

**Accepting Contributions and Paying a Benefit**

I understand that I can only accept contributions and pay benefits (pensions or lump sums) to members or their beneficiaries when the conditions specified in the law and the fund's governing rules (including its trust deed) have been met.

**Administration**

I understand that the trustees of the fund must:

1. 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, and – all trustee declarations
2. Ensure that the following are prepared and retained for at least 5 years
  - A statement of financial position – an operating statement, and
  - Accounts and statements that correctly record and explain the transactions and financial position of the fund
3. Notify the tax office within 28 days of any changes in trustees, directors of the corporate trustee or members of the fund – fund name – details of the contact person, contact phone and facsimile numbers, and – the postal address, registered address, or address for service of notices for the fund
4. Notify the tax office in writing as soon as practicable (not later than 28 days) after becoming aware that the fund has ceased to be a self managed superannuation fund or ceased to exist
5. Ensure that an approved auditor is appointed to audit the fund for each income year and provide that auditor with documents as requested, and
6. Lodge the fund's annual return by the due date.

**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:

1. 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, and
2. I may have to make this document available for inspection by a member of staff of the tax office and if I fail to do this, penalties may apply.

Trustee's or director's name

Gwyneth Matthias

Trustee or director's signature

*G Matthias*

Date

20.1.17

**SIGN HERE**

Witness' name (witness must be over 18 years of age)

CHRISTOPHER MATTHIAS

Witness' signature

*C Matthias*

Date

20/1/17

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### 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:

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Trustee's or director's name

Gamal Matthias

Trustee or director's signature

*G Matthias*

Date

20-1-17

**SIGN HERE**

Witness' name (witness must be over 18 years of age)

CHRISTOPHER MATTHIAS

Witness' signature

*C Matthias*

Date

20/1/17