



McGrathNicol

**McGrathNicol
Partnership**

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Ziera Retail Australia Pty Ltd (Administrators Appointed)
ACN 069 685 383
(Ziera)

Circular to Suppliers

Katherine Sozou and I were appointed Administrators (**Administrators**) of Ziera on 24 September 2019.

Immediate objectives

As administrators, we have assumed control of Ziera's affairs and have entered into possession of its assets. It is our intention to continue trading Ziera'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 Ziera on your usual trading terms when requested by us or our authorised representatives. All supplies made against duly authorised purchase orders dated 24 September 2019 and beyond will be paid on normal terms.

Procedures for ongoing supply

Please adopt the following procedure for Ziera's account(s):

- close your existing account(s) as at the date of our appointment, being 24 September 2019; and
- open a new account(s) in the name of Ziera followed immediately by (Administrators Appointed). For example, suppliers of Ziera Pty Ltd would name the administration period account "Ziera Retail Australia Pty Ltd (Administrators Appointed)".

All purchase orders must be signed by us, as Administrators, or one of our authorised personnel, subject to their authorised limits, 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 Ziera.

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

Please note:

- If there are any outstanding or unfulfilled orders placed by Ziera prior to our appointment, including those under which there are goods in transit, please contact Rajiv Goyal on (02) 9338 2681 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.

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In association
with



Liability limited by a scheme approved
under Professional Standards Legislation

**ADVISORY
RESTRUCTURING**



- The Administrators do not personally adopt any contract that exists, or may have existed, between you and Ziera 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, Ziera or otherwise, in connection with your trading arrangements with Ziera. 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 Ziera prior to 24 September 2019 remain a liability of Ziera and are not payable by the Administrators. These debts represent an unsecured claim against Ziera 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.

The Administrators' supplier frequently asked question sheet (**FAQ**) is enclosed for your reference and is available via our website: www.mcgrathnicol.com/creditors/Ziera.

We thank you in advance for your assistance and cooperation. If you require any further information, please email ZieraGeneral@mcgrathnicol.com.

Dated: 24 September 2019

Ziera Retail Australia Pty Ltd (Administrators Appointed)

Shaun Fraser
Administrator



Enclosures:

1. Schedule of authorised signatories for orders
2. Insolvency information for directors, employees, creditors and shareholders



Ziera Retail Australia Pty Ltd (Administrators Appointed)
ACN 069 685 383
(Ziera)

Schedule of authorised signatories for orders

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Shaun Fraser (Unlimited)

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Katherine Sozou (Unlimited)

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Rajiv Goyal (up to \$100,000)

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Damien Pasfield (up to \$100,000)

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Richard Woolf (up to \$50,000)

.....
JASON GARCIA (up to \$50,000)