

# Transition to Retirement Paperwork

Lester Castles

&

Tina Castles

**DGZ** CHARTERED  
ACCOUNTANTS

# Appendix

## Member Statements

- Lester Castles
- Tina Castles

## Calculations

- Minimum & Maximum Pension Calculations – Lester Castles
- Minimum & Maximum Pension Calculations – Tina Castles

## Understanding Transition to Retirement Pensions

## Pension Letters & Minutes

- Lester Castles
- Tina Castles

**CASTLES FAMILY SUPERANNUATION FUND**

**LESTER GERARD CASTLES**

**Member Statement**

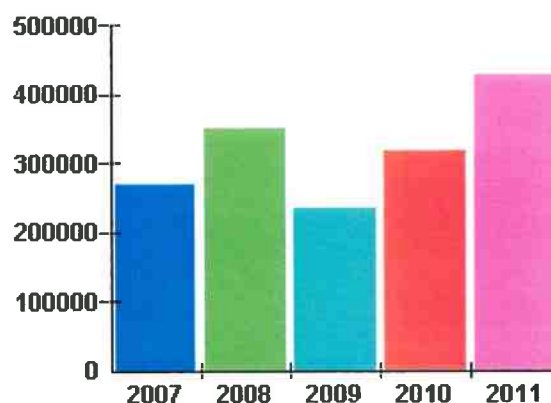
For the year ended 30 June 2011

**MEMBERSHIP DETAILS**

LESTER GERARD CASTLES  
102 ENTERPRISE STREET  
BUNDABERG QLD 4670

**Member ID:** CASTLG  
**Date of Birth:** 14/10/1952  
**Eligible Service Date:** 20/10/1984  
**Member Category:**

**YOUR RECENT BALANCE HISTORY**



**YOUR ACCOUNT SUMMARY**

**Opening Balance as at 01/07/2010** **\$318,846.08**

**What has been added to your account**

|  |            |
|--|------------|
| Member Financed Undeducted Contributions | \$1,750.00 |
| Employer Compulsory Contributions        | \$4,194.00 |
| Employer Additional Contributions        | \$500.00   |
| Co-Contributions                         | \$1,000.00 |

**What has been deducted from your account**

|                              |          |
|------------------------------|----------|
| Tax                          | \$704.10 |
| Expenses                     | \$0.00   |
| Insurance Premiums           | \$0.00   |
| Surcharge Liability          | \$0.00   |
| Withdrawals/Rollouts         | \$0.00   |
| Transfers to Pension Account | \$0.00   |

**New Earnings** **\$103,874.71**

**Closing Balance at 30/06/2011** **\$429,460.69**

**INVESTMENT RETURN**

The return on your investment for the year **32.30%**

**DEATH BENEFIT**

|                              |                     |
|------------------------------|---------------------|
| Insured Amount               | \$0.00              |
| Account Balance              | \$429,460.69        |
| <b>Total Benefit Payable</b> | <b>\$429,460.69</b> |

**DISABILITY BENEFIT**

|                              |                     |
|------------------------------|---------------------|
| Insured Amount               | \$0.00              |
| Account Balance              | \$429,460.69        |
| <b>Total Benefit Payable</b> | <b>\$429,460.69</b> |

**CASTLES FAMILY SUPERANNUATION FUND**

**LESTER GERARD CASTLES**

**Member Statement**

For the year ended 30 June 2011

---

**ACCESS TO YOUR MONEY**

|  |              |
|--|--------------|
| Your Preserved Benefit                   | \$429,460.69 |
| Your Non-Preserved Benefit               |              |
| Restricted                               | \$0.00       |
| Unrestricted                             | \$0.00       |
| Your Withdrawal Benefit                  | \$429,460.69 |
| Your Withdrawal Benefit as at 01/07/2010 | \$318,846.08 |
| Your Retirement Benefit                  | \$429,460.69 |
| Superannuation Components                |              |
| Tax Free Component                       | \$69,639.50  |
| Taxed Component                          | \$359,821.19 |
| Untaxed Component                        | \$0.00       |

**VESTED BENEFITS**

The following accounts are subject to vesting at 30/06/2011

|                          |         |
|--------------------------|---------|
| Employer Financed Vested | 100.00% |
|--------------------------|---------|

**FUND CONTACT DETAILS**

BRADLEY GROGAN  
(07) 4152 4677  
24 BAROLIN STREET  
BUNDABERG QLD 4670

**CASTLES FAMILY SUPERANNUATION FUND  
LESTER GERARD CASTLES**

**Member Statement**

For the year ended 30 June 2011

---

**BENEFICIARY(s)**

Tina Castles (SPOUSE) 100.00 %  
Non-Binding  
102 ENTERPRISE STREET  
BUNDABERG QLD 4670

**Significant benefits**

The significant benefits of this Fund are as follows:

- Retirement Benefits at normal retirement age (age 65)
- Early Retirement Benefits (from age 55)
- Total & Permanent Disablement Benefits
- Temporary Disability Benefits
- Leaving Service Benefits (resignation or termination of employment)
- Death Benefits

The benefits specified above will generally be the sum of your Member Accumulation Accounts. In the event of Death or Disability, an additional amount representing the proceeds of insurance (if any) may be included.

Payment of the benefits listed above depend on compliance with relevant legislation and satisfaction of the required condition of release of benefits.

If you have any queries in relation to the benefits of this Fund, please refer your inquiry to the contact person for the Fund.

**Bonuses Allocated**

Where the Fund holds certain policies of assurance in respect of members, the insurer may pay bonuses on these policies from time to time.

There were no bonuses paid in the current reporting period.

**Unclaimed Money**

Certain unclaimed benefits must be paid by the Trustee to the Australian Prudential Regulation Authority or to an Eligible Roll-over Fund, rather than retaining it in this Fund. The purpose of this requirement is to protect the benefits of members who are unable to be located or contacted when a benefit becomes payable.

**Method of Surcharge Deductions**

The "Surcharge" is an additional government tax of up to 15% that is applied to the superannuation

**CASTLES FAMILY SUPERANNUATION FUND**

**LESTER GERARD CASTLES**

**Member Statement**

For the year ended 30 June 2011

---

contributions of certain high income earners. The Australian Taxation Office (ATO) will issue an assessment to the Fund each year advising the amount of Surcharge that is payable by each member. At this time, the Trustee will deduct your Surcharge tax amount if any, from your member account and remit it to the ATO on your behalf. To comply with relevant legislation, any Surcharge tax liability will be deducted from your member account components with the following priority:

Firstly from your Preserved Benefits Account, any remainder from your Restricted Non-Preserved Benefits. The balance if any, from your Unrestricted Non-Preserved Benefits

If you leave the fund before the ATO assessment is received, any liability for Surcharge tax will be transferred to you or to your new fund, as the case may be.

**Fees, Charges & Expenses**

Fees, expenses and administrative or other indirect operational costs of the fund, are deducted from the investment income earned by the fund each year, before any earnings are distributed to your account. The Trustee also deducts the cost of your insurance premiums, income tax and surcharge tax (if any) on your contributions, directly from your member account.

The Trustee has a discretion to charge an exit fee directly to your account on leaving the fund, to cover the cost of realising investments to raise cash and the necessary document preparation.

Member Protection is required by relevant legislation. This means that members with an employer financed account balance of less than \$1,000 cannot be subject to direct fees or charges, other than your insurance premium costs and taxes on your contributions. The same protection is afforded to lost members who cannot be contacted. Member protection may not apply if the Trustee has reasonable grounds to assume that your withdrawal benefit will reach \$1,500 within 12 months of joining the Fund.

CASTLES FAMILY SUPERANNUATION FUND

TINA MARIA CASTLES

**Member Statement**

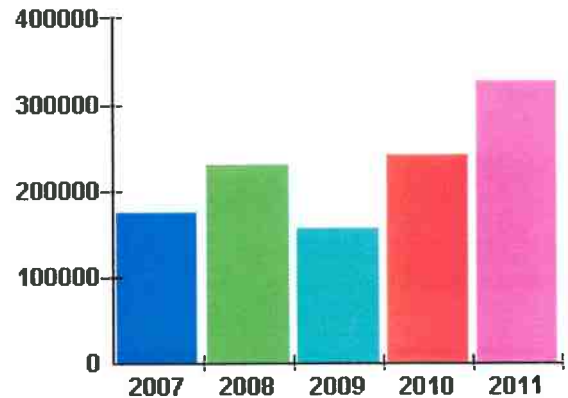
For the year ended 30 June 2011

**MEMBERSHIP DETAILS**

TINA MARIA CASTLES  
102 ENTERPRISE STREET  
BUNDABERG QLD 4670

**Member ID:** CASTTM  
**Date of Birth:** 06/10/1953  
**Eligible Service Date:** 06/07/1998  
**Member Category:**

**YOUR RECENT BALANCE HISTORY**



**YOUR ACCOUNT SUMMARY**

**Opening Balance as at 01/07/2010** **\$241,235.04**

**What has been added to your account**

|  |            |
|--|------------|
| Member Financed Undeducted Contributions | \$1,850.00 |
| Employer Compulsory Contributions        | \$2,935.80 |
| Employer Additional Contributions        | \$500.00   |
| Co-Contributions                         | \$1,812.00 |

**What has been deducted from your account**

|                              |          |
|------------------------------|----------|
| Tax                          | \$515.37 |
| Expenses                     | \$0.00   |
| Insurance Premiums           | \$0.00   |
| Surcharge Liability          | \$0.00   |
| Withdrawals/Rollouts         | \$0.00   |
| Transfers to Pension Account | \$0.00   |

**New Earnings** **\$79,036.29**

**Closing Balance at 30/06/2011** **\$326,853.76**

**INVESTMENT RETURN**

The return on your investment for the year **32.30%**

**DEATH BENEFIT**

|                              |                     |
|------------------------------|---------------------|
| Insured Amount               | \$0.00              |
| Account Balance              | \$326,853.76        |
| <b>Total Benefit Payable</b> | <b>\$326,853.76</b> |

**DISABILITY BENEFIT**

|                              |                     |
|------------------------------|---------------------|
| Insured Amount               | \$0.00              |
| Account Balance              | \$326,853.76        |
| <b>Total Benefit Payable</b> | <b>\$326,853.76</b> |

**CASTLES FAMILY SUPERANNUATION FUND**

**TINA MARIA CASTLES**

**Member Statement**

For the year ended 30 June 2011

---

**ACCESS TO YOUR MONEY**

|  |              |
|--|--------------|
| Your Preserved Benefit                   | \$326,853.76 |
| Your Non-Preserved Benefit               |              |
| Restricted                               | \$0.00       |
| Unrestricted                             | \$0.00       |
| Your Withdrawal Benefit                  | \$326,853.76 |
| Your Withdrawal Benefit as at 01/07/2010 | \$241,235.04 |
| Your Retirement Benefit                  | \$326,853.76 |
| Superannuation Components                |              |
| Tax Free Component                       | \$71,963.65  |
| Taxed Component                          | \$254,890.11 |
| Untaxed Component                        | \$0.00       |

**VESTED BENEFITS**

The following accounts are subject to vesting at 30/06/2011

|                          |         |
|--------------------------|---------|
| Employer Financed Vested | 100.00% |
|--------------------------|---------|

**FUND CONTACT DETAILS**

BRADLEY GROGAN  
(07) 4152 4677  
24 BAROLIN STREET  
BUNDABERG QLD 4670



**CASTLES FAMILY SUPERANNUATION FUND**

**TINA MARIA CASTLES**

**Member Statement**

For the year ended 30 June 2011

---

**BENEFICIARY(s)**

|   |          |
|---|----------|
| Lester Castles (SPOUSE)                     | 100.00 % |
| Non-Binding                                 |          |
| 102 ENTERPRISE STREET<br>BUNDABERG QLD 4670 |          |

**Significant benefits**

The significant benefits of this Fund are as follows:

- Retirement Benefits at normal retirement age (age 65)
- Early Retirement Benefits (from age 55)
- Total & Permanent Disablement Benefits
- Temporary Disability Benefits
- Leaving Service Benefits (resignation or termination of employment)
- Death Benefits

The benefits specified above will generally be the sum of your Member Accumulation Accounts. In the event of Death or Disability, an additional amount representing the proceeds of insurance (if any) may be included.

Payment of the benefits listed above depend on compliance with relevant legislation and satisfaction of the required condition of release of benefits.

If you have any queries in relation to the benefits of this Fund, please refer your inquiry to the contact person for the Fund.

**Bonuses Allocated**

Where the Fund holds certain policies of assurance in respect of members, the insurer may pay bonuses on these policies from time to time.

There were no bonuses paid in the current reporting period.

**Unclaimed Money**

Certain unclaimed benefits must be paid by the Trustee to the Australian Prudential Regulation Authority or to an Eligible Roll-over Fund, rather than retaining it in this Fund. The purpose of this requirement is to protect the benefits of members who are unable to be located or contacted when a benefit becomes payable.

**Method of Surcharge Deductions**

The "Surcharge" is an additional government tax of up to 15% that is applied to the superannuation

**CASTLES FAMILY SUPERANNUATION FUND**

**TINA MARIA CASTLES**

**Member Statement**

For the year ended 30 June 2011

---

contributions of certain high income earners. The Australian Taxation Office (ATO) will issue an assessment to the Fund each year advising the amount of Surcharge that is payable by each member. At this time, the Trustee will deduct your Surcharge tax amount if any, from your member account and remit it to the ATO on your behalf. To comply with relevant legislation, any Surcharge tax liability will be deducted from your member account components with the following priority:

Firstly from your Preserved Benefits Account, any remainder from your Restricted Non-Preserved Benefits. The balance if any, from your Unrestricted Non-Preserved Benefits

If you leave the fund before the ATO assessment is received, any liability for Surcharge tax will be transferred to you or to your new fund, as the case may be.

**Fees, Charges & Expenses**

Fees, expenses and administrative or other indirect operational costs of the fund, are deducted from the investment income earned by the fund each year, before any earnings are distributed to your account. The Trustee also deducts the cost of your insurance premiums, income tax and surcharge tax (if any) on your contributions, directly from your member account.

The Trustee has a discretion to charge an exit fee directly to your account on leaving the fund, to cover the cost of realising investments to raise cash and the necessary document preparation.

Member Protection is required by relevant legislation. This means that members with an employer financed account balance of less than \$1,000 cannot be subject to direct fees or charges, other than your insurance premium costs and taxes on your contributions. The same protection is afforded to lost members who cannot be contacted. Member protection may not apply if the Trustee has reasonable grounds to assume that your withdrawal benefit will reach \$1,500 within 12 months of joining the Fund.

## Understanding transition to retirement pensions

Transition to retirement pensions allow people who have reached their preservation age to access their superannuation as a non-commutable income stream while they are still working. This may be particularly attractive if you have reduced your working hours and need to supplement your income to maintain your standard of living.

"...you may choose to reduce your working hours and at the same time access your superannuation as a transition to retirement pension that can supplement your other income"

### What is a transition to retirement pension?

Transition to retirement pensions have been available since July 2005 and allow you to access your superannuation as a non-commutable income stream, or pension, after reaching preservation age (see below), but while you are still working.

The aim of these income streams is to provide you with flexibility in the lead up to retirement. For example, you may choose to reduce your working hours and at the same time access your superannuation as a transition to retirement pension that can supplement your other income.

Not all superannuation funds offer transition to retirement pensions, so you would need to check with your own fund to see if they do.

### Are there any special characteristics?

These pensions are essentially like any other retirement income stream, apart from two important differences.

Firstly, they are non-commutable, which means they cannot be converted into a lump sum – until you satisfy the 'retirement' condition of release, or reach age 65.

Secondly, you can only withdraw up to 10% of the account balance (at the start of each year) as a pension payment. This is in addition to the normal minimum requirements that you must take.

### What is my preservation age?

Your preservation age is generally the date from which you can access your superannuation benefits and depends upon your date of birth.

| Date of birth              | Preservation Age |
|----------------------------|------------------|
| Before 1 July 1960         | 55               |
| 1 July 1960 – 30 June 1961 | 56               |
| 1 July 1961 – 30 June 1962 | 57               |
| 1 July 1962 – 30 June 1963 | 58               |
| 1 July 1963 – 30 June 1964 | 59               |
| After 30 June 1964         | 60               |

### How are transition to retirement pensions taxed?

Transition to retirement pensions are taxed the same as regular superannuation-based retirement income streams.

If you are less than age 60, the taxable part of your pension will be taxed at your marginal rate, but you also receive a 15% tax offset if your pension is being paid from a taxed source\*.

However, once you reach 60, your pension will be received tax-free if it is being paid from a taxed source\*.

\* most people will belong to a taxed superannuation fund.

### **Can you still contribute to superannuation?**

As long as you are eligible to contribute, you and your employer are still able to make contributions to superannuation for your benefit. In any case, your employer's usual superannuation guarantee obligations would still apply.

You may also be eligible for the superannuation co-contribution from the Government. Your financial adviser can assist you further with your entitlement to the co-contribution.

### **Is a transition to retirement pension right for you?**

Transition to retirement pensions can provide you with flexibility in the years approaching retirement as well as the opportunity to boost your eventual retirement assets in some circumstances.

People who might find transition to retirement pensions attractive can include those:

- who have reduced from full time to part time working hours, eg from full time to 3 days per week. The reduction in salary from employment/work can be supplemented with income from the transition to retirement pension
- who are able to salary sacrifice to superannuation at the same time as receiving concessional tax (or tax-free) transition to retirement pension income – the outcome of such a strategy can be a greater build-up of superannuation assets by the time you reach actual retirement from the workforce

Note that the transition to retirement rules and associated strategies can be very complicated.

It is recommended that you seek expert advice from your financial adviser before deciding if this type of income stream and strategy is right for you.

**CASTLES FAMILY SUPERANNUATION FUND  
NEW TRANSITION TO RETIREMENT PENSION**

| <b>Data Required</b>   |                                    |  |              |
|--|------------------------------------|--|--------------|
| Fund Name:   | CASTLES FAMILY SUPERANNUATION FUND |  |              |
| Member's Name:   | Lester Castles                     | Reversionary Pensioner (if any):   |              |
| Member's Date of Birth   | 14/10/1952                         | Name   | Tina Castles |
| Start Date of the Pension  | 1/07/2011                          | Date of Birth  | 6/10/1953    |
| Condition of release met?  | N Choose "Y" or "N"                |  |              |
| <b>Components at start of pension:</b>                                       |                                    |  |              |
| Taxable component  | \$ 359,821.19                      | <b>83.78%</b>  |              |
| Tax free component   | \$ 69,639.50                       | <b>16.22%</b>  |              |
| Account balance  | <u>\$429,460.69</u>                |  |              |
| Minimum Pension  | \$ 12,883.82                       |  |              |
| Desired Pension  | \$ 13,000.00                       |  |              |
| Tax Rate:  | N                                  | N = Normal Tax Rates including the general exemption<br>E = Normal Tax Rates excluding the general exemption |              |
| Estimated net income from other sources (for option E Actual Tax)            |                                    | \$   | -            |
| Payment Frequency (W=Weekly, F=Fortnightly, M=Monthly, Q=Quarterly, O=Other) |                                    | O  |              |

| <b>Output</b>                |     |                       |      |
|------------------------------|-----|-----------------------|------|
| Member's Age                 | 58  | Minimum pension rate: | 3.0% |
| Reversionary Pensioner's Age |     | Maximum pension rate: | 10%  |
| Payments per Year            | 1   |                       |      |
| Days Left in Year            | 366 | Days in Year          | 366  |

| <b>CASTLES FAMILY SUPERANNUATION FUND<br/>NEW PENSION</b>   |                        |                        |                        |
|---|------------------------|------------------------|------------------------|
| Member's Name:  | Lester Castles         |                        |                        |
| Reversionary Pensioner (if any):  |                        |                        |                        |
|   | <u>Desired Pension</u> | <u>Minimum Pension</u> | <u>Maximum Pension</u> |
| <b>Annual Pension Details</b>   |                        |                        |                        |
| Gross Pension   | 13,000.00              | 12,880.00              | 42,950.00              |
| Tax Free Proportion   | <u>2,108.02</u>        | <u>2,088.57</u>        | <u>6,964.59</u>        |
| Taxable Pension   | <u>10,891.98</u>       | <u>10,791.43</u>       | <u>35,985.41</u>       |
| Tax (incl. Medicare Levy)   | 733.80                 | 718.72                 | 4,680.00               |
| Offset  | - 1,633.80             | - 1,618.72             | - 5,397.81             |
| Net Tax   | <u>-</u>               | <u>-</u>               | <u>-</u>               |
| <b>Rounded Annual Pension</b>   |                        |                        |                        |
| Gross Pension   | 13,000.00              | 12,880.00              | 42,950.00              |
| PAYG tax remitted to ATO  | -                      | -                      | -                      |
| Net Pension   | <u>13,000.00</u>       | <u>12,880.00</u>       | <u>42,950.00</u>       |
| <b>Non Standard Pension Frequency - Annual Figures</b>  |                        |                        |                        |
| Gross Pension   | 13,000.00              | 12,880.00              | 42,950.00              |
| PAYG tax remitted to ATO  | -                      | -                      | -                      |
| Net Pension   | <u>13,000.00</u>       | <u>12,880.00</u>       | <u>42,950.00</u>       |
| <b>Pension Payments Required to the End of the Financial Year (for pension commenced part way through the year)</b> |                        |                        |                        |
| Gross Pension   | 13,000.00              | 12,880.00              | 42,950.00              |
| Tax Free Proportion   | 2,108.02               | 2,088.57               | 6,964.59               |
| PAYG tax remitted to ATO  | -                      | -                      | -                      |
| Net Pension   | <u>13,000.00</u>       | <u>12,880.00</u>       | <u>42,950.00</u>       |

**CASTLES FAMILY SUPERANNUATION FUND  
NEW TRANSITION TO RETIREMENT PENSION**

| <b>Data Required</b>   |                                    |  |                |
|--|------------------------------------|--|----------------|
| Fund Name:   | CASTLES FAMILY SUPERANNUATION FUND |  |                |
| Member's Name:   | Tina Castles                       | Reversionary Pensioner (if any):   | Name           |
| Member's Date of Birth   | 6/10/1953                          | Date of Birth  | Lester Castles |
| Start Date of the Pension  | 1/07/2011                          | Reversionary chosen?   | 14/10/1952     |
| Condition of release met?  | N Choose "Y" or "N"                |  |                |
| <b>Components at start of pension:</b>                                       |                                    |  |                |
| Taxable component  | \$ 254,890.11                      | <b>77.98%</b>  |                |
| Tax free component   | \$ 71,963.65                       | <b>22.02%</b>  |                |
| Account balance  | <u>\$326,853.76</u>                |  |                |
| Minimum Pension  | \$ 9,805.61                        |  |                |
| Desired Pension  | \$ 10,000.00                       |  |                |
| Tax Rate:  | N                                  | N = Normal Tax Rates including the general exemption<br>E = Normal Tax Rates excluding the general exemption |                |
| Estimated net income from other sources (for option E Actual Tax)            |                                    | \$   | -              |
| Payment Frequency (W=Weekly, F=Fortnightly, M=Monthly, Q=Quarterly, O=Other) |                                    | O  |                |

| <b>Output</b>                |     |                       |      |
|------------------------------|-----|-----------------------|------|
| Member's Age                 | 57  | Minimum pension rate: | 3.0% |
| Reversionary Pensioner's Age |     | Maximum pension rate: | 10%  |
| Payments per Year            | 1   |                       |      |
| Days Left in Year            | 366 | Days in Year          | 366  |

| <b>CASTLES FAMILY SUPERANNUATION FUND<br/>NEW PENSION</b>   |                        |                        |                        |
|---|------------------------|------------------------|------------------------|
| <b>Member's Name:</b>   | <b>Tina Castles</b>    |                        |                        |
| <b>Reversionary Pensioner (if any):</b>   |                        |                        |                        |
|   | <u>Desired Pension</u> | <u>Minimum Pension</u> | <u>Maximum Pension</u> |
| <b>Annual Pension Details</b>   |                        |                        |                        |
| Gross Pension   | 10,000.00              | 9,810.00               | 32,690.00              |
| Tax Free Proportion   | 2,201.71               | 2,159.88               | 7,197.38               |
| Taxable Pension   | <u>7,798.29</u>        | <u>7,650.12</u>        | <u>25,492.62</u>       |
| Tax (incl. Medicare Levy)   | 269.74                 | 247.52                 | 2,652.00               |
| Offset  | - 1,169.74             | - 1,147.52             | - 3,823.89             |
| Net Tax   | <u>-</u>               | <u>-</u>               | <u>-</u>               |
| <b>Rounded Annual Pension</b>   |                        |                        |                        |
| Gross Pension   | 10,000.00              | 9,810.00               | 32,690.00              |
| PAYG tax remitted to ATO  | -                      | -                      | -                      |
| Net Pension   | <u>10,000.00</u>       | <u>9,810.00</u>        | <u>32,690.00</u>       |
| <b>Non Standard Pension Frequency - Annual Figures</b>  |                        |                        |                        |
| Gross Pension   | 10,000.00              | 9,810.00               | 32,690.00              |
| PAYG tax remitted to ATO  | -                      | -                      | -                      |
| Net Pension   | <u>10,000.00</u>       | <u>9,810.00</u>        | <u>32,690.00</u>       |
| <b>Pension Payments Required to the End of the Financial Year (for pension commenced part way through the year)</b> |                        |                        |                        |
| Gross Pension   | 10,000.00              | 9,810.00               | 32,690.00              |
| Tax Free Proportion   | 2,201.71               | 2,159.88               | 7,197.38               |
| PAYG tax remitted to ATO  | -                      | -                      | -                      |
| Net Pension   | <u>10,000.00</u>       | <u>9,810.00</u>        | <u>32,690.00</u>       |

# Lester Castles

1 July 2011

The Trustee  
Castles Family Superannuation Fund  
PO Box 5810  
BUNDABERG WEST QLD 4670

Dear Sir/Madam

**Commencement of Pension**

Please convert my entire balance of \$429,460.69 into a Transition to Retirement pension.

I advise that I am aged 58 and have not met a preservation cashing condition and am eligible to take advantage of the Transition to Retirement option.

Yours faithfully

  
.....  
Lester Castles



**MINUTES OF MEETING OF LESTER AND TINA CASTLES AS TRUSTEE FOR  
CASTLES FAMILY SUPERANNUATION FUND  
HELD AT 440 CLAYTONS ROAD, CALAVOS, BUNDABERG QLD 4670  
ON THE 2ND DAY OF JULY 2011**

---

- PRESENT:** Tina Castles (Chairman)  
Lester Castles
- PENSION:** The Trustee resolved to commence a transition to retirement pension from 1 July 2011 in accordance with an application received for the member:
- Lester Castles
- CASHING RESTRICTION:** The Trustee noted that the member, being aged over 55 and not meeting a condition of release, was eligible for the Transition to Retirement option.
- TRUST DEED:** The Trustee noted that payment of benefits as a transition to retirement 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.

  
.....

Chairman

3 July 2011

Mr Lester Castles  
PO Box 5810  
BUNDABERG WEST QLD 4670

Dear Mr Castles

### **Annual Pension Amounts**

You have requested that we commence a transition to retirement pension for you from Castles Family Superannuation Fund.

Under superannuation legislation, your pension must be within a minimum of 3% and maximum of 10% of your account balance. Below are the annual minimum and maximum amounts, both before and after tax and the pension tax offset:

|                         | Minimum  | Maximum  |
|-------------------------|----------|----------|
| Before Tax & Tax Offset | \$12,880 | \$42,950 |
| After Tax & Tax Offset  | \$12,880 | \$42,950 |

Until you meet a condition of release, your annual pension amount must fall within these limits. Accordingly, please confirm in writing your desired annual pension amount before tax.

Note that the annual minimum and maximum pension amounts are recalculated each year based on your account balance. Accordingly, we will write to you shortly after 1 July next year advising of the revised pension amounts.

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 (07) 4151 3637

Yours faithfully



.....  
Tina Castles  
Trustee

4 July 2011

The Trustee  
Castles Family Superannuation Fund  
PO Box 5810  
BUNDABERG WEST QLD 4670

Dear Sir/Madam

**Annual Pension Amount**

In response to your letter dated 3 July 2011, I would like to receive an annual pension amount of \$13,000 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 and no more than the maximum payment is taken by 30 June 2012. I would like my pension to be paid into my bank account. My account details are:

Account Name: ..... L. CASTLES  
Bank: ..... SUNWAY  
Branch Address: ..... BUNDABERG  
BSB Number: ..... 084 799  
Account Number: ..... 8209 2185

Yours faithfully

  
.....  
Lester Castles

**MINUTES OF MEETING OF LESTER AND TINA CASTLES AS TRUSTEE  
FOR CASTLES FAMILY SUPERANNUATION FUND  
HELD AT 440 CLAYTONS ROAD, CALAVOS, BUNDABERG QLD 4670  
ON THE 5TH DAY OF JULY 2011**

---

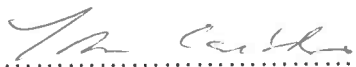
**PRESENT:** Tina Castles (Chairman)  
Lester Castles

**PENSION  
PAYMENTS:** The Trustee tabled a letter from Lester Castles advising  
of their desired pension income of \$13,000.

The member has advised that he will take this payment  
as required over the next year and will ensure that at  
least the minimum payment and no more than the  
maximum payment is taken by 30 June 2012.

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

Signed as a true record.

  
.....  
Chairman

Tina Castles

**DGZ** CHARTERED  
ACCOUNTANTS

1 July 2011

The Trustee  
Castles Family Superannuation Fund  
PO Box 5810  
BUNDABERG WEST QLD 4670

Dear Sir/Madam

**Commencement of Pension**

Please convert my entire balance of \$326,853.76 into a Transition to Retirement pension.

I advise that I am aged 57 and have not met a preservation cashing condition and am eligible to take advantage of the Transition to Retirement option.

Yours faithfully



.....  
Tina Castles

**MINUTES OF MEETING OF LESTER AND TINA CASTLES AS TRUSTEE FOR  
CASTLES FAMILY SUPERANNUATION FUND  
HELD AT 440 CALYTONS ROAD, CALAVOS, BUNDABERG QLD 4670  
ON THE 2ND DAY OF JULY 2011**

---

**PRESENT:** Lester Castles (Chairman)  
Tina Castles

**PENSION:** The Trustee resolved to commence a transition to retirement pension from 1 July 2011 in accordance with an application received for the member:

Tina Castles

**CASHING  
RESTRICTION:** The Trustee noted that the member, being aged over 55 and not meeting a condition of release, was eligible for the Transition to Retirement option.

**TRUST DEED:** The Trustee noted that payment of benefits as a transition to retirement 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.

  
.....  
Chairman

3 July 2011

Mrs Tina Castles  
PO Box 5810  
BUNDABERG WEST QLD 4670

Dear Mrs Castles

**Annual Pension Amounts**

You have requested that we commence a transition to retirement pension for you from Castles Family Superannuation Fund.

Under superannuation legislation, your pension must be within a minimum of 3% and maximum of 10% of your account balance. Below are the annual minimum and maximum amounts, both before and after tax and the pension tax offset:

|                         | Minimum | Maximum  |
|-------------------------|---------|----------|
| Before Tax & Tax Offset | \$9,810 | \$32,690 |
| After Tax & Tax Offset  | \$9,810 | \$32,690 |

Until you meet a condition of release, your annual pension amount must fall within these limits. Accordingly, please confirm in writing your desired annual pension amount before tax.

Note that the annual minimum and maximum pension amounts are recalculated each year based on your account balance. Accordingly, we will write to you shortly after 1 July next year advising of the revised pension amounts.

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 (07) 4151 3637.

Yours faithfully

  
.....  
Lester Castles  
Trustee

4 July 2011

The Trustee  
Castles Family Superannuation Fund  
PO Box 5810  
BUNDABERG WEST QLD 4670

Dear Sir/Madam

**Annual Pension Amount**

In response to your letter dated 3 July 2011, I would like to receive an annual pension amount of \$10,000 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 and no more than the maximum payment is taken by 30 June 2012. I would like my pension to be paid into my bank account. My account details are:

Account Name: ..... L. CASTLES .....  
Bank: ..... SUNCORD .....  
Branch Address: ..... BUNDABERG .....  
BSB Number: ..... 014 799 .....  
Account Number: ..... 83092135 .....

Yours faithfully



.....  
Tina Castles

**MINUTES OF MEETING OF LESTER AND TINA CASTLES AS TRUSTEE  
FOR CASTLES FAMILY SUPERANNUATION FUND  
HELD AT 440 CALYTONS ROAD, CALAVOS, BUNDABERG QLD 4670  
ON THE 5TH DAY OF JULY 2011**

---

**PRESENT:** Lester Castles (Chairman)  
Tina Castles

**PENSION  
PAYMENTS:** The Trustee tabled a letter from Tina Castles advising of  
their desired pension income of \$10,000.

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 and no more than the  
maximum payment is taken by 30 June 2012.

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

Signed as a true record.

  
.....  
Chairman