

17 February 2021

Darcy Kennedy Service Trust Superannuation Benefit  
C/- Mr Michael Anthony Kennedy  
Unit 507  
18 Fairway Drive  
Norwest, NSW 2153

Dear Michael

**Darcy Kennedy Service Trust Superannuation Benefit  
Commutation of Account Based Pension**

I wish to make a partial commutation of \$10,000.00 from my Account Based Pension (Pension Account 7).

I understand that the current balance of this account is approximately \$12,629.49, and I confirm that I have met my minimum pension payments for the year.

Please pay the proceeds of the commutation to my bank account.

I authorise my tax agent to lodge the Transfer Balance Account Report in relation to the Pension Commutation for this Account Based Pension to the ATO.

If you have any queries with regard to the above, please do not hesitate to contact me.

Yours sincerely

Mr Michael Kennedy  
Unit 507  
18 Fairway Drive  
Norwest, NSW 2153

**MINUTES OF THE MEETING OF THE DIRECTOR(S) OF THE CORPORATE TRUSTEE M  
& K KENNEDY PTY LTD ATF  
DARCY KENNEDY SERVICE TRUST SUPERANNUATION BENEFIT  
HELD ON 17 FEBRUARY 2021 AT  
UNIT 507 18 FAIRWAY DRIVE, NORWEST NSW**

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**PRESENT:** Kaylene Kennedy  
Michael Kennedy

**PENSION COMMUTATION:** A notice from Mr Michael Kennedy requesting the commutation of \$10,000.00 from the pension account "Pension Account 7" was tabled.

**CONDITION OF RELEASE:** It was NOTED that:

- The pension account is commutable under the circumstances,
- A condition of release has been met, and
- The requirement to either make a minimum pension payment or retain the minimum amount in the account has been met.

As a result, it was RESOLVED to accept the request as tabled.

**PAPERWORK:** It was RESOLVED to request the fund administrators to attend to the completion of the following tasks to give effect to the acceptance:

- Process the commutation,
- Transfer the funds as required
- Prepare a PAYG Payment Summary - Superannuation Lump Sum if required, and
- Advise the Member that the commutation has been processed.

**CLOSURE:** There being no further business the meeting was closed.

..... Dated: ...../...../.....  
Michael Kennedy  
Chairperson

17 February 2021

Mr Michael Kennedy  
Unit 507  
18 Fairway Drive  
Norwest, NSW 2153

Dear Michael

**Darcy Kennedy Service Trust Superannuation Benefit  
Commutation of Account Based Pension**

We confirm that the partial commutation of your Account Based Pension (Pension Account 7) has been completed.

An amount of \$10,000.00 has been transferred to your bank account.

An interim Member Statement is attached to confirm the balance of your account after this transaction.

If you have any queries with regard to the above, please do not hesitate to contact me.

Yours sincerely

Mr Michael Anthony Kennedy  
Unit 507  
18 Fairway Drive  
Norwest, NSW 2153