Sample Minutes of Meeting to Adopt Investment Strategy for SMSF

[Insert corporate trustee name [OR] individual trustee name(s)]

# AS TRUSTEE FOR THE

**[insert name of Superannuation Fund] SUPERANNUATION FUND**

**MINUTES OF MEETING OF THE**

**[insert name of Superannuation Fund] SUPERANNUATION FUND**

**HELD AT [insert address]**

**ON THE [insert date, month, year]**

## PRESENT: [insert the names of the directors of the trustee company [OR] the names of the individual trustees]

**CHAIRPERSON:** Resolved that [insert name of appointed chairperson of the meeting] to be appointed chairperson of the meeting.

#### BUSINESS: To discuss and formulate objectives and strategies and the investment plan for funds received for members.

**OBJECTIVES:** Resolved that investment of members’ funds be selected so as to give a return on investment at least equal to the current year CPI and in accordance with the attached memorandum [insert name of document containing the Investment Policy Objectives and Strategy].

**STRATEGY:** Resolved that members’ funds be so invested that on retirement dates of members the payments due on retirement may be made without affecting the objectives of the fund in accordance with the attached memorandum [insert name of document containing the Investment Policy Objectives and Strategy].

**INVESTMENT PLAN:** Resolved that the attached memorandum [insert name of document containing the Investment Policy Objectives and Strategy] be adopted as full range of available approved investment opportunities for members’ funds as well as being an overview of investment policy, objectives and strategy.

**CONFIRMATION:** Resolved that these minutes be accepted as true and correct record of the proceedings in this meeting.

**Dated this day of 20\_\_\_\_\_**

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Chairperson