



**SHERIDANS**  
CHARTERED ACCOUNTANTS

# **PATIOS PLUS WA PTY LTD**

(In Liquidation)  
ACN 134 103 629

## **Initial information for creditors**

Section 70-30  
Insolvency Practice Rules (Corporations) 2016

**29 April 2025**

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Liability limited by a scheme approved under Professional Standards Legislation

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## Annexures

A	Declaration of Independence, Relevant Relationships and Indemnities
B	Information Sheet - Creditor Rights in Liquidations
C	Form 509 - Summary Report as to Affairs
D	Listing of creditors
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## Enclosures

(i)	Notice of Proposal to Creditors - Remuneration
(ii)	Notice of Proposal to Creditors - Internal disbursements
(iii)	Notice of Proposal to Creditors - Books and records
(iv)	Form 535 - Formal Proof of Debt or Claim

## 1. Introduction

The purpose of this document is to provide you with information about the liquidation of Patios Plus WA Pty Ltd (“the company”) and your rights as a creditor.

## 2. Notification of appointment

2.1 I was appointed Liquidator of the company by a resolution of the company’s members on 11 April 2025.

2.2 A copy of my Declaration of Independence, Relevant Relationships and Indemnities (“DIRRI”) is attached at Annexure A. The DIRRI assists you to understand any relevant relationships that I have, and any indemnities or upfront payments that have been provided to me. I have considered each relationship and it is my opinion that none of the relationships disclosed in the DIRRI results in a conflict of interest or duty, or affects my independence.

## 3. What is a creditors’ voluntary liquidation?

A creditors’ voluntary liquidation, or CVL, is a liquidation initiated by the company because it is unable to pay all of its creditors in full. This means that the company is insolvent.

## 4. What happens to your debt?

4.1 According to the company’s records, you may be a creditor of the company.

4.2 All creditors of the company are now creditors in the liquidation. As a creditor, you have certain rights, although your debt will now be dealt with in the liquidation.

4.3 If you have leased property to the company, have a retention of title claim or hold a security interest in relation to the company, please immediately contact this office.

## 5. Your rights as a creditor

5.1 Annexure B to this circular contains information about your rights as a creditor, including your right to:

- Make reasonable requests for a meeting.
- Make reasonable requests for information.
- Give directions to me.
- Appoint a reviewing liquidator.
- Replace me as liquidator.

5.2 I draw your attention to your right to request a meeting in the first 20 business days of a creditors’ voluntary liquidation. If I receive a request for a meeting from at least 5% of known creditors that are not a related entity of the company, I am required to hold a meeting, as long as the request is reasonable. Guidance on whether a request is reasonable or not is included in the information sheet at Annexure B.

## 6. Summary of the company's affairs

- 6.1 I received a Report on Company Activities and Property ("ROCAP") from the director on 19 April 2025. A summary of the company's affairs compiled from the information in the ROCAP is attached at Annexure C.

## 7. Listing of creditors

- 7.1 Attached at Annexure D is a list of creditors, including their addresses and the estimated amounts of their claims, as shown in the records of the company. Any creditors related to the company are identified.
- 7.2 Enclosed is a Proof of Debt or Claim form to enable you to lodge your claim in the liquidation.

## 8. What happens next?

- 8.1 I will proceed with the liquidation, including:
- (i) Recovering and selling any available property.
  - (ii) Investigating the company's affairs.
  - (iii) Reporting to the corporate regulator, the Australian Securities and Investments Commission ("ASIC").
- 8.2 If I receive a request for a meeting that complies with the guidelines set out in the information sheet at Annexure B, I will hold a meeting of creditors.
- 8.3 I will write to you within three months of my appointment advising whether a dividend is likely and updating you on the progress of my investigations.
- 8.4 I may write to you again after that with further information on the progress of the liquidation.

## 9. Liquidator's remuneration and disbursements

- 9.1 Attached at Annexure E is my Initial Remuneration Notice. This document provides you with information about how I propose to be paid for undertaking the liquidation.
- 9.2 Attached at Annexure F is a detailed report on my remuneration, called a Remuneration Approval Report. I am unable to pay my remuneration without the approval of creditors or the Court.
- 9.3 Annexure F also provides details regarding my external and internal disbursements. I must account to creditors for all disbursements paid to me and ensure that these disbursements are appropriate, justified and reasonable. While I am not required to seek creditor approval for disbursements paid to third parties, I am required to seek creditor approval to pay my internal disbursements where there may be an element of profit or advantage.

## 9. Liquidator's remuneration and disbursements (cont.)

- 9.4 In accordance with the Initial Remuneration Notice and Remuneration Approval Report, my estimated remuneration for the external administration is \$30,000.
- 9.5 I propose to have my remuneration and internal disbursements approved by a proposal without a meeting. Information about passing resolutions without a meeting and two Notices of Proposal to Creditors are enclosed. **I request that you return to this office the completed Notices of Proposal to Creditors no later than 4:00pm on Wednesday, 21 May 2025.**
- 9.6 Please note that it is in the best interests of the creditors of the estate to submit the Notices of Proposal. If my remuneration and disbursements are not approved, I will incur further remuneration in seeking the required approval, diminishing the funds available for a distribution to creditors
- 9.7 **If you are yet to submit your claim in the liquidation, the Notice of Proposal to Creditors should be returned together with a Proof of Debt or Claim form and supporting documentation.**

## 10. Books and records

- 10.1 I propose to put a proposal to creditors for approval for the destruction of books and records of the company pursuant to Section 70-35(3)(b)(ii) of the Insolvency Practice Schedule (Corporations) 2001.
- 10.2 Destruction of books and records may occur on the completion of the liquidation and after receiving approval from ASIC. The destruction of books and records would not occur until I am satisfied there are no third parties who might be materially adversely affected by the destruction of the books and records.
- 10.3 I propose to have this resolution approved by a proposal without a meeting. Information about passing resolutions without a meeting and a Notice of Proposal to Creditors for this purpose is enclosed. **I request that you return to this office the completed Notice of Proposal to Creditors (with your completed Proof of Debt or Claim form) no later than 4:00pm on Wednesday, 21 May 2025.**

## 11. More information

- 11.1 The Australian Restructuring Insolvency and Turnaround Association ("ARITA") provides information to assist creditors with understanding liquidations and insolvency.
- 11.2 Information is available from ARITA's website at [arita.com.au/creditors](http://arita.com.au/creditors).
- 11.3 ASIC also provides information sheets on a range of insolvency topics. These information sheets can be accessed on ASIC's website at [asic.gov.au](http://asic.gov.au) (search for "insolvency information sheets").

If you have any queries in relation to this matter, please contact Melissa Ledger or Matthew Ryan of this office.

Yours faithfully

A handwritten signature in black ink, appearing to read 'Jennifer E. Low'. The signature is written in a cursive style with a large initial 'J' and a long horizontal stroke.

JENNIFER E. LOW  
Liquidator of  
Patios Plus WA Pty Ltd

**PATIOS PLUS WA PTY LTD ACN 134 103 629**  
(In Liquidation) (“the company”)

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

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Practitioners appointed to an insolvent entity are required to make declarations as to:

- A. their independence generally;
- B. relationships, including
  - (i) The circumstances of the appointment;
  - (ii) Any relationships with the company and others within the previous 24 months;
  - (iii) Any prior professional services for the company within the previous 24 months;
  - (iv) That there are no other relationships to declare; and
- C. any indemnities given, or upfront payments made, to the Practitioner.

This declaration is made on my own behalf and on behalf of my firm, Sheridans.

I am a Professional Member of ARITA - Australian Restructuring Insolvency and Turnaround Association. I acknowledge that I am bound by the ARITA Code of Professional Practice.

### Independence

I have assessed my independence and I am not aware of any reasons that would prevent me from accepting this appointment.

There are no other known relevant relationships, including personal, business and professional relationships, that should be disclosed beyond those disclosed in this document, if any.

### Declaration of relationships

#### A. *Circumstances of appointment*

This appointment was referred to me by Mr Clyde Hudson of Clyde Hudson & Associates. I believe that this referral does not result in a conflict of interest or duty because referrals from solicitors, business advisors and accountants are commonplace and do not impact on my independence in carrying out my duties as liquidator.

Mr Hudson first contacted me on 19 September 2024 regarding the company. On 27 September 2024, I had a telephone conversation with the director, Mr Tony Kelsall, for the purpose of arranging a meeting on 14 October 2024 between myself, Ms Melissa Ledger and Mr Matthew Ryan of my office, Mr Tony Kelsall and the company’s bookkeeper.

The meetings and telephone conversations were 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.

On 11 April 2025, Ms Melissa Ledger and I again met with Mr Kelsall and the company’s bookkeeper, whereby the company was placed into liquidation.

In my opinion, these meetings do not affect my independence for the following reasons:

- The Courts and ARITA’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;

### Declaration of relationships (cont.)

- 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 in an objective and impartial manner with the statutory and fiduciary obligations associated with the liquidation of the company.

I have provided prior to my appointment no other information or advice beyond that outlined in this DIRRI to the company or to its director or to any of its advisors.

#### *B. Relevant relationships (excluding professional services to the company)*

I and my firm, have, or have had within the preceding 24 months, no relationships with the company, an associate of the company, a former insolvency practitioner appointed to the company or any person or entity that has security over the whole or substantially the whole of the company's property.

#### *C. Prior professional services to the company*

I and my firm have provided no professional services to the company in the previous 24 months.

#### *D. No other relevant relationships to disclose*

There are no other known relevant relationships, including personal, business and professional relationships, from the previous 24 months with the company, an associate of the company, a former insolvency practitioner appointed to the company or any person or entity that has security over the whole or substantially the whole of the company's property that should be disclosed.

### Indemnities and upfront payments

I have not been indemnified in relation to this administration, other than any indemnities that I may be entitled to under the law, and I have not received any up-front payments in respect of my remuneration or disbursements.

Dated: 29 April 2025



JENNIFER E. LOW

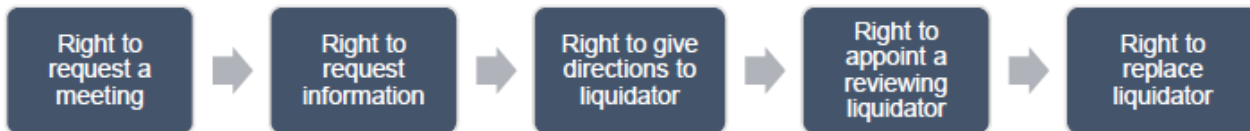
Note:

1. If circumstances change, or new information is identified, I am required under the Corporations Act 2001 and the ARITA Code of Professional Practice to update this Declaration and provide a copy to creditors with my next communication as well as to table a copy of any replacement declaration at the next meeting of the company's creditors.
2. Any relationships, indemnities or upfront payments disclosed in the DIRRI must not be such that the Practitioner is no longer independent. The purpose of the DIRRI is to disclose relationships that, while they do not result in the Practitioner having a conflict of interest or duty, ensure that creditors are aware of those relationships and understand why the Practitioner nevertheless remains independent.



## Creditor Rights in Liquidations

As a creditor, you have rights to request meetings and information or take certain actions:



### Right to request a meeting

In liquidations, no meetings of creditors are held automatically. However, creditors with claims of a certain value can request in writing that the liquidator hold a meeting of creditors.

A meeting may be requested in the first 20 business days in a creditors' voluntary liquidation by  $\geq 5\%$  of the value of the debts held by known creditors who are not a related entity of the company.

Otherwise, meetings can be requested at any other time or in a court liquidation by:

- $> 10\%$  but  $< 25\%$  of the known value of creditors on the condition that those creditors provide security for the cost of holding the meeting
- $\geq 25\%$  of the known value of creditors
- creditors by resolution, or
- a Committee of Inspection (this is a smaller group of creditors elected by, and to represent, all the creditors).

If a request complies with these requirements and is 'reasonable', the liquidator must hold a meeting of creditors as soon as reasonably practicable.

### Right to request information

Liquidators will communicate important information with creditors as required in a liquidation. In addition to the initial notice, you should receive, at a minimum, a report within the first three months on the likelihood of a dividend being paid.

Additionally, creditors have the right to request information at any time. A liquidator must provide a creditor with the requested information if their request is 'reasonable', the information is relevant to the liquidation, and the provision of the information would not cause the liquidator to breach their duties.

A liquidator must provide this information to a creditor within 5 business days of receiving the request, unless a longer period is agreed. If, due to the nature of the information requested, the liquidator requires more time to comply with the request, they can extend the period by notifying the creditor in writing.

### Requests must be reasonable.

#### They are not reasonable if:

Both meetings and information:

- (a) complying with the request would prejudice the interests of one or more creditors or a third party
- (b) there is not sufficient available property to comply with the request
- (c) the request is vexatious

Meeting requests only:

- (d) a meeting of creditors dealing with the same matters has been held, or will be held within 15 business days

Information requests only:

- (e) the information requested would be privileged from production in legal proceedings
- (f) disclosure would found an action for breach of confidence
- (g) the information has already been provided
- (h) the information is required to be provided under law within 20 business days of the request

If a request is not reasonable due to (b), (d), (g) or (h) above, the liquidator must comply with the request if the creditor meets the cost of complying with the request.

Otherwise, a liquidator must inform a creditor if their meeting or information request is not reasonable and the reason why.



### Right to give directions to liquidator

Creditors, by resolution, may give a liquidator directions in relation to a liquidation. A liquidator must have regard to these directions, but is not required to comply with the directions.

If a liquidator chooses not to comply with a direction given by a resolution of the creditors, they must document their reasons.

An individual creditor cannot provide a direction to a liquidator.

### Right to appoint a reviewing liquidator

Creditors, by resolution, may appoint a reviewing liquidator to review a liquidator's remuneration or a cost or expense incurred in a liquidation. The review is limited to:

- remuneration approved within the six months prior to the appointment of the reviewing liquidator, and
- expenses incurred in the 12 months prior to the appointment of the reviewing liquidator.

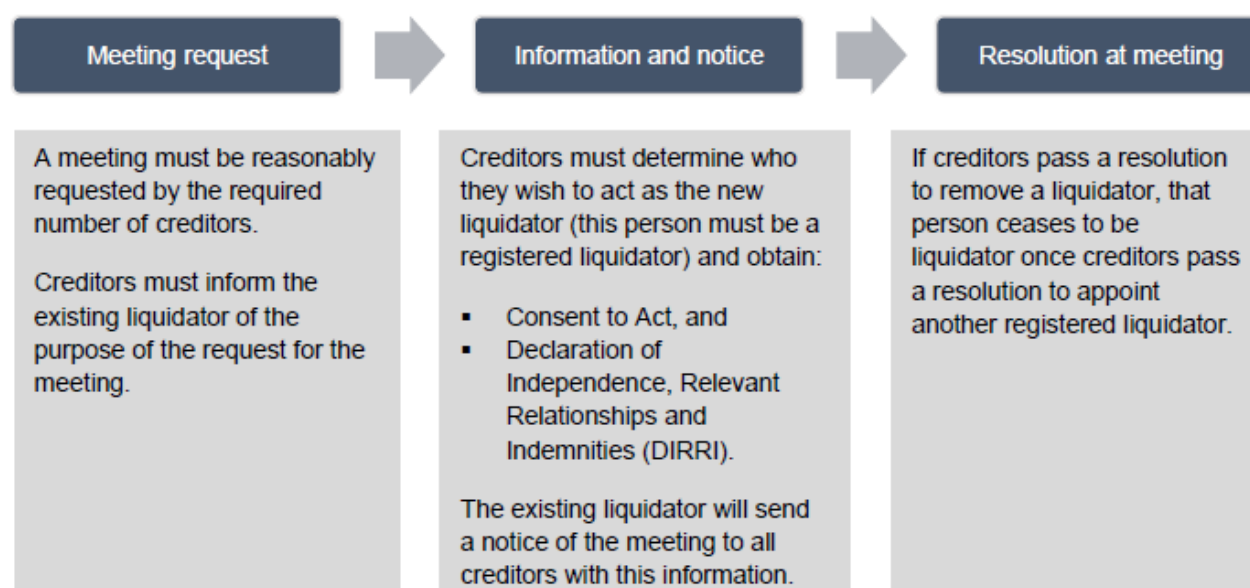
The cost of the reviewing liquidator is paid from the assets of the liquidation, in priority to creditor claims.

An individual creditor can appoint a reviewing liquidator with the liquidator's consent, however the cost of this reviewing liquidator must be met personally by the creditor making the appointment.

### Right to replace liquidator

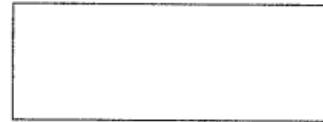
Creditors, by resolution, have the right to remove a liquidator and appoint another registered liquidator.

For this to happen, there are certain requirements that must be complied with:



**For more information, go to [www.arita.com.au/creditors](http://www.arita.com.au/creditors)**

Australian Securities &  
Investments Commission



**Form 509**  
Corporations Act 2001  
497(1)(a)(i)

## Presentation of summary of affairs of a company

If there is insufficient space in any section of the form, you may attach an annexure and submit as part of this lodgement

Related forms:

5604 Information about the company's affairs sent to creditors

### Company details

Company name

Patios Plus WA Pty Ltd

ACN

134 103 629

### Lodgement details

An image of this form will be available as  
part of the public register.

Who should ASIC contact if there is a query about this form?

ASIC Registered agent number (if applicable)

67947

Firm/organisation

Sheridans Chartered Accountants

Contact name/position description

Melissa Ledger / Manager

Telephone number (during business hours)

( 08 ) 9221 9339

Email address (optional)

general@sheridansac.com.au

Postal address

PO Box Z5209

Suburb/City

PERTH

State/Territory

WA

Postcode

6831

### Summary of assets and liabilities

Date to which summary is made up

1 1 / 0 4 / 2 5  
[D] [D] [M] [M] [Y] [Y]

Continued... Summary of assets and liabilities

	Valuation (for each entry show whether cost or net book amount)	Estimated Realisable Values
	\$	\$
1 Assets not specifically subject to security interest		
(a) interest in land		0.00
(b) sundry debtors		3,875.00
(c) cash on hand		0.00
(d) cash at bank		5,055.00
(e) stock		100.00
(f) work in progress		0.00
(g) plant and machinery		15,000.00
(h) other assets		0.00
<b>Sub-total</b>		24,030.00
2 Assets subject to specific security interests		
Less amounts owing		
<b>Total Assets</b>	(\$	)
<b>Total Estimated Realisable Values</b>		(\$ 24,030.00 )
3 Less amounts payable in advance of secured creditor(s) including employee entitlements		8,870.00
4 Less amounts owing and secured by debenture or circulating security interests over assets		-
5 Less preferential claims ranking behind secured creditors		-
6 Less balances owing to partly secured creditors		
<b>Total Claims</b>	(\$	)
<b>Security Held</b>	(\$	)
7 Less creditors (Unsecured) Amount claimed		133,600.00
8 Add contingent assets Estimated to produce		-
9 Less contingent liabilities Estimated to rank		-
<input checked="" type="checkbox"/> Estimated deficiency or		
<input type="checkbox"/> Estimated surplus		\$ (118,440.00)
<input type="checkbox"/> Subject to costs of administration or		
<input type="checkbox"/> Subject to costs of liquidation		
<b>Share capital</b>	\$ 3.00	
<b>Issued</b>	\$ 3.00	
<b>Paid Up</b>	\$ 3.00	

**PATIOS PLUS WA PTY LTD**  
**ACN 134 103 629**  
**(In Liquidation) (“the company”)**

**LISTING OF CREDITORS**

Name	Address	Amount \$
<b>Priority creditors</b>		
Ms Suzy Cran ①	<i>Withheld</i>	7,850.00
Mr Tony Kelsall ①	<i>Withheld</i>	6,712.00
<b>Total priority creditors</b>		<b>14,562.00</b>
<b>Unsecured creditors</b>		
Australian Taxation Office	PO Box 9003 PENRITH NSW 2740	148,249.37
Clyde Hudson & Associates	PO Box 430 MAYLANDS WA 6931	8,601.30
Optus	PO Box 888 NORTH RYDE NSW 1670	219.99
<b>Total unsecured creditors</b>		<b>157,070.66</b>
<b>Total creditors</b>		<b>171,632.66</b>

① Related entity

PATIOS PLUS WA PTY LTD  
ACN 134 103 629  
(In Liquidation) (“the company”)

INITIAL REMUNERATION NOTICE

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The purpose of this Initial Remuneration Notice is to provide you with information about how I propose my remuneration for undertaking the liquidation will be set.

1. **Remuneration methods**

There are four basic methods that can be used to calculate the remuneration charged by an insolvency practitioner. They are:

- A. **Time based / hourly rates:** This is the most common method. The total fee charged is based on the hourly rate charged for each person who carried out the work multiplied by the number of hours spent by each person on each of the tasks performed.
- B. **Fixed fee:** The total fee charged is normally quoted at the commencement of the administration and is the total cost for the administration. Sometimes a practitioner will finalise an administration for a fixed fee.
- C. **Percentage:** The total fee charged is based on a percentage of a particular variable, such as the gross proceeds of asset realisations.
- D. **Contingency:** The practitioner’s fee is structured to be contingent on the achievement of a particular outcome.

2. **Method chosen**

Given the nature of this administration 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 reflects the work required to administer this matter.

3. **Explanation of hourly rates**

The rates for my remuneration calculation are set out in the table overleaf, together with a general guide showing the qualifications and experience of staff engaged in the administration and the role they take in the administration. The hourly rates charged encompass the total cost of providing professional services and should not be compared to an hourly wage.

4. **Estimated remuneration**

I estimate that this administration will cost approximately \$30,000 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.

5. **Disbursements**

Disbursements are divided into three types:

- A. **Externally provided professional services** - these are recovered at cost. An example of an externally provided professional service disbursement is legal fees.
- B. **Externally provided non-professional costs** such as travel, accommodation and search fees - these are recovered at cost.
- C. **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 that recoups both variable and fixed costs. The recovery of these costs must be on a reasonable commercial basis.

I am not required to seek creditor approval for disbursements paid to third parties, but must account to creditors. However, I must be satisfied that these disbursements are appropriate, justified and reasonable. I am required to obtain creditors’ consent for the payment of disbursements only where there may be a profit or advantage. Creditors will be asked to approve my disbursements where there is a profit or advantage before these disbursements are paid from the administration. Details of the basis of recovering disbursements in this administration are provided overleaf.

Staff Level	Hourly rate (excl. GST) \$	Experience rate classification
Appointee	540	Liquidator & Bankruptcy Trustee bringing her specialist skills to the administration or insolvency task.
Director	450	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	425	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	350	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	300	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	250	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	225	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.
Accountant 1	185	1 - 2 years. Graduate required to assist in day-to-day field work under supervision of more senior staff.
Accountant 2	175	0 - 1 year. Trainee / graduate required to assist in day-to-day field work under supervision of more senior staff.
Graduate	150	0 - 1 year. Graduate or completing part-time degree. Required to assist in administration and day-to-day field work under supervision of more senior staff.
Administration	140	Appropriate skills and experience to provide support in an administrative capacity.

Disbursement	Rate (excl. GST)
ASIC IF Levy	\$265 per year
Faxes	Local: \$2.50 Interstate: \$4.00 International: \$4.00
Meeting room hire	\$170.00
Postage	Local and interstate: cost International: cost Other: cost
Printing and photocopying	20 cents/page
RP Data	\$105 on appointment
Searches	Cost
Storage	Cost
Telephone	National calls (inc. mobile): \$1.00 International: cost
Staff vehicle use	88 cents/per km
Statutory advertising	Cost

Dated: 29 April 2025

**PATIOS PLUS WA PTY LTD**  
**ACN 134 103 629**  
**(In Liquidation) (“the company”)**

**REMUNERATION APPROVAL REPORT**

This Remuneration Approval Report provides you with the information you need to be able to make an informed decision regarding the approval of my remuneration for undertaking the liquidation of the company. This report has the following information included:

Part 1: Declaration	1
Part 2: Executive summary	1
Part 3: Remuneration	
3.1 Remuneration claim resolutions	2
3.2 Details of remuneration	2
3.3 Total remuneration reconciliation	4
3.4 Likely impact on dividends	4
Part 4: Disbursements	4
Part 5: Summary of receipts and payments	4
Part 6: Queries	4
Part 7: Approval of remuneration	5

**Part 1: Declaration**

I, Jennifer E. Low, of Sheridans, have undertaken a proper assessment of this remuneration claim for my appointment as Liquidator of the company in accordance with the law and applicable professional standards. I am satisfied that the remuneration claimed is in respect of necessary work to be properly performed in the conduct of the liquidation.

**Part 2: Executive summary**

The total remuneration for this appointment is estimated to be \$30,000. Remuneration currently claimed is summarised below:

Period	Report reference	Amount (excl. GST) \$
Resolution 1: 11 April 2025 to the conclusion of the liquidation*	Part 3	30,000.00
Resolution 2: All disbursements incurred during the liquidation	Part 4	2,500.00
* Approval for future remuneration sought is based on an estimate of the work necessary to the completion of 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 of the remuneration approval sought.

## Part 3: Remuneration

### 3.1 Remuneration claim resolutions

I will be seeking approval of the following resolution to approve my remuneration for the period 11 April 2025 to the conclusion of the liquidation:

*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 11 April 2025 to the conclusion of the liquidation to a limit of \$30,000.00 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 may be increased in accordance with the CPI at 1 July each year, rounded up to the nearest \$.*

### 3.2 Details of remuneration

The table below sets out the expected costs for the major tasks that are likely to be performed by the Liquidator and her staff. The table also sets out a detailed description of the tasks likely to be performed within each task area.

Task area	General description	Includes
<b>Assets</b> <b>\$10,000</b>	Plant and equipment	Liaising with valuers, auctioneers and interested parties Reviewing asset listings
	Debtors	Correspondence with debtors Reviewing and assessing debtors' ledgers Liaising with debt collectors and solicitors
	Stock	Conducting stock takes Reviewing stock values Liaising with purchasers
	Other assets	Tasks associated with realising other assets
<b>Creditors</b> <b>\$5,000</b>	Creditor enquiries, requests & directions	Receive and respond to creditor enquiries Maintaining creditor request log Review and prepare initial correspondence to creditors and their representatives Considering reasonableness of creditor requests Obtaining legal advice on requests Documenting reasons for complying or not complying with requests or directions Compiling information requested by creditors
	Creditor reports	Preparing Statutory Report by Liquidator, investigation, meeting and general reports to creditors
	Dealing with Proofs of Debt	Receipting and filing POD when not related to a dividend Corresponding with OSR and ATO regarding POD when not related to a dividend
	Meeting of Creditors (if applicable)	Preparation of meeting notices, proxies and advertisements Forward notice of meeting to all known creditors Preparation of meeting file, including agenda, certificate of postage, attendance register, list of creditors, reports to creditors, advertisement of meeting and draft minutes of meeting Preparation and lodgement of minutes of meetings with ASIC Responding to stakeholder queries and questions immediately following meeting
	Proposals to creditors	Preparing proposal notices and voting forms Forward notice of proposal to all known creditors Reviewing votes and determining outcome of proposal Preparation and lodgement of proposal outcome with ASIC
<b>Employees</b> <b>\$2,500</b>	Employee enquiries	Receive and follow up employee enquiries via telephone Maintain employee enquiry register Review and prepare correspondence to creditors and their representatives via facsimile, email and post Preparation of letters to employees advising of their entitlements and options available Receive and prepare correspondence in response to employee's objections to leave entitlements

**Part 3: Remuneration (cont.)**

<b>Task area</b>	<b>General description</b>	<b>Includes</b>
<b>Employees (cont.)</b>	FEG	Correspondence with FEG Preparing notification spreadsheet Preparing FEG quotations Completing FEG questionnaires
	Calculation of entitlements	Calculating employee entitlements Reviewing employee files and company's books and records Reconciling superannuation accounts Reviewing awards Liaising with solicitors regarding entitlements
	Other employee issues	Correspondence with Child Support Correspondence with Centrelink
<b>Investigation \$10,000</b>	Conducting investigation	Collection of company books and records Correspondence with ASIC to receive assistance in obtaining reconstruction of financial statements and the company's books and records Reviewing company's books and records Review and preparation of company nature and history Conducting and summarising statutory searches Preparation of comparative financial statements Preparation of deficiency statement Review of specific transactions Liaising with directors regarding certain transactions Preparation of investigation file Lodgement of investigation with ASIC Preparation and lodgement of supplementary report if required
	Examinations (if applicable)	Preparing brief to solicitor Liaising with solicitors regarding examinations Attendance at examination Reviewing examination transcripts Liaising with solicitors regarding outcome of examinations and further actions available
	Litigation / Recoveries (if applicable)	Internal meetings to discuss status of litigation Preparing brief to solicitors Liaising with solicitors regarding recovery actions Attending to negotiations Attending to settlement matters
	ASIC reporting	Preparing statutory investigation reports Preparing affidavits seeking non-lodgement assistance Liaising with ASIC
<b>Administration \$2,500</b>	Correspondence	General correspondence
	Document maintenance/file review/checklist	First month, then six-monthly administration reviews Filing of documents File reviews Updating checklists
	Insurance	Identification of potential issues requiring attention of insurance specialists Correspondence with insurer regarding initial and ongoing insurance requirements Reviewing insurance policies Correspondence with previous brokers
	Bank account administration	Preparing correspondence Opening and closing accounts Requesting bank statements Bank account reconciliations Correspondence with bank regarding specific transfers
	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
	Finalisation	Notifying ATO of finalisation Cancelling ABN / GST / PAYG registration Completing checklists Finalising WIP
	Planning / Review	Discussions regarding status of administration
Books and records / storage	Dealing with records in storage Sending job files to storage	

## Part 3: Remuneration (cont.)

### 3.3 Total remuneration reconciliation

At this point in time I estimate that the total remuneration for this liquidation will be \$30,000, being the current approval amount being sought. This is consistent with the estimate provided in the Initial Remuneration Notice dated 29 April 2025.

In preparing this Remuneration Approval Report, I have made my best estimate of what I believe the liquidation will cost to complete. However, should the liquidation not proceed as expected, I will advise creditors and I may seek approval of further remuneration and provide details on why the remuneration has changed.

### 3.4 Likely impact on dividends

A Liquidator is entitled to receive remuneration for necessary work that has been properly performed in relation to the liquidation.

A Liquidator must distribute any property realised in accordance with the prescribed order and priorities set out by Section 556 of the Corporations Act 2001. Given that a Liquidator's remuneration is generally afforded priority ahead of any distribution to creditors, any such payment of remuneration approved by creditors will reduce the funds available for distribution to creditors.

The quantum (if any) of the dividend to creditors is ultimately impacted by the Liquidator's remuneration, the asset realisations achieved by the Liquidator and the value of creditor claims admitted to participate in the dividend.

## Part 4: Disbursements

See my Initial Remuneration Notice (Annexure E) for details of the types of disbursements.

I have undertaken a proper assessment of disbursements claimed for the company, in accordance with the law and applicable professional standards. I will be seeking approval of the following resolution to approve my internal disbursements for the period 11 April 2025 to the conclusion of the liquidation:

*That the Liquidator's internal disbursements, charged at the standard rates set by Sheridans, plus any applicable GST, for work of this nature, be approved for the period 11 April 2025 to the conclusion of the liquidation to a limit of \$2,500.00 plus GST, and that the Liquidator be authorised to draw her disbursements on a monthly basis, or as required. The standard rates will be calculated on a cost basis, or a reasonable estimate of cost, and may therefore be amended from time to time.*

## Part 5: Summary of receipts and payments

There have been no receipts or payments in the liquidation to date.

## Part 6: Queries

If you have any queries in relation to the information in this report, please contact Melissa Ledger or Matthew Ryan of this office.

General information is also available on the ARITA and ASIC websites (see section 11 of the attached initial information report).

## Part 7: Approval of remuneration and internal disbursements

In summary, approval of the following proposals is being sought:

- 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 11 April 2025 to the conclusion of the liquidation to a limit of \$30,000.00 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 may be increased in accordance with the CPI at 1 July each year, rounded up to the nearest \$.*
- 2) *That the Liquidator's internal disbursements, charged at the standard rates set by Sheridans, plus any applicable GST, for work of this nature, be approved for the period 11 April 2025 to the conclusion of the liquidation to a limit of \$2,500.00 plus GST, and that the Liquidator be authorised to draw her disbursements on a monthly basis, or as required. The standard rates will be calculated on a cost basis, or a reasonable estimate of cost, and may therefore be amended from time to time.*

**Attached is two Notices of Proposal to Creditors for the above resolutions. I would be grateful if you would complete each form and return them both to this office by no later than 4:00pm on Wednesday, 21 May 2025.**

Please note that it is in the best interests of the creditors of the estate to submit the Notices of Proposal. If my remuneration and disbursements are not approved, I will incur further remuneration in seeking the required approval, diminishing the funds available for a distribution to creditors.

If you require any assistance in completing the forms, please contact Melissa Ledger or Matthew Ryan of this office.

An information sheet concerning proposals without meetings can be found at the ARITA website, [arita.com.au/creditors](http://arita.com.au/creditors).