

PLEASE READ CAREFULLY

MEETING OF ELIGIBLE EMPLOYEE CREDITORS

ALL TRADES QUEENSLAND PTY LTD (ADMINISTRATORS APPOINTED)
ACN 115 379 461 ("THE COMPANY")

How to participate in the meeting scheduled for 1:00PM (AEST) on Thursday, 8 October 2020.

In order to attend the meeting, you must complete and return the below forms via email to ATQ@fticonsulting.com by no later than 1:00PM (AEST) on Wednesday, 7 October 2020.

Meeting Registration Form

You must complete and return this form if you wish to attend the meeting of creditors, and vote at the meeting.

Creditors will receive a link to register for the Zoom meeting by email, once they have submitted the required forms.

A creditor unique identifier will also be provided to be used for voting at the meeting.

Proxy Form

You must complete this form if you wish to appoint another person to attend the meeting on your behalf.

Individuals may choose to appoint a proxy/representative to vote on their behalf by executing a proxy form.

If an individual is attending in person, a proxy form is not required.

Proof of Debt Form

A Proof of Debt has been lodged on your behalf

This form is required to register your claim against the Company.

If you are of the view that your outstanding entitlements differ from the amounts we provided to you in previous correspondence, you may submit a Proof of Debt for the amount you believe is owed. Any Proof of Debt submitted by you will overwrite the amount stated in the Proof of Debt previously submitted on your behalf.

Please note, all superannuation and accrued entitlements incurred in the Voluntary Administration (i.e. for the period 22 July 2020 onwards) are a liability of the Administration and will be paid when due.

Questions for the meeting

Creditors can use the question and answer function during the meeting to submit questions to be answered by the Administrators. We encourage creditors to submit their questions to our office prior to the meeting by emailing ATQ@fticonsulting.com.

MEETING REGISTRATION FORM

MEETING OF ELIGIBLE EMPLOYEE CREDITORS

ALL TRADES QUEENSLAND PTY LTD (ADMINISTRATORS APPOINTED) ACN 115 379 461 ("THE COMPANY")

The meeting of eligible employee creditors of the Company will be held on **Thursday, 8 October 2020 at 1:00PM (AEST)**.

Attendance at the meeting is not compulsory.

Should you wish to attend the meeting, you **must** complete the following registration details and return to my office **by no later than 1:00PM (AEST) on Wednesday, 7 October 2020** to ATQ@fticonsulting.com.

Name of Creditor:

Name of proxy or attorney:
(if applicable)

Email Address:

Note: We will use this email address to send you a link to the meeting.

Phone Number:

Note: We may use this phone number to contact you before the meeting.

Signature of Creditor (or person authorised by creditor)

Once you have returned this completed form, you will be provided by email a link to register for the virtual meeting and your own unique identifier. Please ensure you have the unique identifier with you at the meeting as this is required in order to register your vote. You must have access to the internet in order to vote at the meeting.

Please also ensure you have lodged a Proof of Debt Form and Proxy Form (if applicable), otherwise you may only be an observer at the meeting and will be unable to vote.

All creditors who wish to attend the meeting are responsible for their own internet connection and the Administrators' are unable to assist with any technical requirements for the electronic meeting.