

11 June 2021

CIRCULAR TO CREDITORS

AUTOCARE SERVICES PTY LTD (ADMINISTRATORS APPOINTED) ACN 004 497 607 ("THE COMPANY")

I refer to the appointment of Ross Blakeley, Christopher Hill, and I as Voluntary Administrators of the Company on 4 February 2021.

ADMINISTRATORS' REPORT TO CREDITORS

My second report to creditors pursuant to 75-225 of the *Insolvency Practice Rules (Corporations) 2016* will be available for download from the FTI Consulting Creditor Portal:

www.fticonsulting.com/creditors/autocare-services-pty-ltd

SECOND MEETING OF CREDITORS

The Administrators are required by law to convene a second meeting of creditors, at which creditors will vote on the future of the Company.

I advise the second meeting of creditors of the Company will be held on Tuesday, 22 June 2021 at 2:00PM (AEST) using virtual meeting facilities. I have **attached** detailed instructions on how to participate in the meeting. The link to the meeting registration form is

<https://forms.office.com/r/jcfXa7NQs0>

Notice of the second meeting of creditors of the Company and the following relevant meeting forms are also attached in this circular:

- Notice of Meeting;
- Proxy Form; and
- Proof of Debt Form (for those who have previously not submitted one).

Should you wish to attend the second meeting of creditors, you must complete the meeting registration form and submit the completed proxy form to my office by no later than 2:00PM (AEST) on 21 June 2021.

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

Both proxy and proof of debt should be returned via email to ACS@fticonsulting.com.

FTI Consulting (Australia) Pty Limited

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Should you have any queries in relation to the second meeting of creditors or voluntary administration generally, please contact this office by telephone (02) 8247 8000 or via email ACS@fticonsulting.com.

Yours faithfully

A handwritten signature in black ink, appearing to read 'J. Hansell', written on a light grey rectangular background.

Joseph Hansell
Joint and Several Administrator

How to participate in the meeting

In order to attend the meeting, you must complete and return the below forms via email to ACS@fticonsulting.com by no later than **2:00PM (AEST) on Monday, 21 June 2021**.

The below meeting forms are available to download from the FTI Consulting Creditor Portal: www.fticonsulting.com/creditors/autocare-services-pty-ltd

Meeting Registration Form

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

Once you have submitted your proxy and proof of debt form, please complete the form found at: <https://forms.office.com/r/jcfXa7NQs0>

Creditors will receive a link to register for the Zoom meeting by email, once they have submitted and completed 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 (corporate creditors must complete this form).

Non-individual creditors (corporate, trusts, etc.) who want to be represented must appoint an individual to act on its behalf by executing a proxy form.

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

Proof of Debt Form

You must complete this form in order to vote at the meeting.

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

Documents to substantiate your claim (e.g. invoices) must also be provided.

Questions for the meeting

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

NOTICE OF SECOND MEETING OF CREDITORS

AUTOCARE SERVICES PTY LTD (ADMINISTRATORS APPOINTED)

ACN 004 497 607 ("THE COMPANY")

NOTICE IS HEREBY GIVEN that the second meeting of creditors of the Company will be held on **Tuesday, 22 June 2021** by electronic means, commencing at **2:00PM (AEST)**.

If you wish to attend the meeting, you must return a proxy form and proof of debt to our office and complete the online meeting registration form on or before **2:00PM (AEST), Monday, 21 June 2021**.

The meeting registration form can be found at: <https://forms.office.com/r/jcfXa7NQs0>

In accordance with ASIC's current directives, all voting will be conducted by a poll. Details regarding the polling process will be provided by email, upon receipt of the relevant forms.

Please note your name may be visible to other attendees of the meeting and meeting documents we prepare and lodge with ASIC.

AGENDA

1. The purpose of the meeting is:
 - a) To review the Administrators' Report and their recommendation in connection with the business, property, affairs and financial circumstances of the Company; and
 - b) Consider the adjournment of the meeting for a period not exceeding forty-five (45) business days; or
 - c) For the creditors of the Company to resolve that the:
 - i) Company execute a deed of company arrangement; or
 - ii) Administration should end; or
 - iii) Company be wound up.
2. Creditors will be requested to fix the remuneration to be paid to the Administrators.
3. If the Company enters into a Deed of Company Arrangement, the Deed Administrators will seek to have creditors resolve to fix the remuneration of the Deed Administrators.
4. If the Deed of Company Arrangement is then executed and a creditors trust is formed, the Trustees will seek to have creditors resolve to fix the remuneration of the Trustees.

5. If the Company enters into a Liquidation, the Liquidators will seek to have creditors resolve to fix the remuneration of the Liquidators.
6. Any other business properly brought before the meeting.

Creditors wishing to vote at the meeting:

- Must complete and return an Appointment of Proxy Form;
- Must complete and return a Formal Proof of Debt or Claim Form if not already done so; and
- Complete the online meeting registration form, found at <https://forms.office.com/r/jcfXa7NQs0>

by no later than **2:00PM (AEST) on Monday, 21 June 2021.**

Completed forms may be sent by one of the following methods:

Post: Attn: Autocare Services Pty Ltd (Administrators Appointed)

GPO Box R367, Royal Exchange NSW 1225

Email: ACS@fticonsulting.com

If you choose to post your forms, please ensure they are sent with sufficient time to arrive by the due date. We encourage creditors to send their forms by email where possible.

Dated this 11th day of June 2021



Joseph Hansell

Joint and Several Administrator