



Australian Petroleum Agents
and Distributors Association

22 November 2002

78 Trenergy Crescent,
Abbotsford, Victoria, 3067
Telephone: (03) 9473 6464
Facsimile: (03) 9473 6463
Email: admin@apada.com.au

Industrial Registrar
Australian Industrial Registry
Nauru House
80 Collins Street
MELBOURNE VIC 3000

Dear Sir

**Section 280(1) *Workplace Relations Act 1996* – Lodgment of Financial Reports for year
ended 30 June 2002**

We enclose documentation relating to the financial reporting of this organization for the year
ended 30 June 2002 for filing.

Should there be any questions relating to the matter, please do not hesitate to contact me.

Yours sincerely

A handwritten signature in black ink, appearing to read 'G. Symington', written in a cursive style.

Garth C Symington
General Manager

Enc:



Australian Petroleum Agents
and Distributors Association

22 November 2002

**AUSTRALIAN PETROLEUM AGENTS AND DISTRIBUTORS ASSOCIATION – FINANCIAL
ACCOUNTS – YEAR ENDED 30 JUNE 2002**

I hereby certify that the financial documents filed herewith are the true and correct record of the financial statements which were presented at the Annual General Meeting of Members of this organization held at Legends Hotel, Gold Coast, Queensland, on 15 November 2002.

The information was sent to all members at least 14 days prior to the date of the meeting, together with appropriate notice and agenda of the meeting, in accordance with our Constitution.

Jeff Griffiths
National Vice President

**AUSTRALIAN PETROLEUM AGENTS AND
DISTRIBUTORS ASSOCIATION**

FINANCIAL REPORT

30 JUNE 2002

Statement of Financial Position

Statement of Financial Performance

Statement of Cash Flows

Notes To and Forming Part of the Financial Report

Accounting Officer's Certificate

Board of Management Certificate

Auditor's Report

AUSTRALIAN PETROLEUM AGENTS AND DISTRIBUTORS ASSOCIATION

**STATEMENT OF FINANCIAL POSITION
AS AT 30 JUNE 2002**

| | NOTE | 2002 \$ | 2001 \$ |
|--------------------------------------|------|----------------|----------------|
| CURRENT ASSETS | | | |
| Cash | 7 | 787,000 | 722,957 |
| Receivables | 8 | 16,583 | 9,102 |
| Investments | 9 | 140,958 | 140,958 |
| TOTAL CURRENT ASSETS | | <u>944,543</u> | <u>873,017</u> |
| NON-CURRENT ASSETS | | | |
| Plant & Equipment | 10 | 6,686 | 9,871 |
| TOTAL NON-CURRENT ASSETS | | <u>6,686</u> | <u>9,871</u> |
| TOTAL ASSETS | | <u>951,229</u> | <u>882,888</u> |
| CURRENT LIABILITIES | | | |
| Accounts Payable | 11 | 26,514 | 27,199 |
| Provisions | 12 | 461,684 | 504,954 |
| Other | 13 | 106,408 | 92,704 |
| TOTAL CURRENT LIABILITIES | | <u>594,606</u> | <u>624,857</u> |
| NON-CURRENT LIABILITIES | | | |
| Provision | 12 | 5,359 | 4,747 |
| TOTAL NON-CURRENT LIABILITIES | | <u>5,359</u> | <u>4,747</u> |
| TOTAL LIABILITIES | | 599,965 | 629,604 |
| NET ASSETS | | <u>351,264</u> | <u>253,284</u> |
| MEMBERS' FUNDS | | | |
| Profit (Loss) for the year | | 97,980 | 67,399 |
| Retained Surplus | | 92,699 | 25,300 |
| Member Reserve | | 160,585 | 160,585 |
| TOTAL MEMBERS' FUNDS | | <u>351,264</u> | <u>253,284</u> |

The accompanying notes form part of this financial report.

**AUSTRALIAN PETROLEUM AGENTS AND DISTRIBUTORS ASSOCIATION
STATEMENT OF FINANCIAL PERFORMANCE
FOR THE YEAR ENDED 30 JUNE 2002**

| | NOTE | 2002 \$ | 2001 \$ |
|------------------------------------|------|----------------|----------------|
| INCOME | | | |
| Members' Fees | 2 | 233,094 | 242,350 |
| Interest Received | | 32,835 | 54,643 |
| Commission Received | 3 | 100,000 | 100,000 |
| Business Partner Program | | 10,500 | - |
| Other Income | 4 | 2,352 | 2,448 |
| Convention Income | | 39,710 | 17,420 |
| Training Courses | | 26,604 | - |
| Dividends | | 32,607 | 21,357 |
| TOTAL INCOME | | <u>477,702</u> | <u>438,218</u> |
| EXPENDITURE | | | |
| Accounting & Audit | | 6,350 | 8,243 |
| Convention Expenses | | 30,133 | 20,723 |
| Depreciation | | 1,974 | 1,638 |
| Entertainment - FBT | | 2,621 | 4,007 |
| Entertainment - Non FBT | | 1,452 | 1,888 |
| Fringe Benefits Tax | | - | 773 |
| Legal Costs | | 3,632 | 4,711 |
| Loss on Disposal of Fixed Assets | | 1,211 | 5,456 |
| Marketing & Promotion | | 11,686 | 9,959 |
| Meeting Costs | 5 | 11,838 | 15,462 |
| Office Expenses | 6 | 43,486 | 57,192 |
| President's Allowance | | 3,000 | 3,000 |
| Professional Advice | | - | 1,998 |
| Rent | | 24,000 | 22,000 |
| Salaries & Wages - employees | | 122,052 | 163,118 |
| Staff Superannuation | | 68,400 | 35,483 |
| Staff Training | | 477 | 396 |
| Subscriptions & References | | 3,951 | 2,578 |
| Training Expenses | | 25,093 | - |
| Travel & Accommodation | | 18,366 | 12,194 |
| TOTAL OPERATING EXPENDITURE | | <u>379,722</u> | <u>370,819</u> |
| NET PROFIT/(LOSS) | | <u>97,980</u> | <u>67,399</u> |

The accompanying notes form part of this financial report.

AUSTRALIAN PETROLEUM AGENTS AND DISTRIBUTORS ASSOCIATION

**STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED 30 JUNE 2002**

| | NOTE | 2002 \$ | 2001 \$ |
|---|-------|-----------------|------------------|
| CASH FLOWS FROM OPERATING ACTIVITIES | | | |
| Receipts from members | | 233,094 | 204,625 |
| Interest received | | 32,835 | 54,643 |
| Dividends Received | | 32,607 | 21,357 |
| Commission Received | | 100,000 | 100,000 |
| Other Income received | | 71,685 | 21,832 |
| Payments to suppliers and employees | | (366,861) | (362,169) |
| Net cash provided by/(used in) operating activities | 16(b) | <u>103,360</u> | <u>40,288</u> |
| CASH FLOWS FROM INVESTING ACTIVITIES | | | |
| Payment for Investments | | - | (32,417) |
| Payment for Property, Plant and Equipment | | - | (7,579) |
| Net cash used in investing activities | | <u>-</u> | <u>(39,996)</u> |
| CASH FLOWS FROM FINANCING ACTIVITIES | | | |
| Payment of Fidelity Fund Outgoings | | (39,315) | (384,865) |
| Net cash provided by/(used in) Financing Activities | | <u>(39,315)</u> | <u>(384,865)</u> |
| Net increase/(decrease) in cash held | | 64,045 | (384,573) |
| Cash at beginning of financial year | | 722,957 | 1,107,530 |
| Cash at end of financial year | 16(a) | <u>787,002</u> | <u>722,957</u> |

The accompanying notes form part of this financial report.

AUSTRALIAN PETROLEUM AGENTS AND DISTRIBUTORS ASSOCIATION

NOTES TO AND FORMING PART OF THE FINANCIAL REPORT FOR THE YEAR ENDED 30 JUNE 2002

NOTE 1: STATEMENT OF ACCOUNTING POLICIES

This financial report is a general purpose financial report that has been prepared in accordance with Australian Accounting Standards and other mandatory professional reporting requirements (Urgent Issues Group Consensus Views) and the requirements of the Associations Incorporations Act 1981 Vic. The financial report has also been prepared on an accruals basis and is based on historical costs and does not take into account changing money values or, except where stated, current valuations of non-current assets. Cost is based on the fair values of the consideration given in exchange for assets. The accounting policies have been consistently applied, unless otherwise stated.

The following is a summary of the material accounting policies adopted by the Association in the preparation of the financial report.

(a) *Income Tax*

No provision for income tax is necessary as the Association is exempt from income tax under the provisions of the Income Tax Assessment Act 1997, Section 50-15.

Fringe benefits tax does apply and is paid as it is incurred.

(b) *Fixed Assets*

The depreciable amount of all fixed assets are depreciated over the useful lives of the assets to the association commencing from the time the asset is held ready for use.

The depreciation rates used for each class of depreciable assets are:-

| <u>Class of Fixed Asset</u> | <u>Depreciation Rate</u> |
|--|--------------------------|
| Computers | 20% |
| Furniture, Fittings and Office Equipment | 20% |

The carrying amount of fixed assets is reviewed annually by committee members to ensure it is not in excess of the recoverable amount of those assets.

The recoverable amount is assessed on the basis of expected net cash flows which will be received from the assets' employment and subsequent disposal. The expected net cash flows have not been discounted to their present values in determining the recoverable amounts.

AUSTRALIAN PETROLEUM AGENTS AND DISTRIBUTORS ASSOCIATION

NOTES TO AND FORMING PART OF THE FINANCIAL REPORT FOR THE YEAR ENDED 30 JUNE 2002

NOTE 1: STATEMENT OF ACCOUNTING POLICIES (continued)

(c) *Employee Entitlements*

Provision is made for the Association's liability for employee entitlements arising from services rendered by employees to balance date. Employee entitlements expected to be settled within one year, together with entitlements arising from wages and salaries and annual leave which will be settled after one year, have been measured at the present value of the estimated future cash outflows to be made for those entitlements.

Contributions are made by the Association to an employee superannuation fund and are charged as expenses when incurred.

(d) *Cash*

For the purposes of the Statement of Cash Flows, cash includes cash on hand, at banks and on deposit.

(e) *Shares - OAMPS Ltd*

At the balance sheet date, APADA holds 171,614 shares (2001: 171,614) in OAMPS Ltd., a corporation listed on the Australian Stock Exchange.

The shares are disclosed in the balance sheet at officers valuation value.

| | 2002 | 2001 |
|--|------|------|
| | \$ | \$ |

NOTE 2: MEMBERS FEES

| | | |
|------------------------------|---------|---------|
| Full Members Fees - Victoria | 56,531 | 58,850 |
| - New South Wales | 70,727 | 79,250 |
| - Queensland | 37,825 | 36,600 |
| - Western Australia | 25,652 | 24,200 |
| - Tasmania | 11,650 | 14,450 |
| - South Australia / NT | 24,350 | 24,200 |
| Associates Fees | 750 | 1,000 |
| Subscriber Members | 1,909 | - |
| Trade Subscriptions | 3,700 | 3,800 |
| | <hr/> | <hr/> |
| | 233,094 | 242,350 |

AUSTRALIAN PETROLEUM AGENTS AND DISTRIBUTORS ASSOCIATION

**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2002**

| | 2002 \$ | 2001 \$ |
|------------------------------------|----------------|----------------|
| NOTE 3: COMMISSION RECEIVED | | |
| Commission – OAMPS | 100,000 | 100,000 |
| | <u>100,000</u> | <u>100,000</u> |

NOTE 4: OTHER INCOME

| | | |
|--------------------|--------------|--------------|
| Advertising Income | 255 | 1,063 |
| Regional Meetings | - | 100 |
| Sundry Income | 697 | 1,285 |
| Seminar | 1,400 | - |
| | <u>2,352</u> | <u>2,448</u> |

NOTE 5: MEETING COSTS

(Including travel & accommodation)

| | | |
|----------------|---------------|---------------|
| Regional | 1,042 | 157 |
| National Board | 10,796 | 15,305 |
| | <u>11,838</u> | <u>15,462</u> |

NOTE 6: OFFICE EXPENSES

| | | |
|-----------------------|---------------|---------------|
| Bank Charges | 4,578 | 3,524 |
| Casual Labour | 6,968 | 6,377 |
| Car Parking | 1,008 | 924 |
| Computer Expenses | 441 | 280 |
| General Expenses | 167 | 262 |
| Insurance | 5,838 | 5,057 |
| Internet | 1,355 | 17,730 |
| Lease Costs | 3,160 | 3,162 |
| Management Charges | 1,390 | 2,690 |
| Membership Fees | 165 | 1,107 |
| Postage & Couriers | 2,606 | 2,597 |
| Printing & Stationery | 5,764 | 5,277 |
| Staff Amenities | 124 | 232 |
| Seminars | 2,682 | 644 |
| Telephone & Fax | 4,588 | 4,842 |
| WorkCover | 2,652 | 2,487 |
| | <u>43,486</u> | <u>57,192</u> |

AUSTRALIAN PETROLEUM AGENTS AND DISTRIBUTORS ASSOCIATION

**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2002**

| | 2002 | 2001 |
|---------------------|----------------|----------------|
| | \$ | \$ |
| NOTE 7: CASH | | |
| Cash at Bank - BT | 700,505 | 643,072 |
| Cash at Bank - NAB | 86,319 | 79,859 |
| Petty Cash | 178 | 26 |
| | <u>787,002</u> | <u>722,957</u> |

NOTE 8: RECEIVABLES

| | | |
|-----------------------|---------------|--------------|
| CURRENT | | |
| Commission Receivable | 8,333 | 8,333 |
| Other Receivables | 8,250 | 769 |
| | <u>16,583</u> | <u>9,102</u> |

NOTE 9: INVESTMENTS

| | | |
|--|----------------|----------------|
| CURRENT | | |
| Investments in OAMPS Ltd shares | | |
| At Officers Valuation | 140,958 | 140,958 |
| (Market Value 2002 \$514,842; 2001 \$437,616) | | |
| | <u>140,958</u> | <u>140,958</u> |

NOTE 10: PLANT & EQUIPMENT

| | | |
|--|--------------|--------------|
| Furniture, Fittings and Office Equipment at cost | 9,617 | 11,809 |
| Less: Accumulated Depreciation | (2,931) | (1,938) |
| | <u>6,686</u> | <u>9,871</u> |

AUSTRALIAN PETROLEUM AGENTS AND DISTRIBUTORS ASSOCIATION

**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2002**

| | 2002 \$ | 2001 \$ |
|--|----------------|----------------|
| NOTE 11: ACCOUNTS PAYABLE | | |
| Trade Creditors | 26,514 | 27,199 |
| | <u>26,514</u> | <u>27,199</u> |
| NOTE 12: PROVISIONS | | |
| CURRENT | | |
| Holiday Pay | 8,500 | 13,592 |
| Long Service Leave | 26,541 | 25,404 |
| Fidelity Fund Contributions and Future Programs | 426,643 | 465,958 |
| | <u>461,684</u> | <u>504,954</u> |
| NON CURRENT | | |
| Long Service Leave | <u>5,359</u> | <u>4,747</u> |
| NOTE 13: OTHER LIABILITIES | | |
| CURRENT | | |
| Accrued expenses | 15,858 | 12,369 |
| Subscriptions in advance | 90,550 | 80,335 |
| | <u>106,408</u> | <u>92,704</u> |
| NOTE 14: PROVISION FOR FIDELITY FUND AND FUTURE CONTRIBUTIONS | | |
| Balance at 1 July 2001 | 465,958 | 850,823 |
| Less: | | |
| Refund of contributions | 39,315 | 384,865 |
| Balance at 30 June 2002 | <u>426,643</u> | <u>465,958</u> |

AUSTRALIAN PETROLEUM AGENTS AND DISTRIBUTORS ASSOCIATION

**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2002**

NOTE 15: APADA FIDELITY FUND

The Apada (1988) Fidelity Trust ("the Trust") was terminated on 1 March 1999 and at that date APADA reviewed outstanding and potential claims against the Trust and set aside a sum of \$250,000 to cover these claims.

The quantum of eventual payment is ultimately dependent upon the establishment of the claim and the discretion of APADA as to the amount to be paid.

During the year ended 30 June 2002 no claims were registered.

At the date of this report APADA is not presently obligated to any make payments, and as such they are not brought to account.

| | 2002 \$ | 2001 \$ |
|---|----------------|----------------|
| NOTE 16: NOTES TO THE STATEMENT OF CASH FLOWS | | |
| (a) Reconciliation of Cash | | |
| Cash at the end of the year is shown in the balance sheet as: | | |
| Cash at bank - BT | 700,505 | 643,072 |
| Cash at bank - NAB | 86,319 | 79,859 |
| Petty Cash | 178 | 26 |
| | <u>787,002</u> | <u>722,957</u> |

(b) Reconciliation of net cash provided by operating activities to Operating Profit/(Loss)

| | | |
|---|----------------|---------------|
| Operating Profit/(Loss) | 97,980 | 67,399 |
| Non-cash flows in operating profit/(loss) | | |
| Depreciation | 1,974 | 1,638 |
| Loss on disposal of fixed assets | 1,211 | 5,456 |
| Changes in assets and liabilities | | |
| (Increase)/decrease in receivables | (7,481) | 1,964 |
| (Decrease)/Increase in accounts payable | (685) | 6,853 |
| (Decrease)/Increase in employee provisions | (3,343) | (6,220) |
| (Decrease)/Increase in other liabilities | 13,704 | (36,802) |
| Net cash provided by/(used in) operating activities | <u>103,360</u> | <u>40,288</u> |

(c) The Association has no credit stand-by or financing facilities in place.

(d) There were no non-cash financing or investing activities during the year.

AUSTRALIAN PETROLEUM AGENTS AND DISTRIBUTORS ASSOCIATION

NOTES TO AND FORMING PART OF THE FINANCIAL REPORT FOR THE YEAR ENDED 30 JUNE 2002

NOTE 17: LEASE COMMITMENTS

| | 2002 \$ | 2001 \$ |
|--|--------------|--------------|
| Operating Property Lease commitments are payable as follows: | | |
| Not later than one year | 1,055 | 3,162 |
| Later than one year but not later than two years | - | 1,055 |
| Later than two years but not later than five years | | |
| | <u>1,055</u> | <u>4,217</u> |

NOTE 18: PRESCRIBED INFORMATION NOTICE

- (1) A member of APADA, or a Registrar, may apply for specified prescribed information in relation to the organisation.
- (2) APADA shall, on application made by a member or a Registrar, make the specified information available in such manner, and within such time, as is prescribed.
- (3) A Registrar may only make application at the request of a member of APADA, and the Registrar shall provide to the member information received because of an application made at the request of the member.

NOTE 19: SEGMENT REPORTING

The Association operates in the petroleum sector, promoting and defending the interests of petroleum agents and distributors with the government, media and various organisations within Australia.

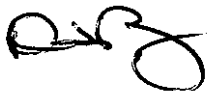
Accounting Officer's Certificate
For the year ended
30 June 2002

I, Robert Perry, being the Officer responsible for keeping the accounting records of the Australian Petroleum Agents and Distributors Association, certify that as at 30 June 2002 the number of members of the organisation was 140.

In my opinion,

- i) the attached financial report show a true and fair view of the financial affairs of the organisation as at 30 June 2002;
- ii) a record has been kept of all moneys paid by, or collected from, members of the organisation, and all moneys so paid or collected have been credited to the bank account or accounts to which those moneys are to be credited, in accordance with the Constitution of the organisation;
- iii) before any expenditure was incurred, approval of the incurring of the expenditure was obtained in accordance with the Constitution of the organisation;
- iv) with regard to funds of the organisation raised by compulsory levy or voluntary contributions from members, or funds other than the General Fund operated in accordance with the Constitution, no payments were made out of any such fund for purposes other than those for which the fund was operated;
- v) all financial benefits granted to persons holding office were authorised in accordance with the Constitution of the organisation;
- vi) the register of members of the organisation was maintained in accordance with the Workplace Relations Act 1996.

Robert Perry
Treasurer



Dated this 17th day of October, 2002.

Board of Management's Certificate
For the year ended
30 June 2002.

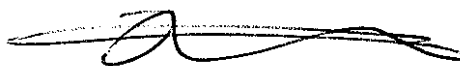
In pursuance of the provisions of Regulation 109(1)(b) under the Workplace Relations Act 1996, we Robert Perry and Jeff Griffith, being members of the Board of Management of the Australian Petroleum Agents and Distributors Association, do state on behalf of the Board, and in accordance with a resolution passed by the Board, that:

- i) in the opinion of the board of Management, the financial statements as attached show a true and fair view of the Association as at 30 June 2002;
- ii) in the opinion of the Board of Management, the meetings of the Board were held in accordance with the Constitution of the organisation;
- iii) to the knowledge of any member of the Board, there have been no instances where records of the organisation or other documents (not being documents containing information made available to a member of the organisation under sub-section 274(2) of the Workplace Relations Act 1996) or copies of the Constitution of the organisation have not been furnished, or made available, to members in accordance with the requirements of the Act, the Regulations thereto, or the constitution of the organisation;
- iv) the organisation has, in relation to the report prepared in accordance with section 276 of the Act by the auditor in respect of the financial year immediately proceeding the financial year to which the financial report relates (30 June 2001) and in relation to any accounts and statements prepared in accordance with sub-section 273(1) of the Act to which that report relates, complied with the provision of sub-section 279(1) and (6) of the Act.

R. Perry
Treasurer



J. Griffith
Director



Dated this 17th day of October, 2002.

AUDITORS' REPORT TO MEMBERS OF**AUSTRALIAN PETROLEUM AGENTS
AND DISTRIBUTORS ASSOCIATION****Scope**

We have audited the financial report of Australian Petroleum Agents and Distributors Association set out on pages 1 to 10 for the year ended 30 June 2002. The Board of Management is responsible for the financial report. We have conducted an independent audit of this financial report in order to express an opinion on it to the members.

Our audit has been conducted in accordance with Australian Auditing Standards to provide reasonable assurance as to whether the financial report is free of material misstatement. Our procedures included examination, on a test basis, of evidence supporting the amounts and other disclosures in the financial report, and the valuation of accounting policies and significant accounting estimates. These procedures have been undertaken to form an opinion whether, in all material aspects, the financial report is presented fairly in accordance with Accounting Standards and other mandatory professional requirements so as to present a view which is consistent with our understanding of the association's financial position, the results of its operations and cash flows.

The audit opinion expressed in this report has been formed on the above basis.

Audit Opinion

In our opinion,

- a) The organisation maintained satisfactory accounting records in the financial year ended 30 June 2002 including:
 - i) records of the sources and nature of the income of the organisation (including income from members); and
 - ii) records of the nature and purposes of the expenditure of the organisation; and
- b) the financial report prepared under section 273 of the Workplace Relations Act 1996 were properly drawn up so as to give a true and fair view of:
 - i) the financial affairs of the organisation as at the end of the year; and
 - ii) the income and expenditure, and any surplus or deficit, of the organisation for the year; and
- c) the information and explanations that, under section 276(2) of the Workplace Relations Act 1996, officers, or employees of the organisation were required to provide, were provided.

McDonald Carter HPW
McDonald Carter HPW
 Chartered Accountants
 124 Camberwell Road
 Hawthorn, Vic, 3122

Geoff Parker
Geoff Parker
 Partner

124 Camberwell Road
 Hawthorn, Victoria 3122
 Fax: +61 3 9861 9800

Level 4 / 256 Queen Street
 Melbourne, Victoria 3000

GPO Box 688
 Melbourne 3001

Fax: +61 3 9861 9855

Telephone: +61 3 9861 9861

e-mail: mcdc@mcdc.com.au
 website: www.mcdc.com.au

Dated at Melbourne this 23 day of October, 2002



AUSTRALIAN INDUSTRIAL REGISTRY

Level 35, Nauru House
80 Collins Street, Melbourne, VIC 3000
GPO Box 1994S, Melbourne, VIC 3001
Telephone: (03) 8661 7777
Fax: (03) 9654 6672

Mr Garth C Symington
General Manager
Australian Petroleum Agents
and Distributors Association
78 Trenerry Crescent
ABBOTSFORD VIC 3067

Dear Mr Symington,

**Re: Australian Petroleum Agents and Distributors Association
Financial documents for year ended 30 June 2002 - FR2002/748**

I have received your letter dated 22 November 2002 together with the full financial documents of the above named organisation for the year ended 30 June 2002. The documents were lodged in the Industrial Registry on 29 November 2002

The documents have been filed.

Yours sincerely

Lynette Markovski
Statutory Services Branch

10 December 2002