

3 February 2023

FundID S00606  
TaskID FundLeaving2823242

Mr KH Sedergreen  
The Medway Fund  
Suite 3 Level10/133 Castlereagh Street  
SYDNEY NSW 2000

Dear Mr Sedergreen,

### **Confirmation of change of administrator The Medway Fund**

This is to confirm that we have received notification that you wish to change administrators from ourselves to Catriona Rogers - The Rogers Group effective 30 January 2023.

We are sorry to see you go and want to make the transition to your new administrator as easy as possible. As part of the transition process you need to ensure that your new administrator:

1. Adds your fund to their tax agent listing for **income tax**
2. Adds your fund to their tax agent listing for **activity statements**
3. Changes the communication addresses for any investment bodies currently coming to ourselves to their address
4. Adds your trustee company, Medway Nominees Pty Limited, to their ASIC agent listing and changes the registered office address to themselves
5. Appoints a new auditor, if applicable
6. Organises for a new deed update service to ensure your deed continues to comply with legislation
7. Organises for the receipt of any electronic data feeds to assist transaction processing

### **Things we will do**

Please note that as we will no longer be your administrator, we will:

1. Remove your fund from our tax agent listing for **income tax**
2. Remove your fund from our tax agent listing for **activity statements**
3. Remove your fund from our deed update service
4. Remove your trustee company, Medway Nominees Pty Limited, from our ASIC agent listing
5. Cancel any electronic data feeds in place

### **Your documents**

We will forward a secure download link to you containing all documents held on our system once any outstanding fees have been received and any outstanding tasks have been completed. You will need to liaise with your new administrator regarding the processing and storage of any documents going forward.

If you have any questions or require assistance, please do not hesitate to contact our team on **1300 023 170** or send us an email via **enquiries@superconcepts.com.au**, including "Fund ID S00606" in the subject.

Once again, we would like to thank you for your past custom.

Kind Regards

**Customer Service Team**  
Client Services