

24 March 2026

**INFORMATION FOR CREDITORS AND SUPPLIERS  
NOTICE OF FIRST MEETING OF CREDITORS**

**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) (“THE COMPANIES”)**

I refer to our circular to creditors and suppliers dated 24 March 2026 regarding our appointment as Voluntary Administrators to the Companies on 23 March 2026.

The purpose of this document is to provide you with notice of the **first meeting of creditors to be held at 1:00pm AEDT on Thursday, 2 April 2026**, information about the Voluntary Administration of the Companies, and your rights as a creditor.

### **Appointment of Voluntary Administrators**

Vaughan Strawbridge and Matt O’Keefe were appointed as joint and several Voluntary Administrators (“**Administrators**”) of the Companies on 23 March 2026 by resolutions of the Companies’ director.

A copy of our *Declaration of Independence, Relevant Relationships and Indemnities* (“**DIRRI**”) is **attached**. The DIRRI assists you to understand any relevant relationships that we have, and any indemnities or upfront payments that have been provided to us.

The Administrators have considered each relationship and it is our opinion that none of the relationships disclosed in the DIRRI result in a conflict of interest or duty or affect our independence.

### **Voluntary Administration Process**

Voluntary Administration is a process under the law which allows companies unable to pay their debts, or likely to become unable to pay their debts to appoint an independent, qualified person (called a Voluntary Administrator) to take control of the Companies and their operations. This process allows breathing space to work out the best outcome for all stakeholders. The creditors will determine if the Companies:

- a) Be returned to the director;
- b) Be placed into liquidation; or
- c) Enter into a Deed of Company Arrangement (“**DOCA**”).

The Australian Securities and Investments Commission (“ASIC”) provides further information the Voluntary Administration process. *ASIC Information Sheet 39* which lists their information sheets which can be found here [Insolvency information for directors, employees, creditors and shareholders](#).

According to the Companies’ records, you may be a creditor of one or more of the Companies.

### What happens to your debt?

All creditors of **each** of the Companies are now creditors in the Voluntary Administration. As a creditor, you have certain rights, although your debt will be dealt with in the Voluntary Administration. Further information regarding your rights as a creditor is **enclosed** with this circular.

It is important to note that a Voluntary Administration creates restrictions on creditors being able to enforce their rights. You generally cannot enforce your claim, recover your property, enforce your security, commence an action to place the company into liquidation or act on a personal guarantee. Please refer to *Important statements for all creditors and suppliers* **attached**.

If you have leased any of the Companies’ property, have a retention of title claim or hold a Personal Property Security in relation to the companies, please contact my staff as soon as possible. Further information is **enclosed** - please refer to *Requirements for parties with security interests and other claims* **attached**. We will be writing separately to all creditors and suppliers that have a registration on the Personal Property Security Register (“PPSR”).

### Operating and trading

We refer to *Administrators’ Trading Procedures* **enclosed** containing guidance to creditors and suppliers regarding ongoing trading with the Companies. We request creditors and suppliers read this information carefully.

The Administrators have taken control of the Companies’ operations and requested the director to prepare a report on the Companies’ business, property, affairs and financial circumstances.

We are working with the management team and other relevant stakeholders to undertake an urgent assessment of the business and restructuring options. We are continuing to operate the business while this assessment is undertaken.

We intend to explore all available options to facilitate a restructure and/or sale of business and assets in an expedited timeframe with the support of relevant stakeholders.

We thank you in advance for your support during this process.

If you are a supplier or employee, **enclosed** is a separate communication on how this appointment impacts your ongoing dealings with the Companies. Please refer to *Important statements for all creditors and suppliers* **attached**.

## Concurrent meeting of creditors

As Voluntary Administrator, I am required to hold two meetings of creditors.

### *First meeting of creditors*

When Companies enter into Voluntary Administration, the Administrators are required to convene a first meeting of creditors within eight (8) business days after the commencement of the Voluntary Administration.

I advise that the First Meeting of the Creditors will be held at **1:00PM AEDT on Thursday, 2 April 2026** via electric facilities only (Teams Meeting).

In this regard, please find **enclosed** the following documents:

- a) Notice of First Meeting of Creditors of the Companies under Administration;
- b) Form - Appointment of Proxy; and
- c) Formal Proof of Debt or Claim Form.

To attend the meeting you **must** first register via the below link:

**Registration link:** <https://forms.office.com/r/2XLCi1WNf8>

If you intend to appoint another person to act on your behalf at the meeting, or you are a corporate creditor, you are required to complete and return the **enclosed** proxy form appointing your representative to [CXLavender@fticonsulting.com](mailto:CXLavender@fticonsulting.com) no later than 3:00pm (AEDT) on Wednesday, 1 April 2026.

You can appoint anyone who is attending the meeting as your proxy and direct them how you wish your vote to be cast. If you choose to do this, they must cast your vote as directed.

Creditors are required to lodge proofs of debt for voting purposes no later than 3:00pm (AEDT) on Wednesday, 1 April 2026, failing which they may be excluded from voting at the meeting. A Proof of Debt or Claim Form is **attached** for this purpose. Proofs of Debt may be sent to FTI Consulting at [CXLavender@fticonsulting.com](mailto:CXLavender@fticonsulting.com).

If you are a creditor of more than one of the Companies, you **must** complete a new proof of debt for the other company/ies. Proofs of debt forms (together with supporting material) may be sent to FTI Consulting via [CXLavender@fticonsulting.com](mailto:CXLavender@fticonsulting.com).

General information regarding the conduct of meetings of creditors and the completion of proxy forms and proof of debt forms is **enclosed** (*Details and Notices for the First Meeting of Creditors*).

**If you are an employee and wish to attend the meeting, please refer to the employee section in the enclosed (*Details and Notices for the First Meeting of Creditors*).**

Statutory notices and advertisements about the Companies will be published on ASIC's Published Notices website at <https://publishednotices.asic.gov.au/>.

### *Second meeting of creditors*

A second meeting of creditors will be held, at which creditors will vote on the future of each of the Companies. Details of that meeting and a Report to Creditors on the Companies' business, property, affairs and financial circumstances will be sent to you in due course.

The second meeting of creditors would usually take place within 30 business days from the date of the Administrators' appointment, however the date of the meeting is able to be extended by the Administrators with the approval of the court.

We may make an application to court after the first meeting of creditors to seek an extension of time to hold the second meeting of creditors. This is known as an extension of the convening period.

The purpose of an extension would be to undertake an orderly recapitalisation/sale process. The application is made with the primary aim of looking to yield the best outcome for all creditors and stakeholders of the Companies, so that any return to creditors can be maximised.

In the event an application is made, a copy of the application will be made available to any creditors on request (subject to any confidentiality orders that may be sought).

### **Costs of the Voluntary Administration Process**

**Attached** to this circular is my *Initial Remuneration Notice*, which provides you with information about how I propose to be paid for undertaking the Voluntary Administration.

I will seek approval of my remuneration at the second meeting of creditors. I will provide you with further information regarding my remuneration before that meeting, detailing the tasks that I have attended to will be required to attend to, and the costs of those tasks.

### **Further information**

If you have any information that you think may help with the Administration of the Companies, the going concern sale or help the Administrators with the investigations into the Companies' affairs, please contact us at the contact details enclosed. For queries about the forthcoming meeting or the administration generally, please refer to the **attached Administrators' background and contact details**.

Yours faithfully



Matt O'Keefe  
Voluntary Administrator

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## NOTICES AND ATTACHMENTS INCLUDED IN THIS CIRCULAR

The administration will be conducted on the basis of the information contained in the following notices and attachments:

- **Administrators' background and contact details**
- **Important statements for all creditors and suppliers**
- **Requirements for parties with security interests and other claims**
- **Administrators' trading procedures.** This includes the specimen signatures of the Administrators, and persons authorised by the Administrators to incur debts for the Companies.
- **Details and notices for the first meeting of creditors**
  - Notice of First Meeting of Creditors of the Companies under Administration;
  - Form - Appointment of Proxy;
  - Formal Proof of Debt or Claim Form (for voting purposes);
  - Guidance notes for completing proxy and proof of debt or claim forms.
- **Independence and remuneration disclosures**
  - Initial advice to creditors – basis of remuneration;
  - FTI Consulting Standard Rate schedule; and
  - The Administrators' Declaration of Independence, Relevant Relationships and Indemnities.
- **Information sheets about your rights and the Voluntary Administration process**
  - Information regarding your rights as a creditor;
  - Information sheet called "*Insolvency information for directors, employees, creditors and shareholders*";
  - Additional information sheets on the administration process can be obtained at [www.asic.gov.au](http://www.asic.gov.au) (search for "insolvency information sheets") or [www.arita.com.au/creditors](http://www.arita.com.au/creditors).

## **ADMINISTRATORS' BACKGROUND AND CONTACT DETAILS**

### **About us**

The Voluntary Administrators of the Companies are Matt O'Keefe and Vaughan Strawbridge who are both Senior Managing Directors at FTI Consulting (Australia) Pty Ltd.

We are both Registered Liquidators and also Professional Members of the Australian Restructuring Insolvency and Turnaround Association ("ARITA") and Chartered Accountants Australia and New Zealand (CA ANZ).

FTI Consulting specialises in corporate finance and restructuring and is part of FTI Consulting, Inc. a global business advisory firm dedicated to helping organisations protect and enhance enterprise value. You can find out more at [www.fticonsulting.com/australia](http://www.fticonsulting.com/australia).

### **Creditor enquiries – first meeting of creditors and general matters**

For queries about the forthcoming meeting or the Voluntary Administration generally, please contact this office by one of the following methods:

Telephone: 02 8247 8000

Email: [CXLavender@fticonsulting.com](mailto:CXLavender@fticonsulting.com)

Post: GPO Box R357 Royal Exchange NSW 1225

## **IMPORTANT STATEMENTS FOR ALL CREDITORS AND SUPPLIERS**

### **No adoption of any contracts or assumption of liabilities of the Companies by the Administrators**

The Administrators are not personally adopting, and will not adopt, any agreement or contract that you may have with any of the Companies. The Administrators will not be personally liable for any liability of the Companies under any agreement or contract with you.

Any payments made by the Administrators for any goods or services does not constitute, nor in any way imply, adoption of any contract or an assumption of any liability of the Companies by the Administrators.

### **Existing debts and claims cannot be paid by Administrators**

The Administrators cannot pay any creditor's debts or claims that arise from circumstances or arrangements that were in place with the Companies before the Administrators' appointment. Payment of these amounts will depend on the outcome of the administration.

### **No set-off against pre-appointment debts or claims**

Any amounts due from you to any of the Companies must not under any circumstances be set-off against amounts due from any of the Companies to you.

### **Protection of Companies' property and general restrictions on third party rights during the Administration**

Without leave of the Court, or the Administrators' written consent:

- A proceeding in a court against any of the Companies or in relation to any of its property cannot be begun or proceeded with;
- Except for perishable property – owners, lessors and creditors with security interests in any of the Companies' property, cannot enforce their security interest, sell any such property they hold, and are not entitled to take possession or otherwise recover such property; and
- No enforcement process in relation to property of any of the Companies can be begun or proceeded with.

*See sections 440B to 440F of the Corporations Act 2001 for further details.*

## **REQUIREMENTS FOR PARTIES WITH SECURITY INTERESTS AND OTHER CLAIMS PARTIES WHO ARE REQUIRED TO CONTACT US**

Please contact our office on (02) 8247 8000 as soon as possible if you:

- Have supplied any goods or collateral to any of the Companies and you have registered a security interest in such property on the Personal Property Security Register (“PPSR”);
- Are otherwise claiming security or proprietary rights in any asset or property owned by or in possession by any of the Companies;
- Lease or hire goods or property to any of the Companies;
- Are claiming a lien over property owned by any of the Companies; and/or
- Have commenced legal proceedings against any of the Companies.

We will be writing to all parties who have registered a security interest on the PPSR over any of the Companies.

### **Parties with purchase money security interests (“PMSI”), retention of title and consignment claims over property**

Parties with these claims are requested as soon as possible to:

1. Give us details of the items supplied to any of the Companies (including any features by which that property is able to be identified, for example - serial number/s) and which remain unpaid for; and
2. Provide details of your registration on the PPSR with all relevant supporting documents.

### **General statement**

The Administrators will consider the information and details provided to them in support of any claims. Where a claim is valid and not disputed, the Administrators will comply with their obligations at law. This should not be interpreted as, in any way, limiting or restricting the rights of the Administrators or the Companies, whose rights are expressly reserved.

Please note the Administrators may require payment of their reasonable expenses and remuneration incurred in the identification, preservation and distribution of property to secured parties, purchasers and/or other persons that the property belongs to. This also includes circumstances where property (such as inventory, for example) is made available for collection.

Affected parties should seek their own advice as applicable and as they deem appropriate.

## ADMINISTRATORS' TRADING PROCEDURES

### Purchase orders to be issued to suppliers for goods and services

The Companies will raise a purchase order for goods and services that are required during the period of the Administration. Goods supplied or services rendered to any of the Companies after our appointment will be paid in accordance with these procedures provided that:

1. A purchase order has been issued for the applicable good or service;
2. The purchase order has been signed by the Administrators or our authorised signatories. The specimen signatures of our authorised representatives for this purpose are included with this circular; and
3. The Administrators' liability does not exceed the amount specified on the purchase order.

### New accounts and other accounting procedures to be followed

Suppliers must comply with the following procedures:

1. **Close** any existing accounts against the Companies. These accounts will be for goods supplied and services rendered up to and including the date of appointment;
2. **Open** a new account for **each** of the relevant Companies with the words "Administrators Appointed" added after **each** company/ies name. This new account is to be used for goods supplied and services rendered to the respective Companies during the period of the Administration;
3. Update contact details for the Companies within your systems to also include the Administrators' contact details; and
4. Please ensure your invoices include the Administrators' purchase order number. This will likely be a new number sequence to help demarcate pre-appointment and post-appointment orders.

### Payments and acceptance of liability for goods or services

Validly authorised liabilities created after our appointment in accordance with these procedures will be paid in accordance with your/the Companies' usual terms of trade unless otherwise agreed.

All payments made by the Companies or the Administrators must be applied against liabilities incurred by the Administrators. These payments cannot be set-off against any other claims against or liabilities incurred by the Companies prior to the Administrators' appointment.

If you have current orders or bookings with any of the Companies, you will need a new purchase order to be issued in accordance with these procedures (and before any goods or services are provided) before the Administrators will accept liability.

It is your responsibility to contact us if you require clarification about any of these arrangements.

## Administrators' trading procedures – authorized persons

The following persons are authorised to sign purchase orders for the Companies:

Name	Signature	Order Limit (\$)
Vaughan Strawbridge		Unlimited
Matt O'Keefe		Unlimited
Marial Kwan		\$50,000
Grace Patterson		\$25,000

## DETAILS AND NOTICES FOR THE FIRST MEETING OF CREDITORS

### Notice of the First Meeting of Creditors of Companies under Administration

The agenda for the meeting is set out in the notice.

This meeting is being held virtually. 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 a time for the meeting. The notional place for this meeting is set out in the Notice of First Meeting of Creditors. **PLEASE DO NOT ATTEND THIS LOCATION.**

Attendance at this meeting is not compulsory.

Video conferencing, including telephone facilities are available for those creditors wishing to attend virtually.

Should you wish to attend the virtual meeting and would like to vote, you must register and complete the relevant forms and provide them by 3:00PM AEDT on Wednesday, 1 April 2026 to [CXLavender@fticonsulting.com](mailto:CXLavender@fticonsulting.com).

If you wish to attend by telephone, please contact [CXLavender@fticonsulting.com](mailto:CXLavender@fticonsulting.com) by 3:00PM AEDT on Wednesday, 1 April 2026.

### Meeting registration form

If you wish to attend the first meeting of creditors, you must register via the link below by 3:00PM AEDT on Wednesday, 1 April 2026.

**Meeting registration link:** <https://forms.office.com/r/2XLCi1WNf8>

If you do not register for the meeting, you may be considered an observer of the meeting.

Observers may listen to and observe the meeting but are unable to vote.

### Guidance for completing proxy and proof of debt forms

#### *Form – Appointment of Proxy*

This form should be completed if:

- You are an individual creditor (for example an employee or a sole trader) and you intend to appoint another person to act on your behalf at the meeting; or
- You will attend the meeting to represent a corporate creditor. If the creditor is a company or a firm, a person needs to be appointed to represent the company at the meeting.

Please note that if you are a creditor of more than one company, you must complete an Appointment of Proxy for each of the Companies you are a creditor of.

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 the Chairperson of the Meeting as your proxy. The Chairperson can be appointed as a general proxy or a special proxy. This is entirely your choice.

An Appointment of Proxy form is **attached** to this circular.

#### *Form - Formal proof of debt or claim*

This form allows you to tell us what you are owed by the Companies.

You must send us a completed proof of debt form if you wish to vote at the meeting.

For employees – the Administrators will work with the Companies' payroll staff to register your claims on your behalf ahead of the meeting if you wish to and are able to attend.

Please note that if you are a creditor of more than one company, you must complete a new Proof of Debt for each company that owes you money. A Proof of Debt form is **attached** to this circular.

Return completed your completed proof of debt and supporting material to either:

**Email:** [CXLavender@fticonsulting.com](mailto:CXLavender@fticonsulting.com)

**Post:** GPO Box R367, Royal Exchange NSW 1225

The proof of debt submitted during an administration is informal in that it does not mean that the Administrators have agreed with your proof for the purpose of making a dividend distribution.

It is used for voting purposes at any meetings of creditors and also to help establish the overall level of creditor claims in the Administrations. In the event that there are monies to be distributed to creditors in the future, you will need to submit a Formal Proof of Debt or Claim form.

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 Companies. 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 Companies.

*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*

## Guidance for Employees

The agenda for the meeting is set out in the notice.

This meeting is being held virtually. 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 a time for the meeting. The notional place for this meeting is set out in the Notice of First Meeting of Creditors.

### **PLEASE DO NOT ATTEND THIS LOCATION.**

Attendance at this meeting is not compulsory, and there are no consequences if you are unable to attend.

Video conferencing, including telephone facilities are available for those creditors wishing to attend virtually.

For employees who wish to attend the virtual meeting and would like to vote, you must register for the meeting via the meeting registration link (below) ahead of the meeting. If you are appointing someone else to attend the meeting for you, then you also need to submit an appointment of proxy form (if you are attending as yourself, then you do not need a proxy form) by 3:00PM AEDT on Wednesday, 1 April 2026 to [CXLavender@fticonsulting.com](mailto:CXLavender@fticonsulting.com).

If you wish to attend by telephone, please contact [CXLavender@fticonsulting.com](mailto:CXLavender@fticonsulting.com) by 3:00PM AEDT on Wednesday, 1 April 2026.

## Meeting registration form

If you wish to attend the first meeting of creditors, you must register via the link below by 3:00PM AEDT on Wednesday, 1 April 2026.

**Meeting registration link:** <https://forms.office.com/r/2XLCi1WNf8>

If you do not register for the meeting, you may be considered an observer and you will not be able to vote.

## Guidance for completing proxy and proof of debt forms

### *Form – Appointment of Proxy*

Employees who plan to attend this meeting for themselves **do not need to complete this form.**

However, you need to complete this form if you intend to appoint another person to act on your behalf at the meeting.

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 the Chairperson of the Meeting as your proxy. The Chairperson can be appointed as a general proxy or a special proxy. This is entirely your choice.

#### **Form - Formal proof of debt or claim**

**Employees do not need to complete this form before the meeting.** The purpose of this form is for creditors to tell us how much the Companies owe them.

For employees, we will obtain this information directly from your payroll department so you do not need to complete a Proof of Debt form. We will write to you individually confirming your entitlements as soon as possible in the administration process.

**NOTICE OF FIRST MEETING OF CREDITORS OF THE COMPANIES UNDER ADMINISTRATION**

**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”)**

On 23 March 2026, the Companies, under Section 436A, appointed Vaughan Strawbridge and Matt O’Keefe of FTI Consulting, as Joint and Several Administrators of the Companies.

- 1) Notice is now given that a first meeting of the creditors of the Companies will be held concurrently at 1:00PM AEDT on Thursday 2 April 2026 via electronic facilities (Teams Meeting).

The meeting is being held virtually and all creditors wishing to attend the meeting are required to attend via Zoom. 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: at FTI Consulting, Level 22, 1 Macquarie Place, Sydney NSW 2000.

**PLEASE DO NOT ATTEND AT THIS LOCATION.**

Further details regarding the meeting will be provided once a creditor has registered their attendance for the meeting by completing the steps in the *meeting registration link*.

If you wish to attend the meeting, you must register at the below link and return the below forms on or before 3:00PM AEDT on Wednesday, 1 April 2026 to [CXLavender@fticonsulting.com](mailto:CXLavender@fticonsulting.com).

Required forms/action:

- Register via the meeting registration link: <https://forms.office.com/r/2XLCi1WNf8>
- Form – Appointment of Proxy (if required); and
- Form – Formal Proof of Debt or Claim.

A link to access the meeting will be sent to you by email before 3 hours before the meeting commences.

Please note your name will be visible to other attendees of the meeting and in the meeting documents we prepare and lodge with ASIC. If you attend via phone, your phone number may be visible to other participants.

- 2) The purpose of the meeting is to determine:
  - a) Whether to appoint a committee of inspection; and

- b) If so, who are to be the committee's members.
- 3) 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 Companies.
- 4) Discuss any other relevant business which may arise.

Dated this 24<sup>th</sup> day of March 2026



Matt O'Keefe  
Joint and Several Administrator  
c/- FTI Consulting  
Level 22, 1 Macquarie Place  
SYDNEY NSW 2000

**FORM - APPOINTMENT OF PROXY****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")**

**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 an Appointment of Proxy for each company you are a creditor of.

**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"/>

I/We \_\_\_\_\_ (name of signatory)  
of \_\_\_\_\_ (creditor name)  
a creditor of the Company, appoint \_\_\_\_\_ (name of proxy)  
of \_\_\_\_\_ (address of proxy)  
or in his/her absence \_\_\_\_\_ (details of alternate proxy)

as my/our  general proxy or  special proxy to vote at the meeting of creditors to be held at **1:00PM AEDT on Thursday 2 April 2026** or at any adjournment of that meeting.

Voting instructions - for special proxy only	For	Against	Abstain
<b>Resolution</b>			
1. To appoint a committee of inspection.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. That members of the Committee of Inspection and related parties of members are entitled to enter into arms-length transactions or dealings in the ordinary course with the Administrators, the above company or any creditors of the above company.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. To remove the Administrators and appoint someone else as administrator(s) of the above company.	<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  
(delete if not required)

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 before he attached his signature or mark to the  
instrument.

Dated: .....

Signature of witness: .....

Description: .....

Place of residence: .....

**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*

<b>RECEIVE REPORTS BY EMAIL</b>	<b>YES</b>	<b>NO</b>
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)

# INITIAL ADVICE TO CREDITORS – BASIS OF ADMINISTRATORS' REMUNERATION

## Remuneration methods

There are four basic methods that can be used to calculate the remuneration charged by an insolvency practitioner. They are:

### *Time based / hourly rates*

This is the most common method. The total fee charged is based on the hourly rate charged for each person who carried out the work multiplied by the number of hours spent by each person on each of the tasks performed.

### *Fixed fee*

The total fee charged is normally quoted at the commencement of the Voluntary Administration and is the total cost for the Voluntary Administration. Sometimes a practitioner will finalise a Voluntary Administration for a fixed fee.

### *Percentage*

The total fee charged is based on a percentage of a particular variable, such as the gross proceeds of assets realisations.

### *Contingency*

The practitioner's fee is structured to be contingent on a particular outcome being achieved.

## Method proposed

We propose that our remuneration is calculated on a time basis. We believe this method is appropriate as it ensures that only the actual work performed is charged for. There are also various tasks required to be completed which do not involve the realisation of assets, such as reporting to ASIC, undertaking investigations, corresponding with creditors and answering their queries, and completing other statutory tasks required by law.

## Estimate of remuneration for the Voluntary Administrations

We estimate our remuneration for undertaking these engagements will be approximately \$450,000 (exclusive of GST), subject to the following variables which may have a significant effect on this estimate and that we are unable to determine until the Voluntary Administration has commenced:

- The full scope and extent of necessary work (from experience, unforeseen matters typically arise and may require us to perform additional work beyond that currently anticipated).
- The length of time the business is traded and the extent of any sale process.
- The actual length of the administration itself (including whether or not timing for the second meeting of creditors is extended or adjourned)
- The extent of work to assess any deed of company arrangement that may be proposed.

## Explanation of hourly rates

The rates for our remuneration calculation are attached together with a general guide showing the qualifications and experience of staff that will be engaged in the Voluntary Administration and the role they take in the Voluntary Administration.

The hourly rates charged encompass the total cost of providing professional services and should not be compared to an hourly wage.

## Disbursements

Disbursements are divided into three types:

- Externally provided professional services - these are recovered at cost. An example of an externally provided professional service disbursement is legal fees.
- Externally provided non-professional costs such as travel, accommodation and search fees - these are recovered at cost.
- Internal disbursements such as photocopying, printing and postage. These disbursements, if charged to the administration, would generally be charged at cost; though some expenses such as telephone calls, photocopying and printing may be charged at a rate which recoups both variable and fixed costs.

We are not required to seek creditor approval for disbursements paid to third parties, but must account to creditors. However, I must be satisfied that these disbursements are appropriate, justified and reasonable.

I am required to obtain creditors' approval for the payment of internal disbursements which were not charged at cost (and which may therefore have a profit or advantage attached to them), prior to these disbursements being paid from the administration. These disbursements typically would include internal photocopying, printing and facsimile costs. However, as we do not charge our external administrations for internally-generated FTI disbursements where they have not been charged at cost (such as photocopying and printing charges for the use of internal photocopiers, printers, etc.), creditor approval is not required.

Details of the basis of recovering internal and external disbursements in this administration are provided in the table below. Full details of any actual costs incurred will be provided with future reporting.

## FTI Disbursements Schedule

Disbursement type	Charge Type	Charge Rate (excl GST)
Advertising	External, non-professional	At cost
ASIC Industry Funding Model Levy – metric events	External, non-professional	At cost (at prescribed ASIC rates)
Couriers and deliveries	External, non-professional	At cost
Data Room Charges	External, professional	At cost
Facsimile	Internal (FTI)	Not charged
Legal Fees	External, professional	At cost
Mail out	Internal (FTI)	20 cents per email
Postage	External, non-professional	At cost
Photocopying – internal	Internal (FTI)	Not charged
Photocopying – outsourced	External, non-professional	At cost
Printing – internal	Internal (FTI)	Not charged
Printing – outsourced	External, non-professional	At cost
Records costs – storage, destruction, boxes	External, non-professional	At cost
Search fees	External, non-professional	At cost
Staff motor vehicle use - mileage	Cents per km	At prescribed ATO rates
Staff travel - accommodation, meals etc	External, non-professional	At cost
Stationery and other incidental disbursements	External, non-professional	At cost
Telephone	Internal (FTI)	Not charged
Valuation Fees	External, professional	At cost
Other externally provided professional services		At Cost
Other externally provided non-professional services		At Cost

## FTI Consulting CF&R Standard Rates (excluding GST)

Typical classification	Standard Rates \$/hour	General guide to classifications
Senior Managing Director 2	1,100	Registered Liquidator and/or Trustee or corporate advisory professional, with extensive specialist skills, experience in all forms of insolvency engagements, turnaround scenarios or restructures over many years. A market leader with proven leadership experience in business or industry, bringing recognised specialist expertise and knowledge to the engagement.
Senior Managing Director 1	980	Registered Liquidator and/or Trustee or corporate advisory professional, with specialist skills and experience in all forms of insolvency engagements, turnaround scenarios and restructures. Proven leadership experience in business or industry, bringing specialist expertise and knowledge to the engagement.
Managing Director	860	Broad specialist skills brought to the engagement. Extensive experience in managing large, complex engagements at a senior level over many years. May also be a Registered Liquidator and/or Trustee or has extensive leadership/senior management experience in business or industry.
Senior Director	800	Strong technical and commercial skill with significant experience in managing all types of large, complex engagements. Alternatively, has significant senior management experience in business or industry, with specialist skills and/or qualifications.
Director	750	Significant experience across all types of engagements. Strong technical and commercial skills. Has primary conduct of small to medium engagements, managing a team of professionals. Alternatively, has senior management experience in business or industry, with specialist skills and/or qualifications.
Senior Consultant	660	Typically studying to become or qualified to be a professional member of the Australian Restructuring Insolvency & Turnaround Association. Well developed technical and commercial skills. Has experience in large and complex engagements and may have primary conduct of small engagements, supervising a small team of professionals.
Consultant	550	Typically qualified chartered accountant and member of Chartered Accountants Australia & New Zealand (or similar). Required to control the tasks on small engagements or responsible for select aspects on medium to large-sized engagements under supervision of senior staff.
Associate	460	Typically a degree qualified accountant, who assists with day-to-day tasks under the supervision of senior staff.
Treasury	360	Typically, qualified accountant and/or bookkeeper. Undertakes treasury activities and is skilled in bookkeeping and funds handling activities.
Junior Associate	300	Undergraduate in the latter stage of their university degree.
Administration 2	300	Well developed administrative skills with significant experience supporting professional staff, including superior knowledge of software packages, personal assistance work and/or office management.
Administration 1	250	Has appropriate skills and experience to support professional staff in an administrative capacity.

The FTI Consulting Standard Rates above apply to the Corporate Finance & Restructuring practice and are subject to periodical review.

# Creditor Rights in Voluntary Administrations



As a creditor, you have rights to request meetings and information or take certain actions:



## Right to request information

Information is communicated to creditors in a voluntary administration through reports and meetings.

In a voluntary administration, two meetings of creditors are automatically held. You should expect to receive reports and notice of these meetings:

- The first meeting is held within 8 business days of the voluntary administrator's appointment. A notice of meeting and other information for this meeting will be issued to all known creditors.
- The second, or decision, meeting is usually held within 6 weeks of the appointment, unless an extension is granted. At this meeting, creditors will get to make a decision about the company's future. Prior to this meeting the voluntary administrator will provide creditors with a notice of the meeting and a detailed report to assist in making your decision.

Important information will be communicated to creditors prior to and during these meetings. Creditors are unable to request additional meetings in a voluntary administration.

Creditors have the right to request information at any time. A voluntary administrator must provide a creditor with the requested information if their request is 'reasonable', the information is relevant to the voluntary administration, and the provision of the information would not cause the voluntary administrator to breach their duties.

A voluntary administrator must provide this information to a creditor within 5 business days of receiving the request, unless a longer period is agreed. If, due to the nature of the information requested, the voluntary administrator requires more time to comply with the request, they can extend the period by notifying the creditor in writing.

## Requests must be reasonable.

### They are not reasonable if:

- (a) complying with the request would prejudice the interests of one or more creditors or a third party
- (b) the information requested would be privileged from production in legal proceedings
- (c) disclosure would found an action for breach of confidence
- (d) there is not sufficient available property to comply with the request
- (e) the information has already been provided
- (f) the information is required to be provided under law within 20 business days of the request
- (g) the request is vexatious

If a request is not reasonable due to (d), (e) or (f) above, the voluntary administrator must comply if the creditor meets the cost of complying with the request.

Otherwise, a voluntary administrator must inform a creditor if their information request is not reasonable and the reason why.

Specific questions about the voluntary administration should be directed to the voluntary administrator's office.

### Right to give directions to voluntary administrator

Creditors, by resolution, may give a voluntary administrator directions in relation to a voluntary administration. A voluntary administrator must have regard to these directions, but they are not required to comply with the directions.

If a voluntary administrator chooses not to comply with a direction given by a resolution of the creditors, they must document their reasons for not complying.

An individual creditor cannot provide a direction to a voluntary administrator.

### Right to appoint a reviewing liquidator

Creditors, by resolution, may appoint a reviewing liquidator to review a voluntary administrator's remuneration or a cost or expense incurred in a voluntary administration. The review is limited to:

- remuneration approved within the six months prior to the appointment of the reviewing liquidator, and
- expenses incurred in the 12 months prior to the appointment of the reviewing liquidator.

The cost of the reviewing liquidator is paid from the assets of the voluntary administration, in priority to creditor claims.

An individual creditor can appoint a reviewing liquidator with the voluntary administrator's consent, however the cost of this reviewing liquidator must be met personally by the creditor making the appointment.

### Right to replace voluntary administrator

At the first meeting, creditors have the right to remove a voluntary administrator and appoint another registered liquidator to act as voluntary administrator.

A creditor must ensure that they have a consent from another registered liquidator prior to the first meeting if they wish to seek the removal and replacement of a voluntary administrator.

Creditors also have the opportunity to replace a voluntary administrator at the second meeting of creditors:

- If creditors vote to accept a proposed deed of company arrangement, they can appoint a different registered liquidator as the deed administrator.
- If creditors vote to place the company into liquidation, they can appoint a different registered liquidator as the liquidator.

It is however usual for the voluntary administrator to act as deed administrator or liquidator. It would be expected that additional costs would be incurred by an alternate deed administrator or liquidator to gain the level of knowledge of the voluntary administrator.

Like with the first meeting, a creditor must ensure that they have a consent from another registered liquidator prior to the second meeting if they wish to seek to appoint an alternative registered liquidator as deed administrator or liquidator.

**For more information, go to [www.arita.com.au/creditors](http://www.arita.com.au/creditors).  
Specific queries about the voluntary administration should be directed to the voluntary administrator's office.**

## DECLARATION OF INDEPENDENCE, RELEVANT RELATIONSHIPS AND INDEMNITIES

**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 VOLUNTARY ADMINISTRATORS APPOINTED)  
(TOGETHER “THE COMPANIES”)**

The purpose of this document is to assist creditors with understanding any relevant relationships that we have with parties who are closely connected to the Companies and any indemnities or upfront payments that have been provided to us. None of the relationships disclosed in this document are such that our independence is affected.

This information is provided so you have trust and confidence in our independence and, if not, you can ask for further explanation or information and can act to remove and replace us if you wish.

This declaration is made in respect of ourselves, our fellow Senior Managing Directors/Managing Directors, FTI Consulting (Australia) Pty Ltd (FTI Consulting or Firm) and associated entities, as detailed in **Annexure A**.

We are Professional Members of the Australian Restructuring Insolvency and Turnaround Association (ARITA). We acknowledge that we are bound by the ARITA Code of Professional Practice.

### Independence

We have assessed our independence and we are not aware of any reasons that would prevent us from accepting this appointment.

There are no other known relevant relationships, including personal, business and professional relationships that should be disclosed beyond those we have disclosed in this document.

### Circumstances of appointment

How we were referred this appointment

This appointment was made following direct contact by the director of the Companies Will Lavender.

We believe that this direct contact does not result in us having a conflict of interest or duty because prior to the contact being made we have not had any engagement with Will Lavender of the Companies.

### Did we meet with the Companies, the directors and/or their advisers before we were appointed?

Yes  No

FTI Consulting has not been formally engaged by the Companies to perform any services. No advice has been given to the director in their capacity as director of the Companies, or in relation to his personal circumstances.

From the time of the initial contact from the director on xx to the date of appointment the interactions have been limited to:

- Obtained information from the Group with the objective of developing an understanding of the current stakeholders, structure, operations and financial position of the companies;
- General discussions with respect to insolvency processes and specially the objectives and conduct of a voluntary administration. The Courts and the applicable professional standards specifically recognise the benefit of directors being informed with respect to insolvency processes and the options available and do not consider such discussions or advice results in a conflict or an impediment to accepting an appointment as voluntary administrators.

In our opinion, these interactions do not affect our independence for the following reasons:

- The nature of the discussion undertaken by us is such that it would not be subject to review and challenge during the voluntary administration of any of the Companies;
- No engagement was entered into or fees paid to FTI Consulting; and
- The interactions will not influence our ability to fully comply with the statutory and fiduciary obligations associated with the voluntary administrations of the Companies.

We have provided no other information or advice to the Companies, directors and their advisors in the two years prior to our appointment beyond that outlined in this DIRRI.

## Declaration of Relationships

**Within the previous 2 years we or our firm have had a relationship with:**

The Companies	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
The director	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Any associates of the Companies?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

- CX Lavender Group Pty Ltd is a subsidiary of CX Lavender Pty Ltd.
- We are aware that there are inter-company transactions between the Companies but at this time we are not aware of any potential conflicts of interest arising from our appointments over the Companies. If it becomes apparent that pre-appointment dealings between the Companies may give rise to a conflict which may impact the outcome for creditors of the Companies, we undertake to disclose any such conflicts to the creditors and as appropriate, seek Court directions as to the means of resolving the potential conflict.
- We have obligations in respect of each of the companies individually (as defined in Section 435A of the Corporations Act 2001 and not to the companies as a whole. As such, it is acknowledged that potential conflicts could possibly arise in the course of carrying out our duties in respect of each of the companies.

- We are of the view that the appointment to the Companies will have significant benefits to the conduct of the Voluntary Administrations, particularly as this will offer cost savings and will facilitate a comprehensive and accurate understanding of the activities and financial position of the Companies as a whole.

A former insolvency practitioner appointed to the Companies?

Yes  No

A secured creditor entitled to enforce a security over the whole or substantially the whole of the Companies' property?

Yes  No

### Do we have any other relationships that we consider are relevant to creditors assessing our independence?

Yes  No

We have not received any up-front payments or indemnities for this appointment. This does not include any indemnities we may be entitled to under the law.

Dated 24<sup>th</sup> March 2026



Vaughan Strawbridge



Matt O'Keefe

#### Notes:

1. *The assessment of independence has been made based on an evaluation of the significance of any threats to independence and in accordance with the requirements of the relevant legislation and professional Standards.*
2. *If circumstances change, or new information is identified, we are required under the Corporations Act 2001 or Bankruptcy Act and ARITA's Code of Professional Practice to update this Declaration and provide a copy to creditors with our next communication as well as table a copy of any replacement declaration at the next meeting of the insolvent's creditors. For creditors' voluntary liquidations and voluntary administrations, this document and any updated versions of this document are required to be lodged with ASIC.*



## **ANNEXURE A**

### **FTI Consulting (Australia) Pty Ltd and associated entities**

FTI Consulting Inc (ultimate holding entity)

FTI Consulting – FD Australia Holdings Pty Ltd

FTI Consulting (Australia) Pty Ltd

FTI Technology (Sydney) Pty Ltd

FTI Consulting (Perth) Pty Ltd

FTI Consulting (Sydney) Pty Ltd

FTI Capital Advisors (Australia) Pty Ltd

FTI Consulting Australia Nominees Pty Ltd

## ANNEXURE B

### Interactions between FTI Consulting staff and company representatives/other third parties during the previous two years

The following is a schedule of meetings/correspondence which took place during the previous two years. All meetings had the duration of approximately one hour or less unless otherwise stated, and are summarised as follows:

Date	Medium	FTI Consulting attendees	External attendees	Agenda/purpose/discussion
20 February 2026	Meeting	Vaughan Strawbridge	Will Lavender Tess Lavender	<ul style="list-style-type: none"> <li>■ Introductory meeting and general briefing with respect to the Companies and their financial position. General enquiry with respect to the Companies and if FTI Consulting could provide any assistance to the Companies.</li> </ul>
25 February 2026	Meeting	Vaughan Strawbridge	Will Lavender Tess Lavender	<ul style="list-style-type: none"> <li>■ Provision of financial information with respect to the companies and discussions with respect to the options available to the Companies should the director form the view the Companies were likely to become insolvent in the future.</li> </ul>
16 March 2026	Microsoft Teams meeting	Vaughan Strawbridge	Will Lavender Tess Lavender	<ul style="list-style-type: none"> <li>■ Provision of further financial information with respect to the Companies and discussions with respect to the options available to the Companies should the director form the view the Companies were likely to become insolvent in the future.</li> </ul>
23 February to 17 March 2026	Various emails	Vaughan Strawbridge	Tess Lavender	<ul style="list-style-type: none"> <li>■ Provision of financial information and request for information to be provided.</li> <li>■ Questions with respect to the conduct of a voluntary administration process</li> </ul>
25 February 2026	Email	Vaughan Strawbridge	Elizabeth Bodycott	<ul style="list-style-type: none"> <li>■ Provision of financial information</li> </ul>
17 March 2026	Telephone call	Vaughan Strawbridge	Will Lavender	<ul style="list-style-type: none"> <li>■ Call to advise of potential interest in parties acquiring the business.</li> </ul>

Date	Medium	FTI Consulting attendees	External attendees	Agenda/purpose/discussion
18 March 2026	Emails	Vaughan Strawbridge	Will Lavender Tess Lavender	<ul style="list-style-type: none"> <li>■ Provision of financial information with respect to the current financial position of the Companies</li> <li>■ Provision of consent to act, draft appointment resolutions and director initial information letter.</li> </ul>
23 March 2026	Meeting	Vaughan Strawbridge Marial Kwan Grace Patterson	Will Lavender Tess Lavender	<ul style="list-style-type: none"> <li>■ Provision of information with respect to the current operations and financial position of the Companies relevant to the voluntary administration process.</li> </ul>

### Non FTI Consulting staff positions held at the date of interactions

Name	Position/title held	Representing
Will Lavender	Director	Companies
Tess Lavender		Companies
Elizabeth Bodycott	Accountant – external	Companies