



Superannuation Services

Trust, Ethics, Dedication

27 June 2019

The Trustees
Sample Super Fund
123 Sample Rd
SAMPLE QLD 4000

Dear Mr & Mrs Sample

Re: Sample Superannuation 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.

Our engagement also does not involve us providing any financial product advice or advice regarding investments.

Fees

The attached Fee Schedule details our standard administration fee and additional fees, which may or may not apply. An additional fee may apply in the first year due to the takeover of the Fund from the previous administrator. 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 financial advisor

Superannuation Services Pty Ltd, its employees and directors are NOT Australian Financial Services (AFS) Licensees.

You acknowledge Superannuation Services Pty Ltd, its employees and directors do not provide any financial product or investment advice in the course of our work.

Any information, statements or opinions provided by Superannuation Services Pty Ltd, its employees and directors is based on the information you provide to us and is for general reference only, it not been tailored to your specific circumstances and should not be considered as advice specific to your circumstances.

If you require investment or product advice and before acting on any general information we provide we recommend you speak to a licensed financial planner.

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 and the enclosed Declaration, to show that you acknowledge the terms of our appointment.

Yours faithfully



Cosette Woolley
Director

Date: _/_/_

Trustee Acceptance

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Trustee

Date: _/_/_