

30 June 2012

The Trustee
Pat Sheppard Superannuation Fund
PO Box 1950
BUNDABERG QLD 4670

Dear Trustees

Combination of Pension Accounts

I request the following to be carried out on my behalf:

1. Combine the balance of accounts listed below to an accumulation account:
 - Account Number: 505
Acc Name: Patricia Sheppard
Balance: \$908,102
 - Account Number: 506
Acc Name: Patricia Sheppard
Balance: \$500
2. Once combined, I then wish to commence a new account based pension. I advise that I am fully retired and have met a condition of release.

Thank you for your assistance.

Yours faithfully


.....
Patricia Sheppard

**MINUTES OF MEETING OF PATRICIA SHEPPARD AND WENDY LOWIEN
AS TRUSTEES FOR THE PAT SHEPPARD SUPERANNUATION FUND
HELD AT: 51 WOONGARRA SCENIC DRIVE, BARGARA QLD 4670
ON THE 1st JULY 2012.**

PRESENT: Wendy Lowien (Chairperson)
Patricia Sheppard

PENSION: The Trustees resolved to combine the pension accounts of Patricia Sheppard in accordance with a letter received dated 30 June 2012.

After the accounts are combined, the balance is to be used to commence a new account based pension. As the member has met a cashing restriction there is no maximum restrictions on what can be drawn as a pension only a minimum requirement of 3.75% which is required to be withdrawn from the members account balance.


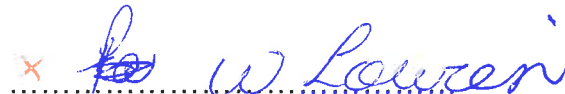
CASHING RESTRICTION: The Trustee noted that the member, having permanently retired from work, was entitled to access all of their benefits.

TRUST DEED: The Trustee noted that the combining of accounts and commencement of an account based pension **were allowed** under the fund's trust deed.

PAPERWORK: The Trustee resolved to request the superannuation fund's accountant to assist in the completion of forms and other paperwork associated with the combining of accounts and recommencement of an account based pension.

This includes any changes that are required to be made to the accounting and administration records of the superannuation fund.

Signed as a true record.

 
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Wendy Lowien
Chairman

2 July 2012

Mrs Patricia Sheppard
PO Box 1950
BUNDABERG QLD 4670

Dear Mrs Sheppard

Commencement of Account Based Pension

You have requested that we commence an account based pension for you from the Pat Sheppard Superannuation Fund.

Under superannuation legislation, your pension must be above a minimum amount as a percentage of your account balance. The minimum amount based on your age, is 3.75% of your account balance. Below are the annual minimum amounts, both before and after tax and the pension tax offset:

	Minimum
Before Tax & Tax Offset	\$34,070
After Tax & Tax Offset	\$34,070

As there is no restriction on the amount that you may draw from your account, you may draw any amount above this minimum limit during the course of the year. Accordingly, if you wish to increase your desired annual pension amount please advise in writing your new pension amount before tax and tax offset.

Note that the annual minimum and maximum pension amounts are recalculated each year. Accordingly, we will write to you shortly after 1 July next year advising of the change in the minimum and maximum pension payment.

Should you have any queries, please contact us on 0418 758 210.

Yours faithfully



Wendy Lowien
Trustee

21 June 2013

The Trustee
Pat Sheppard Superannuation Fund
PO Box 1950
BUNDABERG QLD 4670

Dear Sir/Madam

Commencement of Pension

Please convert the balance of \$70,691 account number 507 into an account based pension.

I advise that I am aged 66 and have permanently retired from the workforce.

Yours faithfully


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Patricia Sheppard

MINUTES OF MEETING OF PATRICIA SHEPPARD AND WENDY LOWIEN AS TRUSTEE FOR PAT SHEPPARD SUPERANNUATION FUND HELD AT 51 WOONGARRA SCENIC DRIVE, BARGARA QLD 4670 ON THE 22ND DAY OF JUNE 2013

PRESENT: Wendy Lowien (Chairman)
Patricia Sheppard

PENSION: The Trustee resolved to commence an account based pension from 21st June 2013 in accordance with an application received for the member:

Patricia Sheppard

CASHING RESTRICTION: The Trustee noted that the member, having met a condition of release, was entitled to access all of their benefits.

TRUST DEED: The Trustee noted that payment of benefits as an account based pension was allowed under the fund's trust deed.

PENSION PAYMENTS: No minimum pension withdrawal is required as pension was commenced after 1 June 2013.

INVESTMENT STRATEGY: Given that the fund's current investment strategy provides sufficient liquidity to enable the Trustee to meet all pension payments, the Trustee resolved that the fund's strategy remains unchanged following the commencement of the pension.

It was noted that the pension is expected to be paid for a number of years, and as such the retention of long term growth assets is appropriate for the pension.

SEGREGATION OF ASSETS: The Trustee resolved not to segregate the assets of the fund following the commencement of the pension.

PAPERWORK: The Trustee resolved to request the superannuation fund's accountant to assist in the completion of forms and other paperwork associated with the pension, and calculation of pension amounts before and after tax.

This is to include any changes that are required to be made to the accounting and administration records of the superannuation fund. (This could include the segregation of assets, the recording of the member as being in the pension phase so that the accounting system will correctly calculate exempt current pension income and recording of the member's account balance as unrestricted non-preserved.)

Signed as a true record.


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Wendy Lowien
Chairman

23 June 2013

Mrs Patricia Sheppard
PO Box 1950
BUNDABERG QLD 4670

Dear Mrs Sheppard

Annual Pension Amounts

You have requested that we commence an account based pension for you from the Pat Sheppard Superannuation Fund.

As your pension has commenced after 1 June 2013, there is no requirement for you to make a withdrawal prior to the 30 June 2013.

Should you have any queries, please contact us on 0418 758 210

Yours faithfully



Wendy Lowien
Trustee