



**Pacific HVAC Engineering Pty Ltd
ACN 087 430 715
(Pacific HVAC)**

Online Report Notification

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

The second meeting of creditors has been convened to be held at the Citadines Hotel, 131-135 Bourke Street, Melbourne, VIC, 3000 on Friday 30 August 2019 at 2:00PM AEST.

In advance of the second meeting of creditors, the Administrators' Report to Creditors will be available for download by close of business on 23 August 2019 from www.mcgrathnicol.com/creditors/pacific-hvac-engineering-pty-ltd.

You will be able to download the following documents:

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.

If you do not have access to the internet, you can request that a copy of the report be mailed to you. Please contact Ben Flaherty on (03) 9038 3150 or PacificHVAC_creditors@mcgrathnicol.com.

Dated: 22 August 2019

Matthew Caddy
Joint and Several Voluntary Administrator

Enclosures:

- 1 Notice of second meeting of creditors



Notice of Meeting

Pacific HVAC Engineering Pty Ltd (Administrators Appointed)
ACN 087 430 715
(Pacific HVAC)

NOTICE OF MEETINGS OF CREDITORS OF COMPANIES UNDER EXTERNAL ADMINISTRATION

1. Notice is now given that a meeting of the creditors of Pacific HVAC will be held at the Citadines Hotel, 131-135 Bourke Street, Melbourne, VIC, 3000 on Friday 30 August 2019 at 2:00PM AEST.
2. The purpose of the meeting is for creditors to:
 - a. consider the Administrators' Report to creditors and other matters raised relating to Pacific HVAC's future, and then to resolve that Pacific HVAC:
 - i. be returned to the control of the directors; or
 - ii. enter into a Deed of Company Arrangement (**DOCA**) (although at this stage a DOCA has not been proposed); or
 - iii. enter into liquidation; or
 - iv. the meeting be adjourned;
 - b. consider, and if thought fit, approve the remuneration of the Administrators;
 - c. if creditors resolve that Pacific HVAC should enter into 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 Pacific HVAC pursuant to section 477(2A) of the Corporations Act; and
 - iii. consider authorising the liquidators to enter into agreements that may run for longer than three months pursuant to section 477(2B) of the Corporations Act; and
 - d. consider any other relevant business which may arise.
3. The effect of Insolvency Practice Rules (Corporations) section 75-85 (entitlement to vote as a creditor at meetings of creditors) is:
 - a. A person other than a creditor (or the creditor's proxy or attorney) is not entitled to vote at a meeting of creditors.
 - b. Subject to subsections (3), (4) and (5), each creditor is entitled to vote and has one vote.
 - c. A person is not entitled to vote as a creditor at a meeting of creditors unless:
 - i. his or her debt or claim has been admitted wholly or in part by the external administrator; or
 - ii. he or she has lodged, with the person presiding at the meeting, or with the person named in the notice convening the meeting as the person who may receive particulars of the debt or claim:
 - those particulars; or
 - if required, a formal proof of the debt or claim.



- d. A creditor must not vote in respect of:
 - i. an unliquidated debt; or
 - ii. a contingent debt; or
 - iii. an unliquidated or a contingent claim; or
 - iv. a debt the value of which is not established;
 - v. unless a just estimate of its value has been made.
4. Proofs of debt and proxies must be submitted by **4:00PM AEST on Wednesday, 28 August 2019**.
5. Should a person wish to participate in the meeting using teleconference facilities, please contact Ben Flaherty on (03) 9038 3150 or PacificHVAC_creditors@mcgrathnicol.com to obtain details no later than 4:00PM AEST on Wednesday 28 August 2019.

Please note that those attending by telephone will not be able to verbally contribute or vote at the meeting unless they submit a proxy for a person physically attending the meeting.

Dated: 22 August 2019

Matthew Caddy
Joint and Several Voluntary Administrator

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