

Our Ref: Perth 474060.0001/006/GW

3 February 2020

# FRONTIER RV PTY LTD (IN LIQUIDATION) ACN 610 326 559 ("THE COMPANY")

#### **Initial Information for Creditors**

The purpose of this document is to provide you with information about the liquidation of the Company and your rights as a creditor.

## **Notification of Appointment**

On Monday, 20 January 2020 the members of the Company resolved to wind up the Company and Ian Charles Francis and I were appointed joint and several Liquidators of the Company.

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

# What is a Creditors' Voluntary Liquidation?

A creditors' voluntary liquidation is a liquidation initiated by the Company in circumstances where it insolvent, as it is unable to pay all of its creditors as they fall due.

According to the Company's records, you may be a creditor of the Company.

Information regarding the liquidation process is contained in the Australian Securities and Investments Commission ("ASIC") information sheet attached at Appendix B titled "Insolvency information for directors, employees, creditors and shareholders".

# What Happens to Your Debt?

All creditors of the Company are now creditors in the liquidation. As a creditor, you have certain rights, although your debt will now be dealt with in the liquidation.

FTI Consulting (Australia) Pty Limited

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 form, which is attached at **Appendix C.** A proof of debt is also used for voting purposes at any meetings of creditors.

If you have leased the company property, have a retention of title claim or hold a Personal Property Security Interest in relation to the Company, please contact my office as soon as possible. Further information is attached at **Appendix D**.

# Your Rights as a Creditor

Information regarding your rights as a creditor is provided in the information sheet included at **Appendix E**.

I wish to draw to your attention to the special right to request a meeting in the first 20 business days of a creditor's voluntary liquidation. If I receive a request for a meeting from at least 5% of known creditors that are not a related entity of the Company, I am required to hold a meeting, as long as the request is reasonable. The details of whether a request is reasonable or not is included in the information sheet at **Appendix E**.

# Presentation of Summary of Affairs of a Company (Form 509) and Listing of creditors

I have attached at **Appendix G** a list of creditors, including their addresses and the estimated value of their claims, as disclosed in the records of the Company. Any creditors related to the Company are identified. I am required to provide this information to creditors under law.

Also attached (as Appendix F) is the Presentation of Summary of Affairs of a Company (Form 509).

# Report on Company's Activities and Property (ROCAP)

To date, I have not received a completed Report on Company Activities and Property Part A (ROCAP Part A) from the directors. The Directors have been reminded of their obligations to complete a ROCAP and I have been advised a completed report will be received shortly.

# Update on liquidation to date

The Company previously operated a caravan repair business from a leased property in Mandurah, which ceased trading the week prior to our appointment. We have met with Ryan Bulluss, one of the Company's three Directors, to understand the Company's affairs and take control of the remaining assets of the Company.



The Liquidators engaged Slatterys Auctions and Valuations ("Slatterys") to value and sell the Company's assets. Slatterys' advised that the Company's assets had limited value and should be sold onsite.

Slatterys contacted four (4) parties operating competing businesses in the surrounding area regarding their interest in the remaining unencumbered stock and equipment. Slatterys sold the plant and equipment for \$3,272.72 (including GST)(net of realisation costs).

The Company also held equipment subject to finance which was assessed as having nil equity and was subsequently disclaimed.

Further details of the sale and any additional assets identified will be provided in the Liquidators' Statutory Report to creditors to be issued within 3 months of our appointment.

We have also communicated with the relevant statutory bodies, frozen the Company's bank account and contacted all other relevant parties. We are currently undertaking preliminary investigations into the affairs of the Company and will provide an update to creditors on the Liquidation in due course.

## What Happens Next?

I will proceed with the liquidation, including but not limited to:

- collecting proceeds from the sale of assets;
- pursuing the collection of outstanding debtors;
- investigating the Company's affairs including any additional assets of the Company or recoverable transactions available to the Liquidators; and
- reporting to the corporate regulator, ASIC.

If I receive a request for a meeting that complies with the guidelines set out in the creditor rights information sheet, I will hold a meeting of creditors.

I will write to you within three months of our appointment advising whether a dividend is likely and update you on the progress of our investigations.

I may write to you again after that with further information on the progress of the liquidation.

# **Costs of the Liquidation**

Included at **Appendix H** is my Initial Remuneration Notice. This document provides you with information about how I propose to be paid for undertaking the liquidation.



I am seeking approval for my future remuneration for undertaking the liquidation by way of proposal, without holding a creditors' meeting. The Notice of Proposal to Creditors is attached at **Appendix I**. Please complete and return the Proposals by no later than 5:00 PM WST on Friday, 21 February 2020. The proposals may be sent to us as follows:

Return to: Frontier RV Pty Ltd (In Liquidation)

C/- FTI Consulting

Level 47, 152 – 158 St Georges Terrace, PERTH WA 6000

PO Box Z5486, St Georges Terrace, PERTH WA 6831

By Email: georgina.wright@fticonsulting.com

By Facsimile: (08) 9321 8544

I attach a Remuneration Approval Report at **Appendix J** which provides you with detailed information so that you can understand what tasks we will undertake and the costs of those tasks.

#### Where Can You Get More Information?

The Australian Restructuring Insolvency and Turnaround Association (ARITA) provides information to assist creditors with understanding liquidations and insolvency.

This information is available from ARITA's website at arita.com.au/creditors.

ASIC also provides information sheets on a range of insolvency topics. These information sheets can be accessed on ASIC's website at **asic.gov.au** (search for "insolvency information sheets").

Statutory notices and advertisements about the Company will be published on ASIC's Published Notices website at **www.insolvencynotices.asic.gov.au.** 

Please contact Georgina Wright of this office on (08) 9321 8533, if you have any queries in relation to the enclosed documents, or the liquidation generally.

**Daniel Woodhouse** 

Liquidator

Encs.



# LIST OF APPENDICES

No	Appendix	Description
1	Appendix A	Declaration of Independence, Relevant Relationships and Indemnities (DIRRI).
2 Appendix B ASIC information sheet titled "Insolvency information for directors, employees, creditors and shareholders".		
3	Appendix C	Form 535 – Formal Proof of Debt or Claim form.
4	Appendix D	Important statements for all creditors and suppliers.
5	Appendix E	ARITA information sheet titled "Creditor Rights in Liquidations".
6	Appendix F	Presentation of Summary of Affairs of a Company (Form 509).
7	Appendix G	List of creditors of the Company.
8	Appendix H	The Liquidators' Initial Remuneration Notice.
9	Appendix I	Notice of Proposal to Creditors.
10	Appendix J	Remuneration Approval Report.





# FRONTIER RV PTY LTD (IN LIQUIDATION) ACN 610 326 559 ("THE COMPANY") DECLARATION OF INDEPENDENCE, RELEVANT RELATIONSHIPS, AND INDEMNITIES

Practitioner(s) appointed to an insolvent entity are required to make declarations as to:

- A. Their independence generally;
- B. Relationships, including
  - i. The circumstances of the appointment;
  - ii. Any relationships with the Company and others within the previous 24 months;
  - iii. Any prior professional services for the Company within the previous 24 months;
  - iv. That there are no other relationships to declare; and
- C. Any indemnities given, or up-front payments made, to the Practitioner.

This declaration is made in respect of us, Daniel Hillston Woodhouse and Ian Charles Francis, our fellow Senior Managing Directors/Managing Directors, FTI Consulting (Australia) Pty Ltd ("FTI Consulting" or "Firm") and associated entities.

#### A. INDEPENDENCE

We, Daniel Hillston Woodhouse and Ian Charles Francis of FTI Consulting have undertaken a proper assessment of the risks to our independence prior to accepting the appointment as Joint & Several Liquidators of the Company in accordance with the law and applicable professional standards. This assessment identified no real or potential risks to our independence. We are not aware of any reasons that would prevent us from accepting this appointment.

# B. DECLARATION OF RELATIONSHIPS

# i. Circumstances of appointment

This appointment was referred to FTI Consulting by Ms Kristy Binns of Walker Wayland who acted as the Company's accountant. We believe that this referral does not result in us having a conflict of interest or duty because of the following reasons:

- a) Walker Wayland refers insolvency-related or other work to FTI Consulting from time to time;
- b) FTI Consulting is not reliant upon referrals from Walker Wayland, who is one of a considerable number of firms, organisations and persons who refer work to, or seek advice from, FTI Consulting. This engagement is not financially significant to FTI Consulting and the receiving or otherwise of other referrals from Walker Wayland is not material to FTI Consulting;
- c) Work referrals arising from networks of business professionals, advisors and other persons are normal and accepted arrangements, and do not inherently impact on us discharging our statutory duties and obligations with independence and impartiality; and
- d) There are no conditions on the conduct or outcome of this administration arising from the

referral, including no fees/commissions, agreements for work in the administration, or other benefits.

On 27 December 2019, Ms Binns contacted Daniel Woodhouse to provide background information with respect to the Company's business and current financial situation.

Subsequently, Daniel Woodhouse and Andrew Clowes of FTI Consulting attended a meeting with Ms Binns and one of the Company's Directors, Mr Ryan Bulluss, on 7 January 2020 to:

- (a) obtain sufficient information about the Company to enable discussion around the financial position of the Company;
- (b) explain the various forms of insolvency appointments, the options available, and the consequences of an insolvency appointment; and
- (c) outline the process following an insolvency appointment.

We have received no remuneration for this advice.

In our opinion, this meeting does not affect our independence for the following reasons:

- (a) The Courts and relevant professional bodies recognise the need for practitioners to provide advice on the insolvency process and the options available and do not consider that such advice results in a conflict or is an impediment to accepting the appointment;
- (b) The nature of the advice provided to the Company is such that it would not be subject to review and challenge during the course of our appointment;
- (c) No advice has been given to the directors in their capacity as directors of the Company, or in relation to their personal circumstances; and
- (d) The pre-appointment advice will not influence our ability to be able to fully comply with the statutory and fiduciary obligations associated with the appointment as Joint & Several Liquidators of the Company in an objective and impartial manner.

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

# ii. Relevant Relationships (excluding Professional Services to the Insolvent)

Neither we, nor FTI Consulting, have, or have had within the preceding 24 months, any relationships with the Company, an associate of the Company, a former insolvency practitioner appointed to the Company, or any person or entity that has security over the whole, or substantially the whole of the Company's property.

# iii. Prior Professional Services to the Insolvent

Neither we nor our Firm have provided any professional services to the Company in the previous 24 months.

# iv. No other relevant relationships to disclose

There are no other known relevant relationships, including personal, business and professional relationships, from the previous 24 months with the Company, an associate of the Company, a former insolvency practitioner appointed to the Company or any person or entity that has security over the whole or substantially whole of the Company's property that should be disclosed.

# C. INDEMNITIES AND UP-FRONT PAYMENTS

We have not been indemnified in relation to this administration and we have not received any up-front payments in respect of our remuneration or disbursements.

Dated: 3 February 2019

**Daniel Hillston Woodhouse** 

**Ian Charles Francis** 

# NOTE:

- If circumstances change, or new information is identified, I am/we are required under the Corporations
  Act 2001 and the ARITA Code of Professional Practice to update this Declaration and provide a copy to
  creditors with my/our next communication as well as table a copy of any replacement declaration at the
  next meeting of creditors.
- 2. Any relationships, indemnities or up-front payments disclosed in the DIRRI must not be such that the Practitioner is no longer independent. The purpose of components B and C of the DIRRI is to disclose relationships that, while they do not result in the Practitioner having a conflict of interest or duty, ensure that creditors are aware of those relationships and understand why the Practitioner nevertheless remains independent.



Appendix B
ASIC Information Sheet



#### Home

- > Regulatory resources
- > Insolvency
- > Insolvency information for directors, employees, creditors and shareholders

# Insolvency information for directors, employees, creditors and shareholders

This information sheet (INFO 39) lists ASIC's information sheets for directors, employees, creditors and shareholders affected by a company's insolvency.

We have produced these with endorsement from the Australian Restructuring Insolvency & Turnaround Association (ARITA).

The information sheets give a basic understanding of the three most common company insolvency procedures – liquidation, voluntary administration and receivership – as well as the independence requirements for external administrators and approving external administrator remuneration. There is also a glossary of commonly used insolvency terms.

# List of information sheets

- INFO 41 Insolvency: A glossary of terms
- INFO 42 Insolvency: A guide for directors
- INFO 43 Insolvency: A guide for shareholders
- · INFO 45 Liquidation: A guide for creditors
- INFO 46 Liquidation: A guide for employees
- INFO 54 Receivership: A guide for creditors
- INFO 55 Receivership: A guide for employees
- INFO 74 Voluntary administration: A guide for creditors
- INFO 75 Voluntary administration: A guide for employees
- INFO 84 Independence of external administrators: A guide for creditors
- INFO 85 Approving fees: A guide for creditors

# Where can I get more information?

Further information is available from the <u>ARITA website</u>. The ARITA website also contains the <u>ARITA Code of Professional Practice for</u> Insolvency Practitioners.

This is **Information Sheet 39** (**INFO 39**) updated on 1 September 2017. Information sheets provide concise guidance on a specific process or compliance issue or an overview of detailed guidance.

Last updated: 01/09/2017 10:57



Appendix C Form 535 – Formal Proof of Debt or Claim

# FORM 535 - FORMAL PROOF OF DEBT OR CLAIM (GENERAL FORM)

Subregulation 5.6.49(2) Corporations Act 2001

# FRONTIER RV PTY LTD (IN LIQUIDATION) ACN 610 326 559 ("THE COMPANY")

To the Liquidators of the Company

1. This is to st	ate that the Company was on 20	January 2020, and still is,	justly and truly	indebted to:	
Name of Cred	litor:				
Address of Cro	editor:				
Debt Owed:	\$		and	(	cents
Particulars of th	he debt are:				
Date	Consideration (state how the debt arose)	Amount (incl. GST) \$ c	<b>GST</b> \$ c	Remarks (include details of voucher substantiating payment)	
for the sum	n or any part of it except for the fassess the value of those securities	following: (insert particula	rs of all securit	order, had or received any satisfaction ies held. If the securities are on the prop s are held, show them in a schedule in t	erty of th
Date	Drawer	Acceptor	Amount	Due Date	
3. * I am emp	creditor personally <u>OR</u> loyed by the creditor and author creditor's agent authorised in wrulicable			is statement <u>OR</u>	
I know that the and unsatisfied		deration stated and that th	ne debt, to the	pest of my knowledge and belief, remai	ns unpaid
Dated:					
Name of auth	orised Person	Signat	ure of Authoris	ed person	
Occupation		Addre	SS		
Email		Teleph	none		
☐ I/we nom	inate to receive electronic notific	cation of notices or docum	ents by email a	t the following address:	
Email address	::				



Appendix D
Important statement for all creditors and suppliers

#### IMPORTANT STATEMENTS FOR ALL CREDITORS AND SUPPLIERS

# NO ADOPTION OF ANY CONTRACTS OR ASSUMPTION OF LIABILITIES OF THE COMPANY BY THE LIQUIDATORS

The Liquidators are not personally adopting, and will not adopt, any agreement or contract that you may have with the Company. The Liquidators will not be liable for any liability of the Company under any agreement or contract with you. Any payments made by the Liquidators 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 Company by the Liquidators.

# PARTIES WHO ARE REQUIRED TO CONTACT US

Please contact us as soon as possible if you:

- Have supplied any goods or collateral to the Company 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 of the Company;
- Lease or hire goods or property to the Company;
- Are claiming a lien over property of the Company; and/or
- Have commenced legal proceedings against the Company.

# PARTIES WITH PMSI, RETENTION OF TITLE AND CONSIGNMENT CLAIMS OVER PROPERTY

Parties with these claims are requested as soon as possible to give us details of the items supplied to the Company (including any features by which that property is able to be identified, for example - serial number/s) and which remain unpaid for, and provide details of your registration on the PPSR with all relevant supporting documents.

#### **GENERAL STATEMENT**

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

Please note the Liquidators 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.







# **Creditor Rights in Liquidations**

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



# Right to request a meeting

In liquidations, no meetings of creditors are held automatically. However, creditors with claims of a certain value can request in writing that the liquidator hold a meeting of creditors.

A meeting may be requested in the first 20 business days in a creditors' voluntary liquidation by  $\geq 5\%$  of the value of the debts held by known creditors who are not a related entity of the company.

Otherwise, meetings can be requested at any other time or in a court liquidation by:

- > 10% but < 25% of the known value of creditors on the condition that those creditors provide security for the cost of holding the meeting
- ≥ 25% of the known value of creditors
- creditors by resolution, or
- a Committee of Inspection (this is a smaller group of creditors elected by, and to represent, all the creditors).

If a request complies with these requirements and is 'reasonable', the liquidator must hold a meeting of creditors as soon as reasonably practicable.

# Right to request information

Liquidators will communicate important information with creditors as required in a liquidation. In addition to the initial notice, you should receive, at a minimum, a report within the first three months on the likelihood of a dividend being paid.

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

A liquidator 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 liquidator 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:

Both meetings and information:

- (a) complying with the request would prejudice the interests of one or more creditors or a third party
- (b) there is not sufficient available property to comply with the request
- (c) the request is vexatious

Meeting requests only:

(d) a meeting of creditors dealing with the same matters has been held, or will be held within 15 business days

Information requests only:

- (e) the information requested would be privileged from production in legal proceedings
- (f) disclosure would found an action for breach of confidence
- (g) the information has already been provided
- (h) the information is required to be provided under law within 20 business days of the request

If a request is not reasonable due to (b), (d), (g) or (h) above, the liquidator must comply with the request if the creditor meets the cost of complying with the request.

Otherwise, a liquidator must inform a creditor if their meeting or information request is not reasonable and the reason why.

ARITA Level 5, 191 Clarence Street, Sydney NSW 2000 Australia | GPO Box 4340, Sydney NSW 2001 ACN 002 472 362 t +61 2 8004 4344 | e admin@arita.com.au | arita.com.au



# Right to give directions to liquidator

Creditors, by resolution, may give a liquidator directions in relation to a liquidation. A liquidator must have regard to these directions, but is not required to comply with the directions.

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

An individual creditor cannot provide a direction to a liquidator.

# Right to appoint a reviewing liquidator

Creditors, by resolution, may appoint a reviewing liquidator to review a liquidator's remuneration or a cost or expense incurred in a liquidation. 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 liquidation, in priority to creditor claims.

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

# Right to replace liquidator

Creditors, by resolution, have the right to remove a liquidator and appoint another registered liquidator.

For this to happen, there are certain requirements that must be complied with:

# Meeting request



Information and notice



Resolution at meeting

A meeting must be reasonably requested by the required number of creditors.

Creditors must inform the existing liquidator of the purpose of the request for the meeting.

Creditors must determine who they wish to act as the new liquidator (this person must be a registered liquidator) and obtain:

- Consent to Act, and
- Declaration of Independence, Relevant Relationships and Indemnities (DIRRI).

The existing liquidator will send a notice of the meeting to all creditors with this information.

If creditors pass a resolution to remove a liquidator, that person ceases to be liquidator once creditors pass a resolution to appoint another registered liquidator.

# For more information, go to www.arita.com.au/creditors

Version: July 2017 12112 (LIQ) - INFO - CREDITOR RIGHTS INFORMATION SHEET V1\_0.DOCX



Appendix F
Presentation of Summary of Affairs of a Company (Form 509)

# **Australian Securities & Investments Commission**

# **Presentation of** summary of affairs of a company

Form 509

Corporations Act 2001

497(1)(a)(i)

Company details	Company name Frontier RV Pty Ltd
	ACN / ABN 610 326 559
Lodgement details	Who should ASIC contact if there is a query about this form?
An image of this form will be available as part of the pulci register	ASIC registered agent number (if applicable)
	Firm/Organisation FTI Consulting (Australia) Pty Ltd  Contact name/position description Andrew Clowes - Associate  Email address (optional) andrew.clowes@fticonsulting.com
	Postal Address or DX Address  PO Box Z5486, St Georges Terrace  Suburb/City State / Territory Post Code PERTH WA 6831
Summary of assets and lial	oilities
	Date to which summary is made up  Date  20/01/2020

		Valuation (for each entry show whether cost or net book amount)	Estimated Realisable Values
1	Assets not specifically subject to security interest	\$	\$
	(a) interest in land		
	(b) sundry debtors	4,29295	4,292.95
	(c) cash on hand .	45.95	45.95
	(d) cash at bank	8,527.07	8,527.07
	(e) stock	38,000.00	•
	(f) work in progress	52,000	30,000.00
	(g) plant and equipment	20,000.00	20,000.00
	(h) other assets		~
	Sub total	70,865.97	62,865.97
2.	Assets subject to specific security interests Less amounts owing	***	~
	Total assets	(\$ 70,865.97)	
	Total Estimated Realisable Values	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	\$ 62,865.97
	Less payable in advance of secured creditor(s) including employee entitlements		(86,784,52
•	Less amounts owing and secured by debenture or circular security interest over assets		(19, 105.00)
•	Less preferential claims ranking behind secured creditors		*
	Less balances owing to partly secured creditors		
	Total Claims (\$ 105,889,52		
,	Security Held (\$ ) 9, 105.00		
	Less creditors (unsecured) Amount claimed		24 927
	Add contingent assets Estimated to produce		
	Less Contingent liabilities Estimated to rank		-
	Estimated Surplus (Deficiency)		(\$ 249,946,S
	Subject to costs of the Creditor's Voluntary Liquidation	ţ	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,
	Share capital \$		
	Issued \$ 100		
	Paid Up		

# Signature

This form must be signed by a director, secretary or liquidator.

Name of person signing
RYAN BULLUSS

Capactiy
DIRECTOR

Signature

Date 20/1/20

# Lodgement

If lodging with ASIC, send completed and signed forms to: Australian Securities and Investments Commission PO Box 4000, Gippsland Mail Centre VIC 3841. For help or more information

Web www.asic.gov.au

Need help? www.asic.gov.au/question

Telephone 1300 300 630



Appendix G
List of creditors of the Company

Creditor Address Listing
Frontier RV Pty Ltd (In Liquidation) All Creditors
ADDRESS TYPE: MAILING ADDRESS

Name	Address	Claim		
Active Metal Fabrication	Unit 1-2/8 Rouse Rd Greenfields WA 6210 Australia	1812.28		
Andrew Abbott	arwabbott@gmail.com	TBA		
AudioXtra International	4/42 Berriman Dr Wangara WA 6065 Australia	1244.88		
Australian Taxation Office	PO Box 9003 Penrith NSW 2740 Australia	TBA		
Autodeck Pty Ltd	Suite 101/757 Bourke Street Docklands VIC 3008 Australia	99		
Axsess Today Leasing	Level 9 360 Colins Street Melbourne VIC 3000 Australia	407.18		
Butch Sutton	6 Shashta Dr Greenfields WA 6210	TBA		
Camec Pty Ltd	190 Welshpool Road Welshpool WA 6106 Australia	2242.73		
Challenge Batteries WA	1 Burgay Court Osborne Park WA 6107 Australia	6475.1		
Dasco Supply Group (DSG)	29 Tennant Street Wekshpool WA 6106 Australia	2048.5		
Felix McQuistan	Lot 1 Packham Street Tammin WA 6409 Australia	TBA		
Gas Components Australia	11 Panama Street Canning Vale WA 6155 Australia	1144.93		
H&N Perry	54 Mandurah Terrace Mandurah WA 6210 Australia	4650.8		
Hartway Galvanizers	10 Sherman Street Canning Vale WA 6155	273.99		
Ian Bradford	kdkengines@bigpond.com	TBA		
JAS Oceania	1/85 Abenethy Road Belmont WA 6104 Australia	1291.93		
KC Gas & Welding	20 Milly Court Malaga WA 6090 Australia	423.5		
Macquarie Equipment Rentals	Level 5, 9 Hunter St Sydney NSW 3000 Australia	385.53		
Michael Burch	40 Hermitage St Dudley Park WA 6210	TBA		
Napa	71 Gordon Road Greenfields WA 6210 Australia	6443.95		
Omega Rentals	PO Box 50 Hornsby NSW 1630	TBA		
Rikki Hollands	30 Petit Loop Dudley Park WA 6210	TBA		
Ryan Bulluss	4 Charling Street Lakelands WA 6180 Australia	200		
Scott Jones	TBA	200		
Steven Price	16 Sunningvale Chase Meadow Springs WA 6210 Australia	TBA		
Tewes Investments Pty Ltd	2 Quarry Way Green Fields WA 6210 Australia	22846.14		
Tint-a-Car Mandurah	105 Pinjarra Road Mandurah WA 6210 Australia	968		
Toby Pallott	19 Gallop Street Halls Head WA 6210	TBA		
Total Tools Mandurah	Unit 9, Magenta Terrace Mandurah WA 6210 Australia	92,25		
Trevor Graham	85 Oakmont Avenue Meadow Springs WA 6210	TBA		
Ullrich Aluminium	PO Box 49 Bayswater WA 6053 Australia	944.58		
Walker Wayland	PO Box 2162 Como WA 6152 Australia	1683		
Wurth Australia Pty Ltd	2/1 Healey Road Dandenond South VIC 3175 Australia	1363.43		



Appendix H
The Liquidators' Initial Remuneration Notice



# Initial Advice To Creditors – Basis Of Appointees' 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 liquidation and is the total cost for the liquidation. Sometimes a practitioner will finalise the liquidation for a fixed fee.

# <u>Percentage</u>

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

# <u>Contingency</u>

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 Liquidation**

We estimate our remuneration for undertaking the liquidation will be approximately \$25,000.00

(plus GST), subject to the following variables which may have a significant effect on this estimate and that we are unable to determine until the liquidation 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).

Prior to my appointment, I provided an estimate of the cost of the liquidation to the Director. We estimated that our remuneration for this liquidation would be \$25,000.00 (plus GST).

# **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 liquidation and the role they take in the liquidation. 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 liquidation, 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.

I am 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' consent for the payment of internal disbursements not charged at cost, prior to these disbursements being paid from the liquidation. These disbursements typically include photocopying, printing and facsimile costs.

Details of the basis of recovering internal disbursements in this liquidation are provided 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
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 effective 1 May 2019 (excluding GST)						
	\$/hour					
Senior Managing Director	695	Registered Liquidator and/or Trustee, with specialist skills and extensive experience in all forms of insolvency administrations. Alternatively, has proven leadership experience in business or industry, bringing specialist expertise and knowledge to the administration.				
Managing Director	625	Specialist skills brought to the administration. Extensive experience in managing large, complex engagements at a very senior level over many years. Can deputise for the appointee. May also be a Registered Liquidator and/or Trustee. Alternatively, has extensive leadership/senior management experience in business or industry.				
Senior Director	575	Extensive experience in managing large, complex engagements at a very senior level over many years. Can deputise for the appointee, where required. May also be a Registered Liquidator and/or Trustee or have experience sufficient to support an application to become registered. Alternatively, has significant senior management experience in business or industry, with specialist skills and/or qualifications.				
Director	515	Significant experience across all types of administrations. Strong technical and commercial skills. Has primary conduct of small to large administrations, controlling a team of professionals. Answerable to the appointee, but otherwise responsible for all aspects of the administration. Alternatively, has significant senior management experience in business or industry, with specialist skills and/or qualifications.				
Senior Consultant 2	465	Typically an Australian Restructuring Insolvency & Turnaround Association professional member. Well developed technical and commercial skills. Has experience in complex matters and has conduct of small to medium administrations, supervising a small team of professionals. Assists planning and control of medium to larger administrations.				
Senior Consultant 1	400	Assists with the planning and control of small to medium-sized administrations. May have the conduct of simpler administrations. Can supervise staff. Has experience performing more difficult tasks on larger administrations.				
Consultant 2	375	Typically Institute of Chartered Accountants in Australia qualified chartered accountant (or similar). Required to control the tasks on small administrations and is responsible for assisting with tasks on medium to large-sized administrations.				
Consultant 1	335	Qualified accountant with several years' experience. Required to assist with day-to-day tasks under the supervision of senior staff.				
Associate 2	320	Typically a qualified accountant. Required to assist with day-to-day tasks under the supervision of senior staff.				
Associate 1	300	Typically a university graduate. Required to assist with day-to-day tasks under the supervision of senior staff.				
Junior Associate	195	Undergraduate in the latter stage of their university degree.				
Administration 2	205	Well developed administrative skills with significant experience supporting professional staff, including superior knowledge of software packages, personal assistance work and/or office management. May also have appropriate bookkeeping, accounting support services or similar skills.				
Junior Accountant	155	Undergraduate in the early stage of their university degree.				
Administration 1	165	Has appropriate skills and experience to support professional staff in an administrative capacity. May also have appropriate bookkeeping, accounting support services or similar skills.				

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



Appendix I

Notice of Proposal to Creditors

# NOTICE OF PROPOSAL TO CREDITORS FRONTIER RV PTY LTD (IN LIQUIDATION) ACN 610 326 559 ("THE COMPANY")

For your vote to be counted, please complete this document and return with any supporting documents by no later than **5:00 PM WST on Friday, 21 February 2020** to Georgina Wright at georgina.wright@fticonsulting.com. If you have any questions, please call Georgina Wright on (08) 9321 8533.

Completed forms may also be sent by post attention to Georgina Wright at FTI Consulting, PO Box Z5486, St Georges Terrace, PERTH WA 6831. You should ensure this is sent with sufficient time to arrive by the date the vote closes.

# **Proposal for creditor approval**

"The future remuneration of the Liquidators of Frontier RV Pty Ltd (In Liquidation) ACN 610 326 559 for the period from 20 January 2020 to the Conclusion of the Liquidation (inclusive) is determined and approved for payment at a sum equal to the cost of time incurred by the Liquidators and staff of FTI Consulting, calculated at the hourly rates set out in the schedule of FTI Consulting Standard Rates effective 1 May 2019, up to an initial capped amount of \$25,000.00 plus GST, and the Liquidators can draw the remuneration as required."

#### Reasons for the proposal and the likely impact it will have on creditors if it is passed

The proposal is being put to creditors to approve remuneration as allowed under law.

The proposal if passed will minimise the cost of approving remuneration to the Liquidation which would otherwise require a meeting of creditors or court application to be approved – which can be costly.

Remuneration of the Liquidators are to be paid in priority to other claims under the Corporations Act. This ensures that when there are sufficient funds, the Liquidators receive payment for the work done to recover assets, investigate the company's affairs, report to creditors and ASIC and distribute any available funds. Even if creditors approve my remuneration, this does not guarantee that I will be paid, as I am only paid if sufficient assets are recovered.

If sufficient assets are recovered, there may be funds available to pay a dividend to creditors, however this is affected by many variables including the value of assets and complexity of realising those assets, the level of creditor enquiries, the priority of claims (including employee claims) and the total value of creditor claims to be admitted to participate in a dividend.

At this early stage in the Liquidation I am unable to provide a dividend estimate of any certainty. If I do declare a dividend, any creditor whose claim has not yet been admitted will be contacted and asked to submit a proof of debt.

My remuneration approval report, which has been provided with this notice provides more detailed information on the remuneration I am seeking to be approved.

# Vote on proposal

	have the option of approving, not approving or objecting of creditors. Please select the appropriate Yes, No or	
Yes No Object	<ul> <li>□ I approve the proposal</li> <li>□ I do not approve the proposal</li> <li>□ I object to the proposal being resolved with</li> </ul>	nout a meeting of creditors
	n against the Company must be admitted for the purpount. Please select the option that applies:	oses of voting by the Liquidators for you
	I have previously submitted a proof of debt form and I have enclosed a proof of debt form and supporting	• • •
Creditor de	etails	
Name of cr	reditor: ACN / A	BN (if applicable):
	I am not a related creditor of the Company. I am a related creditor of the Company, relationship:	
Address:		
Name of cr	reditor / authorised person:	
Signature:		Date:



Appendix J Remuneration Approval Report



# REMUNERATION APPROVAL REPORT

FRONTIER RV PTY LTD (IN LIQUIDATION) ACN 610 326 559

# Introduction

# Information included in report

This remuneration approval report provides you with the information that the Corporations Act 2001 ("Act") and the Code of Professional Practice published by the Australian Restructuring Insolvency and Turnaround Association ("ARITA") requires creditors to receive to make an informed decision regarding the approval of our remuneration and the cost of our internal disbursements for undertaking the Creditors Voluntary Liquidation of Frontier RV Pty Ltd (In Liquidation) ACN 610 326 559.

This report has the following information included:

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rt 1: Declaration	1
rt 2: Executive Summary	1
rt 3: Remuneration	2
rt 4: Disbursements	1
rt 5: Summary of Receipts and Payments	5
rt 6: Queries	5
hedule 1: Table of major tasks for resolution 1 remuneration approval6	6
hedule 2: FTI Consulting Schedule of Rates	9

# Part 1: Declaration

I, Daniel Hillston Woodhouse of FTI Consulting, have undertaken a proper assessment of the claims for remuneration and payment of our internal disbursements for the appointment as Liquidators of Frontier RV Pty Ltd (In Liquidation) ACN 610 326 559 in accordance with the law and applicable professional standards. I am satisfied that the remuneration claimed is in respect of necessary work, properly performed, or to be properly performed, in the conduct of this appointment.

# Part 2: Executive Summary

I currently estimate the total remuneration for this appointment for the period to the finalisation of the winding up to be \$25,000.00 plus GST.

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Remuneration claimed is summarised below in Table 1 below:

Table 1: Current Claim for Remuneration					
Period	Report Reference	Amount (excl GST) \$			
Creditors Voluntary Liquidation					
Resolution 1: From 20 January 2020 to the Conclusion of the liquidation (inclusive)*	Schedule 1	25,000.00			

<sup>\*</sup> Approval for the future remuneration sought is based on an estimate of the work necessary to complete the administration. Should additional work beyond what is contemplated be necessary, further approval may be sought from creditors.

Please refer to report section references detailed in Table 1 for full details of the calculation and composition of the remuneration approval sought.

# Part 3: Remuneration

# Remuneration Claim Resolutions

We will be seeking approval of the following resolutions to approve our remuneration. Details to support these resolutions are shown immediately below the resolutions and in the schedules to this report.

# Resolution 1: Remuneration from 20 January 2020 to the finalisation of the liquidation (inclusive)

The future remuneration of the Liquidators of Frontier RV Pty Ltd (In Liquidation) ACN 610 326 559 for the period from 20 January 2020 to the finalisation of the liquidation (inclusive) is determined and approved for payment at a sum equal to the cost of time incurred by the Liquidator and staff of FTI Consulting, calculated at the hourly rates set out in the schedule of FTI Consulting Standard Rates effective 1 May 2019, up to an initial capped amount of \$25,000.00 plus GST, and the Liquidators can draw the remuneration as required.

Remuneration is calculated in accordance with the hourly rates applicable to the grades or classifications set out in the FTI Consulting Schedule of Standard Rates which appear at Schedule 2 to this report.

At this stage, based on the information presently available to us, we consider that it will not be necessary to convene a meeting of creditors to seek further approval from creditors. However, the position may change depending on the progress of the external administration and the issues that may arise.

# **Details to Support Resolutions**

The basis of calculating the remuneration claims are summarised below and the details of the major tasks performed, and the costs associated with each of those major tasks are contained in Schedule 1.

# Resolution 1: Remuneration from 20 January 2020 to the finalisation of the liquidation (inclusive)

The below table sets out the expected costs for the major tasks likely to be performed by the Liquidator and their staff for the period 20 January 2020 to the finalisation of the liquidation (inclusive), which is the basis of the Resolution 1 claim. More detailed descriptions of the tasks likely to be performed within each task area, matching the amounts below, are contained in Schedule 1.

Table 2: Expected Costs for the Major Tasks From 20 January 2020 to the Conclusion of the Liquidation (Inclusive)

\$	Total	Task Area				
•	TOtal	Assets	Creditors	Investigation	Employees	Administration
Total (est)	25,000	6,000	6,000	6,000	3,000	4,000
GST	2,500	600	600	600	300	400
Total (incl GST)	27,500	6,600	6,600	6,600	3,300	4,400

# **Total Remuneration Reconciliation**

At this point in time, I estimate that the total remuneration for this Liquidation will be \$25,000.00 plus GST which includes the current approval amount being sought.

In preparing this remuneration approval report, I have made my best estimate at what I believe the Liquidation will cost to complete and I do not anticipate that I will have to ask creditors to approve any further remuneration. However, should the Liquidation not proceed as expected, I will advise creditors and I may seek approval of further remuneration and provide details on why the remuneration has changed.

If I am required to seek any additional remuneration, I will provide details of why the increase has occurred, what additional work has been undertaken and why it was beneficial to the liquidation.

# Likely Impact on Dividends

The Act sets the order for payment of claims against the company and it provides for remuneration of the Liquidators to be paid in priority to other claims. This ensures that when there are sufficient funds, the Liquidators receives payment for the work done to recover assets, investigate the company's affairs, report to creditors and ASIC and distribute any available funds. Even if creditors approve remuneration, this does not guarantee that we will be paid, as we are only paid if sufficient assets are recovered.

Any dividend to creditors will also be impacted by the amount of assets that we are able to recover, and the amount of creditor claims that are admitted to participate in any dividend, including any claims by priority creditors such as employees.

At this stage, there are insufficient funds to pay a dividend to unsecured creditors.

# Part 4: Disbursements

# **Explanatory Note on 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** these are recovered at cost. Examples of externally provided non-professional costs are travel, accommodation and search fees.
- 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. The recovery of these costs must be on a reasonable commercial basis. Details of the basis of recovery of each of these costs is discussed below.

Internal disbursements not charged at cost must be approved by creditors before we can draw the cost of those disbursements from this external administration.

Creditor approval is not required in relation to externally provided professional and non-professional costs or disbursements charged at cost. Where payments to third parties have been made from the bank account of the external administration, those payments are disclosed in the summary of receipts and payments. Creditors have the right to question the incurring of the disbursements and can challenge disbursements in Court.

# **Future Basis of Internal Disbursements**

Future internal disbursements will be charged to the administration on the basis of the Schedule of FTI Consulting Internal Disbursement Rates as shown in Table 3.

Table 3: Schedule of FTI Consulting Internal Disbursement Rates		
Disbursement	Note	Amount excl GST \$
Advertising and search fees		At cost
Courier		At cost
Postage		At cost
Printing and photocopying	Per page	0.50 (b/w) 1.00 (colour)
Facsimile	Per page	1.50 (local) 4.50 (international)
Storage and storage recall		At cost
Staff travel – mileage	ATO rates	Cents per km method
Other staff travel/out of pockets At cost		

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# Part 5: Summary of Receipts and Payments

As at 31 January 2020, the sum of \$8,527.07 has been recovered in relation to cash at bank held in the Company's bank account. There have been no further receipts and payments during the course of the liquidation.

# Part 6: Queries

If you have any queries or require any further information concerning our claim for remuneration, please contact Georgina Wright (08) 9321 8533 or via email on georgina.wright@fticonsulting.com.

You can also access information which may assist you on the following websites:

- ARITA at www.arita.com.au/creditors
- ASIC at www.asic.giv.au (search for "insolvency information sheets").

Daniel Woodhouse

**Joint & Several Liquidator** 



Georgina Wright (08) 9321 8533 georgina.wright@fticonsulting.com

Liability limited by a scheme approved under Professional Standards Legislation

# **About FTI Consulting**

# Schedule 1: Table of major tasks for resolution 1 remuneration approval

Table 4 provides a description of the work undertaken in each major task area for the period 20 January 2020 to the conclusion of the liquidation (inclusive).

Table 4: Work Undertaken for the Beried 20 January	2020 to the conclusion of the Liquidation (Inclusive)
Table 4: Work Undertaken for the Period 20 January	2020 to the conclusion of the Liquidation (Inclusive)

Task Area	General Description Includes	
Assets \$6,000.00	Inventory	<ul> <li>Attending site to secure and assess remaining stock and equipment;</li> <li>Reviewing asset listings;</li> <li>Identify potential Purchase Money Security Interest</li> </ul>
		claims;  Segregate equipment subject to security and determine equity position;
		Identify goods on consignment; and
		<ul> <li>Liaising with valuers, auctioneers and interested parties</li> </ul>
	Cash and bank accounts	<ul> <li>Communications with Banks to freeze accounts and transfer funds.</li> </ul>
	Other assets	Identification of other assets, including any related party loans;
		<ul> <li>Valuing other assets including website and phone number;</li> </ul>
		<ul> <li>Negotiating with potential purchasers.</li> </ul>
	Motor vehicles	<ul> <li>Liaising with the Department of Transport to identify any motor vehicles;</li> </ul>
		<ul> <li>Liaising with the Company's officers regarding disposal of vehicles.</li> </ul>
	Debtors	<ul> <li>Review accounts for details of Debtors and pursue collection of debts.</li> </ul>
Creditors	Creditor enquiries	Receiving creditor enquiries
\$6,000.00		<ul> <li>Responding to creditor enquiries by telephone, email, facsimile and post</li> </ul>
	Retention of title (ROT) claims	<ul> <li>Initial communications with creditors concerning ROT claims;</li> </ul>
		<ul> <li>Review, consideration and adjudication of ROT claims;</li> </ul>
		<ul> <li>Deal with remaining stock subject to ROT.</li> </ul>
	Creditor reports & circulars	<ul> <li>Providing DIRRI and Initial Advice on Remuneration to creditors</li> </ul>
		<ul> <li>Preparing the Statutory Report to creditors</li> </ul>

Table 4: Work Undertaken for the Period 20 January 2020 to the conclusion of the Liquidation (Inclusive)

Task Area	General Description	Includes	
	Processing proofs of debt (PODs) not relating to a dividend  Creditor Meetings (if required)	<ul> <li>Ad hoc reports &amp; circulars to creditors</li> <li>Issuing, receiving and filing PODs</li> <li>Adjudication on PODs</li> <li>Maintaining POD register</li> <li>Preparation of meeting notices, proxies and advertisements</li> <li>Distribution of meeting notices &amp; proxies</li> <li>Preparation of agenda and other documents for meeting</li> <li>Preparation &amp; lodgement of meeting minutes with ASIC</li> <li>Responding to queries arising from meeting</li> </ul>	
Investigation \$6,000.00	Conducting investigation into affairs of the Company  Reporting to ASIC	<ul> <li>Collecting company books and records</li> <li>Reviewing books and records</li> <li>Investigating and understanding company nature and history</li> <li>Obtaining and reviewing statutory searches</li> <li>Investigating specific transactions warranting investigation</li> <li>Communications with directors and/or officers concerning company information</li> <li>Preparation of investigation file</li> <li>Preparation of statutory investigation report</li> </ul>	
Employees \$3,000.00	Employee enquiries  Calculation of entitlements	<ul> <li>Communications with ASIC concerning investigations</li> <li>Preparation of letters to employees advising of their entitlements and options available</li> <li>Receive and follow up employee enquiries via telephone</li> <li>Calculating employee entitlements</li> <li>Reviewing employee files and company's books and records</li> <li>Reviewing awards</li> </ul>	
Administration \$4,000.00	General correspondence & word processing  File review/checklist/document maintenance	<ul> <li>Reviewing awards</li> <li>Word processing including correspondence, file notes, agendas and minutes</li> <li>Care and maintenance of the file</li> <li>Administration review</li> <li>Document filing and maintenance</li> <li>File reviews</li> <li>Updating checklist</li> </ul>	

Table 4: Work Undertaken for the Period 20 January 2020 to the conclusion of the Liquidation (Inclusive)

Task Area	General Description	Includes	
	Insurance	<ul> <li>Communications with broker concerning general insurance requirements</li> </ul>	
	Bank accounts	<ul> <li>Opening and/or closing bank accounts</li> <li>Bank account reconciliations</li> <li>Procuring and reviewing bank account statements</li> <li>Communications concerning bank account transactions</li> </ul>	
	ASIC lodgements	<ul> <li>Preparation and lodging necessary forms with ASIC (505, 524 etc)</li> <li>General communications with ASIC</li> </ul>	
	ATO lodgements	<ul><li>Notification of appointment</li><li>Preparation and submission of BAS</li></ul>	
	Planning review	<ul> <li>Ad hoc meetings concerning the status of the administration</li> </ul>	
	Storage of books and records	Organising and storage of book and records	
	Finalisation	Communication with ATO concerning finalisation	
		<ul><li>Cancelling ABN/GST/PAYG registration</li><li>Finalising WIP</li></ul>	
		<ul><li>Completing checklists</li></ul>	
	Appointment	<ul> <li>Receiving appointment documents</li> </ul>	
		<ul> <li>Communications with Company officers (including RATA packs)</li> </ul>	
		<ul> <li>Advising third parties of appointment including ATO, OSR and utilities</li> </ul>	

# Schedule 2: FTI Consulting Schedule of Rates

FTI Consulting Standard Rates effective 1 May 2019			
(excluding GST)			
Typical classification	All Offices \$/hour	General guide to classifications	
Senior Managing Director	695	Registered Liquidator and/or Trustee, with specialist skills and extensive experience in all forms of insolvency administrations. Alternatively, has proven leadership experience in business or industry, bringing specialist expertise and knowledge to the administration.	
Managing Director	625	Specialist skills brought to the administration. Extensive experience in managing large, complex engagements at a very senior level over many years. Can deputise for the appointee. May also be a Registered Liquidator and/or Trustee. Alternatively, has extensive leadership/senior management experience in business or industry.	
Senior Director	575	Extensive experience in managing large, complex engagements at a very senior level over many years. Can deputise for the appointee, where required. May also be a Registered Liquidator and/or Trustee or have experience sufficient to support an application to become registered. Alternatively, has significant senior management experience in business or industry, with specialist skills and/or qualifications.	
Director	515	Significant experience across all types of administrations. Strong technical and commercial skills. Has primary conduct of small to large administrations, controlling a team of professionals. Answerable to the appointee, but otherwise responsible for all aspects of the administration. Alternatively, has significant senior management experience in business or industry, with specialist skills and/or qualifications.	
Senior Consultant 2	465	Typically an Australian Restructuring Insolvency & Turnaround Association professional member. Well developed technical and commercial skills. Has experience in complex matters and has conduct of small to medium administrations, supervising a small team of professionals. Assists planning and control of medium to larger administrations.	
Senior Consultant 1	400	Assists with the planning and control of small to medium administrations. May have the conduct of simpler administrations. Can supervise staff. Has experience performing more difficult tasks on larger administrations.	
Consultant 2	375	Typically Institute of Chartered Accountants in Australia qualified chartered accountant (or similar).  Required to control the tasks on small administrations and is responsible for assisting with tasks on medium to large-sized administrations.	
Consultant 1	335	Qualified accountant with several years' experience. Required to assist with day-to-day tasks under the supervision of senior staff.	
Associate 2	320	Typically a qualified accountant. Required to assist with day-to-day tasks under the supervision of senior staff.	
Associate 1	300	Typically a university undergraduate or graduate. Required to assist with day-to-day tasks under the supervision of senior staff.	
Junior Associate	195	Undergraduate in the latter stage of their university degree.	
Administration 2	205	Well-developed administrative skills with significant experience supporting professional staff, including superior knowledge of software packages, personal assistance work and/or office management. May also have appropriate bookkeeping or similar skills.	
Junior Accountant	155	Undergraduate in the early stage of their university degree.	
Administration 1	165	Has appropriate skills and experience to support professional staff in an administrative capacity. May also have appropriate bookkeeping, accounting support services or similar skills.	

The FTI Consulting Standard Rates above apply to the Corporate Finance & Restructuring practice and are subject to review at 1 January each year.