

**DEED OF TRUST**

**THE FORD BURNETT  
FOUNDATION**

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This deed of trust

is made on 4 April 2011 between the following parties:

1. Richard Walter Scott  
(Founder)
2. Ford Burnett Pty Ltd  
ACN 150 245 337  
(Trustee)

Recitals

- A. The Founder wishes to establish a fund for the purposes outlined below.
- B. The Founder has paid the Settled Sum to the Trustee to hold on the trusts outlined in this deed and in accordance with the Relevant Law.

This deed witnesses

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1 Name

The Trust is to be known as **The Ford Burnett Foundation.**

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2 Definitions and interpretation

2.1 Definitions

In this deed:

**Advisory Committee** means a committee established under clause 12.

**Associate** has the meaning outlined in section 78A of the ITAA 36 as if the reference to the "donor" in that section were a reference to the person who under this deed is referred to in relation to the Associate.

**Commissioner** means the Commissioner of Taxation, a Second Commissioner of Taxation or a Deputy Commissioner of Taxation for the purposes of the ITAA 97.

**Deductible Contribution** means a contribution of money or property as described in item 7 or item 8 of the table in section 30-15 of the ITAA 97 in relation to a fundraising event held for the purpose of the Trust.

**Donor** means the donor of a Gift to the Trust.

**Eligible Entity** means a fund, authority or institution:

- (a) which is charitable at law;
- (b) which is charitable at law or an Eligible Recipient;
- (c) that is an exempt entity as defined in section 995-1(1) of ITAA 97; and
- (d) gifts to which are deductible under item 1 of the table in section 30-15 of ITAA 97

In this definition, Eligible Recipient has the meaning outlined in section 107 of the *Trusts Act 1973 (Qld)*.

**Financial Year** means the period from the date of this deed to the following 30 June and then each period of 12 months beginning on 1 July and ending on 30 June in each year or such other period as agreed to by the Commissioner.

**Gift** means a gift as described in item 2 of the table in section 30-15 of the ITAA 97 to the Trust.

**ITAA 36** means the *Income Tax Assessment Act 1936*.

**ITAA 97** means the *Income Tax Assessment Act 1997*.

**Major Donor** means, at a particular time, a Donor who has made Gifts totalling more than \$10,000 to the Trust since the date of this deed.

**Private Ancillary Fund** means a trust of which each trustee of the trust is a constitutional corporation; and each trustee has agreed, in the approved form given to the Commissioner, to comply with the rules in the Private Ancillary Fund Guidelines, as in force from time to time; and none of the trustees has revoked that agreement in the approved form given to the Commissioner.

**Private Ancillary Fund Guidelines** means the Private Ancillary Fund Guidelines, as in force from time to time, made under section 426-110 in Schedule 1 to the TAA 53.

**Relevant Law** means:

- (a) the Private Ancillary Fund Guidelines;
- (b) an Act of which the Commissioner has the general administration (including a part of an Act to the extent to which the Commissioner has the general administration of the part);
- (c) regulations under such an Act (including such a part of an Act); and
- (d) any other statute, regulation or law applicable to Private Ancillary Funds.

**Responsible Person** means an individual who:

- (a) performs a significant public function;
- (b) is a member of a professional body having a code of ethics or rules of conduct;
- (c) is officially charged with spiritual functions by a religious institution;
- (d) is a director of a company whose shares are listed on the Australian Securities Exchange;
- (e) has received formal recognition from government for services to the community;  
or
- (f) is approved as a Responsible Person by the Commissioner;

and who is not:

- (1) the Founder or a Major Donor;
- (2) an employee of the Founder, the Trustee or a Major Donor;

- (3) an Associate of the Founder, the Trustee or a Major Donor or of the directors or members of the board or other controlling committee of the Trustee other than:
  - (A) in a professional capacity;
  - (B) as a member of the board or other controlling committee of the Trustee; or
  - (C) as a member of the Trustee.

**Settled Sum** means \$100;

**TAA 53** means the *Taxation Administration Act 1953*.

**Trust** means the Trust established under this deed.

**Trustee** means the person named in this deed as the Trustee and any other trustee for the time being of the Trust.

**Trust Fund** means:

- (a) the Settled Sum;
- (b) all money, investments and assets paid or transferred to and accepted by the Trustee as additions to the Trust Fund including all Gifts and Deductible Contributions;
- (c) all income of the Trust Fund including income earned or to which it is entitled;
- (d) all accretions to the Trust Fund;
- (e) all accumulations of income;
- (f) all money, investments and property from time to time representing the above or into which they are converted;

and includes any part of the Trust Fund.

**Trust Purpose** means the purpose outlined in clause 4.

## 2.2 Interpretation

In this deed unless the context requires otherwise:

- (a) the singular (including defined terms) includes the plural and the plural includes the singular, and words of any gender include all genders;
- (b) a reference to this deed means this deed as originally executed and as from time to time lawfully amended; and
- (c) a reference to any legislation or legislative instrument or a provision of any legislation or legislative instrument, includes any amendment to that legislation or legislative instrument or provision, any consolidation or replacement of that legislation or legislative instrument or provision, and any subordinate legislation or legislative instrument made under that legislation or legislative instrument; and
- (d) a reference to a donation includes a Gift.

## 2.3 Headings

Headings are used for convenience only and do not affect the interpretation of this deed.

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## 3 Declaration of trust

The Founder and the Trustee declare that the Trustee must hold the Trust Fund on the trusts, with the powers and subject to the provisions in this deed.

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## 4 Trust Purpose

### 4.1 Payment and application of the Trust Fund

- (a) The Trustee must pay or apply the Trust Fund solely for the purpose of providing money, property or benefits to or for Eligible Entities or the establishment of Eligible Entities as the Trustee decides, in accordance with the Private Ancillary Fund Guidelines.
- (b) Where gifts to an Eligible Entity are deductible only if, among other things, the conditions set out in the relevant table item in Subdivision 30-B of ITAA 97 are satisfied, a payment or application of the Trust Fund must be made in accordance with those conditions.

### 4.2 Factors Trustee may consider

In exercising its discretions under clause 4.1, the Trustee may have regard to:

- (a) any recommendations of an Advisory Committee; and
- (b) the provisions and objects, so far as they are consistent with the Trust Purpose, of any other trust (including a trust established by a testamentary instrument) where:
  - (1) the capital of the other trust has been transferred to or otherwise vested in the Trustee to hold on the trusts of this deed; and
  - (2) the trustee of the other trust has requested the Trustee to recognise the provisions or objects of the other trust in exercising the Trustee's discretions and powers under this deed.

### 4.3 Policies and rules

For the purpose of paying or applying the Trust Fund, the Trustee may:

- (a) formulate policies;
- (b) make rules in connection with a policy; and
- (c) revoke or amend a policy or rule and formulate others.

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## 5 Transaction that is uncommercial and Benefits

### 5.1 Transaction that is uncommercial

- (a) The Trustee may not enter into any transaction that is uncommercial when entered into, unless the transaction is:
  - (1) with a deductible gift recipient covered by item 1 in the table in section 30-15 of the ITAA 97; and
  - (2) is in course of furtherance of the Trust's purpose;unless the transaction is on terms more favourable to the trust than would otherwise be expected under an arm's length transaction.
- (b) In clause 5.1(a), a transaction that is uncommercial is the provision of a financial or other benefit on terms which:
  - (1) would not be reasonable in the circumstances if the benefit were provided on an arms length basis; or

- (2) are more favourable to the recipient than the terms referred to in clause 5.1(b)(1);

and which a reasonable person in the position of the Trustee would not have entered into having regard to all relevant circumstances.

## **5.2 Benefits**

Apart from a payment or application authorised under clause 5.1 or under clause 15, or a payment or application approved by the Commissioner, no part of the Trust Fund may be paid or applied, directly or indirectly, to or for:

- (a) a Trustee;
- (b) a member, director, employee, agent or officer of a Trustee;
- (c) a Donor;
- (d) a Founder;
- (e) an Associate of any of these entities.

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## **6 Qualifications of Trustee**

- (a) Each Trustee must be a corporation to which paragraph 51(xx) of the Constitution applies or a body corporate that is incorporated in a Territory, whose board of directors or other controlling body includes at least one Responsible Person.
- (b) The Responsible Person must be an active director of the Trustee if the Trustee is a company, or if the Trustee is another type of corporation, the Responsible Person must be an active member of the board or other controlling body of that corporation.
- (c) If the requirements in clauses 6(a) and 6(b) are at any time not met the Trustee must not exercise any discretion or power until the requirement is met or except:
  - (1) for the purpose of exercising a statutory power to appoint a new or additional Trustee;
  - (2) to protect the Trust Fund; or
  - (3) in the case of urgency.
- (d) If the requirement in clauses 6(a) and 6(b) are at any time not met and if the Trustee does not have or is unable to exercise a statutory power of appointing a new or additional trustee as outlined in 6(c)(1) the Trustee may by writing appoint a new or additional Trustee.

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## **7 Trustee's powers**

### **7.1 Investment**

The Trustee must invest money of the Trust Fund only in a way in which trustees are permitted to invest under the laws of Australia or of any state or territory of Australia and in accordance with the Private Ancillary Fund Guidelines.

### **7.2 Other powers**

The Trustee may to the extent consistent with the Private Ancillary Fund Guidelines:

- (a) change an investment for any others or vary the terms and conditions on which an investment is held;

- (b) sell or otherwise dispose of the whole or any part of the investments or property of the Trust Fund;
- (c) borrow or raise or secure the payment of money and secure the repayment of any debt, liability, contract, guarantee or other engagement in any way and, in particular, by mortgage, charge, lien, encumbrance, debenture or other security, fixed or floating, over any present or future asset of any kind and wherever situated;
- (d) take and act on the opinion of a barrister practising in Australia in relation to the interpretation or effect of this deed or any of the trusts or powers of this deed without responsibility for any loss or error resulting from doing so, but this provision does not stop the Trustee from applying to a court of competent jurisdiction;
- (e) take any action for the adequate protection or insurance of any part of the Trust Fund;
- (f) purchase, draw, make, accept, endorse, discount, execute and issue promissory notes, bills of exchange, and other negotiable or transferable instruments of any kind;
- (g) subject to the trusts of this deed, generally:
  - (1) perform any administrative act; and
  - (2) pay or deduct all costs, charges, commissions, stamp duties, imposts, outgoings and expenses of or incidental to the Trust Fund or its management (whether or not the Trustee is under any legal obligation to make the payment) or in connection with the preparation, execution and stamping of this deed, as though the Trustee were the absolute owner of the Trust Fund;
- (h) employ and pay or provide any benefit for any employee without being responsible for the default of the employee or for any loss occasioned by the employment;
- (i) engage and pay any agent, contractor or professional person without being responsible for the default of the agent, contractor or employee or for any loss occasioned by the engagement;
- (j) accept as part of the Trust Fund any gifts (by will or otherwise), donations, settlements or other dispositions in money, moneys worth or property to or in favour of the Trust Fund and either retain them in their original form without selling or converting them into money, or invest, apply or deal with them in any way that the Trustee may invest, apply or deal with the Trust Fund under this deed;
- (k) decline or otherwise refuse to accept as part of the Trust Fund any gift (by will or otherwise), donation, settlement or other disposition in money, moneys worth or property;
- (l) manage any real property it holds with all the powers of an absolute owner including, but not limited to, power to allow any Eligible Entity to occupy the property on the terms and conditions the Trustee thinks fit; and
- (m) do all other things incidental to the exercise of the Trustee's powers under this deed.

### **7.3 Powers are supplementary**

The powers and discretions in clause 7.2 are to be treated as supplementary or additional to the powers vested in trustees by law.

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## 8 Compliance

- (a) Before exercising a discretion or power vested in the Trustee under any provision of this deed or by law, the Trustee must ensure that the proposed exercise is in accordance with the Private Ancillary Fund Guidelines.
- (b) The Trustee must comply with all relevant Australian laws, all legally binding directions given to the Trustee by the Commissioner and all requirements contained in the Private Ancillary Fund Guidelines.

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## 9 Liability for breaches of trust

### 9.1 Indemnity

Subject to clause 9.2, the Trustee and any officer, agent or employee of the Trustee, where purporting to act in the exercise of the trusts of this deed or exercise powers or discretions under this deed is:

- (a) not liable for any loss or liability; and
- (b) entitled to be indemnified from the Trust Fund in respect of any loss, liability, costs and expenses relating to,
  - (1) entering into this deed or any deed amending this deed;
  - (2) establishing, operating, administering, amending, terminating and winding up the Trust; or
  - (3) all matters incidental to the Trust; and

all liability incurred (including liability for income tax and any other taxes and all fines and penalties payable in relation to those taxes) and acts and things done in connection with or resulting from the matters referred to in clause 9.1(b) including, but not limited to, the Trustee performing its duties and exercising its powers and discretions under this deed.

### 9.2 Limitations

Notwithstanding clause 9.1, the Trustee and an officer, agent or employee of the Trustee is prohibited from being indemnified from the Trust Fund if the loss, liability, cost or expense is attributable to:

- (a) the dishonesty of that Trustee, officer, agent or employee of the Trustee;
- (b) gross negligence or recklessness of that Trustee, officer, agent or employee of the Trustee;
- (c) a deliberate act or omission known by that Trustee, officer, agent or employee of the Trustee to be a breach of trust; or
- (d) penalties under section 426-120 in Schedule 1 to the TAA 53.

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## 10 Establishment and operation of Gift Account

### 10.1 Maintaining a Gift Account

The Trustee must maintain a management account (**Gift Account**):

- (a) to identify and record Gifts and Deductible Contributions;
- (b) to identify and record any money received by the Trust because of those Gifts and Deductible Contributions; and

- (c) that does not identify and record any other money or property.

#### **10.2 Limits on use of Gift Account**

The Trustee must use the Gift Account only for the purpose of the Trust.

#### **10.3 Winding up or revocation of endorsement**

- (a) Upon:

- (1) the winding up of the Trust; or
- (2) the revocation of the Trust's endorsement as a deductible gift recipient under Subdivision 30-BA of ITAA 97,

whichever is earlier, any surplus Gifts and Deductible Contributions and money received by the Trust because of those Gifts and Deductible Contributions must be transferred to one or more Eligible Entities as the Trustee decides.

- (b) When gifts to an Eligible Entity are deductible only if, among other things, the conditions set out in the relevant table item in Subdivision 30-B of the ITAA 97 are satisfied, a transfer under this clause 10.3 must be made in accordance with those conditions.

#### **10.4 Gift Account forms part of the Trust Fund**

To avoid any doubt, it is declared that the Gift Account forms part of the Trust Fund.

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### **11 Returns, and giving material to the Commissioner in compliance with Australian law and the Relevant Law**

#### **11.1 Returns**

The Trustee must give to the Commissioner a return for each Financial Year within the period required by the Commissioner.

#### **11.2 Requirements about giving material to the Commissioner**

The Trustee must comply with the requirements about giving material to the Commissioner required by Subdivision 388 in Schedule 1 to the TAA 53 and the Private Ancillary Fund Guidelines.

#### **11.3 Trust to keep accounts**

The Trustee must keep or cause to be kept proper accounts in respect of all receipts and payments on account of the Trust Fund and of all dealings connected with the Trust Fund and must comply with the record keeping obligations of deductible gift recipients required by Subdivision 382-B in Schedule 1 to the TAA 53 and the Private Ancillary Fund Guidelines.

#### **11.4 Financial statements**

As soon as practicable after the end of each Financial Year the Trustee must prepare or cause to be prepared a financial statement showing the financial position of the Trust Fund at the end of that Financial Year and a statement of financial performance for that Financial Year in accordance with the accounting standards.

### 11.5 Audit

The financial statements and the Trust's and Trustee's compliance with the Private Ancillary Fund Guidelines must be audited by a person registered as an auditor under Part 9.2 of the *Corporations Act 2001* before the date on which the Trustee is required to give a return the Commissioner.

### 11.6 Receipts

- (a) The Trustee may receive capital and other money and give valid receipts for all purposes including:
  - (1) those of any statute; and
  - (2) the receipt of any capital money which may or may not be deemed to be capital money for the purposes of any law relating to settled land,and even if the Trustee is a sole trustee.
- (b) The Trustee must issue receipts for all Gifts.
- (c) Receipts must state the information required by section 30-228 of the ITAA 97 and the Private Ancillary Fund Guidelines.

### 11.7 Investment strategy

The Trustee must prepare or cause to be prepared, maintain and implement a current investment strategy in a form so that the Trustee, an auditor or the Commissioner may determine whether the fund has complied with the Private Ancillary Fund Guidelines and other Australian laws.

### 11.8 Valuation

The market value of the assets of the Trust Fund must be estimated as required by the Private Ancillary Fund Guidelines.

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## 12 Advisory Committees

- (a) The Trustee may establish Advisory Committees and appoint and remove, or make provision for the appointment and removal of, members of Advisory Committees.
- (b) Each Advisory Committee may consist of a single individual or the number of individuals that the Trustee decides.
- (c) The functions of each Advisory Committee will be decided by the Trustee and, subject to the Trustee's decision, will be to advise the Trustee on how payments or applications of income and capital should be made under clause 4.
- (d) The Trustee may specify:
  - (1) the manner in which proceedings of each Advisory Committee are to be conducted;
  - (2) the matters which the Advisory Committee must have regard to in carrying out its functions; and
  - (3) any other matters concerning the Advisory Committee or its functions that the Trustee decides.

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## 13 Patrons

The Trustee may appoint a patron of the Trust.

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## **14 Amending this deed**

### **14.1 General**

The Trustee may by deed revoke, add to or vary any of the provisions of this deed, so long as:

- (a) no part of the Trust Fund becomes subject to any trusts other than trusts for the provision of money, property or benefits to or for Eligible Entities; and
- (b) unless the Commissioner consents to the revocation, addition or variation:
  - (1) no amendment is made to clause 1, or is made materially affecting clauses 4, 5, or 7.1 or the definition of Trust Fund in clause 2.1;
  - (2) no amendment is made that is contrary to the requirements of, or would result in the Trust not complying with, the Private Ancillary Fund Guidelines;
  - (3) no amendment is made to this clause 14 so as to permit this deed to be amended in a manner prohibited by clauses 14.1(b)(1) to 14.1(b)(2); and
- (c) the Trustee notifies the Commissioner of the amendment within 21 days in the Approved Form.

### **14.2 Conversion to public ancillary fund**

Only with the agreement of the Commissioner and provided no part of the Trust Fund becomes subject to any trusts other than trusts for the provision of money, property or benefits to or for Eligible Entities, the Trustee may by deed revoke, add to or vary any of the provisions of this deed to enable the Trust to be endorsed by the Commissioner as a public fund as described in item 2 of the table in section 30-15 of ITAA 97.

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## **15 Trustee's remuneration and expenses**

The Trustee may apply the income or capital of the Trust Fund to:

- (a) pay fair and reasonable remuneration for the services of the Trustee in administering the Trust at a rate not exceeding 1.056% annually (GST inclusive) of the gross value of the Trust Fund; and
- (b) reimburse the Trustee for reasonable expenses incurred as trustee of the Trust.

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## **16 General**

### **16.1 Receipts by others**

The receipt of the person purporting to be the treasurer, secretary or other proper officer of any recipient of a payment or application of income or capital from the Trust Fund is a sufficient discharge to the Trustee and the Trustee need not see to the application of the payment or application.

### **16.2 Trustee's discretions and powers**

Except where there is an express contrary provision in this deed, every discretion given to the Trustee is absolute and uncontrolled and every power given to it is exercisable at its absolute and uncontrolled discretion.

### **16.3 Personal interest of Trustee**

Subject to the requirements of clause 5 and the Relevant Law, the Trustee and any person who is a member of the board or other controlling committee of the Trustee or a member of the Trustee may exercise or concur in exercising all powers and discretions given by this deed or by law even though the Trustee or that person:

- (a) has or may have a direct or personal interest or a conflict of fiduciary duty in the method or result of exercising the power or discretion; or
- (b) may benefit either directly or indirectly from the exercise of any power or discretion,

and even though the Trustee is a sole trustee.

### **16.4 Delegation of powers**

The Trustee may by power of attorney or otherwise delegate to any person any of the discretions or powers given to it under this deed. The exercise of any of the discretions or powers of this deed by an attorney or delegate is valid and effectual and binds all persons interested under this deed.

### **16.5 Trustee's decisions**

The Trustee may decide:

- (a) whether any money is to be considered as capital or income;
- (b) whether any expense, outgoing or other payment ought to be paid out of capital or income; and
- (c) all questions and matters of doubt arising in the execution of the trusts of this deed.

Every decision on these matters, whether made on a question actually raised or implied in the acts or proceedings of the Trustee, is conclusive and binds all persons interested under this deed.

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## **17 Winding up**

- (a) Upon the earlier of the winding up of the Trust or it ceasing to be a Private Ancillary Fund, the Trustee must pay or apply any assets of the Trust Fund remaining after the satisfaction of all its debts and liabilities and compliance with any transfer obligations outstanding under clause 10.3(a) in respect of the Gift Account, to or for Eligible Entities, as the Trustee decides.
- (b) Where gifts to an Eligible Entity are deductible only if, among other things, the conditions set out in the relevant table item in Subdivision 30-B of the ITAA 97 are satisfied, a payment or application under this clause must be made in accordance with those conditions.

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## **18 Governing law**

This deed is governed by the laws of **Queensland**.

Executed as a deed:

Signed sealed and delivered by

in the presence of:

Witness

Wayne James Davis

Name (please print)

Signed sealed and delivered by  
Ford Burnett Pty Ltd  
by

Secretary/Director

Cynthia Frances Burnett

Name (please print)

Richard Walter Scott

Director

Simon Peter Ferguson

Name (please print)

ANNEXURE A

DECLARATION BY TRUSTEE

The Ford Burnett Foundation  
Declaration by trustee  
(Part 9 of the Trusts Act 1973 (Qld))

The trustees of The Ford Burnett Foundation namely, Ford Burnett Pty Ltd (ACN 150 245 337), after having regard to the effect of this declaration on the liability of the trust to income tax, declares that the power conferred by part 9 of the Trusts Act 1973 (Qld) to provide money, property or benefits to or for an eligible entity, or for the establishment of an eligible entity, within the meaning of that section, is approved as a power for the trustee for the time being of The Ford Burnett Foundation is authorised to exercise.

Dated:

Signed sealed and delivered by  
Ford Burnett Pty Ltd

Signature

  
.....  
Director / Company Secretary

Printed name of signatory

Cynthia Frances Burnett

Signature

  
.....  
Director

Printed name of signatory

Simon Peter Ferguson

ANNEXURE B

NOTICE TO COMMISSIONER OF INTENTION TO EXERCISE A POWER

The Ford Burnett Foundation

Australian Business Number 81 070 368 409

To: The Commissioner of Taxation of the Commonwealth of Australia

Ford Burnett Pty Ltd (ACN 150 245 337), as trustee of The Ford Burnett Foundation, gives you notice as follows:

1. It has made a declaration that the power conferred by part 9 of the Trusts Act 1973 (Qld) is approved as a power that the trustee for the time being of The Ford Burnett Foundation is authorised to exercise.
2. It is its intention, upon The Ford Burnett Foundation being endorsed as an income tax exempt fund, to exercise the power conferred by section 9 of the Trusts Act 1973 (Qld).

Dated:

Signed on behalf of  
Ford Burnett Pty Ltd

  
Cynthia Frances Burnett  
(Director)

  
Simon Peter Ferguson  
(Director)