



**Tandem Corp Pty Ltd (Administrators Appointed) ACN 612 789 983 and associated entities listed in Schedule 1 (collectively, the Insolvent Companies)**

**Circular to Creditors**

As you are aware, Matthew Caddy and I were appointed Administrators of certain entities of the Tandem Group as set out in Schedule 1 (collectively, the Insolvent Companies) on 1 July 2021. All other entities within the Tandem Group are not subject to an insolvency process and remain under the control of their directors and management.

The purpose of this circular is to provide you with information about the second statutory meetings of creditors. At the meetings, creditors will be entitled to vote on whether the Insolvent Companies should be wound up, whether they should be returned to the control of their directors, or whether they should enter a Deed of Company Arrangement (**DOCA**) (although, at the date of this circular, a DOCA has not been proposed).

The second meetings of creditors will be held as follows:

Date: 5 August 2021

Time: 2:00 PM (AEST)

Address: Virtual meeting details will be provided upon request

The meetings will be held virtually using online video conferencing. The online video conference can be joined from a computer (preferred) or telephone. Voting will be conducted by taking a poll by an electronic survey accessible by computer or mobile device.

Please confirm whether you wish to attend the meetings, prior to **4.00 PM (AEST) on Wednesday, 4 August 2021**, by contacting the Administrators by email to [tandemcreditors@mcgrathnicol.com](mailto:tandemcreditors@mcgrathnicol.com) **and returning completed proof of debt and proxy forms (if applicable, refer to the instructions below)**. You will then be provided with detailed instructions on how to participate in the meetings prior to the meetings being held on Thursday, 5 August 2021.

The purpose of the meetings is:

- a. consider the Administrators' report to creditors and the other matters raised as to the future of the Insolvent Companies, to resolve that:
  - i. the Insolvent Companies be returned to the control of their Directors;
  - ii. the Insolvent Companies enter into liquidation;
  - iii. the Insolvent Companies enter into a Deed of Company Arrangement (although, at the date of the Administrators' Report, a DOCA has not been proposed); or
  - iv. the meeting be adjourned.
- b. if creditors resolve that the Insolvent Companies should enter liquidation:
  - i. consider the appointment of a committee of inspection (for the purposes of a liquidation);
  - ii. consider authorising the liquidators to compromise debts of the Insolvent Companies pursuant to section 477(2A) of the Act; and
  - iii. consider authorising the liquidators to enter into agreements that may take longer than three months to complete under section 477(2B) of the Act.
- c. consider any other relevant business that may arise.

To enable creditors to make an informed decision about the future of the Insolvent Companies, we enclose our Administrators' Report about the Insolvent Companies' business, property, affairs and financial circumstance, including our opinion as to which outcome of the administration process is in the creditors' best interests.

We enclose a notice of meetings. To participate in the meetings, you must submit a proof of debt to substantiate your claim. **If you have already lodged a proof of debt, you are not required to do so again.** If the creditor is a



person and that person will attend the meetings, a proxy is not required. However, if the creditor is another type of entity (such as a company), they must also appoint a person – a “proxy” or person authorised under a power of attorney – to vote on behalf of the creditor at the meetings. A proxy should also be appointed if the creditor is a person, but is not available to attend the meetings.

You can appoint the chairperson of the meetings as your proxy and direct the chairperson how you wish your vote to be cast. If you choose to do this, the chairperson must cast your vote as directed. Proxy forms lodged by creditors for the first meetings **cannot** be used for the second meetings.

Proof of debt and proxy forms are enclosed, together with guidance notes to assist you when you complete them. To ensure that the meetings are conducted as efficiently as possible, completed proof of debt and, if applicable, proxy forms must be returned to the Administrators by post or by email to [tandemcreditors@mcgrathnicol.com](mailto:tandemcreditors@mcgrathnicol.com) by **4:00 PM (AEST) on Wednesday, 4 August 2021**. Email communication is preferred given the current delays with delivery of the post. If you are using the post to return your forms, please ensure you use the ‘express post’ option.

We also enclose general information for attending and voting at meetings of creditors.

### **What you should do next**

You should:

- read the enclosed information;
- decide whether you are going to participate in the second meetings; and if so
- complete and return your proof of debt and proxy form (if required) **by 4:00 PM (AEST) on Wednesday, 4 August 2021**. Following receipt of correctly completed forms you will then be provided with detailed instructions on how to participate in the virtual meeting prior to Thursday, 5 August 2021

If you have any queries, please contact the Administrators by email to [tandemcreditors@mcgrathnicol.com](mailto:tandemcreditors@mcgrathnicol.com). For further information about this engagement, please refer to the website [www.mcgrathnicol.com/creditors/tandem-group/](http://www.mcgrathnicol.com/creditors/tandem-group/).

Dated: 29 July 2021

Keith Crawford  
*Joint & Several Administrator*

Enclosures:

- 1 Schedule 1 – Entities over which the Administrators are appointed
- 2 Administrators’ Report to Creditors
- 3 Notice of Meetings
- 4 Proof of Debt Form (Form 535)
- 5 Proof of Debt Guidance Notes
- 6 Proxy Form
- 7 Proxy Form Guidance Notes
- 8 General information for attending and voting at meeting of creditors



**Schedule 1: Tandem entities over which the Administrators are appointed**

	<b>Company</b>	<b>ACN</b>
1	Tandem Corp Pty Ltd	612 789 983
2	Tandem Digital Services Pty Ltd	625 476 897
3	Infrastructure Services Group (Aust) Pty Ltd	142 331 717
4	ISGA FinCo Pty Ltd	612 825 797
5	ISGM Consulting Pty Ltd	142 331 735
6	Tandem Property Works Pty Ltd	600 211 603
7	ISG Management Pty Ltd	142 916 970