



























unit holders in accordance with the trust deed The duration of the trust may be extended or shortened if all concerned agree to this.



**APPENDIX 3 DRAFT MINUTE OF A MEETING OF THE DIRECTORS OF TRUSTEE COMPANY TO RECORD DECISION TO ACQUIRE A PROPERTY**

**MINUTE OF A MEETING OF THE DIRECTORS OF TRUSTEE PTY LTD HELD AT THE REGISTERED OFFICE ON 1 JANUARY 2001**

**Present**

John Jones representing the Jones Family  
Mary Smith representing the Smith Family

**Chairperson**

Mary Smith was elected chairperson

**Capacity**

The meeting related to the company’s capacity as trustee of the Blue Sky Unit Trust.

**Previous minutes**

The minutes of the previous meeting were read and affirmed as correct.

**Acquisition of a property**

The Chairperson reported that XYZ Real Estate Agents had approached her with an offer to acquire a property located at 10 Smith Street Smithville for an amount of \$500,000. She reported that she discussed the offer with a property valuer and the company’s accountant, who after considering the offer and alternative offers, advised that the property comprised an appropriate investment for the company.

It was resolved to accept the offer and the Chairperson was authorized to do all things necessary to give effect to this resolution including applying the company’s seal to all appropriate documents.

**Closure**

There being no further business the meeting closed.

Signed as a true and complete record of the meeting on the date stated above.

..... Chairperson