
Remuneration Report

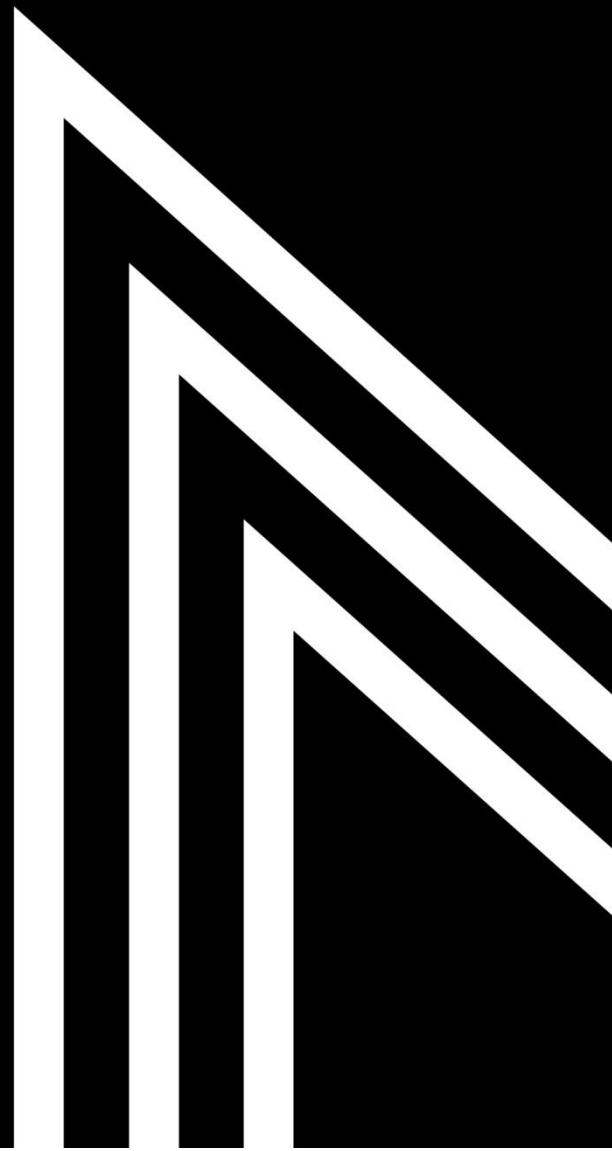
Pacific HVAC Engineering Pty Ltd

(Administrators Appointed) A.C.N. 087 430 715

23 August 2019



McGrathNicol



This remuneration report provides you with information to assist you to make an informed decision regarding the approval of our proposed remuneration for undertaking the voluntary administration of Pacific HVAC Engineering Pty Ltd (Administrators Appointed).

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1 Declaration

We, Robert Smith and Matthew Caddy of McGrathNicol, have undertaken a proper assessment of this remuneration claim for our appointment as Administrators of Pacific HVAC Engineering Pty Ltd (Administrators Appointed) (**Pacific HVAC**) in accordance with the law and applicable professional standards. We are satisfied that the remuneration claimed is in respect of necessary work, properly performed, in the conduct of this matter.

2 Executive Summary

2.1 Summary of remuneration approvals being sought

This remuneration report details approval sought for the following remuneration:

Approvals sought	Report Reference	AUD amount (ex GST)	NZD amount (ex GST)
Retrospective (voluntary administration) 26 July 2019 to 16 August 2019	3.1 & Appendix 1	AUD 640,074.00	NZD 64,613.50
Prospective (voluntary administration) 17 August 2019 to the end of the administration	3.2 & Appendix 2	AUD 234,497.50	NZD 20,220.00
Prospective (liquidation – if appointed)	3.3 & Appendix 3	AUD 146,985.00	NZD 10,400.00
Total remuneration		AUD 1,021,556.50	NZD 95,233.50

2.2 Australian and New Zealand time costs

The resolutions proposed in this report cover both Australian dollar (**AUD**) and New Zealand dollar (**NZD**) amounts. The AUD fee approval resolutions relate to the Administrators' time costs incurred by the Administrators and their staff attending Pacific HVAC's Australian sites. The NZD fee approval resolutions relate to outsourced work undertaken by staff employed by the McGrathNicol New Zealand partnership (**McGrathNicol NZ**) (under direction from the Administrators) in respect of Pacific HVAC's Auckland, New Zealand site, which operated as a branch of the Australian entity.

The Administrators outsourced the New Zealand based voluntary administration tasks to McGrathNicol NZ for the following reasons:

- fee cost, as the McGrathNicol NZ staff charge rates are lower than the Australian rates, particularly when taking into account the NZD:AUD foreign exchange conversion (see Appendix 4 for McGrathNicol NZ charge out rates);
- travel cost, as the utilisation of McGrathNicol NZ staff mitigated potential international travel disbursement costs that would have been required if Australian staff were utilised;
- geography and location, as McGrathNicol NZ has a presence in Auckland and was able to mobilise on short notice to attend Pacific HVAC's Auckland site and other New Zealand based activities; and
- expertise, as McGrathNicol NZ have local knowledge and expertise in the New Zealand statutory, taxation and regulatory environment.

The Administrators ensured appropriate reporting channels and delegation authorities were in place to ensure adequate control and oversight of the New Zealand aspect of the administration.

Please refer to the report section references detailed in the above table for full details of the calculation and composition of the remuneration and internal disbursements for which approval is sought.

3 Remuneration

3.1 Retrospective remuneration (voluntary administration)

We will request that the following resolution be passed at the forthcoming creditors meeting to approve our retrospective remuneration. Details to support this resolution are included in Appendix 1.

Retrospective remuneration resolution	Appointment Type	AUD amount (ex GST)	NZD amount (ex GST)
Resolution 1: 26 July 2019 to 16 August 2019	Voluntary administration	AUD 640,074.00	NZD 64,613.50
Total retrospective remuneration resolution		AUD 640,074.00	NZD 64,613.50

Resolution 1: from 26 July 2019 to 16 August 2019

“That the remuneration of the Administrators of Pacific HVAC Engineering Pty Ltd for the period 26 July 2019 to 16 August 2019, calculated at hourly rates as detailed in the Initial Remuneration Notice dated 31 July 2019 (or lower NZD hourly rates as is the case for McGrathNicol NZ remuneration), in the amounts of AUD 640,074.00 and NZD 64,613.50 (both exclusive of GST) is hereby approved for payment, and can be drawn immediately or as required”.

We will withdraw funds from the administration account in respect of the Administrators' remuneration immediately upon approval if funds are available. If funds are not available, we will withdraw funds progressively over time as funds become available. The Administrators' fees will only be paid if there are sufficient recoveries to do so.

Appendix 1 sets out the time charged to each major task area by staff members working on the administration for the period 26 July 2019 to 16 August 2019, as well as detailed descriptions of the tasks performed within each task area.

3.2 Prospective remuneration (voluntary administration)

Prospective remuneration resolution	Appointment Type	AUD amount (ex GST)	NZD amount (ex GST)
Resolution 2: 17 August 2019 to the end of the administration	Voluntary administration	AUD 234,497.50	NZD 20,220.00
Total prospective remuneration resolution		AUD 234,497.50	NZD 20,220.00

Resolution 2: from 17 August 2019 to end of the administration

“That the prospective remuneration of the Administrators of Pacific HVAC Engineering Pty Ltd, to the maximum combined amounts of AUD 234,497.50 and NZD 20,220.00 (both exclusive of GST), calculated at hourly rates as detailed in the Initial Remuneration Notice dated 31 July 2019 (or lower NZD hourly rates as is the case for McGrathNicol NZ remuneration), for the period from 17 August 2019 until the work undertaken in the estimation of remuneration is complete, or the time charges for work undertaken exceeds the capped fee amount (whichever occurs first).”

For the avoidance of doubt, the Administrators' fees will only be paid if there are sufficient recoveries to do so.

3.3 Prospective remuneration (liquidation)

Prospective remuneration resolution	Appointment Type	AUD amount (ex GST)	NZD amount (ex GST)
Resolution 3: Liquidation	Liquidation	AUD 146,985.00	NZD 10,400.00
Total prospective remuneration resolution		AUD 146,985.00	NZD 10,400.00

Resolution 3: Liquidation

“That the prospective remuneration of the liquidators of Pacific HVAC Engineering Pty Ltd (if appointed), to the maximum combined amounts of AUD 146,985.00 and NZD 10,400 (both exclusive of GST), calculated at hourly rates as detailed in the Initial Remuneration Notice dated 31 July 2019 (or lower NZD hourly rates as is the case for McGrathNicol NZ remuneration), for the period commencing on appointment of the Liquidators until the work undertaken in the estimation of remuneration is complete, or the time charges for work undertaken exceeds he capped fee amount (whichever occurs first).”

3.4 Secured creditor funding

The Administrators' are presently in discussion with Pacific HVAC's first ranking secured creditor regarding the potential funding of the Administrators / Liquidators (if appointed) time costs that specifically relate to the realisation of its secured assets, if this work is required. Notwithstanding, creditor approval is required for these costs to be paid as part of an administration / liquidation, and have been included in the above retrospective fee approvals.

If a cost agreement is reached with the secured lender for providing the above assistance during the liquidation, the liquidators (if appointed) will be required to seek further fee approval from creditors in respect of same.

3.5 Estimated future remuneration

In preparing this report, our prospective remuneration approval is our best estimate of what we believe the voluntary administration and liquidation will cost to complete. We only anticipate asking creditors to approve further remuneration in the event a secured asset cost recovery agreement is reached with the secured creditor (see section 3.4 above).

However, should the remainder of the voluntary administration or liquidation (if voted for by creditors) not proceed as expected, we will advise creditors and we may seek approval of further remuneration. Additionally, we point out to creditors that the estimate provided is subject to the variables outlined in section 3.6 below.

3.6 Total remuneration reconciliation

At this point in time we estimate that the total remuneration for the voluntary administration and future liquidation will be AUD 1,021,556.50 and NZD 95,233.50 (both GST exclusive), as shown in the table below. This estimate is subject to the following variables, which may have a significant effect on this estimate and that we are unable to determine as yet:

- the time required to realise pre-appointment and post-appointment debtors;
- the time required to attend to post business sale completion activities; and
- the extent of any future investigations required.

Remuneration type	AUD amount (ex GST)	NZD amount (ex GST)
Retrospective remuneration approval (Voluntary Administration) – 26 July 2019 to 16 August 2019	AUD 640,074.00	NZD 64,613.50
Prospective remuneration approval (Voluntary Administration) – 17 August 2019 to end of administration	AUD 234,497.50	NZD 20,220.00
Prospective remuneration (Liquidation)	AUD 146,985.00	NZD 10,400.00
Estimated total remuneration (excluding GST and disbursements)	AUD 1,021,556.50	NZD 95,233.50

The estimated total remuneration is higher than the estimate provided in our Initial Remuneration Notice dated 31 July 2019, which estimated remuneration of \$300,000 to \$500,000 (excluding GST). The principle reasons for this were i) the additional time and work involved in continuing to trade the ventilation business to enable completion of a going concern sale; ii) additional complexity in trading the business from a geographical perspective (including NZ); and, iii) greater complexity in dealing with the assets than envisaged (security registrations, international shipments, liens and other claims). The original high side estimate provided was based on a shorter period of time to trade on and realise the assets.

The Administrators advise that a portion of the above costs has or may be covered by i) funding provided by the business purchaser on signing of the ASA for the time taken to complete the sale, and ii) the Group's secured creditor, to the extent that costs relates to the realisation of secured assets and a cost recovery agreement is reached. Notwithstanding, the Administrators are required to obtain creditor approval in respect of all remuneration.

3.7 Likely impact on dividends

It is both reasonable and appropriate for a professional service provider to be remunerated for their services. An external administrator is entitled to be remunerated for necessary work that is reasonably performed. That work generates any funds that may be recovered for the benefit of creditors and other stakeholders.

The impact of the approval of the external administrator's remuneration is that the remuneration will then be paid if sufficient funds are generated to enable it to be paid. The remuneration will be paid from those funds that are generated prior to the payment of most other stakeholders in the administration. It is noted that no funds would be available for any stakeholder without the work necessarily undertaken by the external administrator.

The extent of any dividend to creditors will ultimately be impacted by future realisations achieved by the external administration, and the value of creditor claims admitted to participate in the dividend.

The Administrators will advise creditors of the potential range of outcomes that may result from future realisations in their report issued to creditors in advance of the second meeting of creditors.

If a dividend or distribution is to be paid to stakeholders, there is also necessary work that must be undertaken by the external administrator to properly adjudicate on claims and distribute any available funds.

4 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 - these are recovered at cost. Examples of externally provided non-professional costs are travel, accommodation and search fees.
- 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, printing and data storage, may be charged at a rate which recoups both variable and fixed costs. The recovery of these costs must be on a reasonable commercial basis. Details of the basis of recovery of each of these costs is discussed below.

We have undertaken a proper assessment of disbursements claimed for the administration, in accordance with the law and applicable professional standards. We are satisfied that the disbursements claimed are necessary and proper.

4.1 Internal disbursements

Internal disbursements are paid for by McGrathNicol and are recovered from the Administrators' bank account. Creditors are only required to approve these types of disbursements where there is an element of profit or advantage to the External Administrator or a related party of the External Administrator.

The following internal disbursements have no element of profit or advantage. Details are provided to account to creditors, including the basis of charging for these types of disbursements. Creditors are entitled to question the incurring of the disbursements and can challenge the disbursements in Court. These amounts will be reimbursed to McGrathNicol at cost from the Administrators' bank account:

Internal disbursements at cost	AUD amount (ex GST)	NZD Amount (ex GST)
Local travel (KM reimbursements, tolls, parking)	2,754.34	-
Computer consumables (Forensic technology)	1,060.00	-
Postage (270)	368.18	-
Stationary (270)	122.73	-
Advertising costs	-	430.74
Total (excluding GST)	4,305.25	430.74

The above reflects local travel disbursements claims received by the Administrators at the date of this report. The Administrators expect there will be further disbursement claims received from their staff in future, which will be paid at cost as incurred.

5 Queries

If you have any queries regarding the information in this report, please contact Hayden Schreurs on +61 3 9278 1052.

You can also access information that may assist you on the following websites:

- ARITA at www.arita.com.au/creditors; or
- ASIC at www.asic.gov.au (search for "fees of insolvency practitioner").

Dated: 23 August 2019



Robert Smith
Administrator

Appendix 1

Resolution 1: Professional fees incurred from 26 July 2019 to 16 August 2019 – Australian time costs

Pacific HVAC Engineering Pty Ltd (Administrators Appointed) - Administrators' remuneration from 26 July 2019 to 16 August 2019																
Staff	Position	Area	Rate	Total		Assets		Creditors		Employees		Trade on		Project management & statutory		
				Hours	\$ (AUD)	Hours	\$ (AUD)	Hours	\$ (AUD)	Hours	\$ (AUD)	Hours	\$ (AUD)	Hours	\$ (AUD)	
Australia																
Rob Smith	Administrator	Corporate Recovery	705.00	59.5	41,947.50	26.5	18,682.50	12.5	8,812.50	6.0	4,230.00	8.5	5,992.50	6.0	4,230.00	
Matthew Caddy	Administrator	Corporate Recovery	705.00	10.0	7,050.00	1.9	1,339.50	2.1	1,480.50	-	-	-	-	6.0	4,230.00	
David Barnaby	Partner	Transaction Services	705.00	2.5	1,762.50	2.5	1,762.50	-	-	-	-	-	-	-	-	
Employee 1	Director 1	Corporate Recovery	650.00	119.7	77,805.00	68.6	44,590.00	26.0	16,900.00	4.7	3,055.00	15.2	9,880.00	5.2	3,380.00	
Employee 2	Director 1	Corporate Recovery	650.00	85.2	55,380.00	1.0	650.00	63.9	41,535.00	1.5	975.00	12.7	8,255.00	6.1	3,965.00	
Employee 3	Director	Forensic Technology	610.00	45.5	27,755.00	37.5	22,875.00	-	-	-	-	-	-	8.0	4,880.00	
Employee 4	Director	Transaction Services	610.00	81.6	49,776.00	81.6	49,776.00	-	-	-	-	-	-	-	-	
Employee 5	Senior Manager	Corporate Recovery	555.00	147.2	81,696.00	108.2	60,051.00	13.8	7,659.00	9.8	5,439.00	14.0	7,770.00	1.4	777.00	
Employee 6	Manager	Corporate Recovery	525.00	37.5	19,687.50	8.0	4,200.00	0.6	315.00	1.3	682.50	26.7	14,017.50	0.9	472.50	
Employee 7	Manager	Transaction Services	525.00	79.0	41,475.00	74.5	39,112.50	2.2	1,155.00	-	-	-	-	2.3	1,207.50	
Employee 8	Manager	Corporate Recovery	525.00	70.9	37,222.50	4.5	2,362.50	1.8	945.00	4.0	2,100.00	57.1	29,977.50	3.5	1,837.50	
Employee 9	Assistant Manager	Forensic Technology	480.00	21.0	10,080.00	12.0	5,760.00	-	-	-	-	-	-	9.0	4,320.00	
Employee 10	Assistant Manager	Corporate Recovery	480.00	104.6	50,208.00	53.0	25,440.00	5.4	2,592.00	0.8	384.00	45.4	21,792.00	-	-	
Employee 11	Senior Accountant	Corporate Recovery	435.00	3.5	1,522.50	-	-	2.0	870.00	-	-	1.5	652.50	-	-	
Employee 12	Senior Accountant	Corporate Recovery	435.00	22.3	9,700.50	11.2	4,872.00	9.4	4,089.00	-	-	1.7	739.50	-	-	
Employee 13	Senior Accountant	Corporate Recovery	435.00	113.9	49,546.50	-	-	-	-	111.8	48,633.00	2.1	913.50	-	-	
Employee 14	Senior Accountant	Corporate Recovery	435.00	80.0	34,800.00	51.8	22,533.00	25.3	11,005.50	2.4	1,044.00	0.5	217.50	-	-	
Employee 15	Senior Accountant	Corporate Recovery	435.00	4.5	1,957.50	0.5	217.50	-	-	-	-	-	-	4.0	1,740.00	
Employee 16	Senior Analyst	Forensic Technology	435.00	9.5	4,132.50	6.0	2,610.00	-	-	-	-	-	-	3.5	1,522.50	
Employee 17	Senior Analyst	Forensic Technology	435.00	9.0	3,915.00	-	-	-	-	-	-	-	-	9.0	3,915.00	
Employee 18	Accountant	Corporate Recovery	335.00	80.5	26,967.50	5.8	1,943.00	46.9	15,711.50	-	-	20.3	6,800.50	7.5	2,512.50	
Employee 19	Accountant	Corporate Recovery	335.00	3.4	1,139.00	-	-	-	-	-	-	-	-	3.4	1,139.00	
Employee 20	Practice services directo	Corporate Recovery	650.00	0.4	260.00	-	-	-	-	-	-	-	-	0.4	260.00	
Employee 21	Senior Treasury Staff	Treasury	335.00	12.8	4,288.00	-	-	-	-	-	-	6.4	2,144.00	6.4	2,144.00	
Sub-total Australia (ex GST and disbursements)				1,204.0	640,074.00	555.1	308,777.00	211.9	113,070.00	142.3	66,542.50	212.1	109,152.00	82.6	42,532.50	

Resolution 1: Professional fees incurred from 26 July 2019 to 16 August 2019 – New Zealand time costs

Pacific HVAC Engineering Pty Ltd (Administrators Appointed) - Administrators' remuneration from 26 July 2019 to 16 August 2019

Staff	Position	Area	Rate	Total		Assets		Creditors		Employees		Trade on		Project management & statutory	
				Hours	\$ (NZD)	Hours	\$ (NZD)	Hours	\$ (NZD)	Hours	\$ (NZD)	Hours	\$ (NZD)	Hours	\$ (NZD)
<i>New Zealand</i>															
Conor McElhinney	Partner	Corporate Recovery	640.00	9.3	5,952.00	2.2	1,408.00	0.7	448.00	0.5	320.00	1.6	1,024.00	4.3	2,752.00
Employee 1	Director	Corporate Recovery	545.00	73.0	39,785.00	19.3	10,518.50	10.2	5,559.00	3.2	1,744.00	35.7	19,456.50	4.6	2,507.00
Employee 2	Director	Corporate Recovery	545.00	3.7	2,016.50	0.7	381.50	1.7	926.50	-	-	0.4	218.00	0.9	490.50
Employee 3	Manager	Corporate Recovery	420.00	22.5	9,450.00	12.4	5,208.00	1.8	756.00	1.8	756.00	4.1	1,722.00	2.4	1,008.00
Employee 4	Manager	Corporate Recovery	420.00	4.5	1,890.00	4.5	1,890.00	-	-	-	-	-	-	-	-
Employee 5	Senior Analyst	Corporate Recovery	295.00	17.7	5,221.50	7.9	2,330.50	3.6	1,062.00	-	-	5.1	1,504.50	1.1	324.50
Employee 6	Admin	Corporate Recovery	275.00	0.9	247.50	-	-	0.2	55.00	-	-	-	-	0.7	192.50
Employee 7	Secretary	Corporate Recovery	170.00	0.3	51.00	-	-	-	-	-	-	-	-	0.3	51.00
Sub-total New Zealand (ex GST and disbursements)				131.9	64,613.50	47.0	21,736.50	18.2	8,806.50	5.5	2,820.00	46.9	23,925.00	14.3	7,325.50

The below table sets out a detailed description of work undertaken on the Administration for the period 26 July 2019 to 16 August 2019, which is the basis of Resolution 1.

Resolution 1: from 26 July 2019 to 16 August 2019

Task Area	General Description	Includes
<p>Assets</p> <p>Australian fees 555.1 hours AUD 308,777.00</p> <p>New Zealand fees 47.0 hours NZD 21,736.50</p>	<p>Sale process</p>	<ul style="list-style-type: none"> ▪ Liaise with management and advisors to previous sale processes undertaken and interested parties ▪ Prepare asset realisation strategy based on existing sale material ▪ Prepare, review and place advertisements for sale of business ▪ Prepare and maintain expressions of interest register and responding to interested party queries ▪ Prepare, issue and review returned confidentiality agreement ▪ Establish data room and maintain throughout the sale process, based on interested party requests ▪ Obtain, update and upload documents to data room ▪ Liaise with parties in relation to requests and channel responses through appropriate contact within the business ▪ Prepare and attend initial and follow up meetings with interested parties, including providing on site access and management presentations ▪ Prepare and regularly update funding waterfall model for realisation proceeds ▪ Meetings to update team on the sale process, status of interested parties, and agree next steps on key contacts ▪ Instruct counsel to prepare Asset Sale Agreement for sale process, and undertake detailed review of same ▪ Liaise with interested parties regarding non-binding indicative offers (NBIOs) received and provide feedback to each party on same ▪ Prepare summary of NBIO's received to discuss and agree next steps in relation to each ▪ Review final binding offers received and respond to interested parties with feedback on same ▪ Liaise with preferred bidder regarding final binding offer, mark ups to asset sale agreement, conditions precedent to offer and next steps on process ▪ Attend to execution of asset sale agreement and completion activities ▪ Regular liaison with legal counsel regarding asset sale agreement obligations, completion requirements and other asset sale related matters

Task Area	General Description	Includes
	MHP stock	<ul style="list-style-type: none"> ▪ Obtain and review list of MHP orders in progress following appointment and liaise with customers immediately on same ▪ Review company records for goods in transit to understand legal position with respect to same ▪ Liaise with Pacific HVAC's third party shipping agent to obtain documentation in respect of shipments in progress and arrangements for same ▪ Obtain and review legal advice on status of shipments in progress and legal title to same ▪ Prepare and review letters drafted to overseas suppliers regarding shipments in progress, title to goods, and issue same to suppliers ▪ Prepare and review letter to Pacific HVAC's shipper regarding status of shipments and legal position on same ▪ Ongoing liaison with Pacific HVAC's shipper to negotiate terms of release for goods in transit and arrangements for same ▪ Liaising and negotiating with former MHP staff regarding access to goods in transit and agreeing terms of commercial deal on same ▪ Liaise with customers regarding warranty, servicing and other claims for invoices issued prior to the administrators' appointment and agreeing specific comprises on each ▪ Finalising agreements with MHP customers where goods could be accessed and arranging payment terms for same ▪ Attend to closure of MHP division on 1 August 2019
	Factored pre-appointment debtors	<ul style="list-style-type: none"> ▪ Review the listing of financed invoices on appointment as provided by Pacific HVAC's secured creditor ▪ Draft and issue correspondence to customers in respect of the appointment and treatment of factored invoices in light of the appointment ▪ Liaise with customers regarding specific discounts sought for warranty and ongoing servicing unable to be provided in light of the MHP closure ▪ Liaise with Pacific HVAC's secured lender to agree parameters for accepting invoice credits ▪ Obtain all relevant documentation from company staff to assist with negotiations with customers seeking invoice reductions ▪ Provide regular updates to the secured creditor regarding the collection of factored debtors
	Non-factored pre-appointment debtors	<ul style="list-style-type: none"> ▪ Draft and issue correspondence to non-factored debtors following appointment ▪ Ongoing liaison with Pacific HVAC staff regarding the collection status of same and issuing further correspondence to non-factored debtors as required

Task Area	General Description	Includes
	Inventory, and Plant & Equipment	<ul style="list-style-type: none"> ▪ Attend to and arrange stocktake of inventory at Pacific HVAC sites and third party logistics sites immediately following appointment ▪ Review company records for inventory on hand, including aged inventory listing, and instruct third party valuer to provide valuation of stock and plant & equipment at market value and auction realisation value ▪ Liaise with suppliers regarding PPSR claims and retention of title claims over stock on site and stocktake of same ▪ Review submissions received from PPSR claimants and liaise with legal counsel regarding contentious claims ▪ Attend stocktakes with PPSR claimants on Pacific HVAC premises ▪ Liaise with third party stock holders to understand any liens in place and position with respect to same ▪ Negotiate with third party warehouses for the release of stock on hand in advance of sale completion ▪ Post sale completion, engage with Pacific Ventilation staff to undertake a stocktake and undertake spot checks of same
	Leased assets	<ul style="list-style-type: none"> ▪ Draft and issue notifications to leased asset holders on appointment regarding assets on Pacific HVAC sites ▪ Issue disclaimer letters to relevant lessors for assets no longer required ▪ Facilitate discussions between the incoming purchaser and lessors regarding the transition of leased assets to the new owner
	Forensic technology	<ul style="list-style-type: none"> ▪ McGrathNicol Forensic Technology attendance at Pacific HVAC premises to understand the Company's IT infrastructure and develop and appropriate framework through which the Group's IT infrastructure could be captured and preserved ▪ Arrange for images of the Group's IT systems including emails, file servers, and finance systems, for the purpose of future investigations (if required) ▪ Forensic technology assistance for site exit to ensure all confidential data removed from premises and IT assets maintained ▪ Review arrangements with hosting service providers and discuss same with interested parties in sale process to assist with migration of data to incoming purchaser
	Intellectual property (IP) asset	<ul style="list-style-type: none"> ▪ Liaise with Pacific HVAC's third party software developer regarding the FansSelect software and development of same ▪ Forensic Technology review of Pacific HVAC's system to ascertain indicia for legal ownership of software ▪ Liaise with software developer regarding any licencing arrangement (or similar) in respect of Fan Select software to understand legal position in respect of ownership

Task Area	General Description	Includes
Creditors Australian fees 211.9 hours AUD 113,070.00 New Zealand fees 18.2 hours NZD 8,806.50	Creditor Enquiries, Requests & Directions	<ul style="list-style-type: none"> ▪ Request, receive and review creditor information from management including contact details and amounts outstanding per accounting ledgers ▪ Receive and respond to creditor enquiries ▪ Maintain and review creditor and invoice position and lists ▪ Prepare initial correspondence to creditors ▪ Send correspondence to suppliers and cancel accounts not needed for ongoing operations ▪ Prepare, issue and review contractor agreements ▪ Commence preparing Administrators' report to creditors for the second meeting of creditors ▪ Commence collating documentation and electronic information to assist in conducting Administrators' investigations
	First meeting of creditors	<ul style="list-style-type: none"> ▪ Prepare and send meeting notices ▪ Advertise notice of meeting ▪ Prepare meeting file including agenda, attendance register, list of creditors ▪ Prepare meeting materials for first meeting ▪ Record statements of postage for notices sent ▪ Assist creditors with completion of POD forms prior to first meeting of creditors ▪ Assist creditors with completion of proxy forms prior to first meeting of creditors ▪ Organise and run first meeting of creditors ▪ Prepare and lodge minutes of meeting with Australian Securities and Investments Commission (ASIC) ▪ Respond to stakeholder queries and questions following the meeting ▪ Consider requirement for extension to convening period for second meeting of creditors and reasons for same ▪ Prepare and file application for extension to convening period for second meeting of creditors, liaise with legal advisors as appropriate ▪ Co-ordinate technology necessary for the meeting

Task Area	General Description	Includes
	Secured creditor	<ul style="list-style-type: none"> Prepare and issue notification to secured creditor following appointment of Administrators Liaise with secured creditor regarding the release of funding required to continue trading Pacific HVAC's business Provide regular updates to the secured creditor throughout the administration Liaise with and obtain relevant consents required from secured lender in advance of the asset sale completion
	Administrators report for the Second Meeting of Creditors	<ul style="list-style-type: none"> Internal meetings regarding preparation of the report and the various work streams involved Conduct detailed review of company register and reconcile same to ASIC register Review ASIC register to confirm key dates Conduct detailed review of company records to understand events leading up to the appointment of the Administrators Conduct detailed review of Pacific HVAC internal correspondence and supporting company documents Prepare various financial tables (cash-flow, profit and loss and balance sheet) for the report Undertake preliminary insolvency analysis, including a review of potential voidable transactions Review and consider pooling requirements Reconcile ROCAPs to financial account systems Prepare estimated outcome statements Draft, review, and finalise the Administrators' report for the Second Meeting of Creditors
	Proofs of Debt (POD)	<ul style="list-style-type: none"> Receive and collate PODs and supporting documents from claimants Maintain creditor listing with associated claim balances
Employees Australian fees 142.3 hours AUD 66,542.50 New Zealand fees 5.5 hours NZD 2,820.00	Employee queries	<ul style="list-style-type: none"> Meet with staff and senior management team to notify of appointment and discuss administration strategy Receive and follow up employee enquiries Prepare letters to employees advising of their entitlements and the administration process Answer employee queries relating to the Fair Entitlement Guarantee (FEG) Answer employee queries relating to the future of the company (e.g. a liquidation scenario)

Task Area	General Description	Includes
	Employee entitlements	<ul style="list-style-type: none"> ▪ Calculate and complete a thorough review of the employee entitlements model to calculate entitlements owing ▪ Detailed review of all employee contracts and investigate variances between contracts and entitlement balances ▪ Issue notifications to all employees including employee entitlement estimates ▪ Post and email notifications separately to employees ▪ Reconcile superannuation accounts and calculate amounts owed ▪ Liaise with payroll personnel to obtain leave balances and rationale for calculation of balances
	Business sale	<ul style="list-style-type: none"> ▪ Liaise with the purchaser regarding employees to be transitioned on completion of the business sale ▪ Review and respond to purchaser wording in respect of employee offers to be provided on business sale to ensure transition was effective
	Payroll	<ul style="list-style-type: none"> ▪ Prepare, review and attend to the payment of payroll for the period of appointment ▪ Liaise with and agree payment protocol for payroll post completion with incoming purchaser
	Other employee issues	<ul style="list-style-type: none"> ▪ Liaise with employee union representatives to notify them of the administrators' appointment, administration strategy and continue to keep same updated ▪ Ongoing review and rationalisation of workforce as required ▪ Issue redundancy letters following employee terminations ▪ Attend to employee terminations as required

Task Area	General Description	Includes
<p>Trade on</p> <p>Australian fees 212.1 hours AUD 109,152.00</p> <p>New Zealand fees 46.9 hours NZD 23,925.00</p>	Trade On Management	<ul style="list-style-type: none"> ▪ Liaise with management and staff regarding Pacific HVAC's operational structure, key suppliers, customers and other stakeholders, and determine strategy for continuing operations ▪ Attend site throughout the administration to manage trading operations, and meet with staff and management to discuss trading strategy ▪ Liaise with key suppliers in relation to ongoing supply ▪ Respond to ad hoc requests and queries from employees, suppliers and customers ▪ Manage contractors, including issuing agreements and negotiating terms ▪ Contact suppliers relating to appointment invoices and assist with splitting invoices between the two periods ▪ Review pre-appointment contracts ▪ Set up and attend daily sales meetings during the period of appointment to drive sales and generate funding for the period of appointment ▪ Review and respond to sales order release approvals for customers throughout the administration ▪ Liaise with legal counsel regarding warranty requirements during the period of appointment and provide wording to Pacific HVAC sales team to be communicated to customers during the administration
	Banking	<ul style="list-style-type: none"> ▪ Secure bank accounts and cash on hand ▪ Liaise with non-bank financial service providers (e.g. American Express) to freeze accounts ▪ Set up payment processes and ensure appropriate controls in place within Pacific HVAC for ongoing operations ▪ Arrange for regular sweeps from New Zealand accounts to Australian controlled accounts to ensure appropriate levels of funding available to meet trading payment obligations ▪ Prepare and review payment and receipt reconciliations ▪ Maintain a detailed cashbook
	Prepare budgets and financial reports	<ul style="list-style-type: none"> ▪ Prepare and monitor cash flow forecast and statement of position ▪ Prepare financial analysis, including trading profit or loss statement, trading position statement and outcome statement ▪ Evaluate trading position ▪ Utilise trading position model to determine funding requirement for business sale non-refundable deposit quantum

Task Area	General Description	Includes
	Wind down	<ul style="list-style-type: none"> Wind down the MHP Division on 1 August 2019 Notify and cancel (where necessary) utility supply Vacate premises and organising for all contents from Murarrie site to be removed and held at auctioneer site Cancel relevant IT subscriptions and other supply where no longer necessary
Project management & statutory Australian fees 82.6 hours AUD 42,532.50 New Zealand fees 14.3 hours NZD 7,325.50	Project management	<ul style="list-style-type: none"> Internal meetings to assess and discuss progress of administration, work stream planning and resourcing, and agree strategy to maintain physical and electronic engagement file Engage with McGrathNicol NZ partners to ensure administration is being conducted in accordance with both jurisdictions Liaise with and review advice from external legal counsel regarding additional considerations regarding operating the New Zealand branch under an Australian administration
	Document maintenance / file review / checklist	<ul style="list-style-type: none"> Internal file maintenance and checklist reviews Maintain physical and electronic engagement files Create and update checklist and task assignments Establish and maintain functional mailbox for creditors and employees Compile orderly category of books and records, including electronic records captured by McGrathNicol Forensic Technology
	Insurance	<ul style="list-style-type: none"> Immediately instruct open cover insurance and liaise with insurance broker to ensure relevant insurances were in place Identify potential issues requiring attention of insurance specialists Correspond with insurer regarding initial and ongoing insurance requirements Review insurance policies as required Complete various insurance forms and declarations Attend to queries from insurance broker regarding ongoing insurance requirements
	ASIC and other statutory lodgements	<ul style="list-style-type: none"> Prepare, review, approve and issue DIRRI Prepare Form 505 and lodge same with ASIC Correspond with ASIC regarding statutory forms Issue Report on Company Activities and Property (ROCAP) to directors, review same and lodge ROCAPs with ASIC Prepare and issue questionnaires to directors at commencement of administration

Task Area	General Description	Includes
	ATO	<ul style="list-style-type: none"> ▪ Notify Australian Taxation Office (ATO), State Revenue Office, Child Support agency, VicRoads and the Sherriff's office and confirm the extent of any outstanding amounts at date of appointment ▪ Liaise with ATO in relation to GST and PAYG obligations and registrations for same ▪ Investigate and discuss with senior staff GST grouping implications ▪ Prepare and lodge BAS returns ▪ Liaise with ATO and investigate pre-appointment discrepancy of lodgements
	Books and records / storage	<ul style="list-style-type: none"> ▪ Maintain online cloud storage of company books and records ▪ Prepare detailed catalogue of company books and records

Appendix 2

Resolution 2: 17 August 2019 to the end of the administration

Australia

Pacific HVAC Engineering Pty Ltd (Administrators Appointed) - Administrators' remuneration from 17 August 2019 to the end of the administration															
Staff	Position	Area	Rate	Total		Assets		Creditors		Employees		Trade on		Project management & statutory	
				Hours	\$ (AUD)	Hours	\$ (AUD)	Hours	\$ (AUD)	Hours	\$ (AUD)	Hours	\$ (AUD)	Hours	\$ (AUD)
<i>Australia</i>															
Rob Smith	Administrator	Corporate Recovery	705.00	20.0	14,100.00	5.5	3,877.50	10.0	7,050.00	1.0	705.00	1.0	705.00	2.5	1,762.50
Matthew Caddy	Administrator	Corporate Recovery	705.00	7.5	5,287.50	-	-	6.0	4,230.00	-	-	1.0	705.00	0.5	352.50
Employee 1	Director 1	Corporate Recovery	650.00	55.0	35,750.00	25.0	16,250.00	20.0	13,000.00	2.5	1,625.00	2.5	1,625.00	5.0	3,250.00
Employee 2	Director 1	Corporate Recovery	650.00	25.0	16,250.00	-	-	20.0	13,000.00	-	-	-	-	5.0	3,250.00
Employee 3	Director	Forensic Technology	610.00	5.0	3,050.00	5.0	3,050.00	-	-	-	-	-	-	-	-
Employee 5	Senior Manager	Corporate Recovery	555.00	64.5	35,797.50	25.0	13,875.00	20.0	11,100.00	7.5	4,162.50	10.0	5,550.00	2.0	1,110.00
Employee 8	Manager	Corporate Recovery	525.00	35.0	18,375.00	5.0	2,625.00	10.0	5,250.00	5.0	2,625.00	15.0	7,875.00	-	-
Employee 10	Assistant Manager	Corporate Recovery	480.00	52.5	25,200.00	35.0	16,800.00	-	-	-	-	15.0	7,200.00	2.5	1,200.00
Employee 12	Senior Accountant	Corporate Recovery	435.00	20.0	8,700.00	15.0	6,525.00	-	-	-	-	5.0	2,175.00	-	-
Employee 13	Senior Accountant	Corporate Recovery	435.00	77.5	33,712.50	2.5	1,087.50	20.0	8,700.00	30.0	13,050.00	23.0	10,005.00	2.0	870.00
Employee 18	Accountant	Corporate Recovery	335.00	75.0	25,125.00	5.5	1,842.50	35.0	11,725.00	18.5	6,197.50	13.5	4,522.50	2.5	837.50
Employee 20	Practice services director	Corporate Recovery	650.00	12.5	8,125.00	2.5	1,625.00	5.0	3,250.00	2.5	1,625.00	-	-	2.5	1,625.00
Employee 21	Senior Treasury Staff	Treasury	335.00	15.0	5,025.00	2.5	837.50	-	-	-	-	10.0	3,350.00	2.5	837.50
Sub-total Australia (ex GST and disbursements)				464.5	234,497.50	128.5	68,395.00	146.0	77,305.00	67.0	29,990.00	96.0	43,712.50	27.0	15,095.00

New Zealand

Pacific HVAC Engineering Pty Ltd (Administrators Appointed) - Administrators' remuneration from 17 August 2019 to the end of the administration															
Staff	Position	Area	Rate	Total		Assets		Creditors		Employees		Trade on		Project management & statutory	
				Hours	\$ (NZD)	Hours	\$ (NZD)	Hours	\$ (NZD)	Hours	\$ (NZD)	Hours	\$ (NZD)	Hours	\$ (NZD)
<i>New Zealand</i>															
Conor McElhinney	Partner	Corporate Recovery	640.00	3.5	2,240.00	-	-	2.5	1,600.00	-	-	-	-	1.0	640.00
Employee 1	Director	Corporate Recovery	545.00	11.0	5,995.00	2.5	1,362.50	5.0	2,725.00	-	-	2.5	1,362.50	1.0	545.00
Employee 3	Manager	Corporate Recovery	420.00	18.0	7,560.00	5.0	2,100.00	5.0	2,100.00	2.5	1,050.00	5.0	2,100.00	0.5	210.00
Employee 4	Senior Analyst	Corporate Recovery	295.00	15.0	4,425.00	-	-	7.5	2,212.50	-	-	7.5	2,212.50	-	-
Sub-total New Zealand (ex GST and disbursements)				47.5	20,220.00	7.5	3,462.50	20.0	8,637.50	2.5	1,050.00	15.0	5,675.00	2.5	1,395.00

Resolution 2: 17 August 2019 to the end of the administration

Task Area	General Description	Includes
Assets Australian fees 128.5 hours AUD 68,395.00 New Zealand fees 7.5 hours NZD 3,462.50	Sale process – post completion activities	<ul style="list-style-type: none"> ▪ Co-ordinate stocktakes post completion of asset sale agreement ▪ Review stocktake results and undertake detailed comparison of same to prior company records, including investigating any large discrepancies and variances from prior company records ▪ Prepare, review and negotiate final adjustments to completion, including stock, employee and other adjustments ▪ Attend to the transfer of any other required contracts post completion, including leased asset transition ▪ Draft and issue notifications to key stakeholders post asset sale completion, in conjunction with the new purchaser ▪ Ongoing liaison with new purchaser regarding other ad hoc tasks requiring action post completion
	PPSR	<ul style="list-style-type: none"> ▪ Finalise review of PPSR claims ▪ Issue notifications to PPSR registrants regarding status of PPSR registration following review ▪ Liaise with new purchaser regarding same
	MHP stock	<ul style="list-style-type: none"> ▪ Complete and execute deals done with MHP customers for the delivery of goods ▪ Arrange for invoices to be raised to customers ▪ Liaise with third party shipping agent to confirm the delivery of MHP items to customers
	Financed pre-appointment debtors	<ul style="list-style-type: none"> ▪ Ongoing liaison with pre-appointment customer invoices where invoices were financed pre appointment ▪ Liaise with Pacific HVAC’s secured creditor regarding customer counterclaims and agreeing parameters and cost recovery for same
	Non-factored pre-appointment debtors	<ul style="list-style-type: none"> ▪ Ongoing liaison and correspondence with non-factored pre-appointment debtors ▪ Undertaking regular reconciliations of receipts and process accounting system updates

Task Area	General Description	Includes
Creditors Australian fees 146.0 hours AUD 77,305.00 New Zealand fees 20.0 hours NZD 8,637.50	Second Meeting of Creditors	<ul style="list-style-type: none"> ▪ Organise meeting venue ▪ Prepare and send meeting notices ▪ Advertise notice of meeting ▪ Prepare meeting file ▪ Prepare chairpersons notes for the Second Meeting ▪ Respond to stakeholder queries and questions following the meeting
	Administrators report	<ul style="list-style-type: none"> ▪ Update and finalise report prior to creditors meeting ▪ Prepare and finalise remuneration reports required to be provided in advance of the second meeting of creditors ▪ Prepare and finalise receipts and payments for inclusion in the remuneration report and administrators' report to creditors
	Proofs of Debt	<ul style="list-style-type: none"> ▪ Receive and collate PODs and supporting documents from claimants ▪ Maintain creditor listing with associated claim balances ▪ Review and respond to unsecured creditor queries as they arise
Employees Australian fees 67.0 hours AUD 29,990.00 New Zealand fees 2.5 hours NZD 1,050.00	Entitlements	<ul style="list-style-type: none"> ▪ Finalise calculation and review of employee entitlement model ▪ Draft and send correspondence to employees with information regarding pre and post appointment entitlements, second creditors meeting, and next steps ▪ Attend to employee queries from employees regarding entitlements post receipt of administrator correspondence ▪ Draft and send termination / redundancy letters to remaining employees
	Payroll	<ul style="list-style-type: none"> ▪ Attend to payroll post asset sale completion ▪ Calculate adjustment required for post completion adjustments and include in same

Task Area	General Description	Includes
Trade on Australian fees 96.0 hours AUD 43,712.50 New Zealand fees 15.0 hours NZD 5,675.00	Trade on Management	<ul style="list-style-type: none"> ▪ Ongoing liaison with customers and suppliers traded with during the administration, and facilitate transition of all in progress jobs to new purchaser ▪ Draft and send circulars to customers and suppliers regarding the business sale ▪ Prepare and authorise receipt and payment vouchers ▪ Enter receipts and payments into accounting system ▪ Close out existing purchase orders and liaise with suppliers regarding the completion of same ▪ Arrange for final invoices to be issued to the voluntary administrators ▪ Maintain necessary subscriptions and liaise with providers to ensure certain services are kept open ▪ Attend to interim and final payment runs for suppliers
	Banking	<ul style="list-style-type: none"> ▪ Prepare and review payment and receipt reconciliations and approval ▪ Maintaining a detailed cashbook
	Prepare budgets and financial reports	<ul style="list-style-type: none"> ▪ Update and maintain cash flow forecast and statement of position ▪ Ongoing evaluation of trading position and closing out of existing orders
Project management & statutory Australian fees 27.0 hours AUD 15,095.00 New Zealand fees 2.5 hours NZD 1,395.00	Project management	<ul style="list-style-type: none"> ▪ Internal meetings to assess and discuss progress of administration, work stream planning and resourcing, and agree strategy Maintain physical and electronic engagement file
	Document maintenance / file review / checklist	<ul style="list-style-type: none"> ▪ Internal file maintenance and checklist reviews ▪ Maintain physical and electronic engagement files
	Insurance	<ul style="list-style-type: none"> ▪ Correspond with insurer regarding ongoing insurance requirements ▪ Review insurance policies as required ▪ Attend to queries from insurance broker regarding ongoing insurance requirements
	ASIC and other statutory lodgements	<ul style="list-style-type: none"> ▪ Prepare Form 530 and lodge same with ASIC at time of issuing second report to creditors ▪ Correspond with ASIC regarding statutory forms ▪ Attend to various other statutory lodgements

Task Area	General Description	Includes
	ATO	<ul style="list-style-type: none"> ▪ Prepare and lodge BAS returns ▪ Liaise with ATO and investigate pre-appointment discrepancy of lodgements
	Books and records / storage	<ul style="list-style-type: none"> ▪ Maintain online cloud storage of company books and records ▪ Prepare detailed catalogue of company books and records

Appendix 3

Resolution 3: Liquidation

Australia

Pacific HVAC Engineering Pty Ltd (Administrators Appointed) - Liquidators prospective remuneration estimate															
Staff	Position	Area	Rate	Total		Assets		Creditors		Employees		Trade on		Project management & statutory	
				Hours	\$ (AUD)	Hours	\$ (AUD)	Hours	\$ (AUD)	Hours	\$ (AUD)	Hours	\$ (AUD)	Hours	\$ (AUD)
<i>Australia</i>															
Rob Smith	Liquidator (if appointed)	Corporate Recovery	705.00	13.0	9,165.00	5.0	3,525.00	1.0	705.00	-	-	2.0	1,410.00	5.0	3,525.00
Employee 1	Director 1	Corporate Recovery	650.00	8.0	5,200.00	5.0	3,250.00	1.0	650.00	2.0	1,300.00	-	-	-	-
Employee 3	Director	Forensic Technology	610.00	20.0	12,200.00	5.0	3,050.00	-	-	-	-	-	-	15.0	9,150.00
Employee 5	Senior Manager	Corporate Recovery	555.00	24.0	13,320.00	10.0	5,550.00	2.0	1,110.00	2.0	1,110.00	10.0	5,550.00	-	-
Employee 10	Assistant Manager	Corporate Recovery	480.00	30.0	14,400.00	10.0	4,800.00	-	-	-	-	10.0	4,800.00	10.0	4,800.00
Employee 13	Senior Accountant	Corporate Recovery	435.00	110.0	47,850.00	-	-	35.0	15,225.00	60.0	26,100.00	-	-	15.0	6,525.00
Employee 18	Accountant	Corporate Recovery	335.00	115.0	38,525.00	15.0	5,025.00	55.0	18,425.00	30.0	10,050.00	-	-	15.0	5,025.00
Employee 20	Practice services director	Corporate Recovery	650.00	2.0	1,300.00	-	-	-	-	2.0	1,300.00	-	-	-	-
Employee 21	Senior Treasury Staff	Treasury	335.00	15.0	5,025.00	-	-	-	-	15.0	5,025.00	-	-	-	-
Sub-total Australia (ex GST and disbursements)				337.0	146,985.00	50.0	25,200.00	94.0	36,115.00	111.0	44,885.00	22.0	11,760.00	60.0	29,025.00

New Zealand

Pacific HVAC Engineering Pty Ltd (Administrators Appointed) - Liquidators prospective remuneration estimate															
Staff	Position	Area	Rate	Total		Assets		Creditors		Employees		Trade on		Project management & statutory	
				Hours	\$ (NZD)	Hours	\$ (NZD)	Hours	\$ (NZD)	Hours	\$ (NZD)	Hours	\$ (NZD)	Hours	\$ (NZD)
<i>New Zealand</i>															
Conor McElhinney	Partner	Corporate Recovery	640.00	3.0	1,920.00	1.0	640.00	1.0	640.00	-	-	-	-	1.0	640.00
Employee 1	Director	Corporate Recovery	545.00	7.0	3,815.00	1.0	545.00	1.0	545.00	1.0	545.00	2.0	1,090.00	2.0	1,090.00
Employee 3	Manager	Corporate Recovery	420.00	9.0	3,780.00	2.0	840.00	2.0	840.00	2.0	840.00	2.0	840.00	1.0	420.00
Employee 4	Senior Analyst	Corporate Recovery	295.00	3.0	885.00	-	-	2.0	590.00	1.0	295.00	-	-	-	-
Sub-total New Zealand (ex GST and disbursements)				22.0	10,400.00	4.0	2,025.00	6.0	2,615.00	4.0	1,680.00	4.0	1,930.00	4.0	2,150.00

Resolution 3: Liquidation

Task Area	General Description	Includes
Assets Australian fees 50.0 hours AUD 25,200.00 New Zealand fees 4.0 hours NZD 2,025.00 Note: The Liquidators are in discussion with the secured lender regarding cost recovery for facilitating financed debtor recoveries. No estimated liquidator time costs are included in the fee resolution presented in respect of financed debtor recoveries, and the Liquidators will separately seek creditor approval if required for these times costs.	Sale process – post completion activities	<ul style="list-style-type: none"> Prepare, review and negotiate final adjustments to completion, including stock, employee and other adjustments Attend to the transfer of any other required contracts post completion, including leased asset transition Ongoing liaison with new purchaser regarding other ad hoc tasks requiring action post completion
	PPSR	<ul style="list-style-type: none"> Attend to ad hoc PPSR related queries from PPSR holders
	Inventory / MHP stock	<ul style="list-style-type: none"> Finalise the realisation of any residual Pacific HVAC stock or MHP stock not subject to the business asset sale
	Non-factored pre-appointment debtors	<ul style="list-style-type: none"> Ongoing liaison and correspondence with non-factored pre-appointment debtors Undertaking regular reconciliations of receipts and process accounting system updates
Creditors Australian fees 94.0 hours AUD 36,115.00 New Zealand fees 6.0 hours NZD 2,615.00	General queries	<ul style="list-style-type: none"> Respond to stakeholder queries and questions following the second meeting of creditors Respond to supplier and other unsecured creditor queries as they arise
	Liquidation notifications	<ul style="list-style-type: none"> Notify creditors of the winding up of Pacific HVAC (if approved by creditors) Prepare and attend to the lodgement of meeting meetings
	Secured creditor	<ul style="list-style-type: none"> Ongoing liaison with the secured creditor regarding returns to creditors
	Proofs of Debt	<ul style="list-style-type: none"> Receive and collate PODs and supporting documents from claimants Maintain creditor listing with associated claim balances Review and respond to unsecured creditor queries as they arise

Task Area	General Description	Includes
Employees Australian fees 111.0 hours AUD 44,885.00 New Zealand fees 4.0 hours NZD 1,680.00	Entitlements	<ul style="list-style-type: none"> ▪ Finalise calculation and review of employee entitlement model ▪ Commence process of processing employee distributions for pre-appointment entitlements ▪ Liaise with relevant statutory bodies regarding any pre-appointment entitlement arrears (including superannuation guarantee charge) ▪ Collate responses from employees confirming entitlement balances ▪ Respond to and investigate any discrepancies in entitlement balances ▪ Process payment of employee entitlement amounts directly to employees ▪ Liaise with FEG as required ▪ If insufficient proceeds in the circulating asset estate, provide assistance to staff with the FEG lodgement process (as required)
	Payroll	<ul style="list-style-type: none"> ▪ Prepare and issue Group certificates for the FY20 year
Trade on Australian fees 22.0 hours AUD 11,760.00 New Zealand fees 4.0 hours NZD 1,930.00	Trade on Management	<ul style="list-style-type: none"> ▪ Finalisation of trading matters ▪ Attend to interim and final payment runs for suppliers ▪ Liaise with suppliers regarding ad hoc queries relating to the period of the administration / liquidation
	Banking	<ul style="list-style-type: none"> ▪ Prepare and review payment and receipt reconciliations and approval ▪ Maintaining a detailed cashbook
	Prepare budgets and financial reports	<ul style="list-style-type: none"> ▪ Update and maintain cash flow forecast and statement of position
Project management & statutory Australian fees 60.0 hours AUD 29,025.00 New Zealand fees 4.0 hours NZD 2,150.00	Project management	<ul style="list-style-type: none"> ▪ Internal meetings to assess and discuss progress of administration, work stream planning and resourcing, and agree strategy Maintain physical and electronic engagement file
	Document maintenance / file review / checklist	<ul style="list-style-type: none"> ▪ Internal file maintenance and checklist reviews ▪ Maintain physical and electronic engagement files
	Insurance	<ul style="list-style-type: none"> ▪ Correspond with insurer regarding ongoing insurance requirements ▪ Attend to queries from insurance broker regarding ongoing insurance requirements

Task Area	General Description	Includes
	ASIC and other statutory lodgements	<ul style="list-style-type: none"> ▪ Prepare and lodge form 533 with ASIC following investigations ▪ Correspond with ASIC regarding other statutory forms and lodgements ▪ Prepare and lodge regular receipts and payment lodgements and other statutory lodgements
	ATO	<ul style="list-style-type: none"> ▪ Notify the ATO of the liquidation (if voted for at the creditors meeting) ▪ Prepare and lodge BAS returns ▪ Liaise with ATO and investigate pre-appointment discrepancy of lodgements
	Books and records / storage	<ul style="list-style-type: none"> ▪ Maintain online cloud storage of company books and records ▪ Prepare detailed catalogue of company books and records

Appendix 4

McGrathNicol NZ charge out rates

Position	Hourly rate (NZD)
Partner	610.00
Director	545.00
Senior Manager	480.00
Manager	420.00
Assistant Manager	370.00
Senior Analyst	295.00
Analyst	280.00
Administration	275.00
Secretaries	170.00