

**DONJAN STAFF SUPERANNUATION FUND**  
**("Fund")**  
**INFORMATION TO PROSPECTIVE AND/OR NEW MEMBERS**  
**PURSUANT TO THE REGULATIONS OF THE**  
**SUPERANNUATION INDUSTRY (SUPERVISION) ACT**

Notice is given pursuant to Division 2.3 of Part 2 of the *Superannuation Industry (Supervision) Regulations* in respect of the Fund as follows:

**1. The Main Features of the Fund**

**1.1 Type of Fund**

- (1) The Fund is of a type commonly known as an "accumulation fund".
- (2) In an accumulation fund, contributions and earnings are credited to individual accounts of members ("**Accumulation Accounts**") with relevant taxes and charges being debited to those accounts. When the member becomes entitled to a benefit, the amount of the benefit is the balance in his or her Accumulation Account. In other words, the superannuation benefit is merely an accumulation of the net contributions and earnings on those contributions over the years of membership.

**1.2 Regulated Fund**

- (1) The trustee of the Fund has made or will be making an election pursuant to section 19 of the *Superannuation Industry (Supervision) Act ("SIS")* to become a regulated superannuation fund.
- (2) The status of being a regulated superannuation fund means that the SIS provisions apply to the operation of the Fund generally and in particular to the conduct of the trustee.

**1.3 Limitation on Membership**

- (1) The Fund does not intend to admit more than 4 members. If membership is less than 5, the Fund will be classified as an *excluded fund* for the purposes of SIS.
- (2) The SIS standards in the following areas do not apply to *excluded funds*:
  - (a) equal trustee representation;
  - (b) internal dispute resolution mechanism;
  - (c) Superannuation Complaints Tribunal;
  - (d) restrictions on employer's power to direct the trustee;
  - (e) restrictions on exercise of discretions by parties other than the trustee;
  - (f) restrictions on employer's power to amend the trust deed; and
  - (g) the payment of surpluses to the employer.
- (3) The SIS standards are relaxed for excluded funds to:
  - (a) permit acquisitions from a member of a business real property at market value, provided it does not exceed a limit of 40% of the Fund's total assets; and

- (b) provide for a less onerous set of reporting requirements to members, i.e. detailed reporting on the Fund as a whole is not required, but member benefit statement requirements are the same.

**2. Management and Financial Information of the Fund**

**2.1 Management of the Fund**

- (1) The trustees of the Fund are DONALD COWLEY SMITH and JANINE HEATHER SMITH.
- (2) The trustees are not trustees of any other superannuation fund.

**2.2 Financial Position**

The financial position of the Fund as at the date of this statement is:

|             |     |
|-------------|-----|
| Assets      | Nil |
| Liabilities | Nil |
|             | --  |
|             | Nil |
|             | --  |

**3. The Investment Performance of the Fund**

**3.1 Investment Performance**

There are currently no investments made by the Fund. Consequently, the Fund does not have any investment performance record.

**3.2 Investment Strategy**

- (1) The trustee of the Fund intends to invest the assets of the Fund in the best interests of members and their dependents on those investments which are not prohibited or restricted by virtue of the standards prescribed by SIS in a manner in which a reasonably prudent man would invest funds on behalf of others.
- (2) The guidelines established for the investment of funds in various categories of investments are listed below:

| Category of investment | Minimum percentage to be invested in category | Target percentage to be invested in category | Maximum percentage to be invested in category |
|------------------------|-----------------------------------------------|----------------------------------------------|-----------------------------------------------|
| Real estate            | 0                                             |                                              | 100%                                          |
| Australian equities    | 0                                             | 80%                                          | 100%                                          |
| Foreign equities       | 0                                             |                                              | 100%                                          |
| Government bonds       | 0                                             |                                              | 100%                                          |
| Other bonds            | 0                                             |                                              | 100%                                          |
| Cash                   | 0                                             | 20%                                          | 100%                                          |
| Other                  | 0                                             |                                              | 100%                                          |

Trustee to complete these guidelines

#### **4. Contact Details**

- 4.1 The contact address for the Fund is c/- 30 Takalvan Street, Bundaberg, Queensland, 4670.
- 4.2 Peter Stewart is the contact person in relation to the Fund who is available to receive and deal with enquiries or complaints from members.

#### **5. Benefits**

- 5.1 You (or a dependant) may become entitled to a benefit if:
- (1) you retire on or after attaining age 55;
  - (2) you suffer a permanent incapacity;
  - (3) you die while still a member of the Fund; and
  - (4) you are dismissed from your employment.

#### **6. Calculation of Benefits**

- 6.1 The amount of your benefit is the credit balance in your Accumulation Account on the date upon which the benefit becomes payable.

#### **7. Restricted Benefits**

- 7.1 If any benefit includes a component the access to which is restricted by virtue of the standards prescribed by SIS, you will not be entitled to receive that component of the benefit until those standards have been satisfied.

#### **8. Type of Benefit - Lump Sum/Pension**

- 8.1 You may notify the trustee in writing whether your preference is to be paid as a lump sum, allocated pension or pension. The form of benefit you receive will be determined by the trustee.
- 8.2 If you are entitled to a lump sum, the whole or part of that benefit may be converted to a pension by a request to the trustee.
- 8.3 Where a pension is payable, the whole or part of the pension can be commuted to a lump sum upon request from you to the trustee subject to:
- (1) the restrictions contained in SIS; and
  - (2) the approval of the trustee.

#### **9. Superannuation Complaints Tribunal**

- 9.1 The Superannuation Complaints Tribunal is established by the *Superannuation (Resolution of Complaints) Act*. The Tribunal must, in carrying out its functions or exercising its power pursue the objects of providing mechanisms for:

- (1) the conciliation of complaints; and
- (2) if complaints cannot be resolved by conciliation - the review of the decision of the trustee to which the complaints relate;

that are fair, economical, informal and quick.

9.2 The functions of the Tribunal are:

- (1) subject to clause 9.2(2), to enquire into a complaint and try to resolve it by conciliation;
- (2) if the complaint cannot be resolved by conciliation - review the decision of the trustee to which the complaint relates; and
- (3) any functions conferred on the trustee by or under any other Act.

**10. Trustee's Fees and Charges**

10.1 The trustee will not impose any fees and charges in relation to the administration of the Fund.

Dated

2001

SIGNED SEALED AND DELIVERED by ]  
DONALD COWLEY SMITH in the ]  
 presence of: *Penny Cornell* ]

*Handwritten signature of Donald Cowley Smith*  
*X*

Witness *P. Cornell*

SIGNED SEALED AND DELIVERED by ]  
JANINE HEATHER SMITH in the ]  
 presence of: *Penny Cornell* ]

*Handwritten signature of Janine Heather Smith*  
*X*

Witness *P. Cornell*