

# Current Terms and Conditions for SuperGear

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#### **Please read**

It is important that *you* take the time to read and understand the *Contract*, including these *Terms and Conditions*.

#### We're here to help

If *you're* not completely sure *you* understand all the terms and conditions in this document, *we* recommend *you* get legal or financial advice. *You* can also talk to *your* relationship manager, business banker or broker, or call *us* on 13 1998.

If *you* are experiencing financial difficulty making payments under a loan, then *you*, or *your* representative, should contact *us* as soon as possible. *We* can then discuss *your* situation and the options available to help *you*. The sooner *you* contact *us*, the sooner *we* can try to help.

#### **Banking code of practice**

The Code of Banking Practice applies to *your Facility* if *you* are an individual or a 'small business customer' as defined in the Code of Banking Practice.

### **1 YOUR CONTRACT WITH US**

#### 1.1 The Contract

- 1.1.1 When we offer to provide you with your Facility, the contract between you and us is made up of:
  - (a) this document;
  - (b) the Offer Document; and
  - (c) any other documents specified in the Offer Document.
- 1.1.2 If there are inconsistencies, the Offer Document (including any contractual documents referred to within it) prevails over this document.
- 1.1.3 Except to the extent stated in these documents, other services we provide, such as payment services or other transaction accounts or services, or access to your Facility using one of our electronic banking platforms, are governed by separate terms, not this Contract.

#### 1.2 Declarations you make

Each time *you* sign an Offer Document or use a Facility, you declare that:

- 1.2.1 (General declarations):
  - (a) the name of each individual given to *us* is correct;
  - (b) a Security Provider who gives us Security is the sole owner of the Security Property, or you have told us of any joint owners;
  - (c) the Security Property is not, and will not become, subject to any kind of competing Security Interest or obligation without our prior written consent;
  - (d) you are not in material default on any other credit agreement and nothing has happened which may put you in default;
  - (e) you're not breaching any laws or obligations to anyone else by signing the *Contract*;

- (f) none of the information *you* have given *us* is incorrect, incomplete or misleading in any material respect; and
- 1.2.2 (for each Borrower that is a company):
  - (a) the company is financially sound and not under threat of liquidation;
  - (b) there are no current, pending or threatened proceedings against the company that could have a *Material Adverse Effect*, including legal actions, arbitration or administration proceedings;
  - (c) the *Contract* and each transaction contemplated under it either:
    - (i) benefits the company and does not create any conflict of interest, or
    - (ii) has been approved by a resolution, duly passed by the shareholders of the company; and
- 1.2.3 (for each Borrower that is a trustee):
  - (a) any other trustees of the trust are *Borrowers* under the *Contract*;
  - (b) you have the power under the trust deed and all the necessary authorisations to enter into the Contract and observe your obligations under it;
  - (c) you have a right to be fully indemnified for all your obligations under the Contract out of the property you hold on trust;
  - (d) the trust is validly constituted and has not been terminated;

- (e) either:
  - (i) there is no conflict of interest affecting you as trustee, your Related Parties or your directors preventing you entering into or performing your obligations under the Contract; or
  - (ii) the trust deed permits you to enter into and perform your obligations under the Contract despite any conflict of interest that may affect your Related Parties or your directors;
- (f) the *Fund* is sufficient to satisfy *your* right of indemnity;
- (g) *you* are not in default under the trust deed and no action has been taken or proposed to terminate the trust;
- (h) you have complied with your trustee obligations, and your directors and officers have compiled with their obligations;
- (i) you have taken every necessary action to be authorised to execute the Facility and perform your obligations under the Contract;
- (j) executing the *Contract* is not a breach of trust on *your* part; and
- (k) our rights under the *Contract* have priority over the interest of the beneficiaries of the trust.

#### **1.3** Laws that apply to this Contract

The *Contract* is governed by the laws in the State or Territory of *your* address in the *Offer Document*.

#### 1.4 Counterparts

An Offer Document may be executed in any number of counterparts, all of which are taken together to constitute one and the same instrument.

#### **1.5** Our power of attorney

- 1.5.1 *You* irrevocably appoint each of *our* employees separately as *your* attorney to:
  - (a) change an incomplete or inaccurate Offer Document, as long as the change is consistent with the information or instructions you have provided; and
  - (b) do anything else of a minor nature reasonably required to make the *Contract* complete and enforceable, for example, completing blanks or dating documents.

### 2 SETTING UP AND USING YOUR FACILITY

#### 2.1 Purpose

*You* can only borrow for the purpose set out in the *Offer Document*, and only use *your Loan* to:

- (a) pay the purchase price of the Security Property at settlement and, if we previously agreed, pay for repairs and maintenance when you buy it in accordance with section 67A of the Superannuation Industry (Supervision) Act 1993 (Cth);
- (b) refinance a loan that complies with section 67A of the Superannuation Industry (Supervision) Act 1993 (Cth) and was used to buy the Security Property; or
- (c) refinance a loan that was used to buy the Security Property in order to ensure compliance with the Superannuation Industry (Supervision) Act 1993 (Cth).

# 2.2 Cancelling your Facility before it is funded

We can withdraw *our* offer or cancel a *Facility* at any time before *you* use it if:

- (a) you don't use it within three months of signing the Offer Document (see clause 2.4);
- (b) your financial circumstances change and we reasonably believe you will not be able to meet your obligations under the Contract; or
- (c) the terms of a *Fixed Rate Period* have been agreed but the *Facility* is not funded on the expected funding date.

#### 2.3 Single drawdown

- (a) You must draw down the entire Loan amount in a single lump sum within three months of the date of the Offer Document.
   After that, your Limit is reduced to the current Loan amount. If you don't draw funds within the agreed time, we may cancel the undrawn Facility.
- (b) Redraw is not available with SuperGear.

#### 2.4 Conditions you must meet before funding

You need to meet these conditions before we will allow any Drawing:

Conditions	
ldentity check	• We have completed all Know Your Customer Checks relating to you, your beneficial owners, each Security Provider
Information we require	<ul> <li>and any Authorised Representative.</li> <li>You've given us all the information we've asked for about the Facility and it's use.</li> </ul>
Default	• You're not in Default and would not be in Default as a result of the Drawing.
Security	• We're satisfied with the valuation and title to the Security Property.
	<ul> <li>You've done everything we have required to give us any Security.</li> </ul>
	• A Security Provider has not withdrawn or given notice to limit their indemnity or become an undischarged bankrupt.
Documentation and instructions	• We've received all relevant documents from you in a form acceptable to us properly executed, including any Security documents, and any authority documents required to process payments to or from your accounts and Relevant Documents.

evidence you have insurance which meets our requirements if we

additional conditions set out in the Offer Document, including Conditions Before

*Funding*, and conditions

requirements in 3.4.2 regarding any Nominated Account.

# **3 COSTS AND PAYMENTS**

#### 3.1 What you must pay

- 3.1.1 Principal
  - (a) Your principal is the total amount we have advanced to you under your Facility.
  - (b) You must repay the principal advanced under your Facility:
    - (i) as set out in **clause 3.2** and *your Offer Document*, and
    - (ii) in full by the final repayment date of the *Facility*, together with any other amounts still owing.
  - (c) We will not require you to repay the Residual Balance until the end of the Term unless you are in Default. We are under no obligation to refinance your Residual Balance.
- 3.1.2 Interest
  - (a) You must pay interest
    - (i) For each day there is an *Outstanding Balance, you're* liable for interest on it. The day's interest rate will be the *Interest Rate* divided by 365 (even in a leap year), and it will be applied to the *Outstanding Balance* at the end of the day.
    - (ii) After we have processed transactions to the Loan Account, we will calculate interest on the last calendar day of each month (or on any other agreed interest charging cycle). We will then charge interest the next day by debiting it against your Loan Account (as part of the Outstanding Balance).

- (b) Your Interest Rate
  - (i) Your Interest Rates are set out in your Offer Document and Account Confirmation Document.
  - (ii) If *your* interest charging cycle is not monthly, *your Interest Rate* may also include a premium, set out in *your Offer Document* or Account Confirmation Document.
  - (iii) If we determine your Interest Rate by starting with a base rate (the reference rate) and adding or subtracting any premium or discount (the margin), and the result is less than zero, then your Interest Rate will be deemed to be zero.
- 3.1.3 Fixed rate loans
  - (a) Your Offer Document may set out an indicative fixed Interest Rate. The actual fixed Interest Rate will be set on the day your Loan is funded and set out in an Account Confirmation Document, together with the first repayment due date, repayment frequency and the Fixed Rate Period.
  - (b) When a Fixed Rate Period ends, the Interest Rate will revert to the relevant variable CBA reference rate applicable to SuperGear Loans, unless you and we have agreed the terms of a new Fixed Rate Period or variable rate in a new Offer Document.

#### 3.1.4 Default Interest

- (a) You must pay us Default Interest on any amount, including interest, which you fail to pay on the due date or which exceeds your Limit.
- (b) This does not affect *your* obligation to make all payments on time.
- (c) We charge Default Interest:
  - (i) at our monthly Excess drawing interest rate: see <u>commbank.com.au/</u> <u>business/rates-fees.html</u>,
  - (ii) daily on the overdue or overdrawn amount from the due date or the date it became overdrawn until the overdue or overdrawn amount is paid.
- (d) You must pay any outstanding Default Interest on the day you pay out the Facility.
- 3.1.5 Fees
  - (a) You must pay fees as set out in these Terms and Conditions and your Offer Document as changed from time to time under **clause 4**.
  - (b) For a fee expressed as a per annum percentage, we calculate the daily rate by dividing the percentage by 365 (even in a leap year), unless otherwise specified.
- 3.1.6 Establishment and management costs
  - (a) You must reimburse us for costs we reasonably incur establishing or managing your Facility as disclosed in the Offer Document whether or not the Facility proceeds, including government duties, fees, taxes and legal costs.
  - (b) If we can apply for a refund or credit for costs paid by *you*,

we'll apply for it and pay *you* whatever part of it is owed to *you*.

#### 3.2 When you must pay

- 3.2.1 Scheduled repayments
  - (a) Your Offer Document or Account Confirmation Document sets out your repayment details, including the times you must make repayments.
  - (b) *Your* scheduled repayments will include a portion of *your* principal, unless *you*r Facility has an interest-only period.
  - (c) If a repayment is due on the 29th, 30th or 31st day of the month, but a month does not have that date, it will be due on the last day of that month.
- 3.2.2 When *you* must pay the Outstanding Balance
  - (a) You must pay the Outstanding Balance and any other amounts payable by you under this Contract by the end of the Term, unless we have given you written notice stating otherwise.
  - (b) Until the Outstanding Balance is paid, interest will continue to accrue on it (although the rate may change in accordance with these Terms and Conditions), and you must continue to make interest and fee payments at the same frequency.
  - (c) We may, but are not required to, change scheduled repayments in line with interest rate changes. If we don't change the scheduled repayments, this may result in a larger than expected Outstanding Balance which has to be repaid when the Facility ends.

#### 3.3 Pre-payment and Early Repayment Adjustment

#### 3.3.1 Fixed Rate Loans

# *Pre-paying or changing fixed rate Loans*

- (a) If *you* have a fixed rate *Loan*, *we* may allow *you* to:
  - (i) repay all or part of the Loan during the Fixed Rate Period;
  - (ii) change the *Fixed Rate Period*, repayment amounts, repayment frequency, interest rate or repayment type; or
  - (iii) switch to a variable *Interest Rate*.
- (b) We treat each such change as a Pre-payment in respect of the Outstanding Balance which is the subject of the change.
- (c) Usually, we do not allow any Pre-payment less than \$25,000.

#### Early Repayment Adjustment

- (d) You must pay an Early Repayment Adjustment and the Administration Fee on the Prepayment date.
- (e) This is because fixed interest rate loans are provided on the understanding that only the scheduled repayments will be made over the *Fixed Rate Period*. While we may let you make a *Pre-payment* for all or part of the *Outstanding Balance*, you will be liable to pay the *Early Repayment Adjustment*.

Warning: If the wholesale market swap rate falls, the *Early Repayment Adjustment* can be high. You can ask us for an estimate of an *Early Repayment Adjustment* at any time.

- (f) If you ask us, we'll give you a statement setting out how we estimated the Early Repayment Adjustment as a result of the Pre-payment, including the formula.
- (g) We may also charge you an Early Repayment Adjustment and Administration Fee if a fixed rate Loan becomes repayable early because of your Default.
- 3.3.2 Variable rate Loans

*You* can fully or partially repay a variable rate *Loan* at any time by giving *us* two days' notice.

#### 3.4 How you pay

3.4.1 Authorisation

You authorise us to debit your Loan Account or your Nominated Account for any fees, interest, repayments, establishment and management costs, or other amounts owing under this Contract.

- 3.4.2 Direct Debit Nominated Account
  - (a) At all times you must maintain an approved Nominated Account with sufficient funds and an upto-date direct debit authority for each Facility.
  - (b) Usually, the *Nominated Account* must be a transactional account with *us* that is in *your* name.
  - (c) At *our* discretion, *we* may allow *you* to choose a *Nominated Account* in the name of a third party or with another financial institution.

- (d) You must make sure that any Nominated Account has enough money to meet your payment obligations from time to time.
- 3.4.3 What happens if a payment is dishonoured
  - (a) If a payment is dishonoured, it will be treated as if it has not been made. This may mean you default on your obligations, your Nominated Account may become overdrawn and you may incur associated fees.
  - (b) We may try to collect the payment again on a later date by the same method.
- 3.4.4 We can open a payment account If a payment is not made on time under the *Contract, you* authorise *us* to:
  - (a) Debit the credit balance of any other account *you* have with *us* to wholly or partly repay the outstanding amount; or
  - (b) Open a payment account in your name against which we may debit any outstanding amount you owe us under the Facility, including Default Interest on the outstanding amount. We will promptly inform you if we have done either of the above.

#### 3.5 How we apply your payments

If you have more than one Facility and pay more or less than the required amounts on any of them, we can decide how to apply any payment you make to your Facilities, unless you advise us how you want it applied.

# 3.6 If you cancel the Facility before funding

If you end the Contract before we provide the Facility, we can ask you to pay the accrued fees and charges under the Contract and keep fees and charges you have already paid for services provided.

### 4 CHANGES TO YOUR FACILITY

#### 4.1 Changes you and we agree

- (a) Your Contract can only be changed in writing signed by you and us, except as set out in these Terms and Conditions.
- (b) If you ask for a change to the Facility and we agree, we'll send you a new Offer Document, an Account Confirmation Document or both. We may ask you to sign the documents to confirm the changes.

# 4.2 Changes we can make without your agreement

- (a) The types of changes we can make to the Contract without your agreement are listed in the table on the next page with the minimum notice period and the way we'll let you know of the changes. We'll act reasonably in exercising these rights and only to the extent reasonably necessary to protect our legitimate business interests.
- (b) Each of the type of changes below is a separate right and this clause 4.2 is to be read as if each change was a separately expressed right.
- (c) If you don't like any of the changes, you can cancel the *Contract* by repaying the *Facility. You* may have to pay fees and charges, such as an *Early Repayment Adjustment* and an *Administration Fee.*
- (d) No notice of change is required if a particular change has already been agreed in the *Contract* (for example, the expiry of special pricing on a certain date).

(e) We can't change a Fixed Rate during the Fixed Rate Period. However, unless otherwise agreed, Fixed Rates described in an Offer Document are indicative only until the Fixed Rate Period and we do not have to notify you of the final Fixed Rate before the Fixed Rate Period begins.

#### Changes table

What we can change		How we can change it	Minimum notice period	How we will notify you about the change
(i)	Variable Interest Rates. Includes reference rates, margins and	Increase them.1	If we haven't made the same change to other customers' <i>Interest Rat</i> es, 30 days.	In writing <sup>2</sup> or by advertising in the national or local media.
	premiums. Note: CBA reference rates are also published on <u>commbank.</u> <u>com.au</u> .		Otherwise, no later than the day on which the variation takes effect.	
(ii)	Variable Interest Rates	<ul> <li>Change the basis on which interest is calculated.</li> <li>Change the frequency with which interest is debited or credited.</li> </ul>	30 days.	In writing. <sup>2</sup>
(iii)	Fees (including any fee expressed as a percentage of your Outstanding Balance or Limit or other amount)	• Introduce a new bank fee. <sup>1</sup>	30 days.	In writing. <sup>2</sup>
		• Increase an existing bank fee. <sup>1</sup>	30 days.	In writing <sup>2</sup> or by advertising in national or local media.
		• Introduce a new or change an existing government fee which <i>you</i> pay under the <i>Contract</i> .	We won't notify you about the change if the change is publicised by the government.	In writing <sup>2</sup> or by advertising in the national or local media (if required).
			Otherwise, <i>we</i> will notify <i>you</i> no later than the day on which the variation takes effect.	
(iv)	Repayments	<ul> <li>Increase the amount or frequency of scheduled repayments.</li> </ul>	30 days.	In writing. <sup>2</sup>

What we can change	How we can change it	Minimum notice period	How we will notify you about the change
(v) Facility Limit	Reduce or cancel the <i>Limit</i> if we reasonably consider that you won't be able to meet your obligations under the <i>Contract</i> because of a change in your financial circumstances, following:	90 days.	In writing. <sup>2</sup>
	<ul> <li>our annual review; or</li> <li><i>a Review Event.</i></li> </ul>		
(vi) Any other term in the Contract	Make any change which reduces <i>your</i> obligations or extends time for payment, including reducing interest rates, fees, or scheduled repayments.	No later than when <i>we</i> give <i>you</i> the next statement of account.	In writing <sup>2</sup> if the change is specific to <i>you</i> and not generally applicable to other customers.
			Otherwise, by advertising in the national or local media.
	Make any change to:	90 days if we reasonably consider the change will be adverse to you, except where urgent action is reasonably necessary to protect our legitimate interests or manage our risk.	In writing <sup>2</sup> if the change is specific to <i>you</i> and not generally applicable to other customers. Otherwise, by advertising in the national or local media.
	Implement any Regulatory     change		
	<ul> <li>Correct errors, inconsistencies or ambiguities.</li> </ul>		
	<ul> <li>Reflect changes in technology or our processes, including computer systems.</li> </ul>		
	<ul> <li>Include new product features or services, or changes to better meet customer needs.</li> </ul>		
	<ul> <li>Add, change or remove any concessions or benefits.</li> </ul>	Otherwise no later than the day the change takes effect.	
	<ul> <li>Bring us into line with our competitors, industry or market practice or best practice in Australia or overseas.</li> </ul>		
	Make any other change which <i>w</i> e reasonably consider is not adverse to <i>you</i> ).		

- 1. For example, Facility pricing (e.g. margins, fees and rates) may be increased for the following reasons:
  - Deterioration in credit worthiness;
  - Increases in our costs;
  - Regulatory Change; or
  - Changes in market conditions.
- 2. If we can't reasonably contact you, we do not need to provide you with written notice and may instead rely on an advertisement in national or local media. Writing includes electronic notice under **clause 8.2**.

# 4.3 What happens if we reduce or cancel your Limit

If we reduce or cancel your Limit, you must repay such amount as is necessary to reduce the Outstanding Balance to an amount not exceeding the Limit by the end of the notice period and the Early Repayment Adjustment (calculated as if you had prepaid the Loan on the date it was cancelled if applicable).

### 5 MANAGING YOUR ACCOUNT

#### 5.1 Appointing Authorised Representatives

- (a) You can appoint one or more Authorised Representatives by signing our usual authority and providing evidence we request to complete Know Your Customer Checks. Different authorities may be required for different instruction methods.
- (b) Your Authorised Representatives can agree terms for any Facility. For example, an Authorised Representative may:
  - (i) authorise or cancel any transaction;
  - (ii) agree to interest rates or repayment terms;
  - (iii) agree on arrangements for ending this *Contract* or any related document or agreement; and
  - (iv) obtain any information about the *Facility*.
- (c) Where there are multiple Borrowers, each Authorised Representative is authorised to act for all the Borrowers.
- (d) When *you* appoint an *Authorised Representative*:
  - (i) you authorise us to rely on all instructions from anyone we reasonably believe to be an Authorised Representative (whether orally in person or by phone, in writing, fax, email or via one of our electronic banking platforms), without the need to make further enquiries; and

- (ii) you release us from any liabilities and indemnify us for any losses resulting from their appointment, except those caused by our negligence, wilful misconduct or fraud.
- (e) The authority under this clause 5.1 is in addition to any existing authority for *your Facility* and will not be revoked by any other authority unless *we* agree in writing.

#### 5.2 Cancelling or changing Authorised Representatives

You may cancel or change your Authorised Representatives by notifying us in writing. We may notify you we will no longer accept instructions from any Authorised Representative.

#### 5.3 Statements

We will send you a statement of your account every three months, or every six months if you ask.

### **6 YOUR ONGOING OBLIGATIONS**

#### 6.1 Financial information

- 6.1.1 Keeping *us* informed
  - (a) You must tell us promptly if:
    - (i) you change *your* address or contact details (including email address);
    - (ii) anyone is appointed to investigate your affairs or those of a Security Provider which may have a Material Adverse Effect;
    - (iii) there is any material litigation, dispute or claim made against *you* or *your* business which may have a *Material Adverse Effect*; or
    - (iv) you become aware of any *Review Event* or anything that could reasonably be expected to cause *us* to form an opinion or make an assessment that would constitute a *Review Event*.
  - (b) You must give us any relevant information or documents that might affect any Security Property or Security if we reasonably request them.
- 6.1.2 Keeping records and providing financial information
  - (a) You must keep proper accounts and records, according to current laws and generally accepted practices, to give a true and fair view of your financial position.
  - (b) At any time, on reasonable notice (usually at least 30 days) we can ask for an audit of your Management Accounts or any information we reasonably require about you, your business or related matters. This includes

information to comply with any laws (for example, anti–moneylaundering laws).

- (c) You must give us copies of:
  - (i) your Management Accounts and those of Related Parties whenever we reasonably require them;
  - (ii) a certified copy of *your* constitution if *we* ask for it; and
  - (iii) un-audited Management Accounts within 35 days of the end of each month if we ask for them.
- (d) You must also give us this company information within 30 days if we ask (but you don't have to give us the information until 120 days after the end of the relevant financial year):
  - (i) copies of *your* annual Management Accounts;
  - (ii) balance sheets and income statements for your directors, shareholders, proprietors and Security Providers;
  - (iii) monthly cash flow projections for the following financial year;
  - (iv) a list of all outstanding accounts payable and receivable, noting how long they have been outstanding; and
  - (v) a list of stock you hold.

#### 6.2 Tax reporting information

(a) As part of Australia's international obligations to combat tax evasion, *we* may ask *you* to provide additional information about yourself, a trust settlor or beneficiaries. Until *you* provide this information, *we* may be obliged to stop *you* withdrawing any funds.

- (b) You must notify us promptly if the information you provide is out of date, by calling:
  - (i) From Australia:
    1300 077 141
    (9am 5pm in *your* state, Monday – Friday),
  - (ii) From overseas:
    +61 2 9283 6096
    (9am 8pm, Sydney time, Monday – Friday). Call charges may apply.

#### 6.3 Financial covenants

*You* must comply with any *Financial Covenants* set out in any *Offer Document*.

#### 6.4 Other obligations

- 6.4.1 Helping us
  - (a) You agree to provide us with the assistance we reasonably require to:
    - (i) ensure your Contract and any Security or Relevant Documents are effective and binding;
    - (ii) ensure any Security is enforceable, perfected and effective, with the priority we require;
    - (iii) exercise rights over the Security or the Security Property;
    - (iv) show you have complied with your obligations under the Contract or any Security; and

- (v) help *us* get all documents of title or certificates for the *Security Property*.
- (b) You also agree to help ensure Security Providers do anything we reasonably require for these purposes.
- 6.4.2 Valuation

We may, not more than once every 2 years, request that the Security Property be revalued at your cost. If we do an inspection or valuation of the Security Property and we require you to pay for the inspection or valuation, a copy of the associated report will be provided to you (except if enforcement proceedings have commenced).

6.4.3 Maintaining insurance

If we've told *you we* require any insurance, *you* must maintain it with a reputable insurer to the level and against the risk *we* reasonably require, and give *us* evidence that *you* have it.

- 6.4.4 Getting *our* consent for changes to a company
  - (a) If you're a company, *you* must ask for our consent before:
    - (i) changing *your* form, nature, beneficial ownership, management or *Control*;
    - (ii) entering, revoking, cancelling, waiving or changing a Cross Guarantee; or
    - (iii) borrowing more than \$100,000 if it could have a Material Adverse Effect.
  - (b) *You* must notify *us* in writing within 10 days of becoming aware that:
    - (i) any of these things has happened, or

- (ii) there is a proposal for any of them to happen.
- (c) We won't unreasonably withhold *our* consent.
- 6.4.5 Complying with *our* consents

You must comply with all the conditions in any consent *we* give under this *Contract*. We'll only refuse *our* consent or impose conditions if it's reasonable to do so.

6.4.6 No assignment

*You* may not assign *your* rights under this *Contract* without *our* prior written consent.

6.4.7 What *you* agree to do regarding the trust

You agree to:

- (a) give us a copy of the trust deed and any other documents setting out the terms of the trust when we ask or when they change;
- (b) exercise or hold for us your right of indemnity from the trust fund and the beneficiaries when we ask you to do so, so you can pay us any money owed under the Contract;
- (c) observe and perform *your* obligations as trustee of the trust; and
- (d) ensure any successor trustee complies with these *Terms* and *Conditions*.
- 6.4.8 What *you* agree not to do regarding the trust
  - (a) Without *our* consent, *you* will not do anything to:
    - (i) retire or be removed as trustee;
    - (ii) allow additional trustees to be appointed;

- (iii) terminate the trust or vary the trust deed in a way that affects your ability to fulfil your obligations under the Contract;
- (iv) re-settle the *Fund* or determine a vesting date;
- (v) limit your right of indemnity from the Fund for actions you take to fulfil your obligations under the Contract; or
- (vi) change the members of the *Fund*.
- (b) We won't unreasonably withhold our consent to changes to the members of the Fund if the documents we need in connection with the change are completed and executed (this may include a new indemnity from each new member).
- 6.4.9 Compliance with other documents

You must comply with the SuperGear Customer Agreement and any SuperGear property management agreement.

# 7 DEFAULTING ON YOUR CONTRACT

#### 7.1 General obligations

- (a) You must make sure you are not in *Default*.
- (b) Each of the following situations listed in this clause 7 is a separate event and this clause is to be read as if such situation was a separately expressed event constituting a *Default* under the *Contract*.

#### 7.2 Default

- 7.2.1 You will be in Default if:
  - (a) you miss a scheduled repayment or don't pay us an amount by the due date;
  - (b) you exceed your Limit (whether due to Drawings, currency fluctuations, interest or other charges being debited to the Loan Account, or otherwise);
  - (c) *you* or a *Security Provider* is Insolvent, goes into bankruptcy, voluntary administration, other insolvency process or arrangement, or no longer has legal capacity;
  - (d) material creditor enforcement action is taken against *you* or a Security Provider or their assets;
  - (e) we believe on reasonable grounds that:
    - (i) it has become unlawful for you or us to continue with the Loan;
    - (ii) you or anyone else associated with the *Facility* is a *Proscribed Person*;
  - (f) you or a Security Provider gives us information or makes a representation or warranty to us which is materially incorrect or misleading (including by omission) and which materially

increases *our* risk in relation to a *Facility*;

- (g) *you* use the *Facility* for a nonapproved purpose which materially increases *our* risk in relation to a *Facility*;
- (h) a Security Provider's assets are dealt with, or attempted to be dealt with in breach of the Loan, or any Security or other agreement with us without our consent and such dealing materially increases our risk in relation to a Facility;
- (i) *you* or a *Security Provider* do not provide us financial information as required;
- (j) you or a Security Provider no longer have required insurance for the Security;
- (k) we decide there has been an unacceptable material change in the legal or beneficial ownership, or management or Control of you or a Security Provider or your or their business changes without our consent (for example a material change of Control will occur where a person or 2 or more persons acting in concert, have acquired a 50% or more interest in you); or
- (I) you breach a Financial Covenant.
- 7.2.2 *You* will not be in *Default* under the *Contract* merely because:
  - (a) if Premium Custody Services Pty Ltd is the *Custodian*:
    - (i) the *Custodian* gives *us* incorrect or misleading information; or
    - (ii) something occurs that affects the *Custodian* but does not affect the *Security*

*Property*, and *you* promptly do anything *we* ask to replace the *Custodian* with a new *Custodian*);

- (b) *you* fail to repay to *us* any *Loan* not under the *Contract*; or
- (c) we take any action affecting assets other than the Security *Property*.

# 7.3 What happens when you are in Default

- 7.3.1 If you're in *Default*, and it can be fixed, we'll give *you* notice of the *Default* and 30 days to fix it before enforcing the *Contract* (but *we* may charge *Default Interest* under **clause** 3.1.4 immediately).
- 7.3.2 We may enforce the Contract if you are Default and:
  - (a) it can't be fixed;
  - (b) it can be fixed and you haven't fixed it by the time we have asked;
  - (c) we are authorised by a court;
  - (d) we have made reasonable attempts to contact you without success; or
  - (e) we reasonably believe:
    - (i) we were induced by your fraud to enter the Contract;
    - (ii) urgent action is necessary to protect the Security Property; or
    - (iii) you have removed or disposed of the Security Property without our permission, or intend to do so.
- 7.3.3 Actions we may take in enforcing the *Contract* include:
  - (a) cancelling or suspending access to a *Facility*;
  - (b) stopping payments under a *Facility*;

- (c) terminating the Contract;
- (d) requiring immediate payment within 7 days of the *Outstanding Balance* and any other amounts payable by *you* under the *Contract*;
- (e) seizing and selling any Security Property or appointing a receiver in relation to any Security Property, and
- (f) suing *you* subject to the limits on *our* rights of recourse under **clause 7.3.6**.
- 7.3.4 You must pay us any reasonable expenses we incur in enforcing the Contract, including any Break Cost.
- 7.3.5 If we get a court order for you to pay us an amount, we will charge interest on that amount using the highest of these rates:
  - (a) the rate in the court order;
  - (b) the applicable statutory interest rate; or
  - (c) the rate in the Contract.
- 7.3.6 What we can't do if you Default

If you Default, we cannot seek to recover from you any amount owing to us under the Contract for the Loan or any charge on the Loan, other than by exercising our rights under the Security or any other rights we have in relation to the Security Property. This does not stop us from:

- (a) bringing proceedings or taking other action to establish *your* liability or *our* rights under the Security or over the Security Property;
- (b) acting against *you*, to the extent permitted by section 67A of the Superannuation Industry (Supervision) Act 1993 (Cth), for any loss *we* suffer as a result of *your* fraud or wilful or negligent breach of, or misrepresentation in, any *Relevant Document*;

- (c) exercising *our* rights against any other *Person* or their property; or
- (d) before *you Default*, exercising any standing authority to debit any account of *you*rs.

# 7.4 Evidence of your current balance

A written statement signed by one of *our Authorised Officers* can be used as sufficient evidence of the current balance of *your Facility*, unless it is contested by *you*.

### 8 NOTICES

#### 8.1 How to send us notices

All notices *you* send *us* must be in writing. *You* can send *us* notices by:

- (a) delivering them to the branch; or
- (b) post, fax or email, using the contact details in *your Contract*.

#### 8.2 How we will contact you

#### 8.2.1 Notice methods

We can give you a notice:

- (a) in person at a branch;
- (b) by delivering or posting it to your last known address;
- (c) by faxing it to *your* last known fax number;
- (d) if *w*e are permitted by law and the Code of Banking Practice:
  - (i) by emailing it directly *your* last known address;
  - (ii) by notifying you that you can view it on our website or online banking platform; or
  - (iii) by advertising in the national or local media if this is permitted under clause 4.2; or
- (e) in any other way permitted by law.

#### 8.2.2 When a notice takes effect

Unless a later date is set out in the notice, our notices to *you* take effect as follows:

Notices sent by	Take effect
Post	On the day they would normally be received.
Fax	At the time shown on a transmission report showing the fax was sent in full.
Email	On the day the email is received by <i>your</i> email host or internet service provider.
Making it available online	On the day the notice advising <i>you</i> it is online takes effect.
Advertising in media	On the day the advertisement appears in the media.

# 9 OUR RIGHTS, REVERSED PAYMENTS AND REFUSAL OF SERVICE

#### 9.1 Exercising our rights

- 9.1.1 We can enforce this Contract before or after we enforce our rights under any Security. If we don't exercise a right fully or at a given time, we can still exercise it later, unless we have expressly agreed not to or it would be unconscionable.
- 9.1.2 Our rights and obligations under this *Contract*:
  - (a) can be exercised by any of our Authorised Officers, lawyers or agents;
  - (b) are in addition to other rights provided by law independently of the *Contract*; and
  - (c) can be assigned or otherwise dealt with at any time and in any way we consider appropriate (for example, as part of a sale of business or a business restructure; for the purposes of a securitization, the issue of covered bonds or similar funding arrangement; or if we sell your debt to another party such as a debt collector).
- 9.1.3 If we notify you that we have assigned our rights under this Contract to an assignee, you can exercise the same rights against the assignee as against us.

#### 9.2 Exclusions

- (a) Unless the law doesn't allow it, any law that limits *our* rights under this *Contract* is excluded.
- (b) The rights we have under this Contract are independent of the rights we have under any Security, or our rights under the law. We can exercise them even if we get an order or judgment against you.

#### 9.3 Returns and mistaken payments

We may be obliged or may reasonably agree to refund a payment if ordered by a court or if a trustee in bankruptcy, a liquidator or someone else asks *us* to do so (for example, as a result of a mistaken payment). If that happens, *we* may return the funds to the relevant party without giving *you* prior notice and treat the original payment as if it had not been made for the purpose of this *Contract*, any *Security* or any indemnity provided by a *Security Provider*. *We* may also stop *you* withdrawing the relevant amount.

# 9.4 When we can refuse to serve you

- 9.4.1 If we believe you or your Authorised Representative may be a Proscribed Person, we may immediately:
  - (a) refuse to process any of *your* transactions;
  - (b) stop providing a product or service to *you*; or
  - (c) (refuse to use, deal with or facilitate any assets of *yours* held by *us.*
- 9.4.2 We're under no liability to *you* if *we* do any, or all, of these things in good faith.

### **10 MEANINGS OF WORDS**

#### 10.1 Interpretation

- (a) A reference in this document to:
  - (i) the singular includes the plural and vice versa;
  - (ii) a document includes any variation or replacement of it;
  - (iii) law means common law, principles of equity, and laws made by parliament (including regulations and other instruments under laws made by parliament and consolidations, amendments, re-enactments or replacements of any of them); and
  - (iv) a thing includes the whole and each part of it, and
  - (v) 'includes', 'including' or an 'example' is without limitation.
- (b) If a Contract references a defined term which is not listed in these Terms and Conditions, its meaning is as it was defined in the last version of the Terms and Conditions which included that definition.

#### 10.2 Understanding Financial Covenants

Following is an explanation of some terms used in common *Financial Covenants*.

#### Interest Coverage Ratio

The ratio for the *Reporting Period* of:

- (a) the sum of *Net Profit Before Tax*, depreciation, amortisation and *Interest Expense*, to
- (b) Interest Expense.

#### **Interest Expense**

The total interest paid or accrued for any finance or other financial accommodation granted to any *Group Member*.

This includes any:

- (a) fees and charges for any guarantee, indemnity or letter of credit under any bill of exchange, promissory note or discounting arrangement, and
- (b) finance charges under any hire purchase or lease agreements for which a *Group Member* is actually or contingently liable.

#### **Net Profit Before Tax**

Each *Group Member's* gross sales/ revenue from normal operating activities, less any allowable discounts and total expenditure (brought to account on an accrual basis).

#### 10.3 Definitions

In this *Contract*, the following words have the meanings given below:

#### **Account Confirmation Document**

A document we prepare to supplement an Offer Document which is issued after the Facility is funded, or after a change to your Facility which sets out applicable details of the Facility or Loan Account, including of the:

- (a) date of the first and subsequent *Drawdown* or funding;
- (b) Interest Rate;
- (c) repayment details;
- (d) interest charging frequency; and

#### (e) Fixed Rate Period,

which are not known at the time we issue the Offer Document.

Later Account Confirmation Documents and the Offer Document the extent of any inconsistency.

#### **Administration Fee**

The fee you pay us to cover our administrative costs relating to the *Pre-payment* of a *Fixed Rate Facility*.

The fee amount is set out in the *Offer Document*.

#### **Authorised Officer**

Our officers who meet the definition of 'officer' in the Corporations Act.

For example, those with 'manager' or 'executive' in their position title.

#### **Authorised Representatives**

Any of *your* representatives, including any *Person* referred to as an:

- (a) 'Authorised Signatory' on one of *our* standard forms of authority for business accounts, or
- (b) 'Authoriser' in one of our standard forms of authority for operation on facilities using CommBiz.

#### Borrower

Each *Person* named as the '*Borrower*' in the *Offer Document*.

If there is more than one borrower, the singular term is still used but refers to any combination of one or more borrowers.

#### **Break Cost**

Any costs or losses calculated in accordance with the *Contract* associated with:

(a) liquidating or redeploying deposits or other amounts from

third parties that were arranged or acquired for funding the *Contract*;

- (b) pre-paying or ending any Facilities that were entered into to fund the Contract. This may include the difference between:
  - (i) the return *w*e would have received under the *Contract* if it hadn't ended early, and
  - (ii) the return *we* receive by re-investing the principal *we* recover on early termination.

#### **Business Day**

Any day which is not a Saturday, Sunday, or public holiday, special holiday or bank holiday in the relevant location.

For the payment or purchase of a currency other than AUD, the location is the principal financial centre of the country of that currency. Otherwise, the location is Australia.

#### **Conditions After Funding**

Any conditions, covenants or undertakings that *you* must observe after the *Facility* is funded. These are set out in the 'Conditions After *Fund*ing' section of the current and any previous *Offer Document*.

#### **Conditions Before Funding**

Any conditions that *you* must observe before the *Facility* is funded. These are set out in the 'Conditions Before *Fund*ing' section or 'Conditions Prior to *Fund*ing' of any *Offer Document*.

#### Contract

The contract between *you* and *us.* It consists of:

- (a) these Terms and Conditions;
- (b) the Offer Document you sign; and

(c) any other documents referred to in an *Offer Document* as comprising part of the *Contract* for a *Facility*.

If *your Facility* was entered into before 30 April 2018, it also includes any documents that formed part of *your Contract* before that date.

#### Control

The power to directly or indirectly govern an *Entity*'s financial and operating policies in order to obtain benefits from its activities, as defined in Accounting Standard AASB 1024: *Consolidated Accounts (or, if applicable, Australian Accounting Standard AAS 24: Consolidated Financial Reports).* 

#### **Corporations Act**

Corporations Act 2001 (Cth).

#### **Cross Guarantee**

A guarantee or other instrument in connection with the granting by ASIC of an order under the Corporations Act giving relief to a corporation's directors from the law's requirements as to accounts and reports.

#### **Custodial Deed**

The document (acceptable to us) under which the *Custodian* is appointed to hold the *Security Property* on *your* behalf.

#### Custodian

Premium Custody Services Pty Ltd, or such other another similar company that *we* consider acceptable to us, which holds legal title to the Security Property for the Term, in accordance with the *Custodial Deed*.

#### Default

Circumstance of default as described in the *Contract*.

#### **Default Interest**

The interest *you* pay *us* on any amount, including interest, which *you* fail to pay on the due date or which exceeds *your Limit*.

#### **Drawdown or Drawing**

The action taken when *you* use money under, or access credit under, a *Facility*.

#### **Early Repayment Adjustment**

The adjustment we may make when:

- (a) in relation to a *Loan* with a *Fixed Rate*:
  - (i) you make a full or partial *Pre-payment*;
  - (ii) you are required to make a partial or full repayment due to a reduction or cancellation of the *Limit*;
  - (iii) you fail to draw a *Loan* with a fixed *Interest Rate*, or
  - (iv) you change the *Fixed Rate Period*, repayment amounts, repayment frequency, interest rate or repayment type.

This is *our* reasonable estimate of *our* loss based on:

- (b) the difference between *our* wholesale market swap rate on:
  - (i) the date the *Interest Rate* was fixed for the *Fixed Rate Period*; and
  - (ii) the date of the *Prepayment* for the balance of the *Fixed Rate Period*.

We also take into account any scheduled repayments of principal and the current value of the *Early Repayment Adjustment* in the calculation. Our estimate may not reflect the actual transactions we entered into when you fixed the Interest Rate, or as a result of a Pre-payment. That's because we estimate our loss from a Pre-payment on a portfolio basis – in the same way we manage our interest rates and Facility funding.

#### Entity

Any legal, administrative or fiduciary arrangement, organisational structure or other party (including a *Person*).

#### Facility

The finance and other forms of financial accommodation we make available to you under the Contract, as set out in the Offer Document and (if applicable) an Account Confirmation Document.

#### **Financial Covenant**

Any condition set out in an Offer *Document* that:

- (a) is identified as a *Financial Covenant*; or
- (b) requires compliance with a financial indicator or financial benchmark, such as those described in **6.3**.

#### **Fixed Rate Facility**

A *Facility* conducted at a Fixed *Interest Rate*.

#### **Fixed Rate Period**

The period for which an *Interest Rate* is fixed, described in the Offer *Document* or *Account Confirmation Document*.

#### Fund

The regulated superannuation fund you are Trustee of when you enter into this *Contract* as a borrower in a SuperGear Loan.

#### Grantor

Each *Person* other than any *Borrower* nominated to grant a *Security*, or who is nominated to provide a guarantee and/or indemnity in an *Offer Document*. This includes the *Grantor's* executors, administrators and assigns.

#### **Group Member**

In relation to *you* means *you* and each other entity for which *we* administer a customer service relationship as a group as determined by *us* and includes coaccount holders, related entities, associates and *Security Providers*.

#### Insolvent

In respect of a *Person*, means the happening of any of these events:

- (a) the *Person* is, or makes a statement which leads us to reasonably conclude they are, insolvent under administration or insolvent (each as defined in the Corporations Act);
- (b) the *Person* has had a controller appointed over any of its property, is in any form of liquidation, is under administration or is wound up;
- (c) the *Person* is subject to any arrangement, assignment, moratorium or composition, is protected from creditors under any statute, or is dissolved, (other than to carry out a reconstruction on terms approved by us);
- (d) an application or order has been made (and, in the case of an application, it is not stayed, withdrawn or dismissed within 30 days), resolution passed, proposal put forward, or any other action taken, in connection with the person,

which is preparatory to or could result in any of the things referred to above;

- (e) the *Person* is taken under the Corporations Act to have failed to comply with a statutory demand;
- (f) a court would presume the person to be insolvent or unable to pay the person's debts or the *Person* is otherwise unable to pay the person's debts when they fall due; or
- (g) something having a substantially similar effect to any of the things referred to above happens to the *Person*.

#### **Interest Rate**

An annual rate of interest, including any margin or premium, charged under the *Contract*.

#### **Know Your Customer Checks**

The customer identification procedures and customer due diligence *we* are obliged to undertake under the law in relation to customers and account signatories and mortgagors.

#### **Letter of Confirmation**

An Account Confirmation Document so entitled.

#### Letter of Offer

An Offer Document.

#### Letter of Variation

An Offer Document so entitled which varies the Contract.

#### Limit

The largest amount made available through the *Facility*, as set out in the *Offer Document*.

#### Loan

A *Facility* under which *we* lend *you* money.

#### Loan Account

An account *we* set up in *your* name to record transactions for *your Facility*.

#### **Management Accounts**

The profit and loss accounts and balance sheets on an individual and consolidated basis, for *you* and *your Related Parties*, for a specific period.

This also includes:

- (a) any statements, reports and notes that are attached to, or intended to be read with, the profit and loss accounts or the balance sheets or both;
- (b) any directors' statements and reports and auditor's reports, without limitation; and
- (c) any other associated records we reasonably require.

#### **Material Adverse Effect**

Something that, in *our* reasonable opinion, adversely changes:

- (a) your ability to perform your obligations under the Contract or a Security;
- (b) the value of, or the amount that may be recovered on the sale of, a Security Property; or
- (c) our rights and remedies in relation to any *Security*.

#### **Nominated Account**

A transaction bank account that we approve under **clause 3.4.2** and from which we are authorised to draw your repayments or other amounts payable by you under the *Contract*.

#### **Offer Document**

The document *we* prepare that sets out the details of a *Facility* which:

- (a) references these *Terms and Conditions*, or a variation of them, and
- (b) records the details of the *Contract* or variation.

*Offer Documents* are to be read cumulatively, with later *Offer Documents* having precedence over earlier *Offer Documents* to the extent of any inconsistency.

#### **Outstanding Balance**

The balance of all unpaid amounts which have been charged to the *Facility*, including principal, accrued interest and accrued fees.

#### Person

Includes:

- (a) an individual;
- (b) an individual acting on behalf of a firm;
- (c) a body corporate;
- (d) an unincorporated association; and
- (e) an authority.

#### **Pre-payment**

A payment that *you* make before it is due.

#### **Proscribed Person**

A *Person* who appears to *us* to be (or is acting on behalf of, or for the benefit of a *Person* who is or appears to be):

- (a) a proscribed person or *Entity* under the Charter of the United Nations Act 1945 (Cth) or the Autonomous Sanctions Act 2011 (Cth) and associated regulations;
- (b) in breach of the laws of any jurisdiction relating to money-laundering or counterterrorism; or

(c) on a list of people with whom dealings are proscribed by the government or a regulatory authority of any jurisdiction.

#### **Regulatory Change**

A change required by law, or the Code of Banking Practice, or to implement or adopt a decision, recommendation, regulatory guidance of any court, tribunal, Australian Financial Complaints Authority service or an industry regulator.

#### **Related Party**

#### Any Entity that:

- (a) has *Control* or significant influence over you;
- (b) is subject to *Control* or significant influence by *you*; or
- (c) is subject to the *Control* of any *Entity* which has *Control* over *you*.

#### In this definition:

- (d) a trust may be a *Related Party*, and
- (e) 'significant influence' means the capacity of an *Entity* to substantially affect the financial and/or operating policies of another *Entity*.

#### **Relevant Documents**

- (a) The Contract;
- (b) the SuperGear Customer Agreement;
- (c) a Custodial Deed;
- (d) a mortgage acknowledgement and direction from *you* to the *Custodian*;
- (e) the Security;
- (f) any certificate from *you* for any matter *we* reasonably ask to be certified; and
- (g) an indemnity from each member of the *Fund*, if *we* ask for one.

#### **Repayment Schedule**

For a *Loan Account* or a *Facility*, the schedule *we* issue that sets out *your* scheduled repayments.

#### **Residual Balance**

The principal amount specified as the *Residual Balance* in the *Offer Document* for a *Facility*.

#### **Review Event**

Any of these events:

- (a) a change in the law or any other event that has a materially adverse effect on:
  - (i) our risks of financing or owning the Security Property;
  - (ii) the terms or legal effect of, or the transactions described in the *Relevant Documents*; or
  - (iii) the cost to us or the Custodian of being party to the Relevant Documents or participating in the transactions described by them;
- (b) a fund member dies, becomes disabled, retires or becomes eligible to receive a benefit from the *Fund*;
- (c) a member's interest in the Fund becomes subject to a payment split under the Family Law Act 1975 (Cth);
- (d) there is any change in *Fund* membership;
- (e) in *our* reasonable opinion, an adverse change occurs in the *Fund*'s investment strategy or risk profile, including where:
  - (i) you take out any new Loans in your capacity as trustee of the Fund;

- (ii) more than 25% of the *Fund*'s current investments are bought or sold; or
- (iii) an event occurs that may result in a material change in the value of, or rent derived from, the Security Property;
- (f) any court makes an order concerning the Security Property;
- (g) any authority takes material action against the Security Property; or
- (h) you decide to sell the Security Property.

#### Security

Any Security Interest for your obligations, or those of a Security Provider, under the Contract or associated guarantee or indemnity. This includes any proposed Security to which we have agreed.

In an *Offer Document*, 'Security' also includes a Guarantee or indemnity provided by a *Grantor*.

#### **Security Interest**

A mortgage, charge or other encumbrance in relation to real property or an interest in relation to goods or other personal property, a charge, consignment, pledge, transfer of title or assignment that in substance secures payment or performance of an obligation under a contract or a guarantee or indemnity provided by a *Security Provider*.

#### **Security Property**

Property provided as collateral under a *Security*.

#### **Security Provider**

A *Grantor* or other *Person* who provides:

- (a) a guarantee or indemnity in respect of the *Contract*; or
- (b) Security for the Contract or the guarantee or indemnity.

This includes any proposed Security *Provider* to which *we* have agreed.

#### SuperGear Customer Agreement

An agreement between you, *us* and the *Custodian* (with or without others), under which *you* direct the *Custodian* to grant a mortgage to *us* and provide *us* with the proceeds from the relevant *Security Property*.

#### Term

The duration over which *Facility* or *Loan* repayments are to be made, as described in the *Offer Document* and the *Account Confirmation Document*.

#### **Terms and Conditions**

The terms and conditions set out in this document (the 'Current Terms and Conditions for SuperGear).

#### we or us and our

Commonwealth Bank of Australia (ABN 48 123 123 124 Australian Credit Licence 234945) and its respective successors and assigns.

#### you and your

Any *Person* who agrees to be bound by the *Contract*.

If there are more than one of you, 'you' means each of you separately and every two or more of you jointly. 'You' also includes your executors, administrators and assigns. .This section has been left blank intentionally

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