



**Pacific HVAC Engineering Pty Ltd (Administrators Appointed)**

**ACN 087 430 715**

**(Pacific HVAC)**

**Circular to Creditors**

As you are aware, Matthew Caddy and I were appointed Administrators of Pacific HVAC on 26 July 2019.

The purpose of this circular is to provide you with information about the second statutory meeting of creditors. At the meeting, creditors will be entitled to vote on whether Pacific HVAC should enter a Deed of Company Arrangement, whether the administration should end, or whether Pacific HVAC should be wound up.

The second meeting of creditors will be held as follows:

Date: Friday, 30 August 2019

Time: 2:00PM AEST

Address: Citadines, 131-135 Bourke Street, Melbourne, VIC, 3000

To enable creditors to make an informed decision about the future of Pacific HVAC, we enclose our Administrators' Report about Pacific HVAC's 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 meeting. To participate in this meeting, you must submit a proof of debt and information 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 will attend the meeting, this is all that is 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 meeting. A proxy should also be appointed if the creditor is a person, but is not available to attend the meeting.

You can appoint the chairperson of the meeting 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 meeting **cannot** be used for the second meeting.

Proof of debt and proxy forms are enclosed, together with guidance notes to assist you when you complete them. To ensure that the meeting is conducted as efficiently as possible, completed proof of debt and, if applicable, proxy forms must be returned to my office by post, fax or email by 4:00PM AEST on Wednesday, 28 August 2019.

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

**Remuneration**

We will seek your approval of our remuneration at this meeting. Detailed information about what tasks we have undertaken and the costs of those tasks are provided in our Remuneration Report.

**What you should do next**

You should:

- read the enclosed information;
- decide whether you are going to participate in the second meeting; and if so; and
- complete and return your proof of debt and proxy form (if required) by 4:00PM AEST on Wednesday, 28 August 2019.



If you have any queries, please contact Charlie King on (03) 9278 1013.

Dated: 23 August 2019

Rob Smith  
*Joint and Several Voluntary Administrator*

Enclosures:

1. Administrators' Report to Creditors dated 23 August 2019;
2. Notice of second meeting of creditors;
3. Remuneration report;
4. Form 535 Proof of Debt;
5. Proof of Debt Guidance Notes;
6. Proxy Form;
7. Proxy Guidance Notes;
8. General Information for Creditors Meeting;
9. ARITA Information Sheet – Committee of Inspection; and
10. ASIC Info – Insolvency Info.