



20 August 2015

The Trustees
Sample Super Fund
123 Sample Street
SAMPLE, QLD 4000

Dear Mr and Mrs Sample

Re: Sample Super Fund - Letter of Appointment

Thank you for the opportunity to act as your fund administrator. We have prepared this letter to formalise the terms on which Superannuation Services Pty Ltd will undertake the accounting, administration and compliance work for your fund.

Scope

Superannuation Services Pty Ltd provides an SMSF administration, accounting, taxation and compliance service. It will also provide superannuation technical support. We will be responsible for the services as detailed in the attached Services Schedule.

Our involvement in this type of engagement will not disclose fraud, misappropriations, breaches of relevant legislation or other irregularities which may occur. However, we will draw your attention to any such issues that come to our notice.

Fees

The attached Fee Schedule details our standard administration fee and additional fees, which may or may not apply. Our administration fee will be billed in two instalments, one at the beginning of the relevant financial year and the final one on completion of the audit.

Superannuation Services is NOT a licensed investment advisor

Please note that Superannuation Services Pty Ltd, its employees and directors are NOT Australian Financial Services Licensees. By signing this letter of appointment you are acknowledging that Superannuation Services Pty Ltd, its employees and directors:

- ✓ have not provided any investment advice in relation to setting up a SMSF
- ✓ will not provide financial product or investment advice during the course of our appointment.

Other

This letter will remain in effect until either party terminates or amends it, in writing.

Please sign and return the attached copy of this letter, to show that you acknowledge the terms of our appointment.

Yours faithfully

Cosette Woolley
Director

Date: _/_/_

Trustee Acceptance

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Trustee

Date: _/_/_