

MEETING INFORMATION SHEET

Autocare Services Pty Ltd (Administrators Appointed) ACN 004 497 607 ("Company")

Who can attend the first meeting of creditors?

The following parties may attend the meeting:

- Creditors of the company; or
- A person appointed by a Creditor to attend the meeting on behalf of the Creditor.

What do I need to do to attend the first meeting of creditors?

Completion and return of documents

If you wish to attend the meeting, you must complete and return specific documents to us by the date and in manner specified in the section "When and how do I return the completed documents" below.

The required documents are shown in the below table, and are dependent on the class of creditor to which you belong. An explanation of the documents is provided below the table.

Creditor Class	Registration Form	Formal Proof of Debt	Appointment of Proxy
Employee	✓	✓	Refer to note below.
Individual / Partnership	✓	✓	Refer to note below.
Company	✓	✓	✓
Statutory	✓	✓	✓

Note: Only a Company or Statutory Creditor is required to appoint a proxy. Individuals (including employees) and partnerships may appoint a proxy, but only if they want that proxy to attend the meeting on their behalf.

Explanation of documents

An explanation of the documents described in the table is set out below.

■ Meeting Registration Form

The Meeting Registration Notice provides us with your contact details. We will use those contact details to provide you with the necessary access and voting codes for the meeting.

■ Formal Proof of Debt

The Formal Proof of Debt provides us with details of the debt owing by, or your claim against the Company. If available, please attach to the proof of debt such documents (e.g. invoices) that substantiate your claim.

Employees do not need to provide an Formal Proof of Debt.

■ Appointment of Proxy (if applicable)

The Appointment of Proxy allows you to appoint another person (known as a proxy) to attend the meeting on your behalf.

It is mandatory for a Company or Statutory Creditor to appoint a proxy to attend the meeting on its behalf, [or attorney]. If an individual is attending in person, a proxy form is not required.

How do I access the above meeting documents?

The meeting registration form is an online form and is available via the following link: <http://bit.ly/AutocareRegistrations>

Copies of the meeting documents, namely:

- Formal Proof of Debt;
- Appointment of Proxy;
- Nomination for Proposed Committee Inspection,

are **attached** and also available to download from the FTI Consulting Creditor Portal:

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



*Scan to access
Meeting Registration
Form*

When and how do I return the completed documents?

The required completed documents must be returned to us no later than **10:00AM (AEDT) on Monday, 15 February 2021**. Please return your documents by one of the following methods:

Post: Attn: Autocare Services Pty Ltd (Administrators Appointed)
PO Box R367, Royal Exchange NSW 1225

Email: ACS@fticonsulting.com

If you are returning the documents by post, please allow sufficient time for the documents to arrive prior to the cut-off time.

How do I ask a question at the meeting?

Creditors may submit questions by email sent to ACS@fticonsulting.com prior to the meeting. Alternatively, creditors can use the question and answer function during the meeting.

The Administrators may be unable to answer all questions due to time constraints. If this occurs, the Administrators will select questions that are more relevant to the broader creditor base, ahead of those relevant to specific creditors.

Creditors with specific questions may contact us by email after the meeting.

What happens next?

Following return of your documents, we will complete the following steps:

- Email you or your proxy a confidential link to access the meeting on-line; and
- A unique code will also be provided so that you can vote at the meeting.

What if I can't access the meeting?

All parties attending the meeting are responsible for ensuring that they have the technology and internet connection to attend the meeting on-line. Unfortunately, we are unable to assist with any technical issues relating to accessing the meeting.