

26 January 2016

The Trustee
Pat Sheppard Superannuation Fund
51 Woongarra Scenic Drive
BARGARA QLD 4670

Dear Sir/Madam

Commencement of Pension

Please convert my entire balance of \$3,779.14 into an account based pension with a commencement date of 29 January 2016.

I have reached my preservation age and have currently satisfied a condition of release under the SIS Act. .

Yours faithfully


.....
Patricia Sheppard

MINUTES OF MEETING OF PATRICIA ANN SHEPPARD AND WENDY JANE LOWIEN AS TRUSTEE FOR PAT SHEPPARD SUPERANNUATION FUND HELD AT 51 WOONGARRA SCENIC DRIVE, BARGARA QLD 4670 ON THE 27TH DAY OF JANUARY 2016

- PRESENT:** Patricia Sheppard (Chairman)
Wendy Lowien
- PENSION:** The Trustee resolved to commence an account based pension from 29 January 2016 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:** The Trustee resolved to write to the member advising the annual pension payments. The advice is to include the gross amount and the net amount after tax and the pension tax offset if applicable.
- The member is to be requested to advise their preferred pension income.
- The Trustee will consult the superannuation fund's accountant to provide assistance with calculating the annual pension amounts, including tax and the pension tax offset.
- 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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Chairman

27 January 2016

Patricia Sheppard
51 Woongarra Scenic Drive
BARGARA 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.

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 5% of your account balance.

Before Tax & Tax Offset \$80.00
After Tax & Tax Offset \$80.00

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, please confirm in writing your desired annual pension amount before tax.

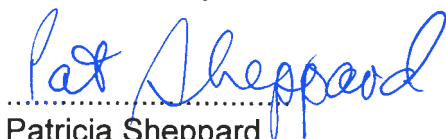
Note that the annual minimum pension amounts are recalculated each year. Accordingly, we will write to you shortly after 1 July next year advising of the change in the minimum pension payment.

Please also advise if you would like your annual pension amount paid periodically (monthly, quarterly, etc).

Should you wish for your pension payments to be made direct to your bank account, please provide your bank account details, including account name, bank, branch address, BSB number and account number.

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

Yours faithfully



Patricia Sheppard
Trustee

28 January 2016

The Trustee
Pat Sheppard Superannuation Fund
51 Woongarra Scenic Drive
BARGARA QLD 4670

Dear Sir/Madam

Annual Pension Amount

In response to your letter dated 27 January 2016, I would like to receive an annual pension amount of \$80.00 before tax.

I confirm that I would like to take this payment as required over this financial year and will ensure that more than the minimum payment is taken by 30 June 2016. I would like my pension to be paid into my bank account. My account details are:

Account Name: Patricia A Sheppard
Bank: Commonwealth Bank of Australia
Branch Address: Bundaberg
BSB Number: 004 403
Account Number: 10503147

Yours faithfully


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Patricia Sheppard

**MINUTES OF MEETING OF PATRICIA ANN SHEPPARD AND WENDY JANE LOWIEN AS TRUSTEE FOR PAT SHEPPARD SUPERANNUATION FUND
HELD AT 51 WOONGARRA SCENIC DRIVE, BARGARA QLD 4670
ON THE 29 JANUARY 2016**

PRESENT: Patricia Sheppard (Chairman)
Wendy Lowien

PENSION PAYMENTS: The Trustee tabled a letter from Patricia Sheppard advising of their desired pension income of \$80.00.

The member has advised that she will take this payment as required over the next year and will ensure that at least the minimum payment is taken by 30 June 2016.

CALCULATIONS: The Trustee is to request the superannuation fund's accountants to calculate the annual after tax pension payable.

Signed as a true record.


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Chairman