



**Khaled El-Sheikh Pty Ltd (Administrators Appointed) ACN 089 155 948  
Trading as Tristar Medical Group (Tristar)**

**Circular to Suppliers**

Keith Crawford and I were appointed Administrators of Tristar on 24 May 2022.

**Immediate objectives**

As Administrators, we have assumed control of Tristar's affairs and have entered into possession of its assets. The Administrators are undertaking an urgent assessment of Tristar's operations and intend to maintain services on a 'business as usual' basis while options for a sale and/or recapitalisation are explored.

**Future requirements**

The Administrators will contact you if Tristar requires goods and services. If requested to provide supply, the Administrators would appreciate you making goods and services available to Tristar on your usual trading terms when requested by me or my authorised representatives. All authorised supplies made against signed purchase orders dated 25 May 2022 and beyond will be paid on normal terms.

**Procedures for ongoing supply**

If requested, please adopt the following procedure for accounts held by Tristar:

- close your existing account as at the date of our appointment, being 24 May 2022; and
- open a new account in the name of Khaled El-Sheikh Pty Ltd (Administrators Appointed).

All purchase orders must be signed by us, as Administrators, or one of the authorised personnel whose specimen signatures appear on the schedule enclosed with this circular. Please do not deliver goods or services without a signed purchase order as this may affect payment for the goods or services by the Administrators.

Payments made by the Administrators must be applied against debts incurred by the Administrators and cannot be applied against any pre-appointment debt owed to you by Tristar.

Additionally, if you are currently a customer of Tristar as well as a creditor, any goods or services supplied to you by Tristar following our appointment must be paid for in full in accordance with Tristar's normal trading terms. Any goods or services provided by Tristar are provided in accordance with the above condition.

Please note:

- If there are any outstanding or unfulfilled orders placed by Tristar prior to our appointment, including those under which there are goods in transit, or ongoing services being provided please contact the Administrators by email to [FM-tristarcreditors@mcgrathnicol.com](mailto:FM-tristarcreditors@mcgrathnicol.com) as a matter of urgency to ascertain whether the goods or services are still required by the Administrators. These orders should not be completed unless confirmed in writing in accordance with the above authorisation procedure.
- The Administrators do not personally adopt any contract that exists, or may have existed, between you and Tristar at the date of appointment of the Administrators. Payment for any goods or services by the Administrators is not an adoption of a contract or liability.
- Any further credit properly incurred for goods and services supplied on the new account will be a liability of the Administrators.
- Under taxation legislation, we are obliged to withhold 46.5% from payments to suppliers who do not quote a current Australian Business Number (ABN). Please ensure that a current ABN is quoted for each supply made by you.



- Input tax credits for payments made to registered suppliers cannot be claimed until a valid tax invoice has been received. Accordingly, suppliers must provide a valid tax invoice for GST purposes before payment will be made.

### **Privacy and Personal Information**

We may collect personal information from you in connection with your trading arrangements with Tristar. McGrathNicol takes all reasonable steps to protect the information that we hold (including personal information) from misuse, loss and from unauthorised access, modification or disclosure. Our Privacy Policy can be found on the McGrathNicol website.

### **Pre-appointment debts**

Amounts owed by Tristar up to 24 May 2022 remain a liability of Tristar and are not payable by the Administrators. These debts represent an unsecured claim against Tristar and payment is dependent upon the outcome of the Administration.

At this stage, it is too early to say if funds will become available to unsecured creditors.

### **Further information**

A copy of the information sheet, "Insolvency information for directors, employees, creditors and shareholders", issued by the Australian Securities & Investments Commission (**ASIC**) is also enclosed for your information.

If you have any queries, please contact the Administrators by email to [FM-tristarcreditors@mcgrathnicol.com](mailto:FM-tristarcreditors@mcgrathnicol.com). For further information about this engagement, please refer to the Tristar Medical Group creditor page of the McGrathNicol website ([www.mcgrathnicol.com/creditors](http://www.mcgrathnicol.com/creditors)).

Thank you in advance for your cooperation.

Dated: 25 May 2022



Matthew Caddy  
*Joint and Several Administrator*

Enclosures:

- 1 Annexure A – Schedule of authorised signatories for orders
- 2 ASIC "Insolvency information for directors, employees, creditors and shareholders" information sheet



**Annexure A - Schedule of authorised signatories for orders**

<b>Name</b>	<b>Signature</b>	<b>Authority limit</b>
Matthew Caddy	 .....	Unlimited
Keith Crawford	 .....	Unlimited
Ashley Johnstone	 .....	Unlimited
David Mazzone	 .....	Unlimited
Samantha Wulff	 .....	\$25,000