



# Remuneration Report

**And Chill Pty Ltd (Administrators Appointed)**

**ACN 611 286 358 (AC)**

**And Chill Property Management Pty Ltd (Administrators  
Appointed)**

**ACN 617 365 456 (ACPM)**

26 July 2019



McGrathNicol



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## 1 Declaration

We, Barry Kogan and Kathy Sozou of McGrathNicol, have undertaken a proper assessment of this remuneration claim for our appointment as Voluntary Administrators of AC and ACPM in accordance with the law and applicable professional standards. We are satisfied that the remuneration claimed is in respect of necessary work, properly performed, or to be properly performed, in the conduct of this matter.

## 2 Executive Summary

The total remuneration being sought is subject to the decision Creditors make at the Second Meetings of Creditors and is summarised in the table below:

Total remuneration				
		AC	ACPM	Total
	Report Reference	Amount (\$)	Amount (\$)	Amount (\$)
<b>Voluntary Administration</b>				
For the period 28 June 2019 to 19 July 2019 (exc GST)	3.2.1	111,554.63	63,065.93	174,620.55
For the period 20 July 2019 to 2 August 2019 (exc GST)	3.2.2	15,000.00	15,000.00	30,000.00
<b>Total - Voluntary Administration [A]</b>		<b>126,554.63</b>	<b>78,065.93</b>	<b>204,620.55</b>
<b>Liquidation</b>				
Start date of Liquidation to date of completion (exc GST)*	3.2.3	60,000.00	90,000.00	150,000.00
<b>Total - Liquidation [B]</b>		<b>60,000.00</b>	<b>90,000.00</b>	<b>150,000.00</b>
<b>TOTAL remuneration claimed – if AC and ACPM enter liquidation [A+B]</b>		<b>186,554.63</b>	<b>168,065.93</b>	<b>354,620.55</b>

*\* Note: Approval for the future remuneration sought is based on an estimate of the work necessary to reach this milestone. Should additional work be required beyond what is contemplated, further approval may be sought from creditors.*

Please refer to the report section references detailed in the table above for the remuneration resolutions for which approval is sought.

## 3 Remuneration

### 3.1 Professional time costs

Please refer to the report section references detailed in the table in section 2 for full details of the calculation and composition of the professional time costs incurred.

### 3.2 Remuneration claims and resolutions

An Administrators' remuneration can only be fixed by resolution of a committee of creditors, the creditors or by application to the court.

In accordance with Section 449E of the Act and the ARITA Code of Professional Practice, a Schedule of Remuneration Methods and Hourly Rates was provided to creditors with our initial circular dated 3 July 2019 and tabled at the first meetings of creditors held on 10 July 2019.

Our professional time costs incurred to date have been calculated based on actual time spent by the Administrators and their staff, and their estimated time for the period 20 July 2019 to the end of the administration (i.e., to the Second Meetings of Creditors). Further, should creditors resolve for the Companies to enter liquidation, our estimated fees for this period has been calculated in accordance with the aforementioned Schedule of Remuneration Methods and Hourly Rates.

In preparing the forecast fee components, we have made our best estimate of what we consider will be incurred during:

- the period 20 July 2019 to the Second Meetings of Creditors; and
- the period of a liquidation (should Creditors resolve to wind up AC and ACPM).

### **3.2.1 Remuneration for the period 28 June 2019 to 19 July 2019 (Retrospective Voluntary Administration fees)**

We will seek approval of the following resolutions for AC and ACPM to approve our remuneration for the period 28 June 2019 to 19 July 2019. Details to support this resolution, including details of the major tasks performed and the costs associated with each of those major tasks for AC and ACPM are contained in Schedule 1.

#### **3.2.1.1 AC resolution**

*"That the remuneration of the Voluntary Administrators of And Chill Pty Ltd (Administrators Appointed) ACN 611 286 358, for the period 28 June 2019 to 19 July 2019 is approved for payment in the sum of \$111,554.63 plus GST (reflecting a reduction in professional time costs based on time spent calculated at the hourly rates as detailed in the circular dated 3 July 2019), and the Voluntary Administrators may pay the remuneration immediately from funds on hand, funds held as an indemnity, as funds become available or as otherwise determined by the Voluntary Administrators."*

#### **3.2.1.2 ACPM resolution**

*"That the remuneration of the Voluntary Administrators of And Chill Property Management Pty Ltd (Administrators Appointed) ACN 617 365 456, for the period 28 June 2019 to 19 July 2019 is approved for payment in the sum of \$63,065.93 plus GST (reflecting a reduction in professional time costs based on time spent calculated at the hourly rates as detailed in the circular dated 3 July 2019), and the Voluntary Administrators may pay the remuneration immediately from funds on hand, funds held as an indemnity, as funds become available or as otherwise determined by the Voluntary Administrators."*

### **3.2.2 Remuneration for the period 20 July 2019 to the second creditors meeting (Prospective Voluntary Administration fees)**

We will seek approval of the following resolutions for AC and ACPM to approve our remuneration for the period 20 July 2019 to the second creditors meeting. Details to support this resolution, including details of the major tasks performed and the costs associated with each of those major tasks are contained in Schedule 2.

#### **3.2.2.1 AC resolution**

*"That the remuneration of the Voluntary Administrators of And Chill Pty Ltd (Administrators Appointed) ACN 611 286 358, for the period 20 July 2019 to 2 August 2019, is approved for payment in the sum of \$15,000.00 plus GST, and the Voluntary Administrators may pay the remuneration immediately from funds on hand, funds held as an indemnity, as funds become available or as otherwise determined by the Voluntary Administrators."*

#### **3.2.2.2 ACPM resolution**

*"That the remuneration of the Voluntary Administrators of And Chill Property Management Pty Ltd (Administrators Appointed) ACN 617 365 456, for the period 20 July 2019 to 2 August 2019, is approved for payment in the sum of \$15,000.00 plus GST, and the Voluntary Administrators may pay the remuneration immediately from funds on hand, funds held as an indemnity, as funds become available or as otherwise determined by the Voluntary Administrators."*

### **3.2.3 Estimated remuneration for the period of the Liquidation (Prospective Liquidator fees)**

In the event that a Liquidation is approved by the creditors, we will seek approval of the following resolution to approve the Liquidators' remuneration for the period of the liquidation. Details to support this resolution, including details of the major tasks to be performed and the costs associated with each of those major tasks are contained in Schedule 3.

#### **3.2.3.1 AC resolution**

*"That the future remuneration of the Liquidators of And Chill Pty Ltd (In Liquidation) ACN 611 286 358 for the period of the liquidation, calculated at the hourly rates as detailed in the circular to creditors dated 3 July 2019, is approved up to a capped amount of \$60,000.00 plus GST, and the Liquidators may pay the remuneration as incurred, from funds on hand, as funds become available or as otherwise determined by the Liquidators."*

#### **3.2.3.2 ACPM resolution**

*"That the future remuneration of the Liquidators of And Chill Property Management Pty Ltd (In Liquidation) ACN 617 365 456 for the period of the liquidation, calculated at the hourly rates as detailed in the circular to creditors dated 3 July 2019, is approved up to a capped amount of \$90,000.00 plus GST, and the Liquidators may pay the*

*remuneration as incurred, from funds on hand, as funds become available or as otherwise determined by the Liquidators.”*

### 3.3 Total remuneration reconciliation

Insolvency Practice Rules (Corporations) 2016 70-45(6) requires the Administrators to provide an overall estimate of the total remuneration expected to be incurred in the external administration of AC and ACPM.

AC and ACPM’s total remuneration for:

- the Voluntary Administration period (i.e. up to the second creditors meeting) is estimated to be \$204,620.55; and
- the period of the liquidation is estimated to be \$150,000.00.

### 3.4 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 is also the source of 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 external administration. It is noted that no funds would be available for any stakeholder without the work necessarily undertaken by the external administrator.

The impact on dividends will also depend on the decision made at the second meeting of creditors, i.e. whether AC and ACPM enter liquidation. If a 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.

If AC and ACPM are placed into liquidation, the Liquidators will draw their remuneration from the assets realised in priority to most stakeholders, therefore reducing the funds available (if any) for payment to creditors.

### 3.5 Remuneration recovered from external sources

Prior to the appointment of Administrators, PFG paid \$130,000 into McGrathNicol’s trust account.

The \$130,000 sum represents an indemnity for trading costs and the Administrator’s fees and costs which may be drawn at any time following required approvals being obtained under the Corporations Act.

## 4 Disbursements

Disbursements are divided into three categories:

- 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 and search fees.
- Internal disbursements – these disbursements, if charged to the External 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.

Creditors are not required to approve these types of disbursements but 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.

No amounts have been paid to McGrathNicol in respect of remuneration or disbursements during the period 28 June 2019 to 19 July 2019.

## 5 Queries

If you have any queries regarding the information in this report, please contact [andchill@mcgrathnicol.com](mailto:andchill@mcgrathnicol.com).

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

- ARITA at [www.arita.com.au/creditors](http://www.arita.com.au/creditors)
- ASIC at [www.asic.gov.au](http://www.asic.gov.au) (search for "insolvency information sheets").

Dated: 26 July 2019

*And Chill Pty Ltd (Administrators Appointed)*

*And Chill Property Management Pty Ltd (Administrators Appointed)*



Barry Kogan  
*Joint and Several Voluntary Administrator*



Kathy Sozou  
*Joint and Several Voluntary Administrator*

## Schedule 1.1 - Remuneration for the period 28 June 2019 to 19 July 2019 (AC)

And Chill Pty Ltd (Administrators Appointed) - Professional fees for the period 28 June 2019 to 19 July 2019

Employee	Title	Rate	Assets		Creditors		Employees		Trade on		Investigations		Statutory & Administration		TOTAL	
			Hours	Total	Hours	Total	Hours	Total	Hours	Total	Hours	Total	Hours	Total	Hours	Total
Barry Kogan	Partner	690	0.7	449	4.9	3,364	-	-	-	-	-	-	-	-	5.5	3,812
Kathy Sozou	Partner	690	-	-	2.3	1,570	-	-	-	-	-	-	-	-	2.3	1,570
Rajiv Goyal	Director	600	-	-	10.1	6,084	-	-	3.1	1,872	-	-	2.7	1,599	15.9	9,555
Doug Kay	Manager 1	515	-	-	0.5	234	0.4	201	-	-	-	-	1.3	670	2.1	1,105
Timothy Lo	Manager 1	515	-	-	7.8	4,017	-	-	-	-	28.9	14,896	-	-	36.7	18,913
Coleman Conmey	Manager	515	-	-	-	-	-	-	-	-	1.3	670	-	-	1.3	670
Scott Rogers	Assistant Manager	465	0.5	242	24.5	11,395	-	-	-	-	3.2	1,481	-	-	28.2	13,118
Yvonne Young	Assistant Manager	465	-	-	14.9	6,922	5.3	2,448	1.4	635	-	-	0.7	332	22.2	10,337
Evan Vougdís	Assistant Manager	465	-	-	-	-	-	-	-	-	25.4	11,788	-	-	25.4	11,788
Evan Vougdís	Senior Analyst	425	-	-	-	-	-	-	-	-	3.9	1,658	-	-	3.9	1,658
Andre Van Der Walt	Senior Analyst	425	-	-	-	-	-	-	-	-	2.6	1,105	-	-	2.6	1,105
Angus Cooke	Senior Accountant	425	11.9	5,055	16.5	7,017	5.9	2,486	-	-	4.0	1,685	4.5	1,906	42.7	18,150
Conor Menzies	Accountant	330	0.7	215	40.6	13,385	-	-	-	-	-	-	2.2	729	43.4	14,329
Cameron Gruss	Undergraduate	200	-	-	21.1	4,212	-	-	-	-	6.2	1,235	-	-	27.2	5,447
<b>Total</b>			<b>13.7</b>	<b>5,960.18</b>	<b>143.1</b>	<b>58,198.73</b>	<b>11.5</b>	<b>5,135.33</b>	<b>4.5</b>	<b>2,506.73</b>	<b>75.4</b>	<b>34,517.28</b>	<b>11.4</b>	<b>5,236.40</b>	<b>259.5</b>	<b>111,554.63</b>



## Schedule 1.2 - Remuneration for the period 28 June 2019 to 19 July 2019 (ACPM)

And Chill Property Management Pty Ltd (Administrators Appointed) - Professional fees for the period 28 June 2019 to 19 July 2019

Employee	Title	Rate	Assets		Creditors		Employees		Trade on		Investigations		Statutory & Administration		TOTAL	
			Hours	Total	Hours	Total	Hours	Total	Hours	Total	Hours	Total	Hours	Total	Hours	Total
Barry Kogan	Partner	690	2.6	1,794	0.7	449	-	-	-	-	-	-	-	-	3.3	2,243
Kathy Sozou	Partner	690	-	-	2.3	1,570	-	-	-	-	-	-	-	-	2.3	1,570
Rajiv Goyal	Director	600	15.7	9,399	24.8	14,859	-	-	2.1	1,248	17.0	10,179	2.7	1,599	62.1	37,284
Doug Kay	Manager 1	515	2.0	1,038	0.3	167	-	-	-	-	-	-	0.7	335	3.0	1,540
Doug Kay	Manager	515	-	-	-	-	-	-	-	-	-	-	2.3	1,172	2.3	1,172
Timothy Lo	Manager 1	515	-	-	-	-	-	-	-	-	2.3	1,172	0.3	134	2.5	1,306
Scott Rogers	Assistant Manager	465	1.0	453	0.9	423	-	-	-	-	2.0	937	-	-	3.9	1,814
Yvonne Young	Assistant Manager	465	-	-	27.7	12,876	-	-	-	-	-	-	0.5	212	28.1	13,087
Angus Cooke	Senior Accountant	425	1.2	497	2.5	1,050	-	-	-	-	0.7	304	1.8	746	6.1	2,597
Cameron Gruss	Undergraduate	200	-	-	-	-	-	-	-	-	2.3	455	-	-	2.3	455
<b>Total</b>			<b>22.4</b>	<b>13,181.35</b>	<b>59.1</b>	<b>31,393.38</b>	-	-	<b>2.1</b>	<b>1,248.00</b>	<b>24.2</b>	<b>13,046.48</b>	<b>8.1</b>	<b>4,196.73</b>	<b>115.9</b>	<b>63,065.93</b>



Task Area	General Description	Includes
<b>Assets</b> AC 13.7 hours \$5,960.18  ACPM 22.4 hours \$13,181.35	Cash assets	<ul style="list-style-type: none"> <li>▪ Issue letters to financial institutions to freeze bank accounts</li> <li>▪ Secure cash on hand</li> <li>▪ Deposit cash on hand into bank accounts</li> <li>▪ Arrange for access to pre-appointment account</li> </ul>
	Sale of business and assets	<ul style="list-style-type: none"> <li>▪ Identify assets available for sale and attempt to obtain asset information</li> <li>▪ Consider realisation options</li> <li>▪ Engage MC Rent Roll to act as agent (<b>Agent</b>)</li> <li>▪ Liaise with interested parties via the Agent</li> <li>▪ Discuss and review offers received with the Agent</li> <li>▪ Negotiate terms of offers with interested parties with the Agent</li> <li>▪ Assess offers and select preferred party with the Agent</li> <li>▪ Clarify and finalise offer from preferred party with the Agent</li> <li>▪ Instruct lawyers to prepare asset sale agreement based on terms agreed with the preferred party</li> <li>▪ Review and amend asset sale agreement</li> <li>▪ Negotiate asset sale agreement with preferred party</li> <li>▪ Decision to abandon sale due to incomplete books and records</li> </ul>
	Fixed assets	<ul style="list-style-type: none"> <li>▪ Inspect fixed assets at the Companies leased office premises</li> <li>▪ Inspect fixed assets at storage units and determine ownership</li> <li>▪ Liaise with valuers and auctioneers</li> <li>▪ Review asset listings and determine ownership</li> <li>▪ Consider parties with claims to assets</li> </ul>
	Assets subject to specific charges and security interests	<ul style="list-style-type: none"> <li>▪ Search the PPS register</li> <li>▪ Liaise with parties with registered security interests in respect of their claims</li> <li>▪ Discuss proposed offers from interested parties for assets subject to registered interests</li> </ul>
	Other assets	<ul style="list-style-type: none"> <li>▪ Determine other assets utilised by the Companies</li> <li>▪ Consider interest in and ability to realise other assets</li> </ul>
	Leasing	<ul style="list-style-type: none"> <li>▪ Review leasing documents</li> <li>▪ Liaise with landlord regarding the leased office premises and issue notice of intention not to exercise property rights</li> </ul>

Task Area	General Description	Includes
<b>Creditors</b> AC 143.1 hours \$58,198.73  ACPM 59.1 hours \$31,393.38	Creditor enquiries	<ul style="list-style-type: none"> <li>▪ Receive and respond to creditor enquiries</li> <li>▪ Maintain creditor inquiry log</li> <li>▪ Prepare initial correspondence to creditors and their representatives</li> <li>▪ Facilitate the upload of information relating to creditors on the McGrathNicol website</li> </ul>
	Booking holders / booking platforms	<ul style="list-style-type: none"> <li>▪ Contact booking holders and advise them to seek alternative booking arrangements</li> <li>▪ Contact booking platforms and advise them of our appointment and to delist managed properties</li> </ul>
	Property owners	<ul style="list-style-type: none"> <li>▪ Contact property owners advising of appointment and discontinued trading</li> </ul>
	Secured Claims (including Retention of Title)	<ul style="list-style-type: none"> <li>▪ Notify PMSI creditors identified from PPSR register of the appointment</li> <li>▪ Request materials in support of claims</li> <li>▪ Review materials in respect of claims</li> <li>▪ Prepare updates to secured creditor</li> <li>▪ Respond to secured creditor's queries</li> </ul>
	Creditor reports	<ul style="list-style-type: none"> <li>▪ Prepare first report to Creditors</li> <li>▪ Prepare statutory Administrator's Report</li> </ul>
	Deal with proofs of debt ( <b>POD</b> )	<ul style="list-style-type: none"> <li>▪ Receive PODs from claimants</li> <li>▪ Prepare correspondence to potential creditors inviting lodgement of POD</li> <li>▪ Maintain POD register</li> <li>▪ Correspond with claimants regarding PODs</li> </ul>
	Meeting of Creditors	<ul style="list-style-type: none"> <li>▪ Prepare and send meetings notices for first meeting of creditors</li> <li>▪ Advertise notice of first meetings of creditors</li> <li>▪ Prepare meetings file</li> <li>▪ Prepare and lodge minutes of first meeting(s) with Australian Securities and Investments Commission (<b>ASIC</b>)</li> <li>▪ Respond to stakeholder queries in the lead up to and following the meeting</li> </ul>

Task Area	General Description	Includes
<b>Employees</b> AC 11.5 hours \$5,135.33  ACPM 0 hours \$0.00	Employee queries	<ul style="list-style-type: none"> <li>▪ Address the employees following appointment and terminate employees</li> <li>▪ Prepare termination letters</li> <li>▪ Prepare and issue initial circular to employees</li> <li>▪ Receive and follow up employee enquiries</li> <li>▪ Prepare letters to employees advising of their entitlements and options available</li> <li>▪ Prepare separation certificates on request</li> <li>▪ Respond to employee queries</li> <li>▪ Prepare pre-appointment PAYG summaries</li> </ul>
	Calculation of entitlements	<ul style="list-style-type: none"> <li>▪ Review employee files and company's books and records</li> <li>▪ Consider entitlements and applicability of NES</li> <li>▪ Check employee entitlement calculations</li> <li>▪ Determine rough quantum of entitlements for consideration for the purpose of statutory report</li> <li>▪ Instruct payroll staff to calculate post appointment wages and provide payroll records</li> </ul>
	Other employee issues	<ul style="list-style-type: none"> <li>▪ Correspond with Child Support</li> </ul>
<b>Trade On</b> AC 4.5 hours \$2,506.73  ACPM 2.1 hours \$1,248.00	Cessation of business	<ul style="list-style-type: none"> <li>▪ Attend office premises to inspect assets and terminate employees</li> <li>▪ Liaise with Director and staff</li> <li>▪ Liaise with suppliers and providers in relation to the administration period and ongoing requirements</li> <li>▪ Liaise with booking holdings to seek alternative arrangements</li> <li>▪ Liaise with booking platform to advise them to delist properties listed and managed by the Companies</li> </ul>
	Process receipts and payments	<ul style="list-style-type: none"> <li>▪ Review and approve payments</li> </ul>

Task Area	General Description	Includes
<b>Investigations</b> AC 75.4 hours \$34,517.28  ACPM 24.2 hours \$13,046.48	Conduct investigations	<ul style="list-style-type: none"> <li>▪ Send initial request to Director and Former Director for Report on Company Activities &amp; Property (<b>ROCAP</b>)</li> <li>▪ Arrange for provision of hard drive to capture electronic records</li> <li>▪ Review access to hard drive</li> <li>▪ Obtain the Companies' books and records and issue multiple requests to the Director for access</li> <li>▪ Obtain access to the Companies various software licenses</li> <li>▪ Review the Companies' books and records</li> <li>▪ Prepare comparative financial statements</li> <li>▪ Review specific transactions and liaise with Director regarding certain transactions, including preliminary understanding of the flow of funds between the Companies</li> <li>▪ Discussions with the Director and Former Director</li> <li>▪ Hold an employee forum to allow employees to assist with investigations</li> <li>▪ Undertake ASIC and PPSR searches</li> <li>▪ Undertake real property searches to understand Director and Former Director's financial position</li> </ul>
<b>Statutory and Administration</b> AC 11.4 hours \$5,236.40  ACPM 8.1 hours \$4,196.73	Correspondence	<ul style="list-style-type: none"> <li>▪ Attend to emails, letters and telephone correspondence with all key stakeholders</li> <li>▪ Liaise with PWC regarding their appointment as Receivers over the ACPM trust accounts</li> <li>▪ Correspond with the statutory bodies in regards to legal proceedings</li> </ul>
	Document maintenance/file review/checklist	<ul style="list-style-type: none"> <li>▪ Maintain physical and electronic engagement file</li> <li>▪ Update checklists and work plan</li> <li>▪ Review appointment documents to confirm validity of appointment</li> </ul>
	Insurance	<ul style="list-style-type: none"> <li>▪ Ensuring open cover in place and applicable</li> <li>▪ Correspond with insurer regarding initial and ongoing insurance requirements</li> <li>▪ Obtain details of pre-appointment insurance policies</li> </ul>
	Bank account administration	<ul style="list-style-type: none"> <li>▪ Prepare correspondence to open accounts</li> <li>▪ Request bank statements</li> <li>▪ Perform bank account reconciliations</li> <li>▪ Process payments</li> </ul>

Task Area	General Description	Includes
	ASIC forms	<ul style="list-style-type: none"> <li>▪ Prepare and lodge ASIC forms</li> <li>▪ Lodge minutes and notice of meeting and notice of appointment with ASIC</li> <li>▪ Correspond with ASIC regarding statutory forms</li> </ul>
	ATO and other statutory reporting	<ul style="list-style-type: none"> <li>▪ Notify of appointment</li> </ul>
	Planning/review	<ul style="list-style-type: none"> <li>▪ Discuss status of external administration</li> <li>▪ Attend team meetings</li> <li>▪ Maintain and update work plan</li> <li>▪ Coordinate team and resourcing to ensure coverage at all sites</li> </ul>

## Schedule 2.1 - Remuneration for the period 20 July 2019 to 2 August 2019 (AC)

And Chill Pty Ltd (Administrators Appointed) - Estimated professional fees for the period for the period 20 July 2019 to 2 August 2019

Employee	Title	Rate	Assets		Creditors		Employees		Investigations		Statutory & Administration		TOTAL	
			Hours	Total	Hours	Total	Hours	Total	Hours	Total	Hours	Total	Hours	Total
Various	Partner	690	-	-	4.0	2,760	-	-	1.0	690	-	-	5.0	3,450
Various	Director	600	-	-	4.0	2,400	-	-	-	-	-	-	4.0	2,400
Various	Manager	515	-	-	2.0	1,030	-	-	3.4	1,765	-	-	5.4	2,795
Various	Assistant Manager	465	0.5	233	6.0	2,790	-	-	2.0	930	0.5	233	9.0	4,185
Various	Senior Accountant	425	1.0	425	-	-	0.5	213	-	-	0.5	213	2.0	850
Various	Accountant	330	-	-	2.0	660	1.0	330	-	-	1.0	330	4.0	1,320
<b>Total</b>			<b>1.5</b>	<b>657.50</b>	<b>18.0</b>	<b>9,640.00</b>	<b>1.5</b>	<b>542.50</b>	<b>6.4</b>	<b>3,385.00</b>	<b>2.0</b>	<b>775.00</b>	<b>29.4</b>	<b>15,000.00</b>

## Schedule 2.2 - Remuneration for the period 20 July 2019 to 2 August 2019 (ACPM)

And Chill Property Management Pty Ltd (Administrators Appointed) - Estimated professional fees for the period 20 July 2019 to 2 August 2019

Employee	Title	Rate	Assets		Creditors		Investigations		Statutory & Administration		TOTAL	
			Hours	Total	Hours	Total	Hours	Total	Hours	Total	Hours	Total
Various	Partner	690	-	-	4.0	2,760	1.0	690	-	-	5.0	3,450
Various	Director	600	-	-	4.0	2,400	-	-	-	-	4.0	2,400
Various	Manager	515	-	-	2.0	1,030	2.7	1,378	-	-	4.7	2,408
Various	Assistant Manager	465	0.5	233	6.0	2,790	4.0	1,860	0.5	233	11.0	5,115
Various	Senior Accountant	425	1.0	425	-	-	-	-	0.5	213	1.5	638
Various	Accountant	330	-	-	2.0	660	-	-	1.0	330	3.0	990
<b>Total</b>			<b>1.5</b>	<b>657.50</b>	<b>18.0</b>	<b>9,640.00</b>	<b>7.7</b>	<b>3,927.50</b>	<b>2.0</b>	<b>775.00</b>	<b>29.2</b>	<b>15,000.00</b>

Task Area	General Description	Includes
<b>Assets</b> AC 1.5 hours 657.50  ACPM 1.5 hours \$657.50	PPE	<ul style="list-style-type: none"> <li>▪ Liaise with related third party who has claimed ownership over PPE</li> <li>▪ Review PPE values and valuation</li> </ul>
	Assets subject to specific charges and security interests	<ul style="list-style-type: none"> <li>▪ Liaise with parties with registered security interests in respect of their claims</li> <li>▪ Liaise with legal advisors in relation to validity of claims</li> </ul>
<b>Creditors</b> AC 18.0 hours \$9,640.00  ACPM 18.0 hours \$9,640.00	Creditor enquiries	<ul style="list-style-type: none"> <li>▪ Receive and respond to creditor enquiries (including property owners and booking holders)</li> <li>▪ Provide updates to creditors</li> <li>▪ Manage the functional mailbox for creditor queries</li> <li>▪ Attending to creditor phone calls</li> </ul>
	Secured creditor	<ul style="list-style-type: none"> <li>▪ Provide updates to secured creditors</li> </ul>
	Creditor reports	<ul style="list-style-type: none"> <li>▪ Update and finalise statutory Administrators' Report</li> </ul>
	Second creditors meeting	<ul style="list-style-type: none"> <li>▪ Prepare and send second meetings notices</li> <li>▪ Analyse creditor listings and quorum</li> <li>▪ Review PODs and proxies as required prior to the meetings</li> <li>▪ Advertise notice of the meetings of creditors</li> <li>▪ Prepare the meetings presentation</li> <li>▪ Prepare and notify creditors of teleconferencing for meetings upon request</li> <li>▪ Prepare chairperson's notes for the meetings</li> <li>▪ Consider voting implications</li> <li>▪ Prepare the meetings file</li> <li>▪ Attend the second meetings of creditors</li> <li>▪ Update creditors information on the McGrathNicol website, upload the meetings minutes and presentation</li> <li>▪ Respond to stakeholder queries and questions following the meeting</li> </ul>
	Deal with proofs of debt	<ul style="list-style-type: none"> <li>▪ Receive PODs from claimants</li> <li>▪ Prepare correspondence to potential creditors inviting lodgement of POD</li> <li>▪ Correspond with claimants regarding PODs</li> </ul>
<b>Employees</b> AC 1.5 hours \$542.50	Employee queries	<ul style="list-style-type: none"> <li>▪ Receive and follow up employee enquiries</li> <li>▪ Prepare correspondence in response to employee's queries</li> <li>▪ Prepare separation certificates</li> </ul>

Task Area	General Description	Includes
ACPM 0.0 hours \$0.00	Calculation of entitlements	<ul style="list-style-type: none"> <li>Review employee files and the Companies' books and records</li> <li>Check employee entitlement calculations</li> </ul>
<b>Investigations</b> AC 6.4 hours \$3,385.00  ACPM 7.7 hours \$3,927.50	Conduct investigations	<ul style="list-style-type: none"> <li>Review the Companies' books and records</li> <li>Review specific transactions and liaise with the Director and Former Director regarding certain transactions</li> <li>Consider antecedent transactions and claims against third parties</li> </ul>
<b>Statutory and Administration</b> AC 2.0 hours \$775.00  ACPM 2.0 hours \$775.00	Correspondence	<ul style="list-style-type: none"> <li>Prepare emails, letters and telephone correspondence with all key stakeholders</li> </ul>
	Document maintenance/file review/checklist	<ul style="list-style-type: none"> <li>Maintain physical and electronic engagement file</li> <li>Update checklists</li> </ul>
	Bank account administration	<ul style="list-style-type: none"> <li>Request bank statements</li> <li>Perform bank account reconciliations</li> <li>Correspond with bank regarding specific transfers</li> </ul>
	ASIC forms	<ul style="list-style-type: none"> <li>Prepare and lodge ASIC forms</li> <li>Correspond with ASIC regarding statutory forms</li> <li>Lodge Report and notice with ASIC</li> </ul>
	Planning/review	<ul style="list-style-type: none"> <li>Discuss status of external administration</li> </ul>



### Schedule 3.1 – Estimated Liquidators’ remuneration for the period of the liquidation (AC)

And Chill Pty Ltd (In Liquidation) - Estimated professional fees for the period from 3 August 2019 to finalisation

Employee	Title	Rate	Assets		Creditors		Employees		Investigations		Statutory & Administration		TOTAL	
			Hours	Total	Hours	Total	Hours	Total	Hours	Total	Hours	Total	Hours	Total
Various	Partner	690	2.5	1,725	4.0	2,760	1.0	690	0.5	345	-	-	8.0	5,520
Various	Director	600	-	-	2.0	1,200	2.0	1,200	-	-	-	-	4.0	2,400
Various	Manager	515	-	-	4.0	2,060	4.0	2,060	19.9	10,233	-	-	27.9	14,353
Various	Assistant Manager	465	0.5	233	4.0	1,860	7.0	3,255	14.0	6,510	0.5	233	26.0	12,090
Various	Senior Accountant	425	1.0	425	7.0	2,975	5.0	2,125	8.0	3,400	0.5	213	21.5	9,138
Various	Accountant	330	6.0	1,980	15.0	4,950	13.0	4,290	10.0	3,300	6.0	1,980	50.0	16,500
<b>Total</b>			<b>10.0</b>	<b>4,362.50</b>	<b>36.0</b>	<b>15,805.00</b>	<b>32.0</b>	<b>13,620.00</b>	<b>52.4</b>	<b>23,787.50</b>	<b>7.0</b>	<b>2,425.00</b>	<b>137.4</b>	<b>60,000.00</b>

### Schedule 3.2 – Estimated Liquidators’ remuneration for the period of the liquidation (ACPM)

And Chill Property Management Pty Ltd (In Liquidation) - Estimated professional fees for the period from 3 August 2019 to finalisation

Employee	Title	Rate	Assets		Creditors		Investigations		Statutory & Administration		TOTAL	
			Hours	Total	Hours	Total	Hours	Total	Hours	Total	Hours	Total
Various	Partner	690	2.0	1,380	4.0	2,760	-	-	-	-	6.0	4,140
Various	Director	600	-	-	6.0	3,600	4.0	2,400	-	-	10.0	6,000
Various	Manager	515	6.0	3,090	8.0	4,120	34.0	17,510	-	-	48.0	24,720
Various	Assistant Manager	465	4.0	1,860	20.0	9,300	24.0	11,160	2.0	930	50.0	23,250
Various	Senior Accountant	425	8.0	3,400	10.0	4,250	8.0	3,400	4.0	1,700	30.0	12,750
Various	Accountant	330	4.0	1,320	15.0	4,950	29.0	9,570	10.0	3,300	58.0	19,140
<b>Total</b>			<b>24.0</b>	<b>11,050.00</b>	<b>63.0</b>	<b>28,980.00</b>	<b>99.0</b>	<b>44,040.00</b>	<b>16.0</b>	<b>5,930.00</b>	<b>202.0</b>	<b>90,000.00</b>

Task Area	General Description	Includes
<b>Assets</b> AC 10.0 hours \$4,362.50  ACPM 24.0 hours \$11,050.00	Cash at bank	<ul style="list-style-type: none"> <li>Sweep funds from the pre-appointment account</li> </ul>
	Stock	<ul style="list-style-type: none"> <li>Consider realisation options</li> <li>Realise stock</li> </ul>
	Assets subject to specific charges and security interests	<ul style="list-style-type: none"> <li>Finalise PPSR queries and claims</li> <li>Liaise with legal advisors in relation to validity of claims</li> <li>Settle valid PPSR claims</li> </ul>
<b>Creditors</b> AC 36.0 hours \$15,805.00  ACPM 63.0 hours \$28,980.00	Creditors enquiries	<ul style="list-style-type: none"> <li>Receive and respond to creditor queries</li> <li>Manage the functional mailbox for creditor queries</li> <li>Attending to creditor phone calls</li> <li>Consider reasonableness of creditor requests (if required)</li> <li>Obtain legal advice on requests from creditors for information, documents or a report (if required)</li> </ul>
	Creditor reports	<ul style="list-style-type: none"> <li>Prepare general reports to creditors</li> <li>Advise creditors of updates</li> <li>Prepare Statutory Report by Liquidators including Section 533 Report</li> </ul>
	Processing Proofs of Debt (POD)	<ul style="list-style-type: none"> <li>Receive PODs from claimants and maintain POD register</li> <li>Correspond with claimants regarding PODs</li> <li>Adjudicating on PODs should recoveries be made and funds be available for distribution.</li> </ul>
	Meetings of creditors (only if requested)	<ul style="list-style-type: none"> <li>Prepare and lodge minutes with ASIC from the Voluntary Administration Second Meetings of Creditors</li> <li>Prepare and send meetings notices</li> <li>Advertise notice of meetings</li> <li>Prepare meetings file</li> <li>Prepare and lodge minutes with ASIC</li> <li>Respond to stakeholder queries and questions following the meetings</li> </ul>
	Proposals to Creditors (where used)	<ul style="list-style-type: none"> <li>Prepare proposal notices and voting forms</li> <li>Forward notice of proposal to all known creditors</li> <li>Review votes and determine outcome of the proposal</li> <li>Prepare and lodge proposal outcome with ASIC</li> </ul>
	Committee of Inspection (COI)	<ul style="list-style-type: none"> <li>Provide updates to the COI (if one appointed)</li> <li>Respond to COI queries and questions (if one appointed)</li> </ul>

Task Area	General Description	Includes
<b>Employees</b> AC 32.0 hours \$13,620.00  ACPM 0.0 hours \$0.00	Employee queries	<ul style="list-style-type: none"> <li>▪ Liaise with employees regarding entitlements</li> <li>▪ Respond to queries from employees</li> <li>▪ Issue pay slips</li> <li>▪ Prepare and issue separation certificates</li> <li>▪ Issue post-appointment PAYG summaries</li> </ul>
	Calculation of entitlements	<ul style="list-style-type: none"> <li>▪ Finalise calculation of employee entitlements</li> <li>▪ Write to employees to advise them of their calculated claim</li> <li>▪ Remit post appointment leave entitlements</li> <li>▪ Prepare and lodge Superannuation Guarantee Statements with the ATO</li> <li>▪ Liaise with lawyers regarding entitlements, as required</li> </ul>
	Fair Entitlements Guarantee Scheme ( <b>FEG</b> )	<ul style="list-style-type: none"> <li>▪ Correspond with FEG</li> <li>▪ Prepare verification spreadsheet</li> <li>▪ Prepare FEG quotations</li> <li>▪ Complete FEG questionnaires</li> </ul>
	Dividend procedures (if required)	<ul style="list-style-type: none"> <li>▪ Prepare correspondence to employees advising them of intention to declare dividend</li> <li>▪ Prepare dividend calculation</li> <li>▪ Prepare distribution file</li> <li>▪ Obtain any required clearance from the ATO</li> <li>▪ Calculate increasing or decreasing adjustment regarding the ATO's claim</li> <li>▪ Arrange payment of dividend</li> </ul>
	Shareholder queries	<ul style="list-style-type: none"> <li>▪ Respond to shareholder enquires</li> <li>▪ Respond to shareholder legal action, if required</li> </ul>
<b>Investigation</b> AC 52.4 hours \$23,787.50  ACPM 99.00 hours \$44,040.00	Conduct investigations	<ul style="list-style-type: none"> <li>▪ Review the Companies books and records</li> <li>▪ Review specific transactions and liaise with Directors and Former Director</li> <li>▪ Conduct further investigations in line with Administrator's Report and finalising those investigations</li> <li>▪ Continuing to review potential liquidation recoveries and pursuing Liquidator's recovery actions (where applicable)</li> <li>▪ Finalise Liquidator's investigation file</li> </ul>
	Examinations (if required)	<ul style="list-style-type: none"> <li>▪ Prepare brief to lawyer</li> <li>▪ Attend at examination</li> <li>▪ Review examination transcripts</li> <li>▪ Liaise with lawyer(s) regarding outcome of examinations and further actions available</li> </ul>

Task Area	General Description	Includes
	Litigation/recoveries (if required)	<ul style="list-style-type: none"> <li>▪ Discuss status of litigation</li> <li>▪ Prepare brief to lawyers</li> <li>▪ Liaise with lawyers regarding recovery actions</li> <li>▪ Attend to settlement matters</li> <li>▪ Attend hearing</li> </ul>
	ASIC reporting	<ul style="list-style-type: none"> <li>▪ Prepare report to ASIC under s533</li> <li>▪ Prepare affidavits seeking non-lodgement assistance (if required)</li> <li>▪ Liaise with ASIC</li> </ul>
<b>Administration</b> AC 7.0 hours \$2,425.00  ACPM 16.0 hours \$5,930.00	Bank account administration	<ul style="list-style-type: none"> <li>▪ Prepare correspondence to open and close accounts</li> <li>▪ Request bank statements</li> <li>▪ Perform bank account reconciliations</li> <li>▪ Correspond with bank regarding specific transfers</li> </ul>
	ASIC forms and other statutory reporting	<ul style="list-style-type: none"> <li>▪ Prepare and lodge ASIC forms</li> <li>▪ Correspond with ASIC regarding statutory forms, as required</li> <li>▪ Notify ATO of appointment</li> <li>▪ Prepare BAS</li> </ul>
	Planning/Review	<ul style="list-style-type: none"> <li>▪ Attend meetings discussing status of the Liquidation</li> </ul>
	Insurance	<ul style="list-style-type: none"> <li>▪ Correspond with insurer regarding future insurance requirements</li> </ul>
	Document maintenance/file review/checklist	<ul style="list-style-type: none"> <li>▪ Maintaining physical and electronic engagement file</li> <li>▪ Updating checklists</li> </ul>
	Books and records / storage	<ul style="list-style-type: none"> <li>▪ Deal with records in storage</li> <li>▪ Send job files to storage</li> </ul>
	Finalisation	<ul style="list-style-type: none"> <li>▪ Notify ATO of ceasing to act</li> <li>▪ Cancel ABN/GST/PAYG registrations</li> <li>▪ Complete checklists</li> </ul>