

**LAWSONS COMMERCIAL FLOORING PTY LTD**  
(In Liquidation) ACN 151 557 612

**Circular to Creditors**

**18 July 2017**

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## **Annexures**

- A - Form 529 - Notice of Meeting
- B - List of creditors and amounts owed
- C - Form 509 - Summary Report as to Affairs
- D - Declaration of Independence, Relevant Relationships and Indemnities
- E - Remuneration Report

## **Enclosures**

- (i) Form 535 - Proof of Debt or Claim
- (ii) Form 532 - Appointment of Proxy

## 1. Appointment

I advise that at a meeting of members held on 7 July 2017 the shareholders of Lawsons Commercial Flooring Pty Ltd (“the company”) passed a resolution to place the company into Creditors’ Voluntary Liquidation and I was appointed Liquidator.

## 2. Meeting of creditors

A meeting of creditors of the company will be held on Tuesday, 8 August 2017 at 11.00am at the offices of Sheridans, Chartered Accountants, Level 9, 40 St George’s Terrace, Perth, Western Australia.

Accordingly, please find enclosed:

- (1) Form 529 - Notice of Meeting;
- (2) List of creditors and amount owed;
- (3) Form 509 - Summary Report as to Affairs;
- (4) Declaration of Independence, Relevant Relationships and Indemnities;
- (5) Remuneration Report;
- (6) Form 535 - Proof of Debt or Claim; and
- (7) Form 532 - Appointment of Proxy.

## 3. Liquidation process

The Corporations Act 2001 (“the Act”) provides for a stay of proceedings against the company, effectively freezing debts owed by the company as at the date of my appointment.

My role as Liquidator of the company is to take control of the company's business, property and affairs with a view to realising the assets of the company for the benefit of its creditors.

As I am yet to undertake an investigation into the company’s affairs, I express no opinion on whether the Report as to Affairs of the company presents a true and fair view of the company’s affairs as at 7 July 2017. Any liability to third parties is expressly disclaimed.

For more information about the process of liquidations, I refer you to the Australian Securities & Investments Commission (“ASIC”) website, which publishes information sheets explaining insolvency administrations and answering some commonly asked questions.

#### **4. Creditor claims and proxies**

##### *Employee claims*

If you were an employee of the company at the date that I was appointed, or you have previously been employed by the company, you may be a creditor of the company for any or all of the following debts:

- (a) Outstanding wages;
- (b) Annual leave and long service leave;
- (c) Pay in lieu of notice;
- (d) Redundancy; and/or
- (e) Superannuation.

If you are owed accrued employee entitlements, you may be eligible for assistance under the Federal Government's Fair Entitlements Guarantee Act 2012 ("FEG"). For further information regarding FEG, please call the FEG hotline: 1300 135 040 or go to the website: [www.employment.gov.au/fair-entitlements-guarantee-feg](http://www.employment.gov.au/fair-entitlements-guarantee-feg).

##### *Purchase Money Security Interests*

If you are a goods supplier, would you please immediately advise my office if you are claiming a security interest over any goods delivered to the company, or a lien over goods in your possession which are the property of the company, and forward to me the full details of your claim, including the basis thereof and any supporting documentation.

Please note that following the introduction of the Personal Property Securities Act ("PPSA") on 30 January 2012, for your claim to be valid in respect of goods supplied after that date, your security interest must be correctly registered on the PPSA register.

##### *Electronic notification to creditors*

Section 600G of the Act permits electronic notification to creditors of certain notices or documents. If you would like to nominate to receive electronic notification in the future, please complete the relevant section on the Proof of Debt or Claim form enclosed.

##### *Voting at the creditors' meeting*

Please note that unless you lodge a formal Proof of Debt or Claim form with this office, pursuant to Regulation 5.6.23 of the Act you will not be entitled to vote at the meeting. The enclosed Proof of Debt or Claim form should be completed and returned to this office no later than 4:00pm on Monday, 7 August 2017.

Further, if you intend to appoint another person to act on your behalf at the meeting, or if you are a corporate creditor, you are required to complete and return the enclosed Appointment of Proxy form appointing your representative to this office no later than 4:00pm on Monday, 7 August 2017.

If you are representing a company, would you please ensure the proxy is executed in accordance with the company's constitution.

## 5. Liquidator's remuneration

For details of the proposed Liquidator's remuneration, please refer to the Remuneration Report attached.

Should you have any queries in relation to this matter, please contact David Blanchett or Melissa Ledger of this office.

Yours faithfully

A handwritten signature in black ink, appearing to read 'Jennifer E. Low', with a stylized flourish at the end.

JENNIFER E. LOW  
Liquidator of  
Lawsons Commercial Flooring Pty Ltd

## FORM 529

*Corporations Act 2001*  
*Section 497(1)*  
*Subregulation 5.6.12(2)*

**LAWSONS COMMERCIAL FLOORING PTY LTD**  
**(In Liquidation) ("the company")**  
**ACN 151 557 612**

**NOTICE OF MEETING OF CREDITORS**

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Notice is given that a meeting of the creditors of the company will be held at the offices of Sheridans, Chartered Accountants, Level 9, 40 St George's Terrace, Perth, Western Australia on Tuesday, 8 August 2017 at 11.00am.

**AGENDA**

1. To elect a Chairperson.
2. To consider a Report as to Affairs of the company.
3. To consider the circumstances leading up to the winding up of the company.
4. To ratify the appointment by the members of the Liquidator.
5. To consider the appointment of a Committee of Inspection, and where desired, to appoint members to that Committee.
6. To authorise the Liquidator to destroy, at her discretion, the books and records of the company within a period of five years after dissolution of the company, subject to obtaining prior approval from the Australian Securities & Investments Commission.
7. To fix the remuneration of the Liquidator.
8. Any other business that may be properly conducted.

Dated: 18 July 2017



JENNIFER E. LOW  
Liquidator

**LAWSONS COMMERCIAL FLOORING PTY LTD**  
(In Liquidation) ("the company")  
ACN 151 557 612

**SCHEDULE OF AMOUNTS OWED TO CREDITORS**

CREDITOR	ADDRESS	OWED \$
<b>SECURED CREDITORS</b>		
Australia and New Zealand Banking Group Ltd	Level 9, 77 St George's Terrace, PERTH WA 6000	2,050,000.00
Mercedes-Benz Financial Services Australia Pty Ltd	Private Bag 12, MT WAVERLEY VIC 3149	144,126.00
St. George Finance Limited	Locked Bag 1, KOGARAH NSW 1485	45,062.00
Toyota Finance Australia Ltd	PO Box 33, SUBIACO WA 6904	148,161.00
Westpac Banking Corporation	Corporate Insolvencies, GPO Box 3433, SYDNEY NSW 2001	109,623.00
<b>Total secured creditors</b>		<b>2,496,972.00</b>
<b>PRIORITY CREDITORS</b>		
Australian Taxation Office	Insolvency Department, PO Box 9003, PENRITH NSW 2740	242,937.00
<b>Total priority creditors</b>		<b>242,937.00</b>
<b>UNSECURED CREDITORS</b>		
ABS Group	113 Garling Street, OCONNOR WA 6163	475.20
Altro Apac Pty Ltd	3 St Andrews Court, ROWVILLE VIC 3178	12,274.13
AMEK Engineering Pty Ltd	PO Box 1765, WEST PERTH WA 6005	1,045.00
Australian Taxation Office	Insolvency Department, PO Box 9003, PENRITH NSW 2740	649,692.03
Auto Bahn	Shop 10, 248 Leach Highway, MYAREE WA 6154	1,974.15
Bennett & Co	Ground Floor, BGC Centre, 28 The Esplanade, PERTH WA 6000	7,715.03
BLH Contracting	40 Chadlington Drive, PADBURY WA 6025	21,528.75
BMS Flooring Pty Ltd	3 Riverway, APPLECROSS WA 6153	1,312.64
Brett Morgan	12 Seaforth Drive, MANDURAH WA 6210	7,606.50
Calmarc Chemicals	16 Goongarrie Street, BAYSWATER WA 6053	3,069.00
City of Rockingham	PO Box 2142, ROCKINGHAM WA 6967	6,410.00
Classic Flooring	36 Cocos Drive, BIBRA LAKE WA 6163	52,025.97
CM Treacy & SL Treacy	3 Maltara Loop, QUINNS ROCKS WA 6030	21,265.20
Correspondence Training Pty Ltd	176 Wellington Street, EAST PERTH WA 6004	230.00
Cristal JBE Office Choice	11-13 Gympie Way, WILLETTON WA 6155	210.43
Cursor Design	PO Box 308, CAPEL WA 6271	2,060.00
Daniel Henderson	86 Lydon Boulevard, ATWELL WA 6164	5,886.25
Davarty Flooring Maintenance	10 Peel Street, PINJARRA WA 6028	23,751.60
De Freitas & Ryan	PO Box 5192, SOUTH LAKE WA 6164	37,166.47
DK Vinyl	47 Lister Crescent, SUNBURY VIC 3429	3,441.26
Dunnings Investments Pty Ltd	PO Box 169, NORTHAM WA 6401	3,577.07
Effective Legal	Level 8, 37 St George's Terrace, PERTH WA 6000	3,663.00
Elgas Limited	PO Box 4984, SYDNEY NSW 2001	52.80

Creditor	Address	Owed \$
<b>UNSECURED CREDITORS (cont.)</b>		
Fieldline Pty Ltd	38 Muswell Street, BALGA WA 6061	9,240.00
Flinders Accountants	Level 4, 1 Howard Street, PERTH WA 6000	15,272.50
Forward Flooring Solutions	107 Glen Iris Drive, JANDAKOT WA 6164	32,460.82
G&M Sands	PO Box 186, NORTHAM WA 6164	6,894.80
Gerflor Australasia Pty Ltd	17 Cato Street, HAWTHORN EAST VIC 3123	7,334.36
GF Flooring Pty Ltd	17 Stokesay Street, ORELIA WA 6167	3,544.20
Innovative Product Solutions	10/12 Paramount Drive, WANGARA WA 6065	6,146.31
InterfaceFlor	660B Newcastle Street, LEEDERVILLE WA 6007	1,287.00
itj205&co	Unit 3, 37 Shakespeare Avenue, YOKINE WA 6060	1,588.50
James Smith	24 Clairemorris Parkway, BUTLER WA 6036	550.00
Jhett's Commercial Flooring Pty Ltd	7A Majestic Close, APPLECROSS WA 6153	1,543.90
JJ Richards Pty Ltd	PO Box 218, BASSENDEAN WA 6054	160.00
Karndean International	835 Stud Road, KNOXFIELD VIC 3180	7,523.69
Kyle Smith	Unit 2, 27 Kalling Road, COODANUP WA 6210	6,862.50
Laser Measure	PO Box 2119, WOORUM QLD 4507	1,790.00
Lawfield Legal Practice	Suite 5, Level 2, 28 Ord Street, WEST PERTH WA 6005	19,294.98
Lee & Anna Perich	C/- Aherns Lawyers, 87 Market Street, FREMANTLE WA 6959	Unknown
Lisle, Peter James	43 Greeson Parkway, SECRET HARBOUR WA 6173	852.00
Low Cut Lawnmowing	4 Swanson Way, SECRET HARBOUR WA 6173	66.00
Lucas Family Trust	PO Box 782, PINJARRA WA 6028	43,889.60
Manufacturers Agencies	28 Carbon Court, OSBORNE PARK WA 6017	8,345.41
Michael Wilcock Flooring Services	54 Kesiya Turn, AUBIN GROVE WA 6164	1,606.00
Palace Cleaning Services	PO Box 512, MIRRABOOKA WA 6941	2,062.50
Paramount Floor Designs	PO Box 186, NORTHAM WA 6401	13,226.90
Perth Metalwork Co Pty Ltd	63 Miguel Road, BIBRA LAKE WA 6163	749.10
Polyflor Australia	242 Welshpool Road, KEWDALE WA 6105	54,374.85
Regal Transport	5 Kalamunda Road, SOUTH GUILDFORD WA 6055	2,585.00
Rocell Pty Ltd	1392 Dandenong Road, OAKLEIGH VIC 3166	2,082.58
Scott Bedford	C/- Lavan, The Quadrant, 1 William Street, PERTH WA 6000	Unknown
Shane McGrath	Unit 3, 3 Currie Street, JOLIMONT WA 6041	62,789.55
Signature Flooring	13 Wurundjari Drive, EPPING VIC 3076	984.50
Sonic Health Plus	PO Box 1237, OSBORNE PARK WA 6017	4,625.50
Sothertons Chartered Accountants	Level 2, 35 Havelock Street, WEST PERTH WA 6005	17,130.00
Specified Industries	1 Comstock Way, WOODVALE WA 6026	10,081.25



Creditor	Address	Owed \$
<b>UNSECURED CREDITORS (cont.)</b>		
Suretread Stair Nosings Pty Ltd	65 Wellington Street, RIVERSTONE NSW 2762	1,423.18
Synergy	GPO Box U1913, PERTH WA 6845	417.85
Tarkett Sommer	16 Anella Avenue, CASTLE HILL NSW 2154	509.74
Telstra Corporation Limited	Insolvency Centre, Locked Bag 20033, MELBOURNE VIC 3001	145.00
Tian Lorenzi	64 Williams Road, PINJARRA WA 6028	2,100.00
Tile Strip Pty Ltd	4 Mulberrytree Close, SWAN VIEW WA 6056	35,178.00
Tilt and Tow	PO Box 705, WELSHPOOL WA 6986	594.00
Yangebup Tyre & Brake	10 Maclaglan Street, JANDAKOT WA 6164	265.00
<b>Total unsecured creditors</b>		<b>1,254,009.55</b>
<b>Total creditors</b>		<b>3,993,918.55</b>

ASIC registered agent number:	_____	
lodging party or agent name:	_____	
Office, level, building name or PO Box	_____	
street number and name	_____	
Suburb/city	_____	
telephone:	_____	
facsimile:	_____	
DX number	_____ suburb/city	

ASS ☐ REC  
CASH ☐ REC  
PROC ☐

Australian Securities &amp; Investments Commission

Form **509**Corporations Act 2001  
497(2)(b)(i)**Summary of Affairs of a Company**

corporation name    Lawsons Commercial Flooring Pty Ltd  
A.C.N. or A.R.B.N.    151 557 612

**Summary of Assets and Liabilities**

Date to which summary is made up:

	Valuation \$	Estimated Realisable Values \$
1. Assets not specifically charged:		
(a) interest in land	Nil	Nil
(b) sundry debtors	37,222	37,222
(c) cash on hand	Nil	Nil
(d) cash at bank	Nil	Nil
(e) stock as detailed in inventory	Nil	Nil
(f) work in progress as detailed in inventory	Nil	Nil
(g) plant and equipment as detailed in inventory	89,100	52,400
(h) other assets	Nil	Nil
Sub total	126,322	89,622
2. Assets subject to specific charges	133,600	118,900
Less amounts owing	109,623	109,623
TOTAL Assets	150,299	
TOTAL Estimated Realisable Values		98,899
3. Less preferential creditors entitled to priority over the holders of circulating and non-circulating security interests		242,937
4. Less amounts owing and secured by circulating and non-circulating security interest charge over company's assets		2,050,000
5. Less preferential creditors		Nil
6. Creditors (unsecured)		
Amount claimed    1,254,010		1,254,010
7. Balances owing to partly secured creditors as detailed in		
Total Claims    337,349		112,799
Security Held    224,550		

	Valuation \$	Estimated Realisable Values \$
8. Contingent assets Estimated to produce		Nil
9. Contingent liabilities Estimated to rank for		Nil
Estimated Surplus (Deficiency)		(3,560,847)
Subject to costs of Creditors Voluntary Liquidation		
Share Capital Issued	200	
Share Capital Paid Up	200	

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**Signature**
**Print Name** Steven John Lawson**Capacity** Director**Signature**


date 18 10 2017

**LAWSONS COMMERCIAL FLOORING PTY LTD**  
**(In Liquidation) (“the company”)**  
**ACN 151 557 612**

**DECLARATION OF INDEPENDENCE, RELEVANT RELATIONSHIPS  
AND INDEMNITIES**

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**Independence**

I, Jennifer Elizabeth Low, of Sheridans, Chartered Accountants, have undertaken a proper assessment of the risks to my independence prior to accepting the appointment as Liquidator of Lawsons Commercial Flooring Pty Ltd. This assessment identified no real or potential risks to my independence. I am not aware of any reasons that would prevent me from accepting this appointment.

**Relevant Relationships**

Neither, Sheridans (“the firm”), nor I have, or have had within the preceding 24 months, any relationships with the company, an associate of the company, a former insolvency practitioner appointed to the company or any person or entity that has a charge on the whole or substantially the whole of the company’s property.

There are no other prior professional or personal relationships that should be disclosed.

**Prior engagements with the company**

I have not undertaken any prior engagements for the company; neither has the firm.

This appointment was referred to me by the company’s external accountant, Mr Matthew Vaughan-Davies of Sothertons Chartered Accountants. The reason I believe that this relationship does not result in my having a conflict of interest or duty is that referrals from solicitors, business advisors and accountants are commonplace and do not impact on my independence in carrying out my duties as Liquidator.

On 19 June 2017, a meeting was held at my office between Mr Vaughan-Davies, me and Ms Melissa Ledger of this office. The meeting was held for the purpose of:

- obtaining sufficient information about the company to advise on the solvency of the company;
- discussing the formalities of placing the company into Creditors’ Voluntary Liquidation; and
- clarifying and explaining the various options available to the company and the nature and consequences of an insolvency appointment.

**Prior engagements with the company (cont.)**

Following this meeting, various telephone conversations were held between Mr Vaughan-Davies and me, and Ms Ledger. In addition, a meeting was held on 30 June 2017 between the director Mr Steve Lawson, his daughter Ms Demi Lawson, Ms Ledger and Mr David Blanchett of this office. The purpose of these telephone conversations and the meeting were to further discuss the company's position and the formalities of placing the company into Creditors' Voluntary Liquidation.

On 7 July 2017, a meeting was held between Mr Steve Lawson, Ms Demi Lawson, Ms Ledger and Mr Blanchett. At this meeting, the company was placed into liquidation.

The meetings, emails and telephone conversations do not affect my independence for the following reasons:

- the Courts and the Australian Restructuring Insolvency & Turnaround Association's Code of Professional Practice specifically recognise the need for practitioners to provide advice on the insolvency process and the options available and do not consider that such advice results in a conflict or is an impediment to accepting the appointment;
- the nature of the advice provided to the company is such that it would not be subject to review and challenge during the course of the liquidation; and
- the pre-appointment advice will not influence my ability to be able to fully comply with the statutory and fiduciary obligations associated with the liquidation of the company in an objective and impartial manner.

There are no other prior professional relationships or engagements that should be disclosed.

**Indemnities**

Ms Demi Lawson has provided me with an indemnity of \$20,000 in respect of my unpaid fees for acting as Liquidator of the company.

Dated: 18 July 2017



JENNIFER E. LOW  
Liquidator

**NOTE:** *If circumstances change, or new information is identified, I am required under the ARITA Code of Professional Practice to update this Declaration and provide a copy to creditors with the next communication as well as table a copy of any replacement declaration at the next meeting of the company's creditors.*

**LAWSONS COMMERCIAL FLOORING PTY LTD**

(In Liquidation) ("the company")

ACN 151 557 612

**REMUNERATION REPORT**Corporations Act 2001  
Section 449E, 473, 495 & 499**Table of Contents**

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**1. Executive summary**

To date, no remuneration has been approved or paid in this administration. This Remuneration Report details approval sought for the following fees:

Period	Circular Reference	Amount (exc. GST) \$
Current remuneration approval sought: Resolution 1: 7 July 2017 to conclusion of liquidation*	5	60,000.00
*Approval for the future remuneration sought is based on an estimate of the work necessary to complete the administration. Should additional work be necessary beyond what is contemplated, further approval may be sought from creditors.		

Please refer to report section references detailed in the above table for full details of the calculation and composition of the remuneration approval sought.

## 2. Remuneration methods

As Liquidator, I advise pursuant to Section 473(3) of the Act that there are four different methods that may be used to calculate Liquidators' remuneration:

- (i) Time based/hourly rates - the total fee charged is based on the hourly rate charged by each person who carried out the work multiplied by the number of hours spent by each person on the tasks performed.
- (ii) Fixed fee method - a fixed amount charged for the administration.
- (iii) Percentage - The total fee charged is based on a percentage of a particular variable, such as gross proceeds of asset realisations.
- (iv) Contingency - The Liquidator's fee is structured to be contingent on a particular outcome being achieved.

## 3. Remuneration method chosen

Given the nature of this liquidation, I propose that my remuneration be calculated at an hourly rate for the time spent by each member of my staff. I believe this method to be appropriate because it accurately and fairly reflects the work required to administer this matter.

## 4. Explanation of method chosen

### Time based/Hourly rates

Sheridans' applicable rates effective from 1 August 2016 are set out in the following table. The last column of the table provides a general guide showing the qualifications and experience of staff engaged in the administration and the role they take in the administration.

Staff Level	Fee \$ / hr	Experience Rate Classification
Registered Liquidator	538	Official Liquidator & Bankruptcy Trustee bringing her specialist skills to the administration or insolvency task.
Director	432	More than 10 years' insolvency experience, more than 4 years as a manager. Answerable to the appointee but otherwise responsible for all aspects of administration.
Senior Manager	381	More than 7 years' insolvency experience, more than 3 years as a manager, qualified accountant. Answerable to the appointee but otherwise responsible for most aspects of administration. Experienced and competent at all levels. Controls staff and their training.
Manager	301	6 - 7 years. Qualified accountant, with well-developed technical and commercial skills. Has significant conduct of most administrations. Answerable to the appointee but otherwise manages administrations on a day to day basis. Controls 2 - 4 staff.
Supervisor	265	4 - 6 years. CA Program complete. Has conduct of minor administrations and experience in controlling 1 - 3 staff. Assists planning and control of medium to larger jobs.
Senior 1	243	2 - 4 years. CA Program normally completed within this period. Assists planning and control of small to medium sized jobs as well as performing some of the more difficult work on larger jobs.
Senior 2	221	2 - 3 years. CA Program would normally be commenced. Required to control the fieldwork on small jobs and is responsible for helping to complete fieldwork on medium to large jobs.
Intermediate 1	185	1 - 2 years. Graduate required to assist in day-to-day field work under supervision of more senior staff.
Intermediate 2	175	0 - 1 year. Trainee / graduate required to assist in day-to-day field work under supervision of more senior staff.
Graduate	147	0 - 1 year. HSC, graduate or completing part-time degree. Required to assist in administration and day-to-day field work under supervision of more senior staff.
Secretary	137	Appropriate skills including word processing competency.

*Sheridans' Scale of Fees is increased on 1 August each year (effective from 2014) in line with the CPI amount. Sheridans' current Scale of Fees is available from Sheridans' office on request.*

## 5. Estimate of total remuneration

I estimate that this administration will cost approximately \$60,000 to complete, subject to the variable of the investigation into the affairs of the company and the conduct of its officers, which may have a significant effect on this estimate. I am unable to determine the effect of this variable until I have commenced work on this aspect of the administration.

## 6. Description of work to be completed

Resolution 1 - from 7 July 2017 to conclusion of liquidation

Task Area	General Description	Includes
<b>Assets \$20,000</b>	Cash at bank	Correspondence regarding funds held in bank accounts. Correspondence with bank to transfer balance into liquidation bank account.
	Pre-appointment debts	Reviewing company records to determine pre-appointment debts. Preparing schedule of debts and monitoring schedule. Correspondence with pre-appointment debtors in order to recover debt owed to the company.
	Plant & equipment	Determining value of plant and equipment. Liaising with valuer to perform valuation of plant and equipment. Realising plant and equipment of the company.
<b>Creditors \$12,500</b>	Creditor enquiries	Receiving and following up creditor enquiries via telephone. Maintaining creditor enquiry register. Reviewing and preparing correspondence to creditors and their representatives via facsimile, email and post.
	Creditor reports	Preparing meeting and general reports to creditors.
	Dealing with Proofs of Debt	Receipting and filing Proofs of Debt when not related to a dividend. Correspondence with ATO regarding Proofs of Debt when not related to a dividend.
	Meeting of creditors	Preparing meeting notices, proxies and advertisements. Forwarding notice of meeting to all known creditors. Preparing meeting file, including agenda, certificate of postage, attendance register, list of creditors, reports to creditors, advertisements of meeting and minutes of meeting.
	Secured creditor reporting	Notifying PPSR registered creditors of appointment. Responding to PPSR registered creditors' enquiries.
<b>Investigation \$15,000</b>	ASIC reporting	Preparing statutory investigation reports. Liaising with ASIC.
	Conducting investigation	Collection of company's books and records. Reviewing company's books and records. Reviewing and preparing history of the company. Conducting and summarising statutory searches. Preparing comparative financial statements. Reviewing specific transactions and liaising with directors regarding certain transactions. Preparing investigation file. Lodging initial report with ASIC. Preparing and lodging supplementary report (if required).
<b>Administration \$12,500</b>	ASIC Form 524 and other forms	Preparing and lodging ASIC forms including 505, 524, 911 etc. Correspondence with ASIC regarding statutory forms.
	ATO and other statutory reporting	Notification of appointment. Preparing BAS.
	Bank account administration	Preparing correspondence opening and closing accounts. Requesting bank statements. Bank account reconciliations. Correspondence with the bank regarding specific transfers.
	Books and records - storage	Dealing with records in storage. Sending job files to storage.
	Correspondence	
	Document maintenance / file review / checklist	First month, then six-monthly administration reviews. Filing of documents. File reviews. Updating checklists.



## 6. Description of work to be completed (cont.)

Task Area	General Description	Includes
Administration (cont.)	Insurance	Identification of potential issues requiring attention of insurance specialists.
	Finalisation	Notifying ATO of finalisation. Cancelling ABN/GST/PAYG registration. Completing checklists.
	Planning/review	Discussions regarding status of administration.

## 7. Calculation of remuneration

No calculation of remuneration spreadsheet is required in respect of the resolution for prospective fees.

## 8. Statement of remuneration claim

Creditors will be asked to consider the following resolution:

1. That the Liquidator's future remuneration calculated on the basis of time spent by the Liquidator and her staff, at the standard scale rates set by Sheridans for work of this nature, be approved for the period 7 July 2017 to the conclusion of the liquidation to a limit of \$60,000 plus GST, and that the Liquidator be authorised to draw her fees on a monthly basis, or as required, beyond which further approval will be required in accordance with the Corporations Act 2001. The standard scale rates will be increased in accordance with the CPI at 1 August each year, rounded up to the nearest \$.

## 9. Remuneration recoverable from external sources

I am required to calculate outstanding employee entitlements and to report to the Department of Employment so that former employees can submit a claim under the Fair Entitlement Guarantee Scheme ("FEG"). I will seek to be reimbursed by FEG for the cost to do this if required.

## 10. Disbursements

Disbursements are divided into three types:

- (i) Externally provided professional services - these are recovered at cost. An example of an externally provided professional service disbursement is legal fees.
- (ii) Externally provided non-professional costs such as travel, accommodation and search fees - these are recovered at cost.
- (iii) Internal disbursements such as photocopying, printing and postage. These disbursements, if charged to the administration, would generally be charged at cost, though some expenses such as telephone calls, photocopying and printing may be charged at a rate which recoups both variable and fixed costs. The recovery of these costs must be on a reasonable commercial basis.

**10. Disbursements (cont.)**

Future disbursements provided by my firm will be charged to the administration on the following basis:

Disbursement	Rate (excl. GST)
Faxes	Local: \$2.50 Interstate: \$4.00 International: \$4.00
Meeting room hire	\$150.00
Postage	Local and interstate: \$1.50 International: cost Other: cost
Printing and photocopying	20 cents/page
Storage	Cost
Telephone	National calls (inc. mobile): \$1.50 International: cost
Staff vehicle use	74 cents/per km
Statutory advertising	Cost

Rates applicable for financial year ending 30 June 2018

**11. Report on progress of the administration**

This Remuneration Report must be read in conjunction with the Circular to Creditors dated 18 July 2017.

**12. Queries**

Should creditors have any queries or require any further information in relation to this Remuneration Report, please contact David Blanchett or Melissa Ledger of this office.

**13. Information sheet**

An information sheet INFO 85 - "Approving fees: a guide for creditors" is available on ASIC's website at [www.asic.gov.au](http://www.asic.gov.au) at the "Publications tab" under "Information Sheets"; Letter "A".

Further information regarding the basis of the proposed remuneration is available from Sheridans upon request, as well as detailed summaries of actual time spent on the various tasks.

Jennifer E. Low is a member of the Australian Restructuring Insolvency & Turnaround Association ("ARITA") and follows the ARITA Code of Professional Practice. A copy of the Code of Professional Practice may be found on the ARITA website at [www.ARITA.com.au](http://www.ARITA.com.au).

**FORM 535**

Subregulation 5.6.49(2)

Corporations Act

**LAWSONS COMMERCIAL FLOORING PTY LTD**  
**FORMAL PROOF OF DEBT OR CLAIM**  
**(GENERAL FORM)**

This is to state that the company was on **7 July 2017** and still is, justly and truly indebted to  
 \_\_\_\_\_ for:

\$ \_\_\_\_\_ and \_\_\_\_\_ cents

Date	Consideration (state how the debt arose)	Amount \$ c	Remarks (include details of voucher substantiating payment)

To my knowledge or belief the creditor has not, nor has any person by the creditor's order, had or received any satisfaction or security for the sum or any part of it except for the following: *(insert particulars of all securities held. If the securities are on the property of the company, assess the value of those securities. If any bills or other negotiable securities are held, show them in a schedule in the following form).*

Date	Drawer	Acceptor	Amount \$ c	Due Date

I am employed by the creditor and authorised in writing by the creditor to make this statement. I know that the debt was incurred for the consideration stated and that the debt, to the best of my knowledge and belief, remains unpaid and unsatisfied.\*

I am the creditor's agent authorised in writing to make this statement in writing. I know that the debt was incurred for the consideration stated and that the debt, to the best of my knowledge and belief, remains unpaid and unsatisfied.\*

**Please ensure this proof is signed for completion, before lodgement.**

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Name (block letters): \_\_\_\_\_

Occupation: \_\_\_\_\_

Creditor's address: \_\_\_\_\_

\*Do not complete if this proof is made by the creditor personally. Strike out or leave, as appropriate.

☐

**I nominate to receive electronic notification of notices or documents in accordance with Section 600G of the Corporations Act 2001 at the following email address:**

Email address: \_\_\_\_\_

FORM 532  
Corporations Act 2001

Regulation 5.6.29

APPOINTMENT OF PROXY

LAWSONS COMMERCIAL FLOORING PTY LTD  
(In Liquidation) ACN 151 557 612

\*I/\*We ❶..... of ❷.....  
a creditor of Lawsons Commercial Flooring Pty Ltd, appoint ❸..... or  
in his or her absence ..... as \*my/\*our \*general/\*special proxy to  
vote at the meeting of creditors to be held on Tuesday, 8 August 2017, or at any adjournment of that  
meeting, and to vote❹:

VOTING

	YES	NO
A. To vote generally on all matters arising at the meeting:	<input type="checkbox"/>	<input type="checkbox"/>

AND / OR ALTERNATIVELY

B. To vote specifically in the following manner:

	FOR	AGAINST	ABSTAIN
(a) That Jennifer E. Low be appointed as Chairperson of the meeting.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(b) That the appointment of Jennifer E. Low as Liquidator of the company be ratified.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(c) That a Committee of Inspection not be formed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(d) To authorise the Liquidator to destroy, at her discretion, the books and records of the company, subject to obtaining prior approval from the Australian Securities and Investments Commission.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(e) That the Liquidator's future remuneration calculated on the basis of time spent by the Liquidator and her staff, at the standard scale rates set by Sheridans for work of this nature, be approved for the period 7 July 2017 to the conclusion of the liquidation to a limit of \$60,000 plus GST, and that the Liquidator be authorised to draw her fees on a monthly basis, or as required, beyond which further approval will be required in accordance with the Corporations Act 2001. The standard scale rates will be increased in accordance with the CPI at 1 August each year, rounded up to the nearest \$.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Signature .....

Dated this ..... day of ..... 2017

Signature ❸ of individual or person authorised ❸ by  
corporate resolution to represent the corporation.

## CERTIFICATE OF WITNESS

*This certificate is to be completed **only where the person giving the proxy is blind or incapable of writing**. The signature of the creditor, contributory, debenture holder or member must not be witnessed by the person nominated as proxy.*

I,..... of ..... certify that the above instrument appointing a proxy was completed by me in the presence of and at the request of the person appointing the proxy and read to him or her before he or she signed or marked the instrument.

Dated this .....day of..... 2017

Signature of witness .....

Description .....

Place of residence .....

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### Notes:

\* Delete as applicable

1. If a firm, strike out "I" and set out the full name of the firm.
2. Address of creditor.
3. Name, address and description of the person appointed.
4. If a special proxy add the words "to vote for" or the words "to vote against" and specify the particular resolution.

5. The signature of the creditor or member is not to be attested by the person nominated as proxy.

6. A corporation may only be represented by proxy or by an attorney appointed pursuant to Corporations Regulations 5.6.28 and 5.6.31A respectively or, by a representative appointed under Section 250D of the Corporations Act 2001. Copy of authority/power of attorney to be annexed.

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