



MGW Engineering Pty Ltd (Administrators Appointed)
ACN 104 180 734
(Forefront)

Circular to Suppliers

Jonathan Henry and I were appointed Joint and Several Voluntary Administrators (**Administrators**) of Forefront on 21 June 2021.

Immediate objectives

As Administrators, we have assumed control of Forefront's affairs and have entered into possession of its assets. It is our intention to continue trading Forefront's business while we undertake an urgent assessment to determine the best course of action to preserve its business.

Continuing to trade

The Administrators would appreciate you making goods and services available to Forefront on your usual trading terms when requested by me or my authorised representatives. All supplies made against signed purchase orders (in the Administrators or our authorised representative per the schedule attached) dated 21 June 2021 and beyond will be paid on normal terms.

Please note that the Administrators do not personally adopt any contracts or subscriptions with Forefront.

Procedures for ongoing supply

Please adopt the following procedure for Forefront's account:

- close your existing account as at the date of our appointment, being 21 June 2021; and
- open a new account in the name of "MGW Engineering 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 Forefront.

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

Please note:

- If there are any outstanding or unfulfilled orders placed by Forefront prior to our appointment, including those under which there are goods in transit, please contact Benjamin Cobcroft on 02 9338 2614 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 Forefront 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, Forefront or otherwise, in connection with your trading arrangements with Forefront. 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 Forefront prior to 21 June 2021 remain a liability of Forefront and are not payable by the Administrators. These debts represent an unsecured claim against Forefront and payment is dependent upon the outcome of the administration.

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 Benjamin Cobcroft on (02) 9338 2614 or bcobcroft@mcgrathnicol.com.

Thank you in advance for your cooperation.

Dated: 22 June 2021

Barry Kogan
Joint and Several Administrator




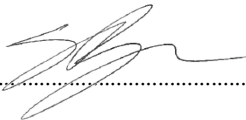
Enclosures:

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



MGW Engineering Pty Ltd (Administrators Appointed)
Trading as Forefront Services
ACN 104 180 734
(Forefront)

Schedule of authorised signatories for orders

| Name | Signature | Authority limit |
|----------------|---|------------------------|
| Barry Kogan |  | Unlimited |
| Jonathan Henry |  | Unlimited |
| Louise Mann |  | \$10,000 |
| Scott Rogers |  | \$5,000 |



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.