



Sun Block Blinds (WA) Pty Ltd (Administrators Appointed)

ACN 082 696 615

(Sun Block Blinds)

Circular to Creditors

As you are aware, Rob Brauer and I were appointed Administrators of Sun Block Blinds on 18 January 2022.

The purpose of this circular is to provide you with information about the second statutory meeting of creditors. At the meeting, creditors will be entitled to vote on whether Sun Block Blinds should enter a Deed of Company Arrangement, whether the administration should end, or whether Sun Block Blinds should be wound up.

The second meeting of creditors will be held as follows:

Date: 23 February 2022

Time: 3:00 PM (AWST)

Address: Virtually only

To enable creditors to make an informed decision about the future of Sun Block Blinds, we enclose our Administrators' Report about the company'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 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 Annie Purbrick by post or by email to apurbrick@mcgrathnicol.com by 22 February 2022. Email communication is preferred given the current delays with delivery of the post. If you are using the post to return your forms, please ensure you use the 'express post' option.

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; and if so
- complete and return your proof of debt and proxy form (if required) by 4:00 PM (AWST) on 22 February 2022.



If you have any queries, please contact Annie Purbrick on +61 8 6363 7637. For further information about this engagement, please refer to the website www.mcgrathnicol.com/creditors.

Dated: 16 February 2022

Rob Kirman
Joint & Several 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
- 9 ARITA Information Sheet – Committees of Inspection