is available on the ATO website, when making important decisions, such as those relating to choosing investments, accepting contributions and paying benefits.

ⓘ Do not send your completed declaration to us.



Self-managed super fund trustee declaration

I understand that as an individual trustee or director of the corporate trustee of

Fund name

S + V Polzin Superannuation Fund

I am responsible for ensuring that the fund complies with the *Superannuation Industry (Supervision) Act 1993 (SISA)* and other relevant legislation. The Commissioner of Taxation (the Commissioner) has the authority and responsibility for administering the legislation and enforcing the fund's compliance with the law.

I must keep myself informed of changes to the legislation relevant to the operation of my fund and ensure the trust deed is kept up to date in accordance with the law and the needs of the members.

If I do not comply with the legislation, the Commissioner may take the following actions:

- impose administrative penalties on me
- enter into agreements with me to rectify any contraventions of the legislation
- disqualify me from being a trustee or director of a corporate trustee of any superannuation fund in the future
- remove the fund's complying status, which may result in significant adverse tax consequences for the fund
- prosecute me under the law, which may result in fines or imprisonment.

SOLE PURPOSE

I understand it is my responsibility to ensure the fund is only maintained for the purpose of providing benefits to the members upon their retirement (or attainment of a certain age) or their beneficiaries if a member dies. I understand that I should regularly evaluate whether the fund continues to be the appropriate vehicle to meet this purpose.

TRUSTEE DUTIES

I understand that by law I must at all times:

- act honestly in all matters concerning the fund
- exercise skill, care and diligence in managing the fund
- act in the best interests of all the members of the fund
- ensure that members only access their super benefits if they have met a legitimate condition of release
- refrain from entering into transactions that circumvent restrictions on the payment of benefits
- ensure that my money and other assets are kept separate from the money and other assets of the fund
- take appropriate action to protect the fund's assets (for example, have sufficient evidence of the ownership of fund assets)
- refrain from entering into any contract or do anything that would prevent me from, or hinder me in, properly performing or exercising my functions or powers as a trustee or director of the corporate trustee of the fund
- allow all members of the fund to have access to information and documents as required, including details about
 - the financial situation of the fund
 - the investments of the fund
 - the members' benefit entitlements.

I also understand that by law I must prepare, implement and regularly review an investment strategy having regard to all the circumstances of the fund, which include, but are not limited to:

- the risks associated with the fund's investments
- the likely return from investments, taking into account the fund's objectives and expected cash flow requirements
- investment diversity and the fund's exposure to risk due to inadequate diversification
- the liquidity of the fund's investments having regard to the fund's expected cash flow requirements in discharging its existing and prospective liabilities (including benefit payments)
- whether the trustees of the fund should hold insurance cover for one or more members of the fund.

Investment restrictions

I understand that, as a trustee or director of the corporate trustee of the fund, subject to certain limited exceptions specified in the law, I am prohibited from:

- lending money of the fund to, or providing financial assistance to, a member of the fund or a member's relative (financial assistance means any assistance that improves the financial position of a person directly or indirectly, including the provision of credit)
- acquiring assets (other than business real property, listed securities, certain in-house assets and acquisitions made under mergers allowed by special determinations or acquisitions as a result of a breakdown of a relationship) for the fund from members or other related parties of the fund
- borrowing money (or maintaining an existing borrowing) on behalf of the fund except in certain limited circumstances (while limited recourse borrowing arrangements are permitted, they can be complex and particular conditions must be met to ensure that legal requirements are not breached)

- having more than 5% of the market value of the fund's total assets at the end of the income year as in-house assets (these are loans to, 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)
- entering into investments on behalf of the fund 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).

Accepting contributions and paying benefits

I understand that I can only accept contributions and pay benefits (income streams or lump sums) to members or their beneficiaries when the conditions specified in the law and the fund trust deed have been met.

Administration

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)
 - 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
- 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
- ensure that an approved auditor is appointed within the prescribed period (currently this is no later than 31 days before the due date for lodgment of the fund's annual return but this may change to 45 days) to audit the fund for each income year, and provide that auditor with documents as requested
- lodge the fund's annual return, completed in its entirety, by the due date
- 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 28 days of the fund being wound up or after becoming aware that the fund has ceased to be an SMSF.

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.
- 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 Australian Prudential Regulation Authority (APRA) regulated funds in the case of financial loss due to fraudulent conduct or theft.

Trustee's or director's name

Stephen Charles Polzin

Trustee's or director's signature




Date

Day: 11 / Month: 11 / Year: 2013

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

LEESA JACKSON

Witness' signature



Date

Day: 11 / Month: 11 / Year: 2013

Trustee declaration

To be completed by new trustees and directors of corporate trustees of self-managed super funds.



Read this declaration in conjunction with *Self-managed super funds – key messages for trustees* (NAT 71128).



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You must also complete the declaration if you are a legal personal representative who has been appointed as trustee (or director of a corporate trustee) on behalf of a:

- member who is under a legal disability (usually a member under 18 years old)
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- deceased member.

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- read each section
- understand all the information it contains.

➤ If you have any difficulties completing this declaration or you do not fully understand the information it contains:

- speak to a professional adviser
- visit www.ato.gov.au/smsf
- phone us on **13 10 20**.

If you are not familiar with some of the terms used in this declaration or you need more information, refer to *Running a self-managed super fund* (NAT 11032).

WHEN COMPLETING THIS DECLARATION

When you complete this declaration, remember to:

- insert the full name of the fund at the beginning
- sign and date it
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WHAT SHOULD YOU DO WITH THE DECLARATION?

You must keep your completed declaration for at least 10 years and make it available to us if we request it.

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! Do not send your completed declaration to us.



Self-managed super fund trustee declaration

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Fund name

S + V Polzin Superannuation Fund

I am responsible for ensuring that the fund complies with the *Superannuation Industry (Supervision) Act 1993* (SISA) and other relevant legislation. The Commissioner of Taxation (the Commissioner) has the authority and responsibility for administering the legislation and enforcing the fund's compliance with the law.

I must keep myself informed of changes to the legislation relevant to the operation of my fund and ensure the trust deed is kept up to date in accordance with the law and the needs of the members.

If I do not comply with the legislation, the Commissioner may take the following actions:

- impose administrative penalties on me
- enter into agreements with me to rectify any contraventions of the legislation
- disqualify me from being a trustee or director of a corporate trustee of any superannuation fund in the future
- remove the fund's complying status, which may result in significant adverse tax consequences for the fund
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SOLE PURPOSE

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TRUSTEE DUTIES

I understand that by law I must at all times:

- act honestly in all matters concerning the fund
- exercise skill, care and diligence in managing the fund
- act in the best interests of all the members of the fund
- ensure that members only access their super benefits if they have met a legitimate condition of release
- refrain from entering into transactions that circumvent restrictions on the payment of benefits
- ensure that my money and other assets are kept separate from the money and other assets of the fund
- take appropriate action to protect the fund's assets (for example, have sufficient evidence of the ownership of fund assets)
- refrain from entering into any contract or do anything that would prevent me from, or hinder me in, properly performing or exercising my functions or powers as a trustee or director of the corporate trustee of the fund
- allow all members of the fund to have access to information and documents as required, including details about
 - the financial situation of the fund
 - the investments of the fund
 - the members' benefit entitlements.

I also understand that by law I must prepare, implement and regularly review an investment strategy having regard to all the circumstances of the fund, which include, but are not limited to:

- the risks associated with the fund's investments
- the likely return from investments, taking into account the fund's objectives and expected cash flow requirements
- investment diversity and the fund's exposure to risk due to inadequate diversification
- the liquidity of the fund's investments having regard to the fund's expected cash flow requirements in discharging its existing and prospective liabilities (including benefit payments)
- whether the trustees of the fund should hold insurance cover for one or more members of the fund.

Investment restrictions

I understand that, as a trustee or director of the corporate trustee of the fund, subject to certain limited exceptions specified in the law, I am prohibited from:

- lending money of the fund to, or providing financial assistance to, a member of the fund or a member's relative (financial assistance means any assistance that improves the financial position of a person directly or indirectly, including the provision of credit)
- acquiring assets (other than business real property, listed securities, certain in-house assets and acquisitions made under mergers allowed by special determinations or acquisitions as a result of a breakdown of a relationship) for the fund from members or other related parties of the fund
- borrowing money (or maintaining an existing borrowing) on behalf of the fund except in certain limited circumstances (while limited recourse borrowing arrangements are permitted, they can be complex and particular conditions must be met to ensure that legal requirements are not breached)

- having more than 5% of the market value of the fund's total assets at the end of the income year as in-house assets (these are loans to, 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)
- entering into investments on behalf of the fund 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).

Accepting contributions and paying benefits

I understand that I can only accept contributions and pay benefits (income streams or lump sums) to members or their beneficiaries when the conditions specified in the law and the fund trust deed have been met.

Administration

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)
 - 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
- 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
- ensure that an approved auditor is appointed within the prescribed period (currently this is no later than 31 days before the due date for lodgment of the fund's annual return but this may change to 45 days) to audit the fund for each income year, and provide that auditor with documents as requested
- lodge the fund's annual return, completed in its entirety, by the due date
- 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 28 days of the fund being wound up or after becoming aware that the fund has ceased to be an SMSF.

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.
- 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 Australian Prudential Regulation Authority (APRA) regulated funds in the case of financial loss due to fraudulent conduct or theft.

Trustee's or director's name

Vera Polzin

Trustee's or director's signature

Polzin

Date
 Day Month Year
 22 / 11 / 2013

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

VEDER PETR

Witness' signature

Veder Petr

Date
 Day Month Year
 22 / 11 / 2013

PO Box 908
Albury NSW 2640



Australian Government
Australian Business Register



007

THE TRUSTEE FOR S & V POLZIN
SUPERANNUATION FUND
PO BOX 29
CROWS NEST NSW 1585

Date of Issue
11 December 2013

Telephone: 13 28 66

Dear Sir/Madam

We have registered you on the Australian Business Register

Your Australian business number (ABN) is **39 332 922 857**.

Your ABN registration is effective as of **11 November 2013**.

Please check that the enclosed ABN details recorded for your business or organisation are correct and advise us if they are not.

Your obligations

You're legally required to ensure your ABN details are kept up-to-date and you must notify the Registrar of any changes to your details within 28 days.

If you have an AUSkey you can update your ABN details online. AUSkey is a secure login that identifies you when you use participating government online services for business. If you don't have an AUSkey you can register at abr.gov.au/auskey. Alternatively, you can update your details by contacting us on **13 28 66** between 8.00am and 6.00pm Monday to Friday.

The Registrar will periodically review your ABN registration. Where there is evidence that you're no longer entitled to hold an ABN your registration may be cancelled. Evidence could include information related to your tax affairs such as not reporting business income or not lodging business activity statements.

If you've indicated that you require endorsement as a deductible gift recipient, income tax exempt fund or tax concession charity, an application will be sent to you shortly.

Starting or running a business

The Australian Government's dedicated business website business.gov.au is a one-stop shop for business information from all levels of government. The website provides a range of free tools including planning templates, checklists and how-to guides to help you work smarter, not harder. Find business information and support the easy way, visit business.gov.au today.

What you need if you phone us

We need to know we're talking to the right person before we can discuss your affairs. We'll ask you for details that only you or someone you've authorised would know. An authorised contact is someone who you've previously told us can act on your behalf. If you can, please have your ABN (which you will find at the top of this letter) with you.

Yours faithfully

Mark Jackson
Deputy Registrar of the Australian Business Register



Australian Business Register

Australian business number(ABN) : **39 332 922 857**

Business name : **THE TRUSTEE FOR S & V POLZIN
SUPERANNUATION FUND**

ABN Status : **Registered**

ABN Registration Date : **11 November 2013**

Postal Address : **PO BOX 29
CROWS NEST NSW 1585**

Business Address : **LEVEL 15 100 PACIFIC HWY
NORTH SYDNEY NSW 2060**

Type of Entity : **Regulated Self Managed Super Fund**

Industry Code (ANZSIC) : **63300**

Trustee Name : **not applicable**
(See reverse for additional trustee names.)

PROCESSED



Australian Government
Australian Taxation Office



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Our reference: 7102105807711

THE TRUSTEE FOR S & V POLZIN
SUPERANNUATION FUND
PO BOX 29
CROWS NEST NSW 1585

11 December 2013

Please send all future information about your superannuation fund to us

Dear Sir/Madam

We recently received information from you about THE TRUSTEE FOR S & V POLZIN 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 S & V POLZIN 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

Robert Ravello
Deputy Commissioner of Taxation



PO BOX 9990
Chermside QLD 4032

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Australian Government
Australian Taxation Office



THE TRUSTEE FOR S & V POLZIN
SUPERANNUATION FUND
PO BOX 29
CROWS NEST NSW 1585

Date of Issue
16 DEC 13

TAX FILE NUMBER ADVICE

Your tax file number (TFN) is:

953 803 477

Keep this notice in a safe place for further reference.

This TFN has been issued either in response to your recent application/enquiry, or at the discretion of the Commissioner of Taxation.

Under the law the Commissioner may issue a TFN as necessary, even if you did not apply for one. This only occurs after we have conducted a comprehensive search of our records and were unable to establish that any TFN belonged to you.

While our TFN searches are comprehensive, we appreciate that you may already have a TFN. If you do already have a TFN please call us on 13 28 66 between 8am and 6pm Monday to Friday so that we may amend our records.

Yours sincerely

Robert Ravello
Deputy Commissioner of Taxation