



SHERIDANS
CHARTERED ACCOUNTANTS

OLDFIELD KNOTT ARCHITECTS PTY LTD

(In Liquidation)

ACN 009 050 597

ATF THE PRACTICE UNIT TRUST

ABN 61 547 882 701

Initial information for creditors

Section 70-30

Insolvency Practice Rules (Corporations) 2016

19 June 2025

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(i)	Notice of Proposal to Creditors - Remuneration
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(iii)	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 Oldfield Knott Architects 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 5 June 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. Your rights as a creditor (cont.)

- 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 each of the directors on 13 June 2025.
- 6.2 A summary of the company's affairs compiled from the information in the ROCAP is attached at Annexure C. As the director's ROCAPs are identical, I have only annexed one summary to this report.

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.
- 9.4 In accordance with the Initial Remuneration Notice and Remuneration Approval Report, my estimated remuneration for the external administration is \$60,000.
- 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 Thursday, 10 July 2025.**
- 9.6 Please note that it is in the best interests of the creditors of the company 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. More information

- 10.1 The Australian Restructuring Insolvency and Turnaround Association ("ARITA") provides information to assist creditors with understanding liquidations and insolvency.
- 10.2 Information is available from ARITA's website at arita.com.au/creditors.
- 10.3 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 (search for "insolvency information sheets").

If you have any queries in relation to this matter, please contact Shaun Carrington or Nicholas D'Alesio of this office.

Yours faithfully

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

JENNIFER E. LOW
Liquidator of
Oldfield Knott Architects Pty Ltd

OLDFIELD KNOTT ARCHITECTS PTY LTD
ACN 009 050 597
(In Liquidation) (“the company”)

DECLARATION OF INDEPENDENCE, RELEVANT RELATIONSHIPS AND INDEMNITIES

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 Greg Quinn of HLB Mann Judd Insolvency WA. I believe that this referral does not result in a conflict of interest or duty because referrals from other insolvency practitioners are commonplace and do not impact on my independence in carrying out my duties as liquidator.

On 28 May 2025 I had a telephone conversation with the director Mr Ian Oldfield. Later, on 3 June 2025, I had a meeting with the two directors, Mr Oldfield and Mr Hugh Gill, and Ms Melissa Ledger and Mr Shaun Carrington of this office.

The telephone conversation and meeting 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.

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 directors 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 been provided with the following contribution for the conduct of the liquidation:

Names	Relationship	\$
Ian Oldfield and Hugh Gill	Directors	25,000

This does not include any indemnities I may be entitled to under the law. I have not received any other indemnities or upfront payments that should be disclosed.

Dated: 19 June 2025



JENNIFER E. LOW

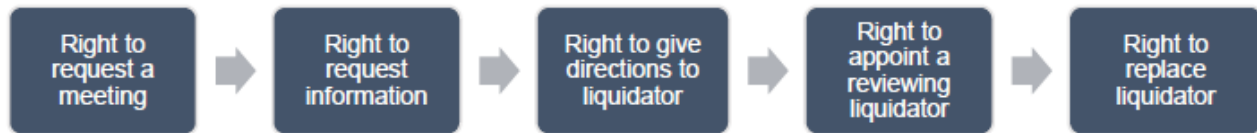
Note:

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.

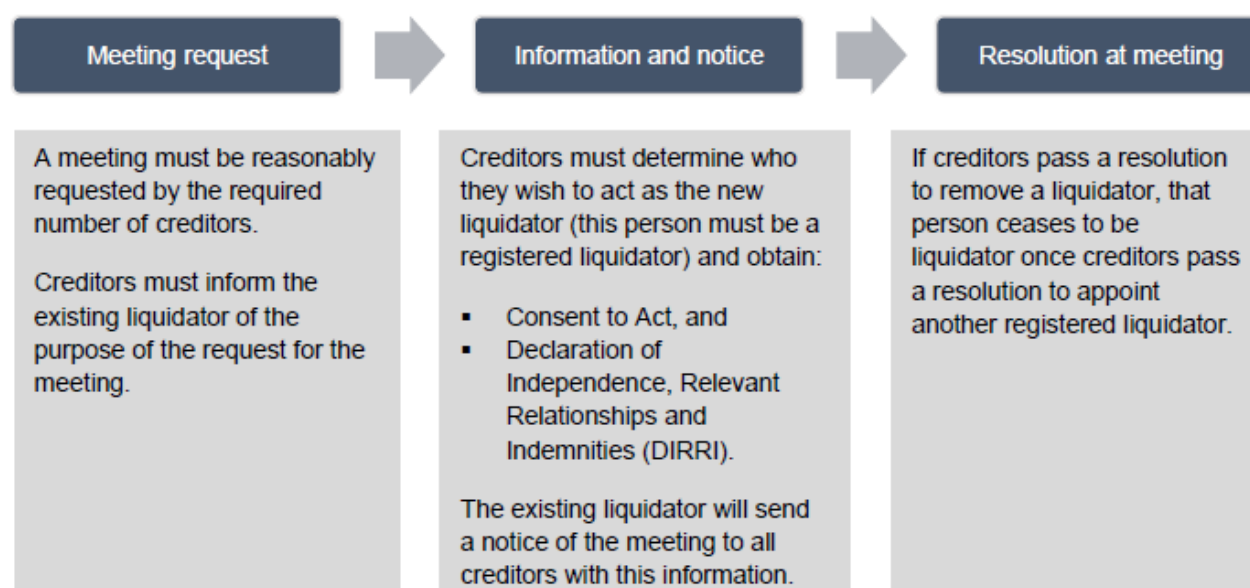
The cost of the reviewing liquidator is paid from the assets of the liquidation, in priority to creditor claims.

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

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

Oldfield Knott Architects Pty Ltd

ACN

009 050 597

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

Shaun Carrington / Supervisor

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

0 5 / 0 6 / 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	-	-
(b) sundry debtors	228,566	228,566
(c) cash on hand	300	-
(d) cash at bank	2,504	-
(e) stock	-	-
(f) work in progress	-	-
(g) plant and machinery	30,000	30,000
(h) other assets	324,509	-
Sub-total	585,879	258,566
2 Assets subject to specific security interests	-	-
Less amounts owing		
Total Assets	(\$ 585,879)	
Total Estimated Realisable Values		(\$ 258,566)
3 Less amounts payable in advance of secured creditor(s) including employee entitlements		461,723
4 Less amounts owing and secured by debenture or circulating security interests over assets		1,026,687
5 Less preferential claims ranking behind secured creditors		-
6 Less balances owing to partly secured creditors		
Total Claims	(\$)	
Security Held	(\$)	-
7 Less creditors (Unsecured) Amount claimed		1,548,516
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		\$ 2,778,360
<input type="checkbox"/> Subject to costs of administration or <input checked="" type="checkbox"/> Subject to costs of liquidation		
Share capital	\$ 4.00	
Issued	\$ 4.00	
Paid Up	\$ 4.00	

Signature

This form must be signed by a director, secretary or liquidator.

Name of person signing

Jennifer E. Low

Capacity

Liquidator

Signature



Date signed

19/06/25
[D] [D] [M] [M] [Y] [Y]

Lodgement

Send completed and signed forms to:
Australian Securities and Investments Commission,
PO Box 4000, Gippsland Mail Centre VIC 3841.

For more information

Web www.asic.gov.au
Need help? www.asic.gov.au/question
Telephone 1300 300 630

OLDFIELD KNOTT ARCHITECTS PTY LTD
ACN 009 050 597
(In Liquidation) (“the company”)

LISTING OF CREDITORS

Name	Address	Amount \$
Secured creditors		
National Australia Bank Ltd	GPO Box 4963 WW Melbourne VIC 3001	1,026,687
Priority creditors		
Australian Taxation Office	PO Box 9003 Penrith NSW 2740	40,762
Angela Wojcik	Suppressed	27,756
Brett Lynch		2,804
Carlia Gherardi		21,038
Daniel Genovese		8,624
Frank lemma		19,715
Hugh Gill ①		118,971
Ian Oldfield ①		78,782
James Drewett		1,029
Kate Marlow		4,637
Mark Arkley		29,235
Michael West		39,047
Warren Flynn		10,864
Warren Teh		58,459
Total priority creditors		461,723
Unsecured creditors		
Airey Taylor Pty Ltd	Unit 12, 18 Harvest Terrace West Perth WA 6005	19,250
Amanda Energy Solutions	PO Box 867 Cottesloe WA 6911	2,681
Arborite Tree Management Solutions	45 Aumerle Way Spearwood WA 6163	1,485
Australian Taxation Office	PO Box 9003 Penrith NSW 2740	199,235
Ashton Environmental Pty Ltd	1/163 Wright Street Kewdale WA 6105	5,293
Australia Post	480 Swan Street Richmond VIC 3121	271
Auto Gleaming	Unidentified	473
Best Consultants PL	PO Box 148 Leederville WA 6903	660
Bill Lee Automotives	9 Ruse Street Osborne Park WA 6017	2,221
Borrell Rafferty Associates Pty Ltd	103/6 Walsh Loop Joondalup WA 6027	2,420
BPA Consultants Pty Ltd	PO Box 1308 Subiaco WA 6904	25,478
Bushfire Prone Planning	PO Box 388 Guildford WA 6953	4,559
Cabcharge Australia Pty Ltd	Locked Bag 8000 Strawberry Hills NSW 2012	216

Name	Address	Amount \$
Unsecured creditors (cont.)		
CADDS Group Pty Ltd	43A Sparks Road Henderson WA 6166	2,354
KO Nominees Pty Ltd ①	Suite 1, 567 Hay Street Daglish WA 6008	243,392
Cossill & Webley Pty Ltd	PO Box 680 Subiaco WA 6904	3,928
Canon Australia Pty Ltd	PO Box 313 North Ryde BC NSW 1670	705
Cranwell Securities Pty Ltd	Suite 1, 567 Hay Street Daglish WA 6008	11,804
E & P IT Solutions Pty Ltd	202 Churchill Avenue Subiaco WA 6008	2,021
Emerge Associates	Suite 4, 26 Railway Road Subiaco WA 6008	6,352
Engineering Technology Consultants Pty Ltd	PO Box 506 Leederville WA 6903	23,592
Gabriels Hearne Farrell Pty Ltd	Unit 3, 2 Hardy Street South Perth WA 6151	1,386
Herring Storer Acoustics	Suite 34, 11 Preston Street Como WA 6152	3,289
HLB Mann Judd	PO Box 8124 Perth BC WA 6849	4,950
Hunter Premium Finance	Level 1, 11 Mounts Bay Road Perth WA 6000	49,756
HW & Associates	Suite 88, 102 Railway Street West Perth WA 6005	22,000
Hydraulics Design Australia Pty Ltd	Unit 1, 300 Fitzgerald Street Perth WA 6000	39,717
Mr Ian Oldfield ①	Supressed	339,321
Jani King (WA) Pty Ltd	Suite 1, Level 7 3 Hasler Road Osborne Park WA 6017	774
Mckenzie Group Consulting (VIC) Pty Ltd	50 Colin Street West Perth WA 6005	8,976
MGAC (Australia) Pty Ltd	Level 4, 256 Adelaide Terrace Perth WA 6000	2,200
Nespresso	Level 11, 201 Miller Street North Sydney NSW 2060	548
Office of State Revenue WA	200 St George's Terrace Perth WA 6000	5,477
Oldfield Knott Super Fund Pty Ltd ①	Suite 1, 567 Hay Street Daglish WA 6008	293,359
Play Check Pty Ltd	PO Box 5063 Canning Vale WA 6155	605
Plexus Engineers Pty Ltd	Level 1, 346 William Street Northbridge WA 6000	14,030
Pritchard Francis	Level 5, 200 St George's Terrace Perth WA 6000	1,375
PTG Consulting	Level 4, 167 St George's Terrace Perth WA 6000	6,930
Site Environmental	281 Newcastle Street Northbridge WA 6003	4,400
Stantec Australia Pty Ltd	226 Adelaide Terrace Perth WA 6000	6,270
Steens Gray & Kelly	PO Box 322 Subiaco WA 6094	5,817

Name	Address	Amount \$
Unsecured creditors (cont.)		
RSA Pty Ltd ATF RSA Unit Trust	Unit 6/9 Playle Street Myaree WA 6154	5,170
Stevens McGann Willcock & Copping Pty Ltd	PO Box 70 North Perth WA 6906	15,180
Tecon WA Pty Ltd	PO Box 1861 Bunbury WA 6230	14,245
Telstra Limited	Level 30, 242 Exhibition Street Melbourne VIC 3000	3,056
Terpkos Engineering Pty Ltd	Unit 10, 18 Stirling Highway Nedlands WA 6009	1,188
The Pleydell Court Trust ①	Supressed	114,945
The Filfrank Family Trust ①	Supressed	14,066
Viva Energy Australia Pty Ltd	GPO Box 872 Melbourne VIC 3001	2,104
Vocus Pty Ltd	PO Box 2014 North Sydney NSW 2060	627
Windsor	Unidentified	3,508
WSP Australia	Level 3, Tower 2, 5 Spring Street Perth WA 6000	4,857
Total unsecured creditors		1,548,516
Total creditors		3,036,926

① Related entity

OLDFIELD KNOTT ARCHITECTS PTY LTD (In Liquidation)
ACN 009 050 597 (“the company”)

INITIAL REMUNERATION NOTICE

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 \$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.

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: 19 June 2025

OLDFIELD KNOTT ARCHITECTS PTY LTD
ACN 1314 450 729
(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:

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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 \$60,000. Remuneration currently claimed is summarised below:

Period	Report reference	Amount (excl. GST) \$
Resolution 1: 5 June 2025 to the conclusion of the liquidation*	Part 3	60,000.00
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 5 June 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 5 June 2025 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 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	Specific description
Assets \$25,000	Plant and equipment	Liaising with valuers, auctioneers and interested parties Reviewing asset listings
	Assets subject to specific charges	All tasks associated with realising a charged asset
	Debtors	Correspondence with debtors Reviewing and assessing debtors' ledgers Liaising with debt collectors and solicitors
	Other assets	Tasks associated with realising other assets
Creditors \$5,000	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
	Secured creditor reporting	Notifying PPSR registered creditors of appointment Preparing reports to secured creditor Meeting with representatives of the secured creditor Responding to secured creditor's queries
	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

Part 3: Remuneration (cont.)

Task area	General description	Specific description
Employees \$7,500	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
	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
	Employee dividend	Correspondence with employees regarding dividend Correspondence with ATO regarding SGC proof of debt Calculating dividend rate Preparing dividend file Advertising dividend notice Preparing distribution Receipting POD Adjudicating POD Ensuring PAYG is remitted to ATO
	Other employee issues	Correspondence with Child Support Correspondence with Centrelink
Investigation \$12,500	Conducting investigation	Collection of company books and records Correspondence with ASIC to receive assistance in obtaining reconstruction of financial statements, 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 and liaising with directors regarding certain transactions Liaising with directors regarding certain transactions Preparation of investigation file Lodgement of investigation with ASIC Preparation and lodgement of supplementary report if necessary
	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

Part 3: Remuneration (cont.)

Task area	General description	Specific description
Dividend \$5,000	Processing proofs of debt	Preparation of correspondence to potential creditors inviting lodgement of POD Receipt of POD Maintain POD register Adjudicating POD Request further information from claimants regarding POD Preparation of correspondence to claimant advising outcome of adjudication
	Dividend procedures	Preparation of correspondence to creditors advising of intention to declare dividend Advertisement of intention to declare dividend Preparation of dividend calculation Preparation of correspondence to creditors announcing declaration of dividend Advertise announcement of dividend Preparation of distribution Preparation of dividend file Preparation of payment vouchers to pay dividend Preparation of correspondence to creditors enclosing payment of dividend
Administration \$5,000	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	

3.3 Total remuneration reconciliation

At this point in time I estimate that the total remuneration for this liquidation will be \$60,000, being the current approval amount being sought. This is consistent with the estimate provided in the Initial Remuneration Notice dated 19 June 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.

Part 3: Remuneration (cont.)

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.

3.5 Remuneration recovered from external sources

I have been provided with a contribution for my conduct of the liquidation by the company's directors, Messrs Ian Oldfield and Hugh Gill, in the sum of \$25,000.

This has been disclosed in my Declaration of Independence, Relevant Relationships and Indemnities dated 19 June 2025.

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 5 June 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 5 June 2025 to the conclusion of the liquidation to a limit of \$2,500 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

The following is a summary of receipts and payments in the liquidation to date:

	\$
Receipts	
Cash on hand	57.60
Plant and equipment	3,250.50
Cash at bank as at 19 June 2025	3,308.10

Part 6: Queries

If you have any queries in relation to the information in this report, please contact Shaun Carrington or Nicholas D'Alesio of this office.

General information is also available on the ARITA and ASIC websites (see Section 10 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 5 June 2025 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 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 5 June 2025 to the conclusion of the liquidation to a limit of \$2,500 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 Thursday, 10 July 2025.

Please note that it is in the best interests of the creditors of the company 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 Shaun Carrington or Nicholas D'Alesio of this office.

An information sheet concerning proposals without meetings can be found at the ARITA website, arita.com.au/creditors.

**OLDFIELD KNOTT ARCHITECTS PTY LTD (In Liquidation)
ACN 009 050 597 (“the company”)**

NOTICE OF PROPOSAL TO CREDITORS - REMUNERATION

Proposal for creditor approval

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 5 June 2025 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 July each year, rounded up to the nearest \$.

Reasons for the proposal and likely impact on creditors if passed

The proposal is a request to creditors for approval of my prospective remuneration. If my remuneration is approved, I will draw these funds from current and future funds available. This will reduce the dividend payable (if any) to creditors of the company. Failure to approve remuneration via circular resolution means that I shall be required to call a meeting of creditors to seek approval of my remuneration. This action will result in additional fees and costs for which I shall seek approval.

Vote on proposal

Creditors have the option of approving, not approving or objecting to the proposal being resolved without a meeting of creditors. Please select the appropriate Yes, No or Object box referred to below:

- Yes I approve the proposal
No I do not approve the proposal
Object I object to the proposal being resolved without a meeting of creditors

Your claim against the company must be admitted by the Liquidator, for the purposes of voting, for your vote to count. Please select the option that applies:

- I have previously submitted a Proof of Debt and supporting documents
 I have enclosed a Proof of Debt and supporting documents with this form

Creditor details

Name of creditor: _____ ACN/ABN: _____

- I am not a related creditor of the company
 I am a related creditor of the company, relationship: _____

Address: _____

Name of creditor/authorised person: _____

Signature: _____ Date: _____

Please complete this document and return with any supporting documents by no later than 4:00pm on Thursday, 10 July 2025 for your vote to be counted, by email to general@sheridansac.com.au or by facsimile to (08) 9221 9340. Completed forms may also be sent by post to PO Box Z5209, Perth WA 6831, although you should ensure these are sent in time to arrive by the date the vote closes.

**OLDFIELD KNOTT ARCHITECTS PTY LTD (In Liquidation)
ACN 009 050 597 (“the company”)**

NOTICE OF PROPOSAL TO CREDITORS - INTERNAL DISBURSEMENTS

Proposal for creditor approval

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 5 June 2025 to the conclusion of the liquidation to a limit of \$2,500 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.

Reasons for the proposal and likely impact on creditors if passed

The proposal is a request to creditors for approval of my prospective internal disbursements. If the payment of my disbursements is approved, I will pay the disbursements from current and future funds available. This will reduce the dividend payable (if any) to creditors of the company. Failure to approve disbursements via circular resolution means that I shall be required to call a meeting of creditors to seek approval of my disbursements. This action will result in additional fees and costs for which I shall seek approval.

Vote on proposal

Creditors have the option of approving, not approving or objecting to the proposal being resolved without a meeting of creditors. Please select the appropriate Yes, No or Object box referred to below:

- Yes I approve the proposal
No I do not approve the proposal
Object I object to the proposal being resolved without a meeting of creditors

Your claim against the company must be admitted by the Liquidator, for the purposes of voting, for your vote to count. Please select the option that applies:

- I have previously submitted a Proof of Debt and supporting documents
 I have enclosed a Proof of Debt and supporting documents with this form

Creditor details

Name of creditor: _____ ACN/ABN: _____

- I am not a related creditor of the company
 I am a related creditor of the company, relationship: _____

Address: _____

Name of creditor/authorised person: _____

Signature: _____ Date: _____

Please complete this document and return with any supporting documents by no later than 4:00pm on Thursday, 10 July 2025 for your vote to be counted, by email to general@sheridansac.com.au or by facsimile to (08) 9221 9340. Completed forms may also be sent by post to PO Box Z5209, Perth WA 6831, although you should ensure these are sent in time to arrive by the date the vote closes.

OLDFIELD KNOTT ARCHITECTS PTY LTD (In Liquidation)
ACN 009 050 597 (“the company”)

PROOF OF DEBT OR CLAIM

This is to state that the company was on 5 June 2025 and still is justly and truly indebted to

_____ for:

\$ _____ and _____ cents

Date	Consideration (how the debt arose)	Amount \$	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 \$	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. ①

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. ①

① *Delete both if this proof is made by the creditor personally. Otherwise, strike out or leave, as appropriate.*

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

Date: _____

Signature: _____

Name: _____

Occupation: _____

Creditor’s address: _____

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:
