### SAMPLE TRUSTEE MINUTE

## Minute of Meeting of the Trustee of the

**<Fund Name>**

**Held on**

**Location**

**Present**

**Pension Payment Request**

The Trustee’s of the <Fund Name> formally acknowledge receipt of a request from the member <Member Name> requesting the payment of their benefit in the form of a pension.

 The Trustee/s formally acknowledges the letter and approves the payment of the pension to the stated member within the limits prescribed by the legislation.

 The Trustee/s undertake to prepare and lodge the necessary Transfer Balance Account Reporting to the ATO within the prescribed timeframes.

**Investment Strategy Review**

 Given the change in the objectives of the fund the Trustee/s now effects the following change to the investment strategy and the funds investment mix after consultation with appropriate qualified persons.

 The Trustee/s approves the changes to the tabled investment strategy and is satisfied that due consideration has been given to those aspects prescribed in the applicable legislation.

 The Trustee/s will ensure investments are monitored in accordance with this strategy, and reserve the right to alter this strategy at any time.

# Note

**All assets sales and purchases must be appropriately documented and comply with the updated investment strategy.**