

18 June 2026

CIRCULAR TO CREDITORS

CX LAVENDER PTY LTD ACN 079 608 709
CX LAVENDER GROUP PTY LTD ACN 679 074 910
CXTX PTY LIMITED ACN 626 972 825
(ALL ADMINISTRATORS APPOINTED)
(TOGETHER, "THE COMPANIES")

Dear Sir / Madam

I refer to the appointment of Matthew O'Keefe and I, Vaughan Strawbridge as Joint and Several Administrators of the Companies on 23 March 2026 and our Administrators Report dated 29 April 2026.

Administrators' Supplementary Report to Creditors

Please be advised that the Administrators have released their Supplementary Report to Creditors today, 18 June 2026. The report is available on FTI Consulting's Creditor Portal:

<https://www.fticonsulting.com/creditors/cx-lavender-group-pty-ltd-administrators-appointed>

Reconvened Second Meeting of Creditors

The Administrators are required under the law to reconvene the second meeting of creditors, which was adjourned on 7 May 2026 for a period of up to 45 business days.

Details of the Reconvened Second Meeting of Creditors are provided in the **attached** Notice of Second Meeting of Creditors of the Company and summarised as follows:

Location: **Virtually via Microsoft Teams. No physical attendance is possible.**

Date: **Friday, 26 June 2026**

Time: **11:00AM (AEST)**

If you wish to attend the meeting, you **must** complete the following three steps by **11:00AM (AEST)** on **Thursday, 25 June 2026**.

- Register to attend the meeting via the following link: <https://forms.office.com/r/pW82EmXnbM>
- Complete a Proof of Debt form if you have not already done so (or if you wish to amend your claim). Employees do not need to complete a proof of debt.
- Complete a Proxy form if you are representing a creditor who is a corporation, or if you are an individual and wish to appoint somebody to attend on your behalf.

Completed forms should be returned to CXLavender@fticonsulting.com. A blank copy of each of the forms is **enclosed** with this correspondence.

A link to attend the meeting will be sent to those who have registered to attend the meeting via email at least two (2) hours prior to the commencement of the meeting.

The following four documents are available for viewing and download from the FTI Consulting Creditor Portal via the following link: <https://www.fticonsulting.com/creditors/cx-lavender-group-pty-ltd-administrators-appointed>

- Administrators' Supplementary Report to Creditors pursuant to Section 75-225 of the Insolvency Practice Rules (Corporation) 2016, including the Administrators' Remuneration Approval Report;
- Notice of the Reconvened Second Meeting of Creditors
- Appointment of Proxy Form – complete and return this form if you are an individual wish to have someone representing you, or if you are representing a corporation; and
- Formal Proof of Debt or Claim Form – complete and return this form if you have not already done so, with evidence you are a creditor of the Companies. If you have previously lodged a Proof of Debt form with the administrators, you do not need to lodge another unless you wish to amend your claim. Further, if you are an employee of the Companies, you do not need to lodge a Proof of Debt form as the Administrators will lodge one on your behalf.

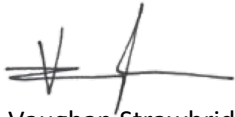
Electronic notices

In accordance with Sections 110C and 110D of the *Corporations Act 2001 (Cth)*, we have used one or more technologies to provide notice of the second meeting of creditors as follows:

- Sent a copy of this circular to creditors with a link to the [FTI Consulting Creditor Portal](#), by using email addresses obtained from the Company's books and records and previously provided Formal Proof of Debt or Claim forms;
- Where no email address was obtained, we have sent a copy of this circular by post; and
- Published a copy of this circular and my report to creditors on the [FTI Consulting Creditor Portal](#).

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

Yours faithfully



Vaughan Strawbridge
Joint and Several Administrator

Attachments:

- Notice of Reconvened Second Meeting of Creditors
- Appointment of Proxy form
- Form 535 Formal Proof of Debt of Claim form

**CX LAVENDER PTY LTD ACN 079 608 709
CX LAVENDER GROUP PTY LTD ACN 679 074 910
CCTX PTY LIMITED ACN 626 972 825
(ALL ADMINISTRATORS APPOINTED) (TOGETHER, "THE COMPANIES")**

NOTICE OF RECONVENED SECOND MEETING OF CREDITORS

On 23 March 2026, Vaughan Strawbridge and Matthew O'Keefe of FTI Consulting, Level 22, 1 Macquarie Place, Sydney, New South Wales, were appointed as Joint and Several Administrators ("Administrators") of the Companies under Section 436A of the *Corporations Act 2001* (Cth) ("the Act").

Notice is now given that the second meeting of creditors of the Companies will be reconvened at **11:00AM (AEST) on Friday, 26 June 2026** via electronic facilities (Microsoft Teams).

The meeting is being held virtually and all creditors wanting to attend the meeting are required to attend via the link which will be provided once registration has been completed in line with our instructions detailed below.

Although there is no physical place where creditors are able to attend the meeting, I am required under law to nominate a notional place for the meeting for administrative purposes such as establishing the time of the meeting. The notional place for this meeting is: FTI Consulting, Level 22, 1 Macquarie Place, Sydney, NSW 2000. **PLEASE DO NOT ATTEND AT THIS LOCATION.** If you wish to attend the meeting, you must register at the below link and return the below forms on, or before **11:00AM (AEST) on Thursday, 25 June 2026** to CXLavender@fticonsulting.com:

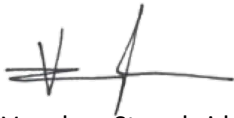
- Register to attend the meeting via the following link: <https://forms.office.com/r/pW82EmXnbM>
- Proof of debt form; and
- Proxy form (if required).

A link to attend the meeting will be sent to the nominated email address of all parties who registered no later than two (2) hours prior to the commencement of the meeting. Please note your name will be visible to other attendees of the meeting and in meeting documents we prepare and lodge with ASIC.

AGENDA

1. To review the Supplementary Report of the Administrators and their recommendation in connection with the business, property affairs and financial circumstances of the Companies;
2. For the creditors of the Companies to resolve that:
 - a. The Companies to execute a DOCA (if one is proposed);
 - b. The Companies be wound up; or
 - c. The Administration should end.
3. For the creditors of the Companies to vote on the remuneration to be paid to Voluntary Administrators, as calculated on a time basis for the periods:
 - a. 23 March 2026 to 10 June 2026 (inclusive); and
 - b. 11 June 2026 to the finalisation of the Voluntary Administration.
4. If the Companies are placed into liquidation, to vote on the remuneration to be paid to the Liquidators, as calculated on a time basis, from the commencement of the liquidation to the finalisation.
5. If the Companies are placed into liquidation, to consider the appointment of a Committee of Inspection and if required, to determine the members;
6. If the Companies are placed into Liquidation, to consider if Liquidators are authorised to destroy the Company's books and records upon finalisation of the liquidation, and subject to obtaining consent from the Australian Securities and Investments Commission; and
7. To consider any other business properly brought before the meeting.

Dated this 18th day of June 2026



Vaughan Strawbridge
Joint and Several Administrator

c/-FTI Consulting
Level 22, 1 Macquarie Place
SYDNEY NSW 2

NOTE 1: ENTITLEMENT TO VOTE AND COMPLETING PROOFS

IPR (Corp) 75-85 Entitlement to vote at meetings 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.

IPR (Corp) 75-110 Voting on resolutions

- 7) For the purposes of determining whether a resolution is passed at a meeting of creditors of a company, the value of a creditor of the company who:
 - a) is a related creditor (within the meaning of subsection 75-41(4) of the Insolvency Practice Schedule (Corporations)), for the purposes of the vote, in relation to the company; and
 - b) has been assigned a debt; and
 - c) is present at the meeting personally, by telephone, by proxy or attorney; and
 - d) is voting on the resolution;

is to be worked out by taking the value of the assigned debt to be equal to the value of the consideration that the related creditor gave for the assignment of the debt.

FORM - APPOINTMENT OF PROXY

**CX LAVENDER GROUP PTY LTD ACN 079 608 709
(ADMINISTRATORS APPOINTED) ("THE COMPANY")**

I/We (name)

.....

of (address)

.....

a creditor of the Company, appoint (add name and address of proxy)

.....

Or in his/her absence (add name and address of alternate proxy)

.....

as my / our proxy, to vote at the reconvened second meeting of creditors to be held at **11:00AM (AEST)** on **Friday, 26 June 2026** or at any adjournment of that meeting.

Option 1: If appointed as a general proxy, as he/she determines on my/our behalf. **AND/OR**

Option 2: If appointed as a special proxy for some or all resolutions, specifically in the manner set out below.

#	Resolution	For	Against	Abstain
1	<p><i>Future of the Company (only vote for one of the below)</i></p> <p><i>i) The Company execute a deed of company arrangement; or</i></p> <p><i>ii) The Administration should end; or</i></p> <p><i>iii) The Company be wound up.</i></p>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
2	<p><i>"That the remuneration of the Voluntary Administrators of CX Lavender Group Pty Ltd (Administrators Appointed) ACN 679 074 910 and their staff, for the period from appointment to 10 June 2026, calculated at the hours spent at the rates detailed in the Initial Remuneration Notice provided to creditors, is approved for payment in the amount of \$1,174,836.00, exclusive of GST, to be drawn from available funds immediately or as funds become available."</i></p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	<p><i>"That the future remuneration of the Voluntary Administrators of CX Lavender Group Pty Ltd (Administrators Appointed) ACN 679 074 910 for the period from 11 June 2026 to finalisation of the Voluntary Administration, is determined at a sum equal to the cost of time spent by the Administrators and their staff, calculated at the hourly rates as detailed in the FTI Consulting CF&R Standard Rates provided to creditors, up to a capped amount of \$140,000.00, exclusive of GST, and that the Administrators can draw the remuneration from available funds as time is incurred on a monthly basis or as funds become available."</i></p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

#	Resolution	For	Against	Abstain
4	<i>“That the future remuneration of the Liquidators of CX Lavender Group Pty Ltd (Administrators Appointed) ACN 679 074 910 for the period from the commencement of the Liquidation to the finalisation of the Liquidation, is determined at a sum equal to the cost of time spent by the Liquidators and their staff, calculated at the hours spent at the rates detailed in the FTI Consulting CF&R Standard Rates provided to creditors, up to a capped amount of \$200,000.00, exclusive of GST, and that the Liquidators can draw the remuneration from available funds as time is incurred on a monthly basis or as funds become available.”</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	<i>“That a single Committee of Inspection be formed for the Liquidation, and if so, determine who are to be the committee members.”</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	<i>“That the Liquidators are authorised to destroy the Company’s books and records upon finalisation of the liquidation, and subject to obtaining consent from the Australian Securities and Investments Commission.”</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

*I/*We authorise *my/*our proxy to vote as a general proxy on resolutions other than those specified above.

Dated:

.....
Name and signature of authorised person

.....
Name and signature of authorised person

CERTIFICATE OF WITNESS – only complete if the person given the proxy is blind or incapable of writing.

I, of

certify that the above instrument appointing a proxy was completed by me in the presence of and at the request of the person appointing the proxy and read to him/her before he attached his signature or mark to the instrument.

Dated:

Signature of witness:

Description:

Place of residence:

GUIDANCE NOTES FOR COMPLETING PROXY FORM

A person can appoint another person to attend the meeting on their behalf by completing the Form of proxy.

If the creditor is a company or a firm, a person needs to be appointed to represent the company.

This representative needs to be appointed by completing the Form of Proxy in accordance with section 127 of the Corporations Act 2001 ("the Act"). Alternatively, the appointed person must be authorised to act as a representative for the company per section 250D of the Act.

The Form of proxy is valid only for the meeting indicated (or any adjournment).

You may appoint either a general proxy (a person who may vote at their discretion on motions at the meeting) or a special proxy (who must vote according to your directions). If you appoint a special proxy, you should indicate on the form what directions you have given. In many instances, there will be a box or section on the proxy form where you can mark how you want your proxy to vote for you.

If you are unable to attend the meeting and you do not have a representative who can attend on your behalf, you may if you wish, appoint any person, including the Chairperson of the Meeting, as either your general or special proxy.

#	Resolution	For	Against	Abstain
10	<i>“That the future remuneration of the Liquidators of CX Lavender Pty Ltd (Administrators Appointed) ACN 079 608 709 for the period from the commencement of the Liquidation to the finalisation of the Liquidation, is determined at a sum equal to the cost of time spent by the Liquidators and their staff, calculated at the hours spent at the rates detailed in the FTI Consulting CF&R Standard Rates provided to creditors, up to a capped amount of \$12,500.00, exclusive of GST, and that the Liquidators can draw the remuneration from available funds as time is incurred on a monthly basis or as funds become available.”</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11	<i>“That a single Committee of Inspection be formed for the Liquidation, and if so, determine who are to be the committee members.”</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12	<i>“That the Liquidators are authorised to destroy the Company’s books and records upon finalisation of the liquidation, and subject to obtaining consent from the Australian Securities and Investments Commission.”</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

*I/*We authorise *my/*our proxy to vote as a general proxy on resolutions other than those specified above.

Dated:

.....
Name and signature of authorised person

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Name and signature of authorised person

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certify that the above instrument appointing a proxy was completed by me in the presence of and at the request of the person appointing the proxy and read to him/her before he attached his signature or mark to the instrument.

Dated:

Signature of witness:

Description:

Place of residence:

GUIDANCE NOTES FOR COMPLETING PROXY FORM

A person can appoint another person to attend the meeting on their behalf by completing the Form of proxy.

If the creditor is a company or a firm, a person needs to be appointed to represent the company.

This representative needs to be appointed by completing the Form of Proxy in accordance with section 127 of the Corporations Act 2001 ("the Act"). Alternatively, the appointed person must be authorised to act as a representative for the company per section 250D of the Act.

The Form of proxy is valid only for the meeting indicated (or any adjournment).

You may appoint either a general proxy (a person who may vote at their discretion on motions at the meeting) or a special proxy (who must vote according to your directions). If you appoint a special proxy, you should indicate on the form what directions you have given. In many instances, there will be a box or section on the proxy form where you can mark how you want your proxy to vote for you.

If you are unable to attend the meeting and you do not have a representative who can attend on your behalf, you may if you wish, appoint any person, including the Chairperson of the Meeting, as either your general or special proxy.

FORM - APPOINTMENT OF PROXY

**CXTX PTY LIMITED ACN 626 972 825
(ADMINISTRATORS APPOINTED) ("THE COMPANY")**

I/We (name)

.....

of (address)

.....

a creditor of the Company, appoint (add name and address of proxy)

.....

Or in his/her absence (add name and address of alternate proxy)

.....

as my / our proxy, to vote at the reconvened second meeting of creditors to be held at **11:00AM (AEST)** on **Friday, 26 June 2026** or at any adjournment of that meeting.

Option 1: If appointed as a general proxy, as he/she determines on my/our behalf **AND/OR**

Option 2: If appointed as a special proxy for some or all resolutions, specifically in the manner set out below.

#	Resolution	For	Against	Abstain
13	<p><i>Future of the Company (only vote for one of the below)</i></p> <p>i) <i>The Company execute a deed of company arrangement; or</i></p> <p>ii) <i>The Administration should end; or</i></p> <p>i) <i>The Company be wound up.</i></p>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
14	<p><i>"That the remuneration of the Voluntary Administrators of CXTX Pty Limited (Administrators Appointed) ACN 626 972 825 and their staff, for the period from appointment to 10 June 2026, calculated at the hours spent at the rates detailed in the Initial Remuneration Notice provided to creditors, is approved for payment in the amount of \$19,592.00, exclusive of GST, to be drawn from available funds immediately or as funds become available."</i></p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15	<p><i>"That the remuneration of the Voluntary Administrators of CXTX Pty Limited (Administrators Appointed) ACN 626 972 825 for the period from 11 June 2026 to finalisation of the Voluntary Administration, is determined at a sum equal to the cost of time spent by the Administrators and their staff, calculated at the hourly rates as detailed in the FTI Consulting CF&R Standard Rates provided to creditors, up to a capped amount of \$5,000.00, exclusive of GST, and that the Administrators can draw the remuneration from available funds as time is incurred on a monthly basis or as funds become available".</i></p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

#	Resolution	For	Against	Abstain
16	<i>“That the future remuneration of the Liquidators of CXTX Pty Limited (Administrators Appointed) ACN 626 972 825 for the period from the commencement of the Liquidation to the finalisation of the Liquidation, is determined at a sum equal to the cost of time spent by the Liquidators and their staff, calculated at the hours spent at the rates detailed in the FTI Consulting CF&R Standard Rates provided to creditors, up to a capped amount of \$30,000.00, exclusive of GST, and that the Liquidators can draw the remuneration from available funds as time is incurred on a monthly basis or as funds become available.”</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17	<i>“That a single Committee of Inspection be formed for the Liquidation, and if so, determine who are to be the committee members.”</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18	<i>“That the Liquidators are authorised to destroy the Company’s books and records upon finalisation of the liquidation, and subject to obtaining consent from the Australian Securities and Investments Commission.”</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

*I/*We authorise *my/*our proxy to vote as a general proxy on resolutions other than those specified above.

Dated:

.....
Name and signature of authorised person

.....
Name and signature of authorised person

CERTIFICATE OF WITNESS – only complete if the person given the proxy is blind or incapable of writing.

I, of
certify that the above instrument appointing a proxy was completed by me in the presence of and at the request of the person appointing the proxy and read to him/her before he attached his signature or mark to the instrument.

Dated: Signature of witness:

Description: Place of residence:

GUIDANCE NOTES FOR COMPLETING PROXY FORM

A person can appoint another person to attend the meeting on their behalf by completing the Form of proxy.

If the creditor is a company or a firm, a person needs to be appointed to represent the company.

This representative needs to be appointed by completing the Form of Proxy in accordance with section 127 of the Corporations Act 2001 ("the Act"). Alternatively, the appointed person must be authorised to act as a representative for the company per section 250D of the Act.

The Form of proxy is valid only for the meeting indicated (or any adjournment).

You may appoint either a general proxy (a person who may vote at their discretion on motions at the meeting) or a special proxy (who must vote according to your directions). If you appoint a special proxy, you should indicate on the form what directions you have given. In many instances, there will be a box or section on the proxy form where you can mark how you want your proxy to vote for you.

If you are unable to attend the meeting and you do not have a representative who can attend on your behalf, you may if you wish, appoint any person, including the Chairperson of the Meeting, as either your general or special proxy.

FORM 535 – FORMAL PROOF OF DEBT OR CLAIM

CX LAVENDER PTY LTD ACN 079 608 709
CX LAVENDER GROUP PTY LTD ACN 679 074 910
CXTX PTY LTD ACN 626 972 825

(ALL ADMINISTRATORS APPOINTED) (TOGETHER, "THE COMPANIES")

To the Administrators of the Companies:

Note: Please tick only **one** Company that you are a creditor of (if you are a creditor of more than one Company, you must complete a new Formal Proof of Debt for the other Company/s).

Schedule A

Company name	ACN	Tick only ONE
CX Lavender Pty Ltd	ACN 079 608 709	<input type="checkbox"/>
CX Lavender Group Pty Ltd	ACN 679 074 910	<input type="checkbox"/>
CXTX Pty Ltd	ACN 626 972 825	<input type="checkbox"/>

This is to state that the Company was on 23 March 2026, and still is, justly and truly indebted to:

.....

(full name, ABN and address of the creditor and, if applicable, the creditor's partners)

for \$..... *(dollars and cents)*

Particulars of the debt are:

Date	Consideration	Amount (\$/c)	Remarks
	<i>(state how the debt arose)</i>		<i>(include details of voucher substantiating payment)</i>

To my knowledge or belief the creditor has not, nor has any person by the creditor's order, had or received any satisfaction or security for the sum or any part of it except for the following:

(insert particulars of all securities held. If the securities are on the property of the company, assess the value of those securities. If any bills or other negotiable securities are held, show them in a schedule in the following form).

Date	Drawer	Acceptor	Amount (\$/c)	Due Date

Signed by (*select correct option*):

- I am the creditor personally
- I am employed by the creditor and authorised in writing by the creditor to make this statement. I know that the debt was incurred for the consideration stated and that the debt, to the best of my knowledge and belief, remains unpaid and unsatisfied
- I am the creditor's agent authorised in writing to make this statement in writing. I know the debt was incurred for the consideration stated and that the debt, to the best of my knowledge and belief, remains unpaid and unsatisfied.

Signature: Dated:

Name: Occupation:

Address:

** If prepared by an employee or agent of the creditor, also insert a description of the occupation of the creditor*

RECEIVE REPORTS BY EMAIL	YES	NO
Do you wish to receive all future reports and correspondence from our office via email?	<input type="checkbox"/>	<input type="checkbox"/>
Email:		

If being used for the purpose of voting at a meeting:

- a) Is the debt you are claiming assigned to you? Yes No
- b) If yes, attach written evidence of the debt, the assignment and consideration given. Attached
- c) If yes, what value of consideration did you give for the assignment (eg, what amount did you pay for the debt?) \$
- d) If yes, are you a related party creditor of the Company? Yes No
(If you are unsure contact the Administrator)

GUIDANCE NOTES FOR COMPLETING PROXY AND PROOF OF DEBT OR CLAIM FORMS

APPOINTMENT OF PROXY FORM

A person can appoint another person to attend the meeting on their behalf by completing the Form of proxy.

If the creditor is a company or a firm, a person needs to be appointed to represent the company.

This representative needs to be appointed by completing the Form of Proxy in accordance with section 127 of the Corporations Act 2001 (“the Act”). Alternatively, the appointed person must be authorised to act as a representative for the company per section 250D of the Act.

The Form of proxy is valid only for the meeting indicated (or any adjournment).

You may appoint either a general proxy (a person who may vote at their discretion on motions at the meeting) or a special proxy (who must vote according to your directions). If you appoint a special proxy, you should indicate on the form what directions you have given. In many instances, there will be a box or section on the proxy form where you can mark how you want your proxy to vote for you.

If you are unable to attend the meeting and you do not have a representative who can attend on your behalf, you may if you wish, appoint any person, including the Chairperson of the Meeting, as either your general or special proxy.

PROOF OF DEBT OR CLAIM FORM

The proof of debt submitted during an Administration is used for voting purposes at any meetings of creditors and also to help establish the overall level of creditor claims in the administration.

Admission of your proof for voting purposes does not mean that the Administrator has agreed with your proof for the purpose of making a dividend distribution.

You should include a description of how your debt/claim arose, whether you are claiming a security interest in property and if you have any guarantees and indemnities for the debt. If you need more space, you can attach any additional details you wish to include – just make sure that you mention this on the form so we know what you’ve attached and how many pages.

You should provide supporting documents that substantiate what you are owed by the Company. This may include things like account statements, unpaid invoices and their corresponding purchase orders, PPSR registration, agreements/terms of trade, contracts, lease or hire agreements, court order or judgment, guarantee or loan document, emails/other correspondence with the Company.

If you need help in completing the forms or if you are uncertain what information you should attach, please email or telephone the nominated FTI Consulting contact person.