



Date:

**KEVIN JAMES HOPE**

Dear Member,

**HOPE SUPERANNUATION FUND**

We refer to your previous request of 1 July 2018 to commute your Transition to Retirement Income Stream effective 1 July 2018.

We confirm that your Transition to Retirement Income Stream was commuted as at 1 July 2018, and that the assets funding the income stream were transferred as at that date to your accumulation balance in the Fund.

Yours faithfully,

**ON BEHALF OF THE TRUSTEES  
HOPE SUPERANNUATION FUND**

**MINUTES OF MEETING OF THE TRUSTEES OF THE HOPE SUPERANNUATION FUND  
(Fund)**

**HELD AT 320 PITT ROAD VERVALE VIC 3814**

**ON \_\_\_\_\_**

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**PRESENT:** Kevin James Hope  
Brian John Hope  
Ian Robert Hope

**BUSINESS:** It was reported that:

Member's Name: **Kevin James Hope**

The Fund pursuant to the Fund's Trust Deed may commute a Member's benefit in an income stream back to accumulation mode.

The Member has previously requested the Trustees to:

- Commute the Transition to Retirement Income Stream currently payable to the Member from the Fund;
- Allocate the value of the assets funding that income stream to the Member's accumulation account in the Fund.

**IT WAS CONFIRMED THAT:**

- The Transition to Retirement Income Stream payable to the Member was commuted as at 1 July 2018, and the amount funding the income stream was credited to the Member's accumulation account in the Fund on that date.

**CLOSED:** There being no further business the meeting was then closed.

Signed as a true and correct record.

.....  
**KEVIN JAMES HOPE**

.....  
**BRIAN JOHN HOPE**

.....  
**IAN ROBERT HOPE**

**ACCOUNT BASED PENSION  
PENSION SUMMARY SHEET**

Commencement of an Account Based Pension  
Kevin James Hope

<b>Member Date of Birth:</b>	15 January 1953
<b>Member Gender:</b>	Male
<b>Date the Pension commenced:</b>	1 July 2018
<b>Pension Purchase Price:</b>	\$1,131,582.61
<b>Tax Free Component:</b>	\$42,494.70
<b>Tax Free Component %:</b>	3.76%
<b>Taxable Component:</b>	\$1,089,087.91
<b>Taxable Component %:</b>	96.24%
<b>First Year Minimum payment:</b>	\$56,580.00
<b>First Year Maximum payment:</b>	Current Pension Balance
<b>First Year Actual payment:</b>	\$60,000.00
<b>Reversionary Nominated?:</b>	YES
<b>Reversionary Name:</b>	Mary Patricia Hope
<b>Reversionary Date of Birth:</b>	17 March 1948
<b>Reversionary Relationship:</b>	Wife
<b>Reversionary Gender:</b>	Female
<b>Reversionary Address:</b>	325 Little Road Iona VIC 3815

## **Procedures to commence your Pension**

Please read the following important notes regarding the pension commencement, ensuring you complete all required tasks listed.

### **Signing of documents**

Arrange for the Pension Agreement and Application Form, Product Disclosure Statement and Trustee Minutes to be signed and dated by the listed parties. Ensure the member receiving the pension receives a signed copy of the Pension Agreement, Pension Application Form and Product Disclosure Statement.

### **Australian Tax Office Documentation**

If the member commencing the pension is under 60 years of age, the Trustee of the Fund is required to disclose certain information to the Australian Taxation Office (ATO) relating to the pension commencement. The information required by the ATO is contained within the following forms, issued by the ATO.

- Tax file number declaration form (NAT 3092)
- Add a new business account form (NAT 2954)

If the member commencing the pension is under 60 years of age, you will need to order these forms from the ATO. You can do so at <http://ato.gov.au/General/Gen/Order-ATO-products-online/> or by phoning the ATO on 1300 720 092. Once you have completed these forms, please have the member receiving the pension and the Trustee of the Fund sign and date the forms where indicated, and have the Trustee of the Fund lodge the forms at the following addresses:

#### **Tax file number declaration form:**

##### **For WA, SA, NT, VIC and TAS**

Australian Taxation Office  
PO BOX 795  
ALBURY NSW 2640

##### **For NSW, QLD and ACT**

Australian Taxation Office  
PO BOX 9004  
PENRITH NSW 2740

#### **Add a new business account form:**

##### **All states:**

Australian Tax Office  
PO BOX 3373  
PENRITH NSW 2740

If you have any questions regarding the completion of the required ATO documentation, you should contact the ATO on 132861.

**HOPE SUPERANNUATION FUND  
(Fund)**

**APPLICATION FORM FOR AN ACCOUNT BASED PENSION**

**FROM:**       **Name:**                   Kevin James Hope  
                  **Address:**               325 Little Road  
  Iona VIC 3815

**(Member)**

**TO:**           **Name:**                   Kevin James Hope  
  Brian John Hope  
  Ian Robert Hope  
                  **Address:**               320 Pitt Road  
  Vervale VIC 3814

**(Trustee)**

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I am a member of the Fund and am eligible to receive a benefit payable under the terms and conditions of the Fund's trust deed (**Deed**).

This application confirms my previous request of 1 July 2018 to commence an Account Based Pension and confirms the terms under which I requested my pension to be paid.

I declare that at the commencement date of the pension I had satisfied the following condition of release to commence an Account Based Pension:

- I am age sixty five or over.

**I HEREBY APPLY FOR AN ACCOUNT BASED PENSION ON THE FOLLOWING TERMS:**

1. A benefit to the value of \$1,131,582.61 to be paid to me as an Account Based Pension.
2. The Account Based Pension is to be financed through the Trustee's management of a pension account to be established in respect of my benefit in the Fund as described above; and
3. The following reversionary beneficiary applies in respect of the pension:

Reversionary Beneficiary Name	Relationship to the Member	Address	DOB	Percentage Allocation
Mary Patricia Hope	Wife	325 Little Road Iona VIC 3815	17 March 1948	100%

and

4. I confirm that the person listed above is my dependant within the meaning of the Deed and the *Superannuation Industry (Supervision) Act 1993 (Cth)* and *Superannuation Industry (Supervision) Regulations 1994 (Cth)*; and
5. I request that the Trustee advise me with respect to the minimum amount of the Account Based Pension in relation to the initial year of the pension to enable me to nominate an amount in relation to that year.

6. I wish for the Account Based Pension to commence on or about 1 July 2018.
7. I request that the Trustee pay the pension annually or otherwise as agreed from time to time.
8. I declare that the information I provide to the Trustee will be true and correct and that it is my responsibility to inform the Trustee of any error or changes regarding these matters.

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**KEVIN JAMES HOPE**

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**DATED**

**HOPE SUPERANNUATION FUND**  
(Fund)

**ACCOUNT BASED PENSION AGREEMENT**

We, the undersigned:

Kevin James Hope  
Brian John Hope  
Ian Robert Hope

being the trustees of the Fund (**Trustee**), DO HEREBY AGREE as follows with the undersigned Kevin James Hope of 325 Little Road Iona VIC 3815, (**Member**):

**PAYMENT OF A SUPERANNUATION PENSION**

The Trustee confirms acceptance of the Member's request of 1 July 2018 to pay an Account Based Pension to the Member on the following terms.

The Trustee confirms the provisions of the trust deed for the Fund allow for the payment of an Account Based Pension to the members of the Fund. The terms and conditions of the Account Based Pension to be paid to the Member are described below:

- 1 The Member has satisfied a condition of release and has applied to the Trustee to receive the pension.
- 2 The Member's date of birth is 15 January 1953.
- 3 The pension is to be payable for the purposes of being an Account Based Pension as defined by regulation 1.06(9A) of the *Superannuation Industry (Supervision) Regulations 1994 (Cth)* (**SIS Regulations**).
- 4 The commencement date is 1 July 2018.
- 5 Payments will be made at least annually over the life of the pension or at a greater frequency as may be agreed by the Trustee and the Member or any reversionary beneficiary.
- 6 **Commencement Date after 1 June.**  
  
If the commencement date is on or after 1 June in a financial year, the Trustee and the Member may agree that no payment is required to be made for that financial year.
- 7 The total Purchase Price is \$1,131,582.61.
- 8 The total purchase price has the following member benefit components applied to fund the pension:

Components	Amount	%
Tax free Component	\$42,494.70	3.76%
Taxable Component	\$1,089,087.91	96.24%
<b>Total Sum</b>	<b>\$1,131,582.61</b>	<b>100%</b>

9 The minimum pension payable in the remaining period of the first financial year of the pension is **\$56,580.00**.

10 The Member nominates the following pension payment amount for the remaining period of the first year of the pension:

**\$60,000.00.**

11 The Member has nominated the following reversionary beneficiary in respect of the pension:

Reversionary Beneficiary Name	Relationship to the Member	Address	DOB	Percentage Allocation
Mary Patricia Hope	Wife	325 Little Road Iona VIC 3815	17 March 1948	100%

## 12 **Commutation of an Account Based Pension**

(a) The Trustee:

- (i) may on its own initiative or on receipt of a written application from the Member commute the whole or any part of the Account Based Pension that is payable from the Fund to the Member where the relevant law permits the commutation of that Account Based Pension, on and subject to such terms and conditions as apply to the commutation under the relevant law; and
- (ii) must commute the whole or any part of the Account Based Pension that is payable from the Fund to the Member where the relevant law so requires.

(b) The Trustee must:

- (i) pay the proceeds of the commutation in respect of the Account Based Pension being commuted to the Member or to the Legal Personal Representative of the relevant Member; or
- (ii) at the request of the Member retain the proceeds of that commutation in the Fund and apply them to the credit of an accumulation account on behalf of the Member.

Following the commutation of a part of the Account Based Pension, the Trustee may reduce the total amount of the instalments of the Account Based Pension payable to the Member. This reduction is to be of such an amount as the Trustee considers appropriate, provided that the minimum payment required under the relevant law for the year has been or will be met.

13 The pension cannot be transferred to another person except to a reversionary beneficiary on the death of the Member, or to another reversionary beneficiary on the death of a reversionary beneficiary.

14 Neither the capital sum of the pension, nor the income from it, can be used as security for borrowing.

- 15 If the trust deed allows, then the Trustee may segregate those assets which are to fund the pension, from other assets of the Fund.
- 16 Capital supporting the Account Based Pension must not be added to by way of contribution or rollover.
- 17 **Death of a Pensioner**
- (a) If the Member dies while still in receipt of the Account Based Pension, the Trustee must commence to pay the Account Based Pension to any nominated reversionary beneficiary of the Member who is a dependant of the Member at the time of death of the Member, and who is a person who is eligible to be paid a benefit in the form of a pension under the relevant law. Payments to the reversionary beneficiary are to be calculated in accordance with the relevant law.
- (b) In the event of the death of the Member in respect of the Account Based Pension while there is still an amount standing to the credit of the Member's pension account, and where:
- (i) no reversionary beneficiary has been nominated by the Member or determined by the Trustee; or
- (ii) the reversionary beneficiary nominated by the Member is not a dependant of the Member at the time of death of the Member, or is not a person who is eligible to be paid a benefit in the form of a pension under the relevant law,
- the balance of the pension must be dealt with as follows:
- if required by a Binding Death Benefit Nomination or other binding instrument given by the Member or beneficiary to the Trustee, the Trustee must pay or apply the Account Based Pension balance in accordance with that Binding Death Benefit Nomination or binding instrument; and
  - if a Binding Death Benefit Nomination or other binding instrument had not been given to the Trustee by the Member or the beneficiary with respect to the Account Based Pension, or to the extent that a Binding Death Benefit Nomination or other binding instrument given by the Member or beneficiary to the Trustee in respect of the Account Based Pension is not in effect or cannot be given effect under the relevant law, pay or apply the Account Based Pension to or for the benefit of one or more of the Member's or beneficiary's dependants and Legal Personal Representative in such proportions, form, manner and at such times as the Trustee, in its discretion, and taking into account the provisions of any Non-Binding Death Benefit Nomination given by the Member or the beneficiary to the Trustee, determines from time to time; and
  - if there are no dependants and there is no Legal Personal Representative:
    - pay or apply the Account Based Pension balance for the benefit of such relatives of the Member or beneficiary or other persons as the Trustee determines, in such

proportions, form, manner and at such times as the  
Trustee determines; or

if there are no such relatives or other persons, deal with the  
pension as though it were a forfeited benefit in accordance with the  
Fund's trust deed or as otherwise required under the relevant law.

Signature and Declaration by the Member

I have read the above conditions carefully and hereby execute this Pension Agreement below as  
evidence of my acceptance of these conditions:

**SIGNED SEALED AND DELIVERED** by )  
**KEVIN JAMES HOPE** as the Member in the )  
presence of: )

.....

.....  
Witness

.....  
Witness full name

**SIGNED SEALED AND DELIVERED** by )  
**KEVIN JAMES HOPE** as Trustee in the )  
presence of: )

.....

.....  
Witness

.....  
Witness full name

**SIGNED SEALED AND DELIVERED** by )  
**BRIAN JOHN HOPE** as Trustee in the )  
presence of: )

.....

.....  
Witness

.....  
Witness full name

**SIGNED SEALED AND DELIVERED** by **IAN** )  
**ROBERT HOPE** as Trustee in the presence of: )  
)

.....

.....  
Witness

.....  
Witness full name

DATED: \_\_\_\_\_

**MINUTES OF MEETING OF THE TRUSTEES OF THE HOPE SUPERANNUATION FUND  
(Fund)**

**HELD AT 320 PITT ROAD VERVALE VIC 3814**

**ON \_\_\_\_\_**

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**PRESENT:** Kevin James Hope  
Brian John Hope  
Ian Robert Hope

**PENSION PAYABLE:** It was reported that:

The Fund pursuant to the trust deed may pay benefits to members in the form of either a lump sum or pension.

Member's Name: **Kevin James Hope**

The above Member is eligible to receive a benefit from the Fund and has previously requested on 1 July 2018 to receive an Account Based Pension as at 1 July 2018, at which time the Trustees had agreed to the terms of the request.

**IT WAS RESOLVED THAT** payment of the pension by the Trustees to the Member will be in accordance with the trust deed and subject to the requirements of the *Superannuation Industry (Supervision) Act 1993 (Cth) (SIS Act)* and *Superannuation Industry (Supervision) Regulations 1994 (Cth) (SIS Regs)*.

Pension Commencement Date: **1 July 2018**

**IT WAS RESOLVED THAT** the pension amount will be at least the minimum amount specified by the requirements of the SIS Act and SIS Regs for the payment of an Account Based Pension and determined by the responsible authority.

**IT WAS NOTED THAT** a Product Disclosure Statement and an Application Form have been provided to the Member as required under section 1012B of the *Corporations Act 2001 (Cth)*.

**REVERSIONARY  
BENEFICIARY:**

**IT WAS NOTED THAT** in respect of the Account Based Pension, the Member had nominated Mary Patricia Hope as 100% reversionary beneficiary.

**ACCOUNT BASED  
PENSION AGREEMENT:**

**IT WAS RESOLVED THAT** the Trustees obtain the Member's signature to the Account Based Pension Agreement, a copy of which is attached to this resolution, and that the Trustees sign the agreement to record the terms on which the pension is payable throughout its term.

**CREATION OF PENSION  
ACCOUNT:**

**IT WAS CONFIRMED THAT** the Trustees have established a pension account in respect of the Member, and have transferred the following amount into the pension account from the accumulation account of the Member

<b>MEMBER NAME</b>	<b>AMOUNT</b>
Kevin James Hope	\$1,131,582.61

**MANNER OF PENSION  
FUNDING:**

**IT WAS RESOLVED THAT** the Trustees finance the Account Based Pension for the Member through the investment by the Trustees of amounts in the pension account of the Member.

**CLOSED:**

There being no further business the meeting was then closed.

Signed as a true and correct record.

.....  
**KEVIN JAMES HOPE**

.....  
**BRIAN JOHN HOPE**

.....  
**IAN ROBERT HOPE**

**HOPE SUPERANNUATION FUND  
(Fund)**

**ADVICE OF PENSION MINIMUM AMOUNT**

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**FROM:**       **Name:**               Kevin James Hope  
  Brian John Hope  
  Ian Robert Hope  
  **Address:**               320 Pitt Road  
  Vervale VIC 3814  
**(Trustee)**

**TO:**           **Name:**               Kevin James Hope  
  **Address:**               325 Little Road  
  Iona VIC 3815  
**(Member)**

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You have provided the Trustee with a request for an Account Based Pension.

The minimum and maximum amounts payable for your Account Based Pension in the 30 June 2019 financial year are:

MINIMUM	MAXIMUM
\$56,580.00	Your Full Account Balance

The above minimum payment limit is determined based on the formula set out in Schedule 7 of the *Superannuation Industry (Supervision) Regulations 1994 (Cth)*. The percentage factor is determined according to your age as follows:

AGE	PERCENTAGE FACTOR
Under 65	4
65 – 74	5
75 – 79	6
80 – 84	7
85 – 89	9
90 – 94	11
95 or more	14

Please complete the attached Nomination of Amount form, and return it to the Trustee at the following address:

Kevin James Hope, Brian John Hope and Ian Robert Hope  
Hope Superannuation Fund  
320 Pitt Road  
Vervale VIC 3814

If you do not return the form within seven days of receipt of this Notice, you will be deemed to have requested the minimum amount.

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**Signed for and on behalf of the Trustee**

**HOPE SUPERANNUATION FUND  
(Fund)**

**NOMINATION OF AMOUNT**

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<b>FROM:</b>	<b>Name:</b>	Kevin James Hope
	<b>Address:</b>	325 Little Road Iona VIC 3815
	<b>(Member)</b>	
<b>TO:</b>	<b>Name:</b>	Kevin James Hope Brian John Hope Ian Robert Hope
	<b>Address:</b>	320 Pitt Road Vervale VIC 3814
	<b>(Trustee)</b>	

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I have provided the Trustee with an Account Based Pension request.

I have received advice from the Trustee regarding the minimum amount payable as an Account Based Pension in the 30 June 2019 financial year and **I NOMINATE** the following amount:

<b>Amount or percentage of Account Based Pension I wish to receive for the above financial year:</b>	\$60,000.00
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.....  
**Signature of Member**