Insolvency Practice Rules 75-15 – 75-35
Corporations Act 2001

NOTICE OF FIRST MEETING OF CREDITORS OF THE COMPANY UNDER ADMINISTRATION

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

Notice is given that a virtual first meeting of creditors of the Company will be held by electronic means:

Date: Tuesday, 16 February 2021

Time: 1:00PM (AEST) / 2:00PM (AEDT)

URL: A link and password to the virtual meeting will be provided upon registration.

Due to the threat of COVID-19 this meeting will only be held virtually, and no physical meeting place will be available. Instructions on how to attend the meeting are provided in the **attached** information sheet.

If you wish to attend the first meeting of creditors, you must return a Microsoft Forms meeting registration form to our office on or before **10:00AM (AEDT) on Monday, 15 February 2021**.

Registration Link: http://bit.ly/AutocareRegistrations

Scan to access Meeting Registration Form

AGENDA

The purpose of the meeting is to:

a) Inform creditors of the administration process;
b) Determine whether to appoint a committee of inspection; and
c) If so, who are to be the committee's members.

At the meeting, creditors may also, by resolution:

a) Remove the administrator(s) from office; and
b) Appoint someone else as administrator(s) of the Company.

At the meeting, Microsoft Forms and Zoom platforms will be used to enable all creditors in attendance to participate and vote. In accordance with ASIC’s current directives, all voting at the meeting will be conducted by a poll. Details regarding the polling process will be provided to registered creditors by email prior to the meeting and/or explained at the meeting.

Creditors will be provided with an opportunity to comment and ask questions at the meeting by using the Q&A function on Zoom.

Creditors wishing to vote at the meeting:

- who will not be attending in person or are a company, must complete and return an Appointment of Proxy Form; and
- must complete and return a Formal Proof of Debt or Claim Form, by no later than **10:00AM (AEDT) on Monday, 15 February 2021**.

If you would like to nominate to be a member of the proposed Committee of Inspection, please complete and return the **enclosed** Committee of Inspection Nomination Form.

Completed forms may be sent 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 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 5th day of February 2021

Joseph Hansell
Joint and Several Administrator

Section 75-85 of the *Insolvency Practice Rules (Corporations) 2016* outlines the entitlement to vote at a meeting of creditors:

1. A person other than a creditor (or the creditor's proxy or attorney) is not entitled to vote at a meeting of creditors.
2. Subject to subsections (3), (4) and (5), each creditor is entitled to vote and has one vote.
3. A person is not entitled to vote as a creditor at a meeting of creditors unless:
   (a) his or her debt or claim has been admitted wholly or in part by the external administrator; or
   (b) 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:
      (i) those particulars; or
      (ii) if required—a formal proof of the debt or claim.
4. A creditor must not vote in respect of:
   (a) an unliquidated debt; or
   (b) a contingent debt; or
   (c) an unliquidated or a contingent claim; or
   (d) a debt the value of which is not established; unless a just estimate of its value has been made.
5. A creditor must not vote in respect of a debt or a claim on or secured by a bill of exchange, a promissory note or any other negotiable instrument or security held by the creditor unless he or she is willing to do the following:
   (a) treat the liability to him or her on the instrument or security of a person covered by subsection (6) as a security in his or her hands;
   (b) estimate its value;
   (c) for the purposes of voting (but not for the purposes of dividend), to deduct it from his or her debt or claim.
6. A person is covered by this subsection if:
   (a) the person's liability is a debt or a claim on, or secured by, a bill of exchange, a promissory note or any other negotiable instrument or security held by the creditor; and
   (b) the person is either liable to the company directly, or may be liable to the company on the default of another person with respect to the liability; and
   (c) the person is not an insolvent under administration or a person against whom a winding up order is in force.