

LETTER OF REQUEST TO APPOINT
THE ALAN SKERRITT CONSULTANCY
AS ADMINISTRATION OF SUPERANNUATION FUND

NAME OF FUND:

TRUSTEES OF THE FUND:

ADDRESS OF TRUSTEES:

We hereby *request* that Windsor Holdings Pty Ltd (ACN 010 018 041) as Trustee of The Windsor Unit Trust *trading as* **The Alan Skerritt Consultancy** be appointed as Administrator of our Superannuation Fund.

We understand that the Administration service provided by The Alan Skerritt Consultancy includes the following:

- Prepare Annual financial statements, including Profit & Loss accounts, Statement of Financial Position and Member Statements.
- Prepare and arrange lodgement of Self Managed Superannuation Fund Annual Return for the ATO.
- Arrange an independent audit of the accounts.
- Establish and maintain members' records, accounting records, and trustee minutes
- Prepare and lodge business activity statements and instalment activity statements

The full details of services provided are contained in the section entitled "Our Services" in our website and is also available on request.

Under this appointment and subject to the terms and conditions on the back hereof:-

- We authorise you to appoint any accountant, solicitor, auditor or other qualified party to assist with the administration of the fund but understand that our prior approval will be obtained if additional costs are involved.
- We authorise you to speak to the Australian Tax Office on behalf of our fund.

Trustee

Trustee

Date