



**Excedo Contracting Pty Ltd (Administrators Appointed)**  
**ACN 137 633 366**  
**(Contracting)**

**Excedo Group Pty Ltd (Administrators Appointed)**  
**ACN 606 077 294**  
**(Group)**

**Circular to Creditors**

As you are aware, Rob Kirman and I were appointed Administrators of Contracting and Group on 28 February 2018 and 7 March 2018 respectively.

The purpose of this circular is to provide you with information about the Second Meeting of Creditors. At the meeting, creditors will be entitled to vote on whether Contracting and Group should enter a Deed of Company Arrangement, whether the administrations should end, or whether Contracting and Group should be wound up.

The second meeting of creditors will be held as follows:

Date: 5 June 2018

Time: 10:00 AM

Address: Level 9, 40 St Georges Tce, Perth WA 6000

To enable creditors to make an informed decision about the future of Contracting and Group, we enclose our Administrators' Report about Contracting and Group's business, property, affairs and financial circumstance, including our opinion as to which outcome of the administration process is in the creditors' best interests.

We enclose a notice of meeting. To participate in this meeting, you must submit a proof of debt and information to substantiate your claim. **If you have already lodged a proof of debt, you are not required to do so again.** If the creditor is a person and will attend the meeting, this is all that is required. However, if the creditor is another type of entity (such as a company), they must also appoint a person – a "proxy" or person authorised under a power of attorney – to vote on behalf of the creditor at the meeting. A proxy should also be appointed if the creditor is a person, but is not available to attend the meeting.

You can appoint the chairperson of the meeting as your proxy and direct the chairperson how you wish your vote to be cast. If you choose to do this, the chairperson must cast your vote as directed. Proxy forms lodged by creditors for the first meeting **cannot** be used for the second meeting.

Proof of debt and proxy forms are enclosed, together with guidance notes to assist you when you complete them. To ensure that the meeting is conducted as efficiently as possible, completed proof of debt and, if applicable, proxy forms must be returned to my office by post, fax or email by 4:00pm, Friday 1 June 2018.

We also enclose general information for attending and voting at meetings of creditors.

**Remuneration**

We will seek your approval of our remuneration at this meeting. Detailed information about what tasks we have undertaken and the costs of those tasks are provided in our Remuneration Report (enclosed).



**What you should do next**

You should:

- read the enclosed information;
- decide whether you are going to participate in the Second Meeting of Creditors; and if so
- complete and return your proof of debt and proxy form (if required) by no later than 4:00PM, 1 June 2018.

If you have any queries, please contact Chintu Munohur of my staff on (08) 6363 7614.

Dated: 28 May 2018

Rob Brauer  
*Administrator*

Enclosures:

- 1 Administrators' Report to Creditors
- 2 Remuneration Report
- 3 Notice of Meeting
- 4 Proof of Debt Form (Form 535)
- 5 Proof of Debt Guidance Notes
- 6 Proxy Form
- 7 Proxy Form Guidance Notes
- 8 General information for attending and voting at meeting of creditors