



**Express Steel Solutions Pty Ltd (In Liquidation)**

**ACN 627 078 291**

**(Express Steel Solutions)**

**Initial Information for Creditors**

Rob Kirman and I were appointed Liquidators of Express Steel Solutions on 30 July 2019.

According to Express Steel Solutions' records, you may be a creditor of Express Steel Solutions.

The purpose of this document is to provide you with information about the liquidation and your rights as a creditor.

**What is a creditors' voluntary liquidation?**

A creditors' voluntary liquidation, or CVL, is a liquidation initiated by a company where it is unable to pay all of its creditors in full. This means that the company is insolvent. A liquidator is appointed for the purpose of winding up the affairs and distributing property of the company.

**What happens to your debt?**

All creditors of Express Steel Solutions are now creditors in the liquidation and your debt will now be dealt with in the liquidation.

If you have leased property to Express Steel Solutions, have a retention of title claim or have a registered personal property security interest in relation to Express Steel Solutions, please contact Cecelia Lark Hare on (08) 6363 7608 as soon as possible.

We are not trading the business of Express Steel Solutions.

**Your rights as a creditor**

We enclose a copy of the information sheet "Creditor Rights in Liquidations" issued by the Australian Restructuring Insolvency & Turnaround Association (**ARITA**). It includes information on your rights to:

- make reasonable requests for a meeting;
- make reasonable requests for information;
- give directions to the Liquidators;
- appoint a reviewing liquidator; and
- replace us as Liquidators.

**Declaration of Independence, Relevant Relationships and Indemnities (DIRRI)**

We enclose our DIRRI. The DIRRI assists you to understand any relevant relationships that we have, and any indemnities or upfront payments that have been provided to us. We have considered each relationship and it is our opinion that none of the relationships disclosed in the DIRRI result in a conflict of interest or duty, or affect our independence.

**Listing of creditors**

As required by section 497(1) of the *Corporations Act*, we enclose a list of creditors, including their addresses and the estimated amounts of their claims that are shown in the records of Express Steel Solutions. Any creditors related to Express Steel Solutions are identified. If you do not agree with the estimated amount of your claim, please contact us to obtain a Proof of Debt Form (Form 535) to provide details and evidence of your claim.

**What happens next?**

We will proceed with the liquidation, which will include:

- recovering and selling any available property;



- investigating Express Steel Solutions' affairs;
- if identified, pursuing any viable claims for statutory recovery actions; and
- reporting to the corporate regulator, the Australian Securities and Investments Commission (**ASIC**).

We will write to you within three months of our appointment advising whether a dividend is likely and update you on the progress of our investigations.

We may write to you again after that with further information on the progress of the liquidation.

### **Remuneration**

We enclose our Initial Remuneration Notice, which provides you with information about how we propose to be paid for undertaking the liquidation.

We may write and ask that you approve our remuneration for the work that we do in completing the liquidation. If we do, we will provide you with detailed information about the tasks we have undertaken and the costs of those tasks.

### **Further information**

ARITA provides information to assist creditors to understand liquidations and insolvency. This information is available from ARITA's website at [www.arita.com.au/creditors](http://www.arita.com.au/creditors).

A copy of the information sheet, "Insolvency information for directors, employees, creditors and shareholders", issued by ASIC is also enclosed for your information.

If you have any queries, please contact Cecelia Lark Hare on (08) 6363 7608.

Dated: 12 August 2019

A handwritten signature in black ink, appearing to read 'Rob Brauer', located below the dated text.

Rob Brauer  
*Liquidator*

### Enclosures:

- 1 ARITA Information Sheet - Creditor Rights in Liquidation
- 2 Declaration of Independence, Relevant Relationships and Indemnities
- 3 Listing of creditors
- 4 Initial Remuneration Notice
- 5 ASIC Information Sheet - Insolvency information for directors, employees, creditors and shareholders

# Creditor Rights in Liquidations

As a creditor, you have rights to request meetings and information or take certain actions:



## Right to request a meeting

In liquidations, no meetings of creditors are held automatically. However, creditors with claims of a certain value can request in writing that the liquidator hold a meeting of creditors.

A meeting may be requested in the first 20 business days in a creditors' voluntary liquidation by  $\geq 5\%$  of the value of the debts held by known creditors who are not a related entity of the company.

Otherwise, meetings can be requested at any other time or in a court liquidation by:

- $> 10\%$  but  $< 25\%$  of the known value of creditors on the condition that those creditors provide security for the cost of holding the meeting
- $\geq 25\%$  of the known value of creditors
- creditors by resolution, or
- a Committee of Inspection (this is a smaller group of creditors elected by, and to represent, all the creditors).

If a request complies with these requirements and is 'reasonable', the liquidator must hold a meeting of creditors as soon as reasonably practicable.

## Right to request information

Liquidators will communicate important information with creditors as required in a liquidation. In addition to the initial notice, you should receive, at a minimum, a report within the first three months on the likelihood of a dividend being paid.

Additionally, creditors have the right to request information at any time. A liquidator must provide a creditor with the requested information if their request is 'reasonable', the information is relevant to the liquidation, and the provision of the information would not cause the liquidator to breach their duties.

A liquidator must provide this information to a creditor within 5 business days of receiving the request, unless a longer period is agreed. If, due to the nature of the information requested, the liquidator requires more time to comply with the request, they can extend the period by notifying the creditor in writing.

## Requests must be reasonable.

### They are not reasonable if:

Both meetings and information:

- (a) complying with the request would prejudice the interests of one or more creditors or a third party
- (b) there is not sufficient available property to comply with the request
- (c) the request is vexatious

Meeting requests only:

- (d) a meeting of creditors dealing with the same matters has been held, or will be held within 15 business days

Information requests only:

- (e) the information requested would be privileged from production in legal proceedings
- (f) disclosure would found an action for breach of confidence
- (g) the information has already been provided
- (h) the information is required to be provided under law within 20 business days of the request

If a request is not reasonable due to (b), (d), (g) or (h) above, the liquidator must comply with the request if the creditor meets the cost of complying with the request.

Otherwise, a liquidator must inform a creditor if their meeting or information request is not reasonable and the reason why.

## Right to give directions to liquidator

Creditors, by resolution, may give a liquidator directions in relation to a liquidation. A liquidator must have regard to these directions, but is not required to comply with the directions.

If a liquidator chooses not to comply with a direction given by a resolution of the creditors, they must document their reasons.

An individual creditor cannot provide a direction to a liquidator.

## Right to appoint a reviewing liquidator

Creditors, by resolution, may appoint a reviewing liquidator to review a liquidator's remuneration or a cost or expense incurred in a liquidation. The review is limited to:

- remuneration approved within the six months prior to the appointment of the reviewing liquidator, and
- expenses incurred in the 12 months prior to the appointment of the reviewing liquidator.

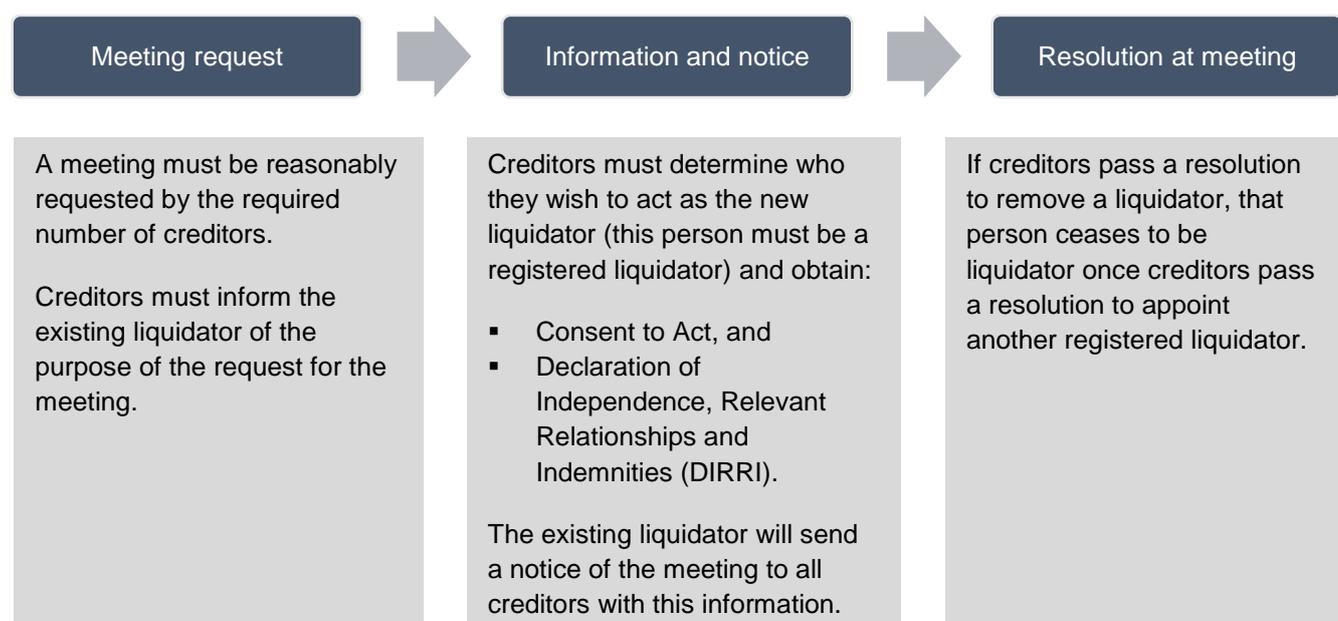
The cost of the reviewing liquidator is paid from the assets of the liquidation, in priority to creditor claims.

An individual creditor can appoint a reviewing liquidator with the liquidator's consent, however the cost of this reviewing liquidator must be met personally by the creditor making the appointment.

## Right to replace liquidator

Creditors, by resolution, have the right to remove a liquidator and appoint another registered liquidator.

For this to happen, there are certain requirements that must be complied with:



**For more information, go to [www.arita.com.au/creditors](http://www.arita.com.au/creditors)**



## Declaration of Independence, Relevant Relationships and Indemnities (DIRRI)

**Express Steel Solutions Pty Ltd (In Liquidation)**  
**ACN 627 078 291**  
**(the Company)**

The *Corporations Act* and professional standards require the Practitioner/s appointed to an insolvent entity to make a declaration as to:

- A. their independence generally;
- B. relationships, including
  - a) the circumstances of the appointment;
  - b) any relationships with the Company and others within the previous 24 months;
  - c) any prior professional services for the Company within the previous 24 months;
  - d) that there are no other relationships to declare; and
- C. any indemnities given, or up-front payments made, to the Practitioner.

This declaration is made in respect of ourselves, our partners, the firm McGrathNicol, which for the purpose of this declaration includes the McGrathNicol Partnership, the McGrathNicol Advisory Partnership and McGrathNicol Services Pty Ltd.

### **A. Independence**

We, Robert Brauer and Robert Kirman, of the firm McGrathNicol have undertaken a proper assessment of the risks to our independence prior to accepting the appointment as liquidators of the Company in accordance with the law and applicable professional standards. This assessment identified no real or potential risks to our independence. We are not aware of any reasons that would prevent us from accepting this appointment.

### **B. Declaration of Relationships**

#### **(i) *Circumstances of appointment***

Mr Kirman was contacted by the Company's advisor, Mr Paul Blahut of Sentinel Corporate Advisory (**Sentinel**), on 8 May 2019 to request a meeting to discuss the financial position of the Company.

The referral of the Director to McGrathNicol by its financial advisor, Sentinel Corporate Advisory, does not result in a conflict of interest or duty and has not impeded our independence in acting as voluntary administrators because:

- it is entirely unconditional;
- although Sentinel refers insolvency engagements to McGrathNicol from time to time, each referral by Sentinel in relation to a particular entity is conducted on an entirely separate basis and is commenced only after full regard is given to potential conflicts of interest in relation to all interested parties;
- no prior engagements have been undertaken by McGrathNicol in relation to the Company; and
- referrals within the business community are commonplace and do not generally present any threat to independence to act.



A meeting subsequently took place on 10 May 2019 between Mr Blahut, Mr Brauer, Ms Kristina Todoroski (the sole **Director**) and the Director's husband, Mr Bill Todoroski to gain a high level understanding of the Company's operations and financial position and to discuss the various insolvency options available. Subsequent infrequent telephone discussions occurred between Mr Blahut and Mr Brauer regarding the timing of the proposed meeting of members to consider winding up the Company. A resolution was passed by members on 30 July 2019 appointing Messrs Kirman and Brauer as liquidators.

In our opinion, these interactions do not affect our independence for the following reasons:

- it is recognised by the Courts and the ARITA Code of Professional Practice that pre-appointment advice on the insolvency process and available options is necessary and does not amount to an impediment to accepting an appointment; and
- the nature of the limited scope advice provided, which involved receiving a background briefing and providing factual information about insolvency processes was such that it would not be subject to review and challenge during the course of the administration. Nor would the advice influence our ability to be able to fully comply with the statutory and fiduciary obligations associated with the administration in an objective and impartial manner.

We have provided no other information or advice to the Company or the Director prior to our appointment beyond that outlined in this DIRRI.

**(ii) *Relevant Relationships (excluding professional services to the Insolvent)***

Neither we, nor our firm, have, or have had, within the preceding 24 months, any relationships with the Company, an associate of the Company, a former insolvency practitioner appointed to the Company or any person or entity that has security over the whole or substantially whole of the Company's property.

**(iii) *Prior professional services to the Insolvent***

Neither we, nor our firm, have provided any professional services to the Company, in the previous 24 months.

**(iv) *No other relevant relationships to disclose***

There are no other known relevant relationships, including personal, business and professional relationships, from the previous 24 months with the Company, an associate of the Company, a former insolvency practitioner appointed to the Company or any person or entity that has security over the whole or substantially the whole of the Company's property that should be disclosed.

**C. Indemnities and Up-front Payments**

We have not been indemnified in relation to this external administration, other than any indemnities that we may be entitled to under statute and we have not received any up-front payments in respect of our remuneration or disbursements.

Dated: 12 August 2019

Robert Brauer

Robert Kirman



Note:

- 1 If the circumstances change or new information is identified, we are required under the Corporations Act 2001 and the ARITA Code of Professional Practice to update this Declaration and provide a copy to creditors with our next communication, as well as table a copy of any replacement Declaration at the next meeting of the insolvent's creditors.
- 2 Any relationships, indemnities or up-front payments disclosed in the DIRRI must not be such that the Practitioner is no longer independent. The purpose of components B and C of the DIRRI is to disclose relationships that, while they do not result in the Practitioner having a conflict of interest or duty, ensure that creditors are aware of those relationships and understand why the Practitioner nevertheless remains independent.

Please note that the presentation of the above information is in accordance with the standard format suggested by ARITA.

**Express Steel Solutions Pty Ltd (In Liquidation) - Creditors List**

<b>Creditor</b>	<b>Address</b>	<b>\$</b>
ABEL ROOFING	2/453 YANGETUP ROAD COCKBURN CENTRAL WA 6164	980
ABSOLUTE BLAST PTY LTD	302 GNANGARA RD LANDSDALE WA 6065	1,562
ABSOLUTE IT	127B FITZROY RD RIVERVALE WA 6103	30
AIR POWERED TOOLS & COMPRESSORS WA	U2/73 BUCKINGHAM DR WANGARA WA 6065	419
AIRBLAST AUSTRALIA	PO BOX 124 BENTLEY WA 6982	3,849
AIRTOOLS WA	2/73 BUCKINGHAM DRIVE WANGARA WA 6065	375
ALINTA ENERGY	LOCKED BAG 1000 PERTH WA 6001	11,181
AUSTRALIAN TAXATION OFFICE	PO BOX 9003 PENRITH NSW 2740	UNKNOWN
BRADLEY DAVIDSON	23 MAROUBRA VISTA HILLARYS WA 6025	1,053
COMMERCIAL STATIONERY OFFICE NATIONAL	PO BOX 1616 WANGARA WA 6065	1,331
COREGAS PTY LTD	P O BOX 464 VILLAWOOD NSW 2163	2,689
DAVIDSON, DURTANOVICH & SNOW PARTNERSHIP	23 MAROUBRA VISTA HILLARYS WA 6025	3,995
DIRECT POWER ELECTRICAL	P.O. BOX 543 DIANELLA WA 6059	185
ELGAS	GPO BOX 4984 SYDNEY NSW 2001	913
ENDEAVOUR FABRICATIONS	UNIT 2, 10 ENDEAVOUR WAY WANGARA WA 6065	143
FACTORY DIRECT	25 DAVISON ST MADDINGTON WA 6109	730
FGW CORPORATION PTY LTD	14 REIHILL ROAD MADDINGTON WA 6109	253
GREEN'S HIAB SERVICE	3/7 HOLDER WAY MALAGA WA 6090	6,188
HUGHANS SAW SERVICE	PO BOX 1385 OSBORNE PARK WA 6916	851
K.J.F.M FAST MOVE	28 POINCAIRE STREET STIRLING WA 6021	18,084
KINGS TRANSPORT	PO BOX 4000 MULGRAVE MELBOURNE VIC 3170	46,107
METALQUIP	9 COOKHAM RD LATHLAIN WA 6100	1,282
METROLL	PO BOX 610 CLOVERDALE WA 6985	3,845
MIDALIA STEEL	PO BOX 228 WELSHPOOL WA 6986	49,491
MILMAR DISTRIBUTORS	6/55 PRINDIVILLE DVE WANGARA WA 6065	75
NIX SHEET METAL ENGINEERING	PO BOX 1440 WANGARA WA 6947	2,986
NODE1 INTERNET	218B LESTER AVENUE GERALDTON WA 6530	255
OUTDOOR SUPPLIES & IMPROVEMENTS	U23, 88 GREAT EASTERN HWY BELMONT PERTH WA 6104	860
OUTDOOR WORLD-WANGARA	4 ACTION PL WANGARA WA 6065	644
PACKAGING R US T/A A & C GLOBAL	53 MORDAUNT CIRCUIT CANNING VALE WA 6155	4,221
POWERPAK PACKAGING	PO BOX 690 BENTLEY WA 6982	1,492
PT POWDERCOATERS	38 HARLOND AVENUE MALAGA WA 6090 Australia	4,960
REFINED IT PTY LTD	PO BOX 49 BURSWOOD PERTH WA 6100	8,597
RESPONSE ELECTRICIANS	14A EDWARD STREET NORTH BEACH WA 6020	408
SPEEDY HIAB TRUCK HIRE	PO BOX 144 INGLEWOOD WA 6932	993
SUEZ ENVIRONMENT	PO BOX 3500 RHODES NSW 2138	733
SYNERGY	G.P.O. BOX U1913 PERTH WA 6845	38
TAXI TRUCK DIRECT	5 INDIANA WAY, HOCKING WA 6065	24,357
TELSTRA	PO BOX 299 BALLARAT VIC 3350	1,741
TURICH TRANSPORT AND LOGISTICS	25 GILROYD LOOP BALLAJURA WA 6066	13,867
WATERLOGIC AUSTRALIA PTY LTD	PO BOX 160 OSBORNE PARK WA 6917	50
WESTCOAST AUTOMOTIVE SUPPLIES	78 McDONALD CRESCENT BASSENDEAN WA 6054	463
WESTERN SUPPLY/CLOVERDALE HARDWARE	19 LOVE ST CLOVERDALE WA 6105	197
WORMALD	P.O. BOX 94 BELMONT WA 6984	202
WRS ORORA	45 DISTINGTION ROAD WANGARA WA 6065	12,721
<b>Total</b>		<b>235,395</b>



## Initial Remuneration Notice

**Express Steel Solutions Pty Ltd (In Liquidation)**  
**ACN 627 078 291**  
**(Express Steel Solutions)**

The purpose of the Initial Remuneration Notice is to provide you with information about how we propose our remuneration for undertaking the Liquidation will be set.

### 1 Remuneration methods

There are four basic methods that can be used to calculate the remuneration charged by an insolvency practitioner. They are:

- A. Time based/hourly rates:** This is the most common method. The total fee charged is based on the hourly rate charged for each person who carried out the work, multiplied by the number of hours spent by each person on each of the tasks performed.
- B. Fixed Fee:** The total fee charged is normally quoted at the commencement of the external administration and is the total cost for the external administration.
- C. Percentage:** The total fee charged is based on a percentage of a particular variable, such as the gross proceeds of asset realisations.
- D. Contingency:** The practitioners' fee is structured to be contingent on a particular outcome being achieved.

### 2 Method chosen

Given the nature of this external administration, we propose that our remuneration be calculated on a time basis which will be recorded and charged in six minute increments. Details of the hourly rates for different levels of staff are included below. The complexity and demands of the external administration will determine the staff to be utilised for this appointment

We have chosen the time based method because:

- This method is considered to be most suitable for this appointment as it ensures creditors are only charged for work that is performed in the external administration, which can be difficult to accurately estimate at the date of appointment.
- Even later than the date of appointment, it can be difficult to estimate the time that may be required in advance of the substantive work being undertaken. The time based method in this case again ensures that creditors are only charged for work that is actually performed in the external administration.
- The practitioner is required to perform a number of tasks which do not relate to the realisation of assets, for example responding to creditor enquiries, reporting to ASIC and distributing funds in accordance with the provisions of the *Corporations Act*.
- The practitioner has a time recording system that can produce a detailed analysis of time spent on each type of task by each individual staff member utilised in the external administration.
- Time based remuneration calculates fees upon a basis of time spent at the level appropriate to the work performed.



3 **Explanation of Hourly Rates**

The rates for our remuneration calculation are set out in the following table, together with a general guide showing the qualifications and experience of staff engaged in the external administration and the role they take in the external administration. The hourly rates charged encompass the total cost of providing professional services and should not be compared to an hourly wage.

<b>Title</b>	<b>Description</b>	<b>Hourly rate (excl GST)</b>
Appointee/Partner	Registered liquidator, Chartered Accountant or equivalent and generally degree qualified with more than twelve years of experience. Leads assignments with full accountability for strategy and execution.	\$630
Director 1	Generally Chartered Accountant or comparable qualification and degree qualified with more than ten years of experience, including four years of Director or equivalent experience. Autonomously leads complex insolvency appointments reporting to Appointee/Partner.	\$575
Director	Generally Chartered Accountant or comparable relevant qualification and degree qualified with more than nine years of experience. Autonomously leads insolvency appointments reporting to Appointee/Partner.	\$540
Senior Manager	Generally Chartered Accountant or comparable relevant qualification and degree qualified with more than seven years of experience. Self-sufficiently conducts small to medium insolvency appointments and leads major workstreams in larger matters.	\$490
Manager	Generally Chartered Accountant or comparable relevant qualification and degree qualified with more than five years of experience. Self-sufficiently conducts small insolvency appointments and takes a supervisory role on workstreams in larger matters.	\$460
Assistant Manager	Generally Chartered Accountant or comparable relevant qualification and degree qualified with more than three years of experience. Autonomously manages workstream activity within appointments.	\$420
Senior Accountant 1	Generally degree qualified and undertaking Chartered Accountant's qualification or comparable relevant qualification with more than two years of experience, including one year of Senior Accountant or equivalent experience. Completes multiple tasks within workstreams and appointments.	\$380
Senior Accountant	Generally degree qualified and undertaking Chartered Accountant's qualification or comparable relevant qualification with more than 16 months of experience. Completes tasks within workstreams and appointments under supervision.	\$380



<b>Title</b>	<b>Description</b>	<b>Hourly rate (excl GST)</b>
Accountant 1	Generally degree qualified and undertaking Chartered Accountant's qualification or comparable relevant qualification with at least one year of Accountant or equivalent experience. Assists with tasks within workstreams and appointments under supervision.	\$300
Accountant	Generally degree qualified and undertaking or about to undertake Chartered Accountant's qualification or comparable relevant qualification with less than one year of experience. Assists with tasks within workstreams and appointments under supervision.	\$300
Undergraduate/Cadet	Undertaking relevant degree. Assists with tasks within workstreams and appointments under supervision.	\$180
Practice Services Director	National Practice Service leaders, generally degree qualified with more than ten years of experience and reporting directly to partners. Technical experts in their specific areas and have team management responsibilities.	\$580
Senior Treasury staff	Appropriately experienced and undertakes senior Treasury activities such as oversight of the processing of payment of receipts and banking administration. May be responsible for day to day management of projects or operations and may have supervisory responsibility for junior staff.	\$420
Senior Client Administration and Treasury	Appropriately experienced and undertakes senior level administrative support activities or Treasury activities. May be responsible for day to day management of projects or operations and may have supervisory responsibility for junior staff.	\$330
Administration	Appropriately experienced and undertakes support activities such as meeting coordination and preparation of materials where it is efficient and appropriate to do so.	\$170

McGrathNicol reviews its hourly rates six monthly. The hourly rates quoted above remain in force until 31 December or 30 June (whichever occurs first) and McGrathNicol may seek approval for increased rates for work continuing past that date.

Creditors will be advised of any change to the hourly rates for this external administration.

#### 4 **Estimated remuneration**

Subject to the assumptions set out below, we estimate that this external administration may involve remuneration for the practitioners of approximately \$30,000 to \$60,000. The following variables may have a significant effect on this estimate:

1. the time that may be required to obtain books, records, funds and assets from the parties that hold them;



2. investigations that may be required to ascertain the existence and location of any other assets, including potential legal actions that may be available to the external administrator;
3. where viable legal claims are identified, the timeframe to resolution becomes very significantly impacted by the conduct of the defendant and their willingness to resolve the claim by a negotiated settlement, as well as Court timeframes, both of which are difficult to predict;
4. work that may be required to distribute funds to creditors; and
5. any identified matters that are required to be reported to statutory authorities such as ASIC.

5 **Disbursements**

Disbursements are divided into three types:

- **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** – such as travel, accommodation, external printing services and search fees – these are recovered at cost.
- **Internal disbursements** – such as photocopying, printing and postage. These disbursements are generally charged at cost but may include, in the case of disbursements such as data storage and hosting, telephone calls, photocopying and printing, both direct variable and fixed costs. For example the rate per page for printing includes a reasonable and commercial allowance for paper, toner, depreciation, power and maintenance.

We are not required to seek creditor approval for disbursements paid to third parties, but must account to creditors. However, we must be satisfied that these disbursements are appropriate, justified and reasonable.

We are required to obtain creditor's consent for the payment of internal disbursements where there may be a profit or advantage. Creditors will be asked to approve our internal disbursements where there is a profit or advantage prior to these disbursements being paid from the external administration.

Details of the basis of recovering disbursements in this external administration are provided below.

For clarity, it is noted that any time costs of any employee of McGrathNicol or any associated entity will be reported as part of our remuneration, for which approval may be sought.

***Basis of disbursement claim***

<b><i>Disbursement type</i></b>	<b><i>Rate (Excl GST)</i></b>
Externally provided professional services	At cost
Externally provided non-professional services	At cost
Internal disbursements	
Advertising	At cost



Courier	At cost
Data hosting – data loading & processing fee	\$50-\$100 per gigabyte ( <b>GB</b> )*
Data hosting – monthly hosting fee (for matters where data is required to be hosted online for more than 1 month)	Standard monthly hosting fee of \$2,000 per month (for up to 500GB of information loaded) plus \$2,000 per month for every additional 500GB block over and above 500GB
Printing – black and white	\$0.09 per page
Printing – Colour	\$0.28 per page
Postage	At cost
Stationery and other incidental disbursements	At cost
Staff per diem travel allowance**	\$89.00 per day***
Staff vehicle use	\$0.63 per km***
Telephony – mobile, fixed line and conference calls	At cost

\* Depending on volume of data to be hosted

\*\* Payable when partners or staff are required for business purposes to stay away from their usual place of residence overnight

\*\*\* These rates are deemed reasonable by the Australian Taxation Office

***Further explanation of data hosting disbursements***

In the conduct of this external administration, we may use McGrathNicol Technology Advisory to extract, aggregate, electronically process and/or host electronic data, which could be used for the:

- trade or sale of the business or assets; and/or
- investigations regarding transactions or potential recoveries available to creditors.

If data hosting is required and we choose not to use the services of McGrathNicol Technology Advisory, we will otherwise have to purchase those services from an alternative provider and/or use another method to achieve the same end, which will not be as efficient as using these available internal services.

We note that the data hosting rates above are no more than our standard commercial pricing available for the same services when they are provided to external parties.

12 August 2019



ASIC

Australian Securities & Investments Commission

## Insolvency information for directors, employees, creditors and shareholders

ASIC has 11 insolvency information sheets to assist you if you're affected by a company's insolvency and have little or no knowledge of what's involved.

These plain language information sheets give directors, employees, creditors and shareholders a basic understanding of the three most common company insolvency procedures—liquidation, voluntary administration and receivership. There is an information sheet on the independence of external administrators and one that explains the process for approving the fees of external administrators. A glossary of commonly used insolvency terms is also provided.

The Insolvency Practitioners Association (IPA), the leading professional organisation in Australia for insolvency practitioners, endorses these publications and encourages its members to make their availability known to affected people.

### List of information sheets

- INFO 41 *Insolvency: a glossary of terms*
- INFO 74 *Voluntary administration: a guide for creditors*
- INFO 75 *Voluntary administration: a guide for employees*
- 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 43 *Insolvency: a guide for shareholders*
- INFO 42 *Insolvency: a guide for directors*
- INFO 84 *Independence of external administrators: a guide for creditors*
- INFO 85 *Approving fees: a guide for creditors*

### Getting copies of the information sheets

To get copies of the information sheets, visit ASIC's website at [www.asic.gov.au/insolvencyinfosheets](http://www.asic.gov.au/insolvencyinfosheets). The information sheets are also available from the IPA website at [www.ipaa.com.au](http://www.ipaa.com.au). The IPA website also contains the IPA's Code of Professional Practice for Insolvency Professionals, which applies to IPA members.

**Important note:** The information sheets contain a summary of basic information on the topic. It is not a substitute for legal advice. Some provisions of the law referred to may have important exceptions or qualifications. These documents may not contain all of the information about the law or the exceptions and qualifications that are relevant to your circumstances. You will need a qualified professional adviser to take into account your particular circumstances and to tell you how the law applies to you.