

25 June 2020

Jenkin Family Superannuation Fund  
C/- Mr John William Jenkin  
Bringle  
695 Windurong Road  
Tooraweenah, NSW 2831

Dear John

**Jenkin Family Superannuation Fund  
Commutation of Account Based Pension**

I wish to make a partial commutation of \$50,000.00 from my Account Based Pension (Pension 1).

I understand that the current balance of this account is approximately \$545,125.33, 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

Mrs Joan Jenkin  
Bringle  
695 Windurong Road  
Tooraweenah, NSW 2831

**MINUTES OF THE MEETING OF THE DIRECTOR(S) OF THE CORPORATE TRUSTEE  
GLENGOWEN PTY LTD ATF  
JENKIN FAMILY SUPERANNUATION FUND  
HELD ON 25 JUNE 2020 AT  
BRINGLE 695 WINDURONG ROAD, TOORAWEEAH NSW**

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**PRESENT:**

John Jenkin  
Joan Jenkin  
Benn Jenkin  
Nadine Jenkin

**PENSION COMMUTATION:**

A notice from Mrs Joan Jenkin requesting the commutation of \$50,000.00 from the pension account "Pension 1" 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: ...../...../.....  
John Jenkin  
Chairperson

25 June 2020

Mrs Joan Jenkin  
Bringle  
695 Windurong Road  
Tooraweenah, NSW 2831

Dear Joan

**Jenkin Family Superannuation Fund  
Commutation of Account Based Pension**

We confirm that the partial commutation of your Account Based Pension (Pension 1) has been completed.

An amount of \$50,000.00 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 John William Jenkin  
Bringle  
695 Windurong Road  
Tooraweenah, NSW 2831