

05 November 2020

Mary Mott
J W & M C Mott Superannuation Fund
7 Totten Street, Bundaberg, Queensland 4670

Dear Sir/Madam

**J W & M C Mott Superannuation Fund
Continuation of Account Based Pension**

We have recently completed a review of the assets of **J W & M C Mott Superannuation Fund** and your Account Based Pension account in the Fund as at 03 November 2020. The pension does not have a reversionary beneficiary.

Based on the account balance and the legislative requirements for Account Based Pension, I have set out below the Minimum income stream which must be taken for the current period.

Your balance contains:

- a Taxable Balance of: \$0.00;
- a Tax Free Balance of: \$176,595.32; and
- a Tax Free proportion: 100.00%.

This pension account has been automatically reverted from John Wesley Mott (MOTJOH00002P) on 03/11/2020.

Minimum amount: Your minimum income stream applicable is the same as John Wesley Mott's pension account (MOTJOH00002P) in the first year.

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

Yours sincerely,

A handwritten signature in black ink, appearing to read 'M.C. Mott', with a small red asterisk to the left.

.....
Mary Catherine Mott

Minutes of a Meeting of the Trustee(s)

held on 05 November 2020 at 7 Totten Street, Bundaberg, Queensland 4670

PRESENT: Mary Catherine Mott and Michael Mott

PENSION CONTINUATION: Mary Mott wishes to continue existing Account Based Pension with a commencement date of 03/02/2001. The pension does not have a reversionary beneficiary.

The Pension Account Balance as at 03/11/2020 is \$176,595.32, consisting of:

- Taxable amount of: \$0.00; and
- Tax Free amount of: \$176,595.32
- Tax Free proportion: 100.00%.

This pension account has been automatically reverted from John Wesley Mott (MOTJOH00002P) on 03/11/2020.

TRUSTEE ACKNOWLEDGEMENT: It was resolved that Trustee(s) have agreed to this and has taken action to ensure the following:

- The member's minimum pension payments are to be made at least annually.
- An amount or percentage of the pension will not be prescribed as being left-over when the pension ceases.
- The pension can be transferred only on the death of the pensioner to one of their dependants or cashed as a lump sum to the pensioner's estate.
- The Trustee(s) will comply with ATO obligations such as PAYG withholding and payment summary obligations.
- The fund's trust deed provides for payment of this pension to the member.
- The Trustee(s) will notify the member, in writing, of their pension amount and assessable amount each year.

PAYMENT: It was resolved that the trustees have agreed to pay at least the minimum pension payment for the current year in the frequency of at least an annual payment. Your minimum income stream applicable is the same as John Wesley Mott's pension account (MOTJOH00002P) in the first year.

CLOSURE: Signed by the trustee(s) pursuant to the Fund Deed.

x 

Mary Catherine Mott
Chairperson

J W & M C Mott Superannuation Fund
(“The Fund”)

SMSF Investment Strategy Report

Trustees:

Mary Catherine Mott

Michael Andrew Mott

Date Prepared: 30/06/2021

Review Date: 30/06/2022

Overview

The Investment Strategy outlined below represents an expansion and clarification of the Investment Strategy agreed on at the formation of The Fund. The aim of this strategy is to provide the members with an income on retirement.

Compliance

In recognition of the sole purpose test as required under SIS Legislation, this Investment Strategy has been created in compliance with the Superannuation Industry (Supervision) Act 1993 (SIS Act) and relevant Regulation.

The Fund is an Australian Superannuation Fund as defined in subsection 295-95(2) of the Income Tax Assessment Act 1997 and Section 45 of the Superannuation Industry (Supervision) Act 1993 ("SIS Act").

Review & Monitoring

The Trustees will monitor and review the fund's investment activities on a regular basis and communicate with the members should they feel that any change in strategy is necessary in order to achieve the fund's objective.

Fund Objectives

The Trustees will at all times, act prudently to maximise the rate of return, subject to acceptable risk parameters, and maintenance of appropriate diversification across a broad range of assets.

Having considered the risk profile of the fund and the member's needs and circumstances, the trustee has adopted the following objectives for the investment of assets of the fund:

- Invest the assets of the Fund in such a way as to protect and enhance the superannuation benefits of its members to meet their retirement needs. In the event of a member's death before retirement, this would be to provide benefits to the dependants of the members.
- To achieve an investment return (based on market values and net of tax and charges) that exceeds the CPI by at least 3% per annum when measured over a rolling 5 year period.
- To have a probability of zero or negative returns in any 12 month period of less than one in five years; and
- Have sufficient liquidity to meet liabilities as and when they fall due.

The Trustees recognise that the rate of return on investments can vary due to levels of risk and volatile markets and that the Trustee has no liability should the rate of return not be achieved.

Risk Profile & Risk Tolerance:

The Trustees will strive to identify, measure and manage risks associated with the Funds particular investments.

<p>Member 1 – Mary Catherine Mott</p> <p>Age: 85</p> <p>Employment Status: Retired</p> <p>Account Type: Pension Phase</p> <p>Retirement Objectives: The member is receiving a pension income stream. Investments should be made in risk adverse investments, which combine reasonable security of capital with the prospect of long term growth and a view to prolonging the duration of the pension payments..</p> <p>Investment Risk Preference:</p> <p><input checked="" type="checkbox"/> Low</p> <p><input type="checkbox"/> Low-Medium</p> <p><input type="checkbox"/> Medium</p> <p><input type="checkbox"/> Medium-High</p> <p><input type="checkbox"/> High</p>
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Diversification of Asset Allocation

The Trustees recognise that diversification in a number of investments held by the Fund is an effective method of spreading risk of failure in individual investment. In order to achieve the Funds objectives and remain considerate of the Funds Risk Profile and expected Rate of Return, the Trustee has determined the following asset spread to be appropriate for the Fund.

Asset Class	Target Range	Benchmark
Australian Shares	50-100%	95%
International Shares	0-0%	0%
Cash	0-100%	5%
Australian Fixed Interest	0-0%	0%
International Fixed Interest	0-0%	0%
Mortgages	0-0%	0%
Direct Property	0-0%	0%
Listed Property	0-0%	0%
Other	0-20%	0%

The funds are invested in a combination of cash and listed shares. It is considered that investment in these asset classes are suitable for the Fund’s policy of maximising capital preservation and avoiding

ANTHONY BOYS
PO BOX 3376,
RUNDLE MALL 5000

Dear Antony,

The JW & MC Mott Superannuation Fund
Superannuation Fund Management/Trustee Representation Letter

In connection with your audit examination of the financial report of the JW & MC Mott Superannuation Fund for the year ended 30 June 2021, hereby confirm, at your request that to best of our knowledge and belief, the following representation relating to the accounts are correct.

Financial Report

We have fulfilled our responsibilities, as set out in the terms of the audit engagement letter, for the preparation of the financial report.

The management/trustee have determined that the fund is not a reporting entity for the year ended 30 June 2021 and that the requirement to apply Australian Accounting Standards and other mandatory reporting requirements do not apply to the fund. Accordingly, the financial report prepared is a special purpose financial report, which is for distribution to members of the fund and to satisfy the requirement of the SISA and the SISR, and to confirm that the financial report is free of material misstatements, including omissions.

Sole Purpose

The fund has been maintained for the sole purpose of providing superannuation benefits to its members and their dependents.

Superannuation Fund Books/Records/Minutes

- (a) We have made available to you all financial records and related data, other information, explanations and assistance necessary for the conduct of the audit.
- (b) We have made available to you Minutes of all trustee(s)' meetings and the Trust Deed.
- (c) We have established and maintained an adequate internal control structure to facilitate the preparation of reliable financial statements, and adequate financial records have been maintained. There are no material transactions that have not been properly recorded in the accounting records underlying the financial statements.
- (d) We have no plans or intentions that may materially affect the carrying values, or classification, of assets and liabilities.
- (e) Records maintained during the period were in accordance with the Australian Taxation Office requirements.

Asset Form

The assets of the superannuation fund are being held in a form suitable for the benefit of the members of the fund, and have been held in accordance with the fund's investment strategy.

Ownership and Pledging of Assets

The superannuation fund has satisfactory title to all assets disclosed in the Statement of Financial Position. Investments are registered in the name of the trustee(s).

No assets of the superannuation fund have been pledged to secure liabilities of the superannuation fund or of others.

Investments

- (a) We have considered the requirement of generally accepted accounting standards in regards to impairment of assets when assessing the impairment of assets and in ensuring that no assets are stated in excess of their recoverable amount.
- (b) There are no commitments, fixed or contingent, for the purchase or sale of long-term investments that have not been disclosed in the financial statements.
- (c) The investment strategy has been determined with due regard to risk, return, liquidity, diversity and the insurance needs of fund members, and the assets of the fund are in line with this strategy.
- (d) All investments are acquired, maintained and disposed of on an arm's length basis.

Trust Deed

The superannuation fund is being conducted in accordance with its Trust Deed.

Superannuation Industry (Supervision) Act and Regulations

- (a) The fund meets the definition of a self-managed superannuation fund under the SISA.
- (b) The fund has been conducted in accordance with the SISA, the SISR and its governing rules at all times during the year. Also there were no amendments to the governing rules during the year, except as notified to you.
- (c) The fund is being conducted in accordance with the SISA and the SISR, in particular the relevant requirements of the following provisions:

Sections: 17A, 35AE, 35B, 35C(2), 62, 65, 66, 67,67A, 67B, 82-85, 103, 104, 104A, 105, 109, 126K

Regulations: 1.06(9A), 4.09, 4.09A, 5.03, 5.08, 6.17, 7.04, 8.02B, 13.12, 13.13, 13.14, 13.18AA
- (d) The trustee(s) have been nominated and may only be removed in such manner and circumstances as are allowed in the Trust Deed.
- (e) The trustees are not disqualified persons under s126K of the SISA.
- (f) Any vacancy among the trustee(s) is filled in accordance with the Trust Deed.
- (g) The trustee(s) have complied with all trustee standards set out in SISR and the covenant prescribed by section 52 of the SISA.
- (h) The trustee(s) have complied with all investment standards set out in the SISA and the SISR.
- (i) Information retention obligations have been complied with.

- (j) All contributions accepted and benefits paid have been in accordance with the governing rules of the fund and relevant provisions of the SISA and the SISR.

There are no breaches or possible breaches of the SIS legislation whose effects should be considered for disclosure in the financial report or to the Australian Taxation Office.

Commitments

- (a) There are no material commitments for construction or acquisition of property, plant and equipment to acquire other non-current assets, such as investments or intangibles, other than those disclosed in the financial report.
- (b) There were no commitments for purchase or sale of securities or assets or any options given by the fund including options over share capital.

Taxation

- (a) We have calculated income tax expense, current tax liability, deferred tax liability and deferred tax asset according to the definitions of taxable income and allowable deductions. We have calculated and recognised all other applicable taxes according to the relevant tax legislation.
- (b) There are no activities that invoke the anti-avoidance provisions of any applicable tax legislation.

Borrowings

The trustees have not borrowed money on behalf of the superannuation fund with the exception of borrowings which were allowable under the SIS Act and the SIS Regulations.

Related Parties

- (a) The fund has not made any loans to, or provided financial assistance to members of the fund or their relatives.
- (b) No asset has been acquired from a member or related party other than as permitted under the SISA and the SISR.
- (c) Related party transactions and related amounts receivable or payable have been properly disclosed in the financial statements.
- (d) All related party transactions have been conducted on commercial terms as if the transaction was undertaken on an arms length basis in accordance with section 109 of the SIS Act, **AND** those related party transactions do not contravene *practical Compliance Guidelines* issued by the Regulator regarding non arms length Income and non arms length expenditure.

Accounting Misstatement Detected by Audit

There has been no misstatement noted by audit during the course of the current year audit.

Insurance

The superannuation fund has an established procedure whereby an officer reviews at least annually the adequacy of insurance cover on all assets and insurable risks where relevant. This review has been performed and where it is considered appropriate, assets and insurable risks of the superannuation fund are adequately covered by insurance.

Accounting Estimates

We confirm the significant assumptions used in making accounting estimates are reasonable.

Fair Value Measurements and Disclosures

We confirm that significant assumptions used in fair value measurements and disclosures are reasonable and appropriately reflect our intent and ability to carry out specific courses of action on behalf of the fund.

Going Concern

In the opinion of the trustees there are reasonable grounds to believe that the superannuation fund will be able to:

- Pay its debts as and when they fall due.
- Continue as a going concern for the foreseeable future.

We, therefore, confirm that the going concern basis is appropriate for the financial report.

Events after Balance Sheet Date

We are not aware of any events that have occurred between the financial reporting date to the date of this letter that we need to disclose or recognise in the financial report.

Comparative Information

We confirm that there have been no restatements made to correct a material misstatement in the prior period financial report that affects the comparative information.

Fraud and Error

- (a) There has been no:
 - (i) Fraud, error, or non-compliance with laws and regulations involving management or employees who have a significant role in the internal control structure.
 - (ii) Fraud, error, or non-compliance with laws and regulations that could have a material effect on the financial report.
 - (iii) Communication from regulatory agencies concerning non-compliance with, or deficiencies in, financial reporting practices that could have a material effect on the financial report.
- (b) The superannuation fund has disclosed to the auditor all significant facts relating to any frauds or suspected frauds known to management that may have affected the superannuation fund.
- (c) The superannuation fund has disclosed to the auditor the results of its assessment of the risk that the financial report may be materially misstated as a result of fraud.
- (d) The superannuation fund has disclosed to the auditor the results of its assessment of the risk that the financial report may be materially misstated as a result of fraud.

Legal Matters

We confirm that all matters that may result in legal action against the fund or the trustees in respect of the fund, have been discussed with a solicitor and brought to the attention of the auditor so that a solicitor's representation letter may be obtained.

General

- (a) Neither the superannuation fund nor any Trustees have any plans or intentions that may materially affect the book value or classification of assets and liabilities at balance sheet date.
- (b) The superannuation fund accepts responsibility for the implementation and operations of accounting and internal control systems that are designed to prevent and detect fraud and error. We have established and maintained adequate internal control to facilitate the preparation of a reliable financial report, and adequate financial records have been maintained. There are no material transactions that have not been properly recorded in the accounting records underlying the financial report.
- (c) There are no violations or possible violations of laws or regulations whose effects should be considered for disclosure in the financial report or as a basis for recording an expense.
- (d) The superannuation fund has complied with all aspects of contractual agreements that would have a material effect on the financial report in the event of non-compliance.

We understand that your examination was made in accordance with the Australian Auditing Standards and was, therefore, designed primarily for the purpose of expressing an opinion on the financial report of the fund taken as a whole, and that your tests of the financial records and other auditing procedures were limited to those which you considered necessary for that purpose.

Additional Matters

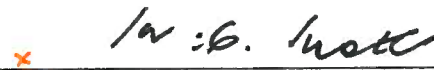
There are no additional matters.

Signed by the Trustees of the JW & MC Mott Superannuation Fund



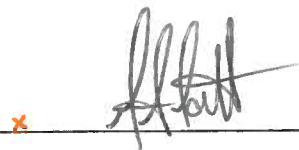
Mary Catherine Mott

Trustee



The Legal Personal Representative of John Wesley Mott (Deceased)

Trustee



Michael Andrew Mott

Trustee

JW & MC Mott Superannuation Fund

Dear Trustees

The JW & MC Mott Superannuation Fund
Audit Engagement Letter

Objectives and Scope of the Audit

You have requested that we audit the financial statements of the SMSF for the year ended 30 June 2021. We are pleased to confirm our acceptance and understanding of this engagement by means of this letter.

Our audit will be performed in accordance with Australian Auditing Standards, the *Superannuation Industry (Supervision) Act 1993 (SISA)* and the *Superannuation Industry (Supervision) Regulations (SISR)* with the objective of expressing an opinion on the financial report and the fund's compliance with the specified requirements of the SISA and the SISR.

Our Responsibilities

We will conduct our audit in accordance with Australian Auditing Standards. Those Auditing Standards require that we comply with relevant ethical requirements relating to audit engagements and plan and perform the audit to obtain reasonable assurance as to whether the financial report is free from material misstatement.

An audit involves performing audit procedures to obtain audit evidence about the amounts and disclosures in the financial report. The procedures selected depend on the auditor's judgement, including the assessment of the risks of material misstatement of the financial report, whether due to fraud or error. An audit also includes evaluating the appropriateness of the financial reporting framework, accounting policies used and the implementation and operation of accounting and internal control systems that are designed to prevent and detect fraud and error, as well as evaluating the overall presentation of the financial report.

Because of the inherent limitations of an audit, together with the inherent limitations of internal control, there is an unavoidable risk that some material misstatement may not be detected, even though the audit is properly planned and performed in accordance with Australian Auditing Standards.

In making our risk assessments, we consider internal control relevant to the entity's preparation of the financial report in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. We will, however, communicate to you in writing any significant deficiencies in internal control relevant to the audit of the financial report that we have identified during the audit.

Trustees' Responsibilities

Our audit will be conducted on the basis that the trustee(s) acknowledge and understand that they have responsibilities:

- For the preparation of the financial report that gives a true and fair view in accordance with the Australian Auditing Standards, other mandatory reporting requirements and the SIS Act and SIS Regulations is that of the trustee(s);
- For such internal control as the trustee(s) determine is necessary to enable the preparation of the financial report that is free from material misstatement, whether due to fraud or error; and
- To provide us with:
 - Access to all information of which the trustees are aware that is relevant to the preparation of the financial report such as records, documentation and other matters;

- Additional information that we may request from the trustees for the purpose of the audit; and
- Unrestricted access to persons within the entity from whom we determine it necessary to obtain audit evidence.

As part of our audit process, we will request from trustees written confirmation concerning representations made to us in connection with the audit.

Australian Auditing Standards require that we determine whether the financial reporting framework applied in the preparation of this special purpose of financial report is acceptable. If we determine the financial reporting framework to be unacceptable, we will not be able to undertake the audit engagement unless the framework is amended and then determined to be acceptable.

If a qualified audit report is to be issued following the completion of our audit, we will advise the details to you in a timely manner and prior to the issue of our report.

Audit of SIS Compliance

For the year ended 30 June 2021, we are required to form an opinion in respect of compliance with certain aspects of SIS. Our report must refer to the following sections and regulations:

Sections: 17A, 35AE, 35B, 35C(2), 52, 62, 65, 66, 67, 67A, 67B, 82-85, 103, 104, 104A, 105, 109, 126K

Regulations: 1.06(9A), 4.09, 4.09A, 5.03, 5.08, 6.17, 7.04, 8.02B, 13.12, 13.13, 13.14, 13.18AA, 13.22C

Report on Significant Matters

Under section 129 of the SISA we are required to report to you in writing. If during the course of, or in connection with, our audit, we become aware of any contravention of the Act or Regulations which we believe has occurred, is occurring or may occur.

We are also required to report to the ATO, as regulator, any contravention of the SISA and the SISR, where we believe the contravention may affect the interests of the members of beneficiaries of the fund.

In addition, we are also required under section 130 to report to you if we believe the superannuation fund may be, or may be about to become, in an unsatisfactory financial position. If we are not satisfied with your response as trustee(s) as to the action taken to rectify the situation or we receive no response, we are obliged to report the matter to the ATO.

A failure on the part of the trustee to rectify these breaches to the satisfaction of the ATO may result in significant penalties to the trustee and the fund itself.

In addition to our report on the financial statements, we will also report to you any material weaknesses in the fund's system of accounting and internal control which come to our notice during the course of our audit.

Quality Control

The conduct of our audit in accordance Australian Auditing Standards means that information acquired by us in the course of our audit is subject to strict confidentiality requirements. Information will not be disclosed by us to other parties except as required or allowed for by law or professional standards, or with your expressed consent.



Change of details for superannuation entities

Use this form to change the following details for a superannuation entity:

- entity type
- Australian Prudential Regulation Authority (APRA) fund type
- structure
- Australian superannuation fund status
- entity name / other name
- address
- authorised contact person
- associates (trustees, members, directors of corporate trustees, legal personal representatives).

This form can also be used by superannuation entities to:

- elect to be regulated under the *Superannuation Industry (Supervision) Act 1993*
- become a self-managed superannuation fund, or
- become an APRA regulated superannuation fund.

For information on other ways you can change or update your details, see page 2 of the Instructions.

- 1 In this form, 'entity' and 'entities' are terms used to refer to the superannuation fund or trust that is changing its details.
- 1 We will only process this form if you are recorded with us as being authorised to update details on behalf of the entity.
- 1 Refer to the instructions to help you complete this form.
 - Print clearly using a black or dark blue pen.
 - Use BLOCK LETTERS and print one character per box.
 - Place **X** in all applicable boxes.
 - Do not use correction fluid or covering stickers.

Section A: Entity information

1 What is the entity's Australian business number (ABN) or tax file number (TFN)?

➤ Refer to 'The Australian Business Register and your privacy' on page 8 of the Instructions.

ABN

or

TFN

2 What is the entity's legal name as it appears on the Australian Business Register?

THE TRUSTEE FOR JW & MC MOTT SUPER FUND

3 From what date do you want the changes to take effect?

Day Month Year
 / /

Section B: Do you want to change the entity type?

No Go to section C.

Yes Complete this section.

4 What is the new entity type? (Place X in one box only.)

➤ See Instructions page 2.

An ATO regulated self-managed superannuation fund Go to section D.

An Australian Prudential Regulation Authority (APRA) regulated superannuation fund Go to section C.

Section C: Are you electing to become an APRA fund or changing your APRA fund type?

No Go to section D.

Yes Complete this section.

5 What is the new APRA fund type? (Place X in one box only.)

➤ See Instructions page 3.

- | | |
|--|--|
| Public offer fund <input type="checkbox"/> | Small APRA fund <input type="checkbox"/> |
| Non-public offer fund <input type="checkbox"/> | Approved deposit fund <input type="checkbox"/> |
| Public sector fund <input type="checkbox"/> | Pooled superannuation trust <input type="checkbox"/> |
| Public sector superannuation scheme <input type="checkbox"/> | |

Section D: Do you want to change the entity's structure?

This question must be answered if you have notified a change of entity type in section B or you are adding or removing a member for self-managed funds.

No Go to section E.

Yes Complete this section.

6 What is the entity's new structure? (Place X in one box only.)

➤ See Instructions page 4.

- | | |
|---|--|
| Accumulation fund <input type="checkbox"/> | |
| Defined benefit fund <input type="checkbox"/> | If the entity is an APRA regulated superannuation fund, how many defined benefit members does the entity have? |
| Both accumulation and defined benefit fund <input type="checkbox"/> | |
- ⓘ Do not include accumulation members in this total.
-

Section E: Do you want to change the entity's residency status?

(That is, the entity became or ceased to be an Australian superannuation fund for tax purposes.)

No Go to section F.

Yes Complete this section.

7 What is the new residency status of the entity?

➤ See Instructions page 4.

- Australian superannuation fund
- Foreign superannuation fund

Section F: Do you want to change the entity's name?

No Go to section G.

Yes Complete this section.

8 What is the entity's new name?

This should be the new name of the entity that appears in the trust deed or governing rules.

Section G: If the entity is known by another name, do you want to add or remove other names?

This 'other name' is not the name referred to at question 2. It is an additional name that the entity may be commonly known by. For example, a name that is used in advertising.

No Go to section H.

Yes Complete this section.

i If you are changing the other name of the entity, provide the new name at question 9 and the old name at question 10.

9 Do you want to add a name?

No Go to question 10.

Yes What name do you want to add?

If you want to add more than one name, provide the details on a separate sheet of paper and include with this form. Include the name (provided at question 2) and ABN of the entity on each sheet. Title the additional sheets of paper with the heading, 'Other names to be added'.

10 Do you want to remove a name?

No Go to section H.

Yes What name do you want to remove?

If you want to remove more than one name, provide the details on a separate sheet of paper and include with this form. Include the name (provided at question 2) and ABN of the entity on each sheet. Title the additional sheets of paper with the heading, 'Other names to be removed'.

Section H: Do you want to update the entity's address details?

This section should be used to change the main business address, postal address or email address of the entity. Only provide address details for those addresses that need updating.

No Go to section I.

Yes Complete this section.

11 Where is the entity's new main business location or address?

This must be a street address, for example, 123 Smith St.

It cannot be a post office box number, roadside mail bag, roadside delivery or other delivery point address.

Street address

Suburb/town/locality

State/territory

Postcode

Country if outside Australia

12 What is the entity's new postal address for service of notices and correspondence?

This is the address where government departments and agencies will send notices and correspondence.

The address will also be made publicly available on Super Fund Lookup at superfundlookup.gov.au

➤ See Instructions page 5.

As above If the entity's new postal address is the same as the new main business address, cross this box.

Suburb/town/locality

State/territory

Postcode

Country if outside Australia

13 What is the entity's new email address for service of notices and correspondence?

This is the address where government departments and agencies may send notices and correspondence.

Use BLOCK LETTERS and print one character per box. Provide only one email address.

➤ See Instructions page 5.

14 Which matters should the entity's new address apply to? (place X in all applicable boxes)

ABN

Income tax

Goods and services tax (GST)

Superannuation accounts

Pay as you go (PAYG) withholding

Section I: Do you want to update the entity's contact person?

No Go to section J.

Yes Complete this section.

15 Who is the new authorised contact person for the entity?

Provide details of a person who may be contacted for further information. They must be authorised to make changes or update information on behalf of the entity, for example, a registered tax or BAS agent.

For more information about what an authorised contact can do on your behalf, visit ato.gov.au/primarycontact

Title: Mr Mrs Miss Ms Other

Family name

Preferred name

Position held

Business hours phone number (a contact number must be provided)

Mobile phone number

After hours phone number

Fax number

Email address of contact person (use BLOCK LETTERS)

Preferred language, if other than English. We may not be able to speak to the contact person in their preferred language at all times.

If you have nominated a registered tax or BAS agent as the new authorised contact person, provide their registration number

16 Which matters is the new authorised contact person permitted to deal with on behalf of the entity?

(place X in all applicable boxes)

ABN

Income tax

GST

Superannuation accounts

PAYG withholding

17 Do you want to add more than one authorised contact person?

No Go to question 18.

Yes Provide these details on a separate sheet of paper:

- title each page with 'Add authorised contacts'
- the ABN and legal name of the entity
- all information we request at questions 15 and 16.

If additional contact people are registered tax or BAS agents, provide their registration number.

18 Do you want to remove an authorised contact?

Provide details of the person who was previously authorised as a contact person but who may no longer be contacted in relation to the entity.

No Go to section J.

Yes Which authorised contact do you want to remove?

Title: Mr Mrs Miss Ms Other

Family name

Preferred name

19 Do you want to remove more than one authorised contact person?

No Go to section J.

Yes Provide these details on a separate sheet of paper:

- title each page with 'Remove authorised contacts'
- the ABN and legal name of the entity
- all information we request at question 18.

Section J: Do you want to update the entity's associate details?

This section is used to add or remove associates of the entity.

① All entities must provide details of their corporate or individual trustees. Self-managed superannuation funds must also provide details of their members and the directors of their corporate trustees.

➤ See Instructions **page 5**.

No Go to section K.

Yes Complete this section.

Trustee disclosure

The trustee disclosure questions at section M must be completed if a self-managed superannuation fund adds and/or removes associates.

Tax file number (TFN) disclosure

We are authorised by the *Taxation Administration Act 1953* to ask for tax file numbers. You do not have to provide a TFN. However, not providing a TFN may increase the risk of an administrative error and/or delay the processing of this form. If we cannot identify an associate from the information you provide, you may be contacted for more information.

If an individual who is a trustee, member or director chooses not to disclose their TFN, they must provide their full name, residential address, gender and date of birth on a separate sheet of paper with the form. Title the separate sheet of paper with the heading 'Individual details'.

If a corporate trustee chooses not to disclose its TFN, it must provide its business address and the date it commenced, registered or became incorporated on a separate sheet of paper. Title the separate sheet of paper with the heading 'Corporate trustee details' and include with this form. Ensure that any additional sheets of paper include the name (provided at question 2) and ABN of the entity.

20 Do you want to add new individuals associated with the entity?

No Go to question 24.

Yes Go to question 21.

21 Is the new associate a corporate trustee?

No Go to question 22.

Yes Provide corporate trustee details below.

Full name of the corporate trustee

Australian Company Number (ACN) or
Australian Registered Body Number (ARBN)

i The corporate trustee's ACN or ARBN must be provided.

--	--	--

Tax file number

e Refer to the 'Tax file number disclosure' on page 6 of this form.

--	--	--	--

22 Do you want to add individuals associated with the entity?

No Go to question 24.

Yes Provide details below of the individual associates you want to add.

Individuals include:

- trustees
- members of the self-managed superannuation fund
- directors of the corporate trustee (for self-managed superannuation funds only), and
- legal personal representatives.

i State and Territory laws can restrict the number of trustees a trust can have. A self-managed superannuation fund (SMSF) is a type of trust. If your SMSF has more than four trustees, you should seek professional advice to understand if your SMSF is impacted by these restrictions. To avoid this issue, SMSFs can have a corporate trustee and each member is a Director of that corporate trustee.

i You may be contacted to provide further evidence to confirm the appointment of a legal personal representative.

INDIVIDUAL ONE

All position/s held (place X in all applicable boxes)

Individual trustee Director of the corporate trustee Member of self-managed superannuation fund Legal personal representative

Name

Title: Mr Mrs Miss Ms Other

Family name

MOTT

First given name

MICHAEL

Other given names

ANDREW

Tax file number 490 888 751 **e** Refer to the 'Tax file number disclosure' on page 6 of this form.

Date of birth Day: 26 / Month: 10 / Year: 1967

Gender Male Female Indeterminate

INDIVIDUAL TWO

All position/s held (place X in all applicable boxes)

Individual trustee Director of the corporate trustee Member of self-managed superannuation fund Legal personal representative

Name

Title: Mr Mrs Miss Ms Other

Family name

First given name

Other given names

Tax file number Refer to the 'Tax file number disclosure' on page 6 of this form.

Date of birth / / Gender Male Female Indeterminate

INDIVIDUAL THREE

All position/s held (place X in all applicable boxes)

Individual trustee Director of the corporate trustee Member of self-managed superannuation fund Legal personal representative

Name

Title: Mr Mrs Miss Ms Other

Family name

First given name

Other given names

Tax file number Refer to the 'Tax file number disclosure' on page 6 of this form.

Date of birth / / Gender Male Female Indeterminate

INDIVIDUAL FOUR

All position/s held (place X in all applicable boxes)

Individual trustee Director of the corporate trustee Member of self-managed superannuation fund Legal personal representative

Name

Title: Mr Mrs Miss Ms Other

Family name

First given name

Other given names

Tax file number Refer to the 'Tax file number disclosure' on page 6 of this form.

Date of birth / / Gender Male Female Indeterminate

INDIVIDUAL FIVE

All position/s held (place X in all applicable boxes)

Individual trustee Director of the corporate trustee Member of self-managed superannuation fund Legal personal representative

Name

Title: Mr Mrs Miss Ms Other

Family name

First given name

Other given names

Tax file number Refer to the 'Tax file number disclosure' on page 6 of this form.

Date of birth / / Gender Male Female Indeterminate

23 Do you want to add more individuals associated with the entity?

No Go to question 24

Yes Provide these details on a separate sheet of paper:
■ title each page with 'Add associates'
■ the ABN and legal name of the entity
■ all information we request at question 22.

24 Do you want to remove a corporate trustee of the entity?

No Go to question 25.

Yes Provide details below of the corporate trustee you want to remove.

Full name of the corporate trustee

Australian Company Number (ACN) or Australian Registered Body Number (ARBN)

The corporate trustee's ACN or ARBN must be provided.

Tax file number

Refer to the 'Tax file number disclosure' on page 6 of this form.

25 Do you want to remove an individual associated with the entity?

No Go to section K.

Yes Provide details below of the individual associate you want to remove.

All position/s held (place X in all applicable boxes)

Individual trustee Director of the corporate trustee Member of self-managed superannuation fund Legal personal representative

Name

Title: Mr Mrs Miss Ms Other

Family name

First given name

Other given names

Tax file number Refer to the 'Tax file number disclosure' on page 6 of this form.

Date of birth / / Gender Male Female Indeterminate

Section L: Notice of election

1 This notice of election must be made if entities are electing to be regulated under the *Superannuation Industry (Supervision) Act 1993* and be eligible for tax concessions. Entities already regulated under this Act should go to section M.

28 Is the entity electing to be regulated under the *Superannuation Industry (Supervision) Act 1993*?

See Instructions page 6

No Go to section M.

Yes Complete this section.

I/We, the trustee/s or director/s or secretary of the corporate trustee of (insert full name of entity as shown on the trust deed)

Name of entity

elect that the *Superannuation Industry (Supervision) Act 1993* is to apply in relation to the superannuation entity, and understand that the election is irrevocable.

Indicate the basis on which the entity is regulated (place X in one or both boxes as appropriate)

Pensions power The governing rules provide that the sole or primary purpose of the entity is the provision of age pensions.

and/or

Corporations power The entity trustee is a constitutional corporation pursuant to a requirement contained in the governing rules.

Individual trustees

Each individual trustee must sign and date below.

Day Month Year	Day Month Year	Day Month Year
Date <input type="text"/> / <input type="text"/> / <input type="text"/>	Date <input type="text"/> / <input type="text"/> / <input type="text"/>	Date <input type="text"/> / <input type="text"/> / <input type="text"/>
Day Month Year	Day Month Year	Day Month Year
Date <input type="text"/> / <input type="text"/> / <input type="text"/>	Date <input type="text"/> / <input type="text"/> / <input type="text"/>	Date <input type="text"/> / <input type="text"/> / <input type="text"/>

Corporate trustees

Signed by, or on behalf of, the body corporate in a way that is effective in law, and that binds the body corporate.

Day Month Year	Day Month Year
Date <input type="text"/> / <input type="text"/> / <input type="text"/>	Date <input type="text"/> / <input type="text"/> / <input type="text"/>

Common seal of corporation

See 'Corporate trustees' on page 6 of the Instructions.

Section M: Self-managed superannuation fund trustee disclosure

Privacy

We are authorised by the *Superannuation Industry (Supervision) Act 1993* to collect the information in this section. This information will be used to assess a person's eligibility to be an individual trustee, a corporate trustee or a responsible officer of a corporate trustee of a self-managed superannuation fund. This information will only be disclosed where permitted by law. Agencies we routinely disclose this information to include the Australian Prudential Regulation Authority and the Australian Securities & Investments Commission.

29 Is the entity a self-managed superannuation fund or electing to become a self-managed superannuation fund?

No Go to section N.

Yes Complete this section.

30 Is there an individual trustee who is a legal personal representative, or a parent or guardian acting on behalf of a member under a legal disability?

No

Yes

31 Is there a director of a corporate trustee who is a legal personal representative, or a parent or guardian acting on behalf of a member under a legal disability?

No

Yes

i A legal personal representative does not include a registered tax or BAS agent or accountant unless they meet the definition on **page 5** of the Instructions.

32 Trustee disclosure supplementary questions

i These questions must be answered on behalf of all individual trustees, a corporate trustee and responsible officers of a corporate trustee.

Individual trustees of a self-managed superannuation fund

Have any of the trustees been convicted of an offence in respect of dishonest conduct in the Commonwealth or any state, territory or foreign country?

No Yes

Has a civil penalty order ever been made in relation to any of the trustees?

No Yes

Are any of the trustees an undischarged bankrupt?

No Yes

Have any of the trustees been notified that they are a disqualified person by a Regulator (APRA or the Commissioner of Taxation)?

No Yes

Corporate trustee of a self-managed superannuation fund

Does the company know or have reasonable grounds to suspect, that a person who is, or is acting as, a responsible officer of the body corporate is a disqualified person?

No Yes

Has a receiver, or a receiver and manager of the company been appointed?

No Yes

Has the company been placed under official management?

No Yes

Has a provisional liquidator of the company been appointed?

No Yes

Is the company being wound-up?

No Yes

Section N: Declaration

- ① Only a person currently on our records as having authority to make changes or update registration details on behalf of the entity can sign this declaration. For more information visit ato.gov.au/primarycontact

33 Who is the authorised person signing this declaration?

(Complete all of the fields below)

Name of signatory

BRADLEY GROGAN

Position held

ACCOUNTANT

Business hours phone number

0741524677

If the person completing this form is the nominated registered tax or BAS agent, provide your registration number

61032902

Before you sign this form

Make sure you have answered all the relevant questions correctly and read the privacy statement below before you sign and date this page. An incomplete form may delay processing and we may ask you to complete a new application.

- ① We may impose penalties for giving false or misleading information.

Privacy

Taxation law authorises the Registrar of the Australian Business Register (ABR) to collect information, including personal information about the person authorised to sign the declaration. For information about your privacy go to abr.gov.au/general-information/privacy

I declare that:

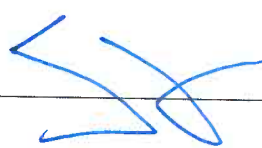
- the information on this form is true and correct
- where the entity is a self-managed superannuation fund, I am aware that all new trustees or directors of the corporate trustee appointed after 30 June 2007 must sign a trustee declaration within 21 days of them becoming a trustee or director of the corporate trustee of the fund (see instructions page 7).

OR

I declare that:

- this document has been prepared in accordance with information supplied by the entity
- I have received a declaration in writing from the entity stating that the information is true and correct
- I am authorised by the entity to give this document to the Commissioner of Taxation or Registrar of the Australian Business Register
- where the entity is a self-managed superannuation fund, the entity is aware that all new trustees or directors of the corporate trustee appointed after 30 June 2007 must sign a trustee declaration within 21 days of them becoming a trustee or director of the corporate trustee of the fund (see instructions page 7).

Signature

B.N. 

Date

Day / Month / Year
□□ / □□ / □□□□

Lodging this form

Make a copy of this application for your own records before you send it to:

Australian Business Register
PO Box 3000
ALBURY NSW 2640



Super transfer balance account report

Who should complete this report?

Super providers and life insurance companies should complete this report when:

- there is a transfer balance account reporting requirement
- further information is required to calculate a member's total super balance
- further information is required to determine a member's concessional contributions amount
- incorrect information has previously been reported to us.

The obligation to report is on:

- the trustee of the fund for a super fund, including self-managed super funds (SMSFs) or an approved deposit fund (ADF)
- the retirement savings account (RSA) provider for an RSA
- a director of the life insurance company for a life insurance company.

Instructions

Follow the Super transfer balance account report instructions for assistance when completing this report.

You must complete and lodge separate reports for each member. If you have more than four events to report for a member you must lodge separate reports. However, if you are reporting a child death benefit income stream or a child reversionary income stream you can only report one event per report.

To cancel or update information already reported to us, you must cancel the original report. Ensure the "Yes" box in Section B is clearly marked and lodge the report exactly the same as the original event. A new report can then be lodged with the correct information.

Completing this report

- Print clearly, using a BLACK pen only.
- Use BLOCK LETTERS and print one character per box.

S M I T H S T

- Place in ALL applicable boxes.



Section A: Member details

1 Tax file number (TFN)

i You don't have to provide the TFN to us. However, if you do, it will help us identify the member correctly and process your report quickly. For more information on privacy, refer to ato.gov.au/privacy

2 Name

Title: Mr Mrs Miss Ms Other

Family name
M O T T

First given name
M A R Y

3 Date of birth / /

4 Current residential address

7 T O T T E N S T R E E T

Suburb/town

B U N D A B E R G

State/territory
Q L D
(Australia only)

Postcode
4 6 7 0
(Australia only)

Country if other than Australia

Section D-1: Event one

1 Refer to the instructions for more information on how to complete this section. Only report one event in this section. You can report a second event in Section D-2.

11 Is the first event:

- A response to a commutation authority Go to question 12.
- An income stream that commenced prior to 1 July 2017 Go to question 13.
- An income stream that commenced on or after 1 July 2017 Go to question 13.
- A limited recourse borrowing arrangement repayment Go to question 13.
- A different transfer balance cap event Go to question 14.

Additional information to calculate a member's total super balance or concessional contributions – Go to questions 15 and 16.

Transfer balance cap event

12 Commutation authority

An event that occurred in response to a commutation authority issued by the ATO.

1 A commutation authority is a notice the Commissioner issues to a super income stream provider requiring the provider to commute an amount out of a specified super income stream.

Event type:

- Commutation authority – commuted in full
- Commutation authority – commuted in part
- Commutation authority – deceased
- Commutation authority – defined benefit

➤ Go to Event details on the next page.

13 Pre-existing or new income stream event or a limited recourse borrowing arrangement (LRBA) repayment

A transfer balance cap event in relation to an income stream in existence just before 1 July 2017; a new income stream that commenced on or after 1 July 2017; or an LRBA repayment.

1 If you select either **child death benefit income stream** or **child reversionary income stream** you must complete Section F and you can only report one event on this report.

Event type:

- Super income stream
- Reversionary income stream
- LRBA repayment

1 If you select one of the below events you can only report one event in this report. Refer to the instructions for more information.

- Child death benefit income stream
- Child reversionary income stream

➤ Go to Event details on the next page.

14 Other transfer balance cap event

Any other transfer balance cap event.

1 If your member has voluntarily requested that you commute an amount, select **Member commutation** event type. Do not use this event type if you are responding to a commutation authority from the ATO.

Event type:

- Member commutation
- Income stream stops being in retirement phase
- Structured settlement – post 1 July 2017

➤ Go to Event details on the next page.

Section D-2: Event two

1 Refer to the instructions for more information on how to complete this section. Only report one event in this section. You can report a third event in Section D-3.

11 Is the second event:

- A response to a commutation authority Go to question 12.
- An income stream that commenced prior to 1 July 2017 Go to question 13.
- An income stream that commenced on or after 1 July 2017 Go to question 13.
- A limited recourse borrowing arrangement repayment Go to question 13.
- A different transfer balance cap event Go to question 14.

Additional information to calculate a member's total super balance or concessional contributions – Go to questions 15 and 16.

Transfer balance cap event

12 Commutation authority

An event that occurred in response to a commutation authority issued by the ATO.

1 A commutation authority is a notice the Commissioner issues to a super income stream provider requiring the provider to commute an amount out of a specified super income stream.

Event type:

- Commutation authority – commuted in full
- Commutation authority – commuted in part
- Commutation authority – deceased
- Commutation authority – defined benefit

➤ Go to Event details on the next page.

13 Pre-existing or new income stream event or a limited recourse borrowing arrangement (LRBA) repayment

A transfer balance cap event in relation to an income stream in existence just before 1 July 2017; a new income stream that commenced on or after 1 July 2017; or an LRBA repayment.

1 If you select either **child death benefit income stream** or **child reversionary income stream** you must complete Section F and you can only report one event on this report.

Event type:

- Super income stream
- Reversionary income stream
- LRBA repayment

➤ Go to Event details on the next page.

14 Other transfer balance cap event

Any other transfer balance cap event.

1 If your member has voluntarily requested that you commute an amount, select **Member commutation** event type. Do not use this event type if you are responding to a commutation authority from the ATO.

Event type:

- Member commutation
- Income stream stops being in retirement phase
- Structured settlement – post 1 July 2017

➤ Go to Event details on the next page.

Section D-3: Event three

❗ Refer to the instructions for more information on how to complete this section. Only report one event in this section. You can report a fourth event in Section D-4.

11 Is the third event:

- A response to a commutation authority Go to question 12.
- An income stream that commenced prior to 1 July 2017 Go to question 13.
- An income stream that commenced on or after 1 July 2017 Go to question 13.
- A limited recourse borrowing arrangement repayment Go to question 13.
- A different transfer balance cap event Go to question 14.

Additional information to calculate a member's total super balance or concessional contributions – Go to questions 15 and 16.

Transfer balance cap event

12 Commutation authority

An event that occurred in response to a commutation authority issued by the ATO.

❗ A commutation authority is a notice the Commissioner issues to a super income stream provider requiring the provider to commute an amount out of a specified super income stream.

Event type:

- Commutation authority – commuted in full
- Commutation authority – commuted in part
- Commutation authority – deceased
- Commutation authority – defined benefit

➤ Go to Event details on the next page.

13 Pre-existing or new income stream event or a limited recourse borrowing arrangement (LRBA) repayment

A transfer balance cap event in relation to an income stream in existence just before 1 July 2017; a new income stream that commenced on or after 1 July 2017; or an LRBA repayment.

❗ If you select either **child death benefit income stream** or **child reversionary income stream** you must complete Section F and you can only report one event on this report.

Event type:

- Super income stream
- Reversionary income stream
- LRBA repayment

➤ Go to Event details on the next page.

14 Other transfer balance cap event

Any other transfer balance cap event.

❗ If your member has voluntarily requested that you commute an amount, select **Member commutation** event type. Do not use this event type if you are responding to a commutation authority from the ATO.

Event type:

- Member commutation
- Income stream stops being in retirement phase
- Structured settlement – post 1 July 2017

➤ Go to Event details on the next page.

Section D-4: Event four

1 Refer to the instructions for more information on how to complete this section. Only report one event in this section.

11 Is the fourth event:

- A response to a commutation authority Go to question 12.
- An income stream that commenced prior to 1 July 2017 Go to question 13.
- An income stream that commenced on or after 1 July 2017 Go to question 13.
- A limited recourse borrowing arrangement repayment Go to question 13.
- A different transfer balance cap event Go to question 14.

Additional information to calculate a member's total super balance or concessional contributions – Go to questions 15 and 16.

Transfer balance cap event

12 Commutation authority

An event that occurred in response to a commutation authority issued by the ATO.

1 A commutation authority is a notice the Commissioner issues to a super income stream provider requiring the provider to commute an amount out of a specified super income stream.

Event type:

- Commutation authority – commuted in full
- Commutation authority – commuted in part
- Commutation authority – deceased
- Commutation authority – defined benefit

➤ Go to Event details on the next page.

13 Pre-existing or new income stream event or a limited recourse borrowing arrangement (LRBA) repayment

A transfer balance cap event in relation to an income stream in existence just before 1 July 2017; a new income stream that commenced on or after 1 July 2017; or an LRBA repayment.

1 If you select either **child death benefit income stream** or **child reversionary income stream** you must complete Section F and you can only report one event on this report.

Event type:

- Super income stream
- Reversionary income stream
- LRBA repayment

➤ Go to Event details on the next page.

14 Other transfer balance cap event

Any other transfer balance cap event.

1 If your member has voluntarily requested that you commute an amount, select **Member commutation** event type. Do not use this event type if you are responding to a commutation authority from the ATO.

Event type:

- Member commutation
- Income stream stops being in retirement phase
- Structured settlement – post 1 July 2017

➤ Go to Event details on the next page.



Section F: Third party details

! You only need to complete Section F if the *Reporting event type* is **Child death benefit income stream** or **Child reversionary income stream**. Otherwise leave Section F blank. You must complete this section with the deceased person's details.

25 Tax file number (TFN)

! You don't have to provide the TFN to us. However, if you do, it will help us identify the third party correctly and process your report quickly. For more information on privacy, refer to ato.gov.au/privacy

26 Name

Family name

First given name

Other given names

27 Date of birth

Day Month Year

 / /

Section G: Declarations

Complete the declaration that applies to you. Print your full name then sign and date the declaration.

- 1** Before you sign the declaration, check that you have provided true and correct information. Penalties may be imposed for giving false or misleading information.

Trustee, director or authorised officer declaration

Complete this declaration if you are the trustee, director or authorised officer of the super provider.

I declare that the information contained in the statement is true and correct.

Name

MARY CATHERINE MOTT

Business hours phone number (include area code)

07 41513750

Trustee, director or authorised officer signature

M.C. Mott

Date / /

OR

Authorised representative declaration

Complete this declaration if you are an authorised representative of the super provider or life insurance company.

I declare that:

- I have prepared the statement with the information supplied by the super provider or life insurance company
- I have received a declaration made by the super provider or life insurance company that the information provided to me for the preparation of this statement is true and correct
- I am authorised by the super provider or life insurance company to give the information in the statement to the ATO.

Name

Business hours phone number (include area code)

Authorised representative signature

Date / /

Lodging this report

Do not remove any pages when lodging your report, all pages must be returned for the form to be accepted.

You can lodge this report via:

- Tax Agent Portal
- Business Portal if you are a business portal user
- Post

Lodging through the Tax Agent Portal or Business Portal means you will receive an instant receipt.

If you are lodging by post, use the postal address below:

Australian Taxation Office
PO BOX 3006
PENRITH NSW 2740