



**Go Gorla Services Pty Ltd (In Liquidation)
ACN 601 243 556 (the Company)**

Initial Information for Creditors

Kathy Sozou and I were appointed Joint and Several Liquidators of the Company on 31 May 2018.

According to the Company's records, you may be a creditor of the Company.

The purpose of this document is to provide you with information about the liquidation and your rights as a creditor.

What is a creditors' voluntary liquidation?

A creditors' voluntary liquidation, or CVL, is a liquidation initiated by a company where it is unable to pay all of its creditors in full. This means that the Company is insolvent. A Liquidator is appointed for the purpose of winding up the affairs and distributing property of the Company.

What happens to your debt?

All creditors of the Company are now creditors in the liquidation and will now be dealt with in the liquidation.

If you have leased property to the Company, have a retention of title claim or have a registered personal property securities interest in relation to the Company, please contact Isabella Horne on (02) 9338 2674 or via email (ihorne@mcgrathnicol.com) as soon as possible.

Your rights as a creditor

We enclose a copy of the information sheet "Creditor Rights in Liquidations" issued by the Australian Restructuring Insolvency & Turnaround Association (**ARITA**). It includes information on your rights to:

- make reasonable requests for a meeting;
- make reasonable requests for information;
- give directions to the Joint and Several Liquidators;
- appoint a reviewing Liquidator; and
- replace us as Joint and Several Liquidators.

In addition, creditors have the right to request a meeting in the first 20 business days of a creditors' voluntary liquidation. If we receive a request for a meeting in writing from at least 5% of known creditors, unrelated to the Company, we are required to hold a meeting, as long as the request is reasonable. Details of the considerations that are relevant to determine whether a request is reasonable are set out in the information sheet "Creditor Rights in Liquidations".

Declaration of Independence, Relevant Relationships and Indemnities (DIRRI)

We enclose our DIRRI. The DIRRI assists you to understand any relevant relationships that we have, and any indemnities or upfront payments that have been provided to us. We have considered each relationship and it is our opinion that none of the relationships disclosed in the DIRRI result in a conflict of interest or duty, or affect our independence.

Summary of affairs

We received a Report as to Affairs (**RATA**) from Stephen Paul Whittaker (**the Director**) on 31 May 2018. A summary of the Company's affairs from the information in the RATA is enclosed.

Listing of creditors

As required by section 497(1) of the *Corporations Act*, we enclose a list of creditors, including their addresses and the estimated amounts of their claims that are shown in the records of the Company. Any creditors related to the



Company are identified. If you do not agree with the estimated amount of your claim, please contact us to obtain a Proof of Debt Form (Form 535) to provide details and evidence of your claim.

What happens next?

We will proceed with the liquidation, which will include:

- recovering and selling any available property;
- investigating the Company's affairs; and
- reporting to the corporate regulator, the Australian Securities and Investments Commission (**ASIC**).

We will write to you within three months of our appointment advising whether a dividend is likely and update you on the progress of our investigations.

We may write to you again after that with further information on the progress of the liquidation.

Remuneration

We enclose our Initial Remuneration Notice, which provides you with information about how we propose to be paid for undertaking the liquidation.

We may write and ask that you approve our remuneration for the work that we do in completing the liquidation. If we do, we will provide you with detailed information about what tasks we have undertaken and the costs of those tasks.

Further information

ARITA provides information to assist creditors to understand liquidations and insolvency. This information is available from ARITA's website at www.arita.com.au/creditors.

A copy of the information sheet, "Insolvency information for directors, employees, creditors and shareholders", issued by ASIC is also enclosed for your information.

If you have any queries, please contact Ms Horne on (02) 9338 2674 or via email (ihorne@mcgrathnicol.com).

Dated: 15 June 2018

Barry Kogan
Joint and Several Liquidator

Enclosures:

- 1 ARITA Information Sheet - Creditor Rights in Liquidation
- 2 Declaration of Independence, Relevant Relationships and Indemnities
- 3 Summary of affairs (Form 509)
- 4 List of creditors identifying related parties
- 5 Initial Remuneration Notice
- 6 ASIC Information Sheet - Insolvency information for directors, employees, creditors and shareholders

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.

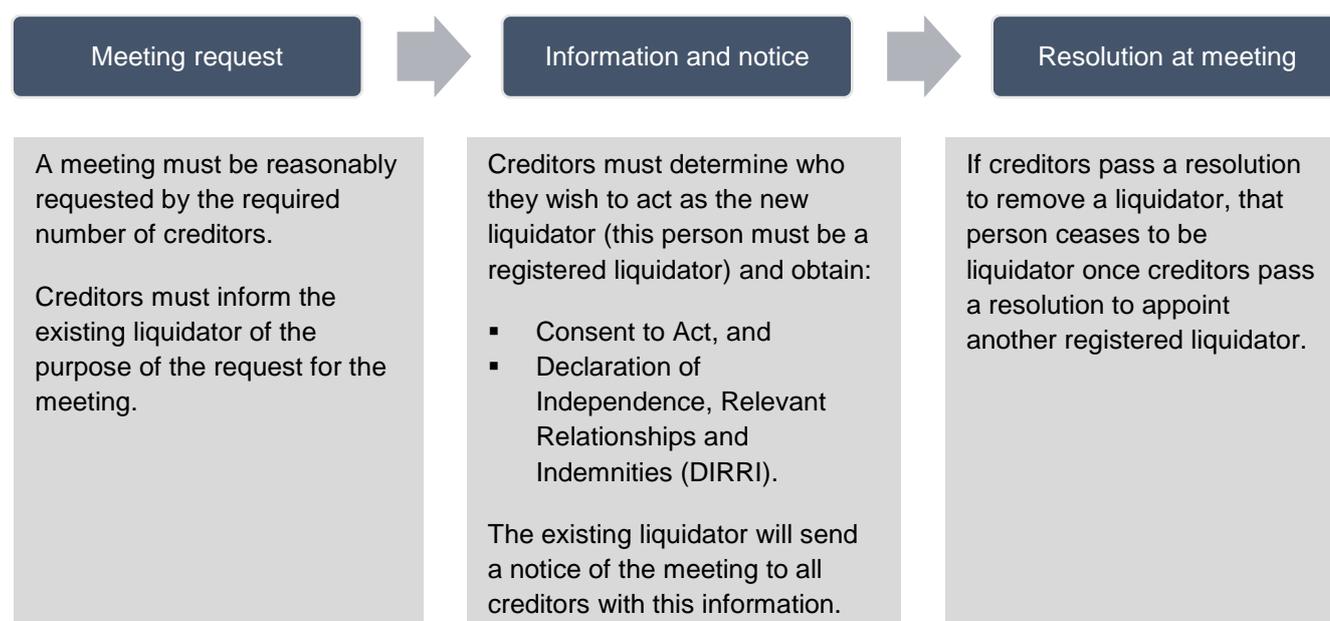
The cost of the reviewing liquidator is paid from the assets of the liquidation, in priority to creditor claims.

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



Declaration of Independence, Relevant Relationships and Indemnities (DIRRI)

Go Gorla Services Pty Ltd (In Liquidation) ACN 601 243 556 (the Company)

The *Corporations Act* and professional standards require the Practitioner/s appointed to an insolvent entity to make a declaration as to:

- A. their independence generally;
- B. relationships, including
 - a) the circumstances of the appointment;
 - b) any relationships with the company and others within the previous 24 months;
 - c) any prior professional services for the company within the previous 24 months;
 - d) that there are no other relationships to declare; and
- C. any indemnities given, or up-front payments made, to the Practitioner.

This declaration is made in respect of ourselves, our partners, the firm McGrathNicol, which for the purpose of this declaration includes the McGrathNicol Partnership, the McGrathNicol Advisory Partnership and McGrathNicol Services Pty Ltd.

1 Independence

We, Barry Frederic Kogan and Katherine Sozou, of the firm McGrathNicol (**Liquidators**) have undertaken a proper assessment of the risks to our independence prior to accepting the appointment as Joint and Several Liquidators of the Company in accordance with the law and applicable professional standards. This assessment identified no real or potential risks to our independence. We are not aware of any reasons that would prevent us from accepting this appointment.

2 Declaration of Relationships

2.1 *Circumstances of appointment*

A McGrathNicol staff member, Scott Rogers, was contacted on 30 April 2018 by a legal adviser to the Company, Geoffrey McDonald (barrister), who informed Mr Rogers of financial issues being faced by the Company. Mr McDonald proceeded to introduce Mr Rogers to the Company's external accountant, Ross Townhill of Accountants INK Services.

We believe this referral does not result in a conflict of interest or duty because:

- referrals from professionals are commonplace in the insolvency industry; and
- the referral is unconditional.

Following this, Mr McDonald and Mr Rogers had a telephone conversation and Mr McDonald subsequently provided further details about the Company (via email).

On 22 May 2018, Mr Rogers and Rajiv Goyal (a senior staff member of McGrathNicol), had a further telephone conversation with Mr McDonald to discuss possible insolvency options for the Company given its financial position



and to clarify specific details regarding the Company. During this telephone conversation, Mr McDonald also provided the contact details of Stephen Paul Whittaker (**the Director**).

On 30 May 2018, Mr Rogers emailed Mr Townhill and the Director, providing him with, inter alia, our Consent to Act.

The purposes of these communications included:

- obtaining sufficient high level financial information in order for us to understand the Company's current financial position;
- obtaining an understanding of previous business and operations of the Company; and
- providing information about the insolvency process.

Our appointment as Liquidators was made effective 31 May 2018.

In our opinion, the telephone conversations and emails do not affect our independence for the following reasons:

- the discussions were of limited scope and would not be subject to review and challenge during the course of the liquidation;
- it is recognised by the Courts and ARITA Code of Professional Practice that pre-appointment advice on the insolvency process and available options is necessary and does not amount to an impediment to accepting an appointment; and
- these limited scope discussions would not influence our ability to fully comply with the statutory and fiduciary obligations associated with the liquidation in an objective and impartial manner.

We note that we did not provide any written reports or deliverables, and did not receive (and will not claim) any remuneration for these communications.

We have provided no other information or advice to the Company or the Director, or its advisers prior to our appointment beyond that outlined in this DIRRI.

2.2 *Relevant Relationships (excluding professional services to the Insolvent)*

Neither we, nor our firm, have, or have had, within the preceding 24 months, any relationships with the Company, an associate of the Company, a former insolvency practitioner appointed to the Company or any person or entity that has security over the whole or substantially whole of the Company's property.

2.3 *Prior professional services to the Insolvent*

Neither we, nor our firm, have provided any professional services to the Company, in the previous 24 months.

2.4 *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.

3 *Indemnities and Up-front Payments*

We have been provided with the following upfront payments for remuneration for the conduct of this liquidation:



Name	Relationship with the Company	Nature of Indemnity or Payment
Stephen Paul Whittaker	Director of the Company	The Liquidators have been provided with an up-front payment of \$30,000 from the Director to meet the costs and professional fees associated with the Liquidation. The up-front payment is unconditional, any funds utilised for payment of our remuneration will not be drawn down until relevant approval has been obtained under the <i>Corporations Act</i> .

This does not include statutory indemnities. We have not received any other indemnities or up-front payments that should be disclosed.

Dated: 15 June 2018

.....
Barry Frederic Kogan

.....
Katherine Sozou

Note:

- 1 If the circumstances change or new information is identified, we are required under the Corporations Act 2001 and the ARITA Code of Professional Practice to update this Declaration and provide a copy to creditors with our next communication, as well as table a copy of any replacement Declaration at the next meeting of the insolvent's creditors.
- 2 Any relationships, indemnities or up-front payments disclosed in the DIRRI must not be such that the Practitioner is no longer independent. The purpose of components B and C 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.

Please note that the presentation of the above information is in accordance with the standard format suggested by ARITA.

Go Gorla Services Pty Ltd (In Liquidation)

ACN 601 243 556 (the Company)

**List of Creditors of the Company to Accompany
Statement of Affairs Pursuant to Section 497(1)(a)(ii)**

Creditor name	Creditor address	Estimated amount of creditor's claim (\$)	Creditor is a related party of the company in liquidation (Yes/No)
LAN Cabling Solutions	15/176 South Creek Rd Cromer NSW 2099	907,424.00	No
Australian Taxation Office	PO Box 9003 Penrith NSW 2740	874,201.00	No
Accountants INK NSW	PO Box 355 Collaroy Beach NSW 2097	5,500.00	No
NN Superfund Pty Ltd ATF The Moffitt Superfund	PO Box 355 Collaroy Beach NSW 2097	150,000.00	No
Anixter Australia Pty Ltd	Unit 37, 2 Slough Avenue Silverwater NSW 2120	162,984.62	No
Castlehill Electrical Wholesalers Pty Ltd	PO Box 6429 Baulkham Hills Business Centre 2153	47,335.77	No
City Electrical Supply Pty Ltd	2/4 Bonnal Road Erina NSW 2250	4,959.46	No
Herkes Electrical Supplies Pty Ltd	PO Box 7213 Alexandria NSW 2015	5,423.81	No
John R. Turk	PO Box 257 Waratah 2298	233,649.11	No
Lambda Integrated Systems	9 Toronto Avenue Cromer, NSW 2099	7,717.05	No
Middendorp Electric Co. Pty Ltd	Unit 6/66-68 Heathcote Road, Moorebank NSW 2170	10,340.00	No

Creditor name	Creditor address	Estimated amount of creditor's claim (\$)	Creditor is a related party of the company in liquidation (Yes/No)
RSH Electrical Distributors Pty Ltd	37 Mitchell Road, Brookvale NSW 2100	32,893.34	No
NCI Trade Credit Solutions	Level 2, 165 Grenfell Street Adelaide SA 5000	4959.46	No
United Super Pty Ltd as Trustee for the Construction And Building Unions Superannuation Fund (Cbus)	Industry Funds Credit Control PO Box 13275 Lawcourts VIC 8010	9661.42	No
Rick Aitchison	Withheld	To be determined	No
Tony Ancevski	Withheld	To be determined	No
Tom Atkinson-James	Withheld	To be determined	No
Alex Cameron	Withheld	To be determined	No
Ben Collings	Withheld	To be determined	No
Adam Collis	Withheld	To be determined	No
Rod Cullen	Withheld	To be determined	No
Marcus Elliott	Withheld	To be determined	No
Chris Fennell	Withheld	To be determined	No
Rhys Fisher	Withheld	To be determined	No
Scott Henning	Withheld	To be determined	No
Jon Jennings	Withheld	To be determined	No
Luke Johnston	Withheld	To be determined	No
Anthony Lind	Withheld	To be determined	No
Alex Ludlow	Withheld	To be determined	No
Mitch Mcgrath	Withheld	To be determined	NO

Creditor name	Creditor address	Estimated amount of creditor's claim (\$)	Creditor is a related party of the company in liquidation (Yes/No)
Ross Milne	Withheld	To be determined	No
Brendan Mobbs	Withheld	To be determined	No
James Mole	Withheld	To be determined	No
William Morrison	Withheld	To be determined	No
Emmet Mullooly	Withheld	To be determined	No
Daniel O'Connell	Withheld	To be determined	No
Alan O'Toole	Withheld	To be determined	No
Peter Panagiotidis	Withheld	To be determined	No
Gary Piper	Withheld	To be determined	No
Shane Richards	Withheld	To be determined	No
Jared Rolfe	Withheld	To be determined	No
Daniel Rowe	Withheld	To be determined	No
Dylan Sadgrove	Withheld	To be determined	No
James Small	Withheld	To be determined	No
Matthew Wallace	Withheld	To be determined	No
Samantha Wanders	Withheld	To be determined	No
Greg Wilson	Withheld	To be determined	No
Zach Wilson	Withheld	To be determined	No



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:
5014 Information about the company's affairs sent to creditors

Company details

Company name

ACN

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)

Firm/organisation

Contact name/position description Telephone number (during business hours)

Email address (optional)

Postal address

Suburb/City State/Territory Postcode

Summary of assets and liabilities

Date to which summary is made up

 [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	\$ 810 700	\$ NIL
(b) sundry debtors		
(c) cash on hand		
(d) cash at bank		
(e) stock		
(f) work in progress		
(g) plant and machinery	\$ 810 700	NIL
(h) other assets		
Sub-total		
2 Assets subject to specific security interests		
Less amounts owing		
Total Assets	\$ 810,700	
Total Estimated Realisable Values		\$ NIL
3 Less amounts payable in advance of secured creditor(s) including employee entitlements	(supn)	\$ 72,302.50
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		
Total Claims	(\$)	
Security Held	(\$)	
7 Less creditors (Unsecured) Amount claimed		\$ 2,442,428
8 Add contingent assets Estimated to produce		
9 Less contingent liabilities Estimated to rank		
<input checked="" type="checkbox"/> Estimated deficiency or		2,514,730
<input type="checkbox"/> Estimated surplus		\$
<input type="checkbox"/> Subject to costs of administration or		
<input checked="" type="checkbox"/> Subject to costs of liquidation		
Share capital	\$ 100	
Issued	\$ 100	
Paid Up	\$ 100	

Signature

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

Name of person signing

STEPHEN PAUL WHITTAKER

Capacity

SOLE DIRECTOR

Signature

S P Whittaker

Date signed

3 11 05 11 18
10 01 11 AM 11 18

Lodgement

Send completed and signed forms to:
Australian Securities and Investments Commission,
PO Box 4000, Gppoland Mail Centre VIC 3241.

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

Initial Remuneration Notice
Go Goria Services Pty Ltd (In Liquidation)
ACN 601 243 556 (the Company)

The purpose of the Initial Remuneration Notice is to provide you with information about how we propose to calculate our remuneration for undertaking the liquidation.

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 external administration and is the total cost for the external administration.
- 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 practitioners' fee is structured to be contingent on a particular outcome being achieved.

2 Method chosen

Given the nature of this external administration, we propose that our remuneration be calculated on a time basis which will be recorded and charged in six minute increments. Details of the hourly rates for different levels of staff are included below. The complexity and demands of the external administration will determine the staff to be utilised for this appointment.

We have chosen the time based method because:

- This method is considered to be most suitable for this appointment as it ensures creditors are only charged for work that is performed in the external administration, which can be difficult to accurately estimate at the date of appointment.
- Even later than the date of appointment, it can be difficult to estimate the time that may be required in advance of the substantive work being undertaken. The time based method in this case again ensures that creditors are only charged for work that is actually performed in the external administration.
- The practitioner is required to perform a number of tasks which do not relate to the realisation of assets, for example responding to creditor enquiries, reporting to ASIC and distributing funds in accordance with the provisions of the *Corporations Act*.
- The practitioner has a time recording system that can produce a detailed analysis of time spent on each type of task by each individual staff member utilised in the external administration.
- Time based remuneration calculates fees upon a basis of time spent at the level appropriate to the work performed.



3 **Explanation of Hourly Rates**

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

Title	Description	Hourly rate (excl GST)
Appointee/Partner	Registered liquidator, Chartered Accountant or equivalent and generally degree qualified with more than twelve years of experience. Leads assignments with full accountability for strategy and execution.	\$680
Director 1	Generally Chartered Accountant or comparable qualification and degree qualified with more than ten years of experience, including four years of Director or equivalent experience. Autonomously leads complex insolvency appointments reporting to Appointee/Partner.	\$620
Director	Generally Chartered Accountant or comparable relevant qualification and degree qualified with more than nine years of experience. Autonomously leads insolvency appointments reporting to Appointee/Partner.	\$580
Senior Manager	Generally Chartered Accountant or comparable relevant qualification and degree qualified with more than seven years of experience. Self-sufficiently conducts small to medium insolvency appointments and leads major workstreams in larger matters.	\$530
Manager	Generally Chartered Accountant or comparable relevant qualification and degree qualified with more than five years of experience. Self-sufficiently conducts small insolvency appointments and takes a supervisory role on workstreams in larger matters.	\$500
Assistant Manager	Generally Chartered Accountant or comparable relevant qualification and degree qualified with more than three years of experience. Autonomously manages workstream activity within appointments.	\$450
Senior Accountant	Generally degree qualified and undertaking Chartered Accountant's qualification or comparable relevant qualification with more than 16 months of experience. Completes tasks within workstreams and appointments under supervision.	\$410
Accountant	Generally degree qualified and undertaking or about to undertake Chartered Accountant's qualification or comparable relevant qualification with less than one year of experience. Assists with tasks within workstreams and appointments under supervision.	\$320



Title	Description	Hourly rate (excl GST)
Undergraduate/Cadet	Undertaking relevant degree. Assists with tasks within workstreams and appointments under supervision.	\$200
Client Administration and Treasury	Appropriately experienced and undertakes support activities, including but not limited to Client administration, Treasury and document management functions.	\$175

McGrathNicol reviews its hourly rates six monthly. The hourly rates quoted above remain in force until 31 December or 30 June (whichever occurs first) and McGrathNicol may seek approval for increased rates for work continuing past that date.

Creditors will be advised of any change to the hourly rates for this external administration.

4 **Estimated remuneration**

Subject to the assumptions set out below, we estimate that this external administration may involve remuneration for the practitioners of approximately \$30,000. The following variables may have a significant effect on this estimate:

- the time that may be required to obtain books, records, funds and assets (if any) from the parties that hold them;
- investigations that may be required to ascertain the existence and location of any other assets, including potential legal actions that may be available to the external administrator; and
- any identified matters that are required to be reported to statutory authorities such as ASIC.

Approved remuneration may exceed the amount of this upfront payment and can be paid from the assets of the external administration after approval by creditors or the Court.

5 **Disbursements**

Disbursements are divided into three types:

- **Externally provided professional services** – these are recovered at cost. An example of an externally provided professional service disbursement is legal fees.
- **Externally provided non-professional costs** – such as travel, accommodation, external printing services and search fees – these are recovered at cost.
- **Internal disbursements** – such as photocopying, printing and postage. These disbursements are generally charged at cost but may include, in the case of disbursements such as data storage and hosting, telephone calls, photocopying and printing, both direct variable and fixed costs. For example the rate per page for printing includes a reasonable and commercial allowance for paper, toner, depreciation, power and maintenance.

We are not required to seek creditor approval for disbursements paid to third parties, but must account to creditors. However, we must be satisfied that these disbursements are appropriate, justified and reasonable.



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We are required to obtain creditor's consent for the payment of internal disbursements where there may be a profit or advantage. Creditors will be asked to approve our internal disbursements where there is a profit or advantage prior to these disbursements being paid from the external administration.

Details of the basis of recovering disbursements in this external administration are provided below.

For clarity, it is noted that any time costs of any employee of McGrathNicol or any associated entity will be reported as part of our remuneration, for which approval may be sought.

Basis of disbursement claim

<i>Disbursement type</i>	<i>Rate (Excl GST)</i>
Externally provided professional services	At cost
Externally provided non-professional services	At cost
Internal disbursements	
Advertising	At cost
Courier	At cost
Data hosting – data loading & processing fee	\$50-\$100 per gigabyte (GB)*
Data hosting – monthly hosting fee (for matters where data is required to be hosted online for more than 1 month)	Standard monthly hosting fee of \$2,000 per month (for up to 500GB of information loaded) plus \$2,000 per month for every additional 500GB block over and above 500GB
Printing – black and white	\$0.09 per page
Printing – Colour	\$0.28 per page
Postage	At cost
Stationery and other incidental disbursements	At cost
Staff per diem travel allowance**	\$89.00 per day***
Staff vehicle use	\$0.63 per km***
Telephony – mobile, fixed line and conference calls	At cost

* Depending on volume of data to be hosted

** Payable when partners or staff are required for business purposes to stay away from their usual place of residence overnight



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*** These rates are deemed reasonable by the Australian Taxation Office

Further explanation of data hosting disbursements

In the conduct of this external administration, we may use McGrathNicol Technology Advisory to extract, aggregate, electronically process and/or host electronic data, which could be used for the:

- trade or sale of the business or assets; and/or
- investigations regarding transactions or potential recoveries available to creditors.

If data hosting is required and we choose not to use the services of McGrathNicol Technology Advisory, we will otherwise have to purchase those services from an alternative provider and/or use another method to achieve the same end, which will not be as efficient as using these available internal services.

We note that the data hosting rates above are no more than our standard commercial pricing available for the same services when they are provided to external parties.

Dated: 15 June 2018



ASIC

Australian Securities & Investments Commission

Insolvency information for directors, employees, creditors and shareholders

This information sheet (INFO 39) lists ASIC's information sheets for directors, employees, creditors and shareholders affected by a company's insolvency.

We have produced these with endorsement from the Australian Restructuring Insolvency & Turnaround Association (ARITA).

The information sheets give a basic understanding of the three most common company insolvency procedures – liquidation, voluntary administration and receivership – as well as the independence requirements for external administrators and approving external administrator remuneration. There is also a glossary of commonly used insolvency terms.

List of information sheets

- [INFO 41](#) Insolvency: A glossary of terms
- [INFO 42](#) Insolvency: A guide for directors
- [INFO 43](#) Insolvency: A guide for shareholders
- [INFO 45](#) Liquidation: A guide for creditors
- [INFO 46](#) Liquidation: A guide for employees
- [INFO 54](#) Receivership: A guide for creditors
- [INFO 55](#) Receivership: A guide for employees
- [INFO 74](#) Voluntary administration: A guide for creditors
- [INFO 75](#) Voluntary administration: A guide for employees
- [INFO 84](#) Independence of external administrators: A guide for creditors
- [INFO 85](#) Approving fees: A guide for creditors

Where can I get more information?

Further information is available from the [ARITA website](#). The ARITA website also contains the [ARITA Code of Professional Practice for Insolvency Practitioners](#).

This is **Information Sheet 39 (INFO 39)** updated on 1 September 2017. Information sheets provide concise guidance on a specific process or compliance issue or an overview of detailed guidance.