

Privium Pty Ltd (In Liquidation) ACN 085 773 931 - WIP for period 17 November 2021 to 5 December 2021

Trkr Name	Title	Date	Bill Hrs	Bill Rate	Billable Amt	Task Category	Narrative
Renee Lobb	Managing Dir	17/11/2021	4.00	660.00	2,640.00	Assets - Contracts, Customers/Clients	Debtors/clients - Issuing communication blurb to staff concerning dealing with customers and information required. Obtain access to Hub system and do detailed run through of how to access information. Site attendance to obtain status of each. Reviewing of detailed customer spreadsheet to ascertain contracts novated and status of remaining. Queries concerning negative debtors. Understand and obtain explanation of terminology for different clients.
Julian Gowdie	Sr Consult I	17/11/2021	2.00	435.00	870.00	Assets - Contracts, Customers/Clients	Walkthrough of company construction software with CFO to enable review and analysis of customer accounts and assess debtors
Julian Gowdie	Sr Consult I	17/11/2021	1.50	435.00	652.50	Assets - Contracts, Customers/Clients	Attendance at client site in Underwood to liaise with staff regarding assets and collection of debtors
Matthew Burns	Associate II	17/11/2021	1.30	335.00	435.50	Assets - Contracts, Customers/Clients	Dealing with queries from clients concerning what will happen to their properties, their deposits and how they can make a claim for insurance. Queries concerning administration process
Julian Gowdie	Sr Consult I	17/11/2021	1.00	435.00	435.00	Assets - Contracts, Customers/Clients	Liaising with company staff to obtain listing of all jobs in IT system
Joanne Dunn	Sr Managing Dir	17/11/2021	0.60	720.00	432.00	Assets - Contracts, Customers/Clients	Review of FAQs for clients, discuss with Carla Fairweather
Joanne Dunn	Sr Managing Dir	17/11/2021	0.50	720.00	360.00	Assets - Contracts, Customers/Clients	Phone call from Warren Tonks (QBCC), discuss contracts and information for department, discuss with Kelly Trenfield
Kelly Anne Trenfield	Sr Managing Dir	17/11/2021	1.60	720.00	1,152.00	Assets - Contracts, Customers/Clients	Attendance on site re review of contracts call with Nathan Grogan re NSW licenses Review FAQs call with Vic building authority re letter in Travel to and attend business premises
Julian Gowdie	Sr Consult I	17/11/2021	0.50	435.00	217.50	Assets - Contracts, Customers/Clients	Compiling information request to CFO with RL to obtain asset position
Julian Gowdie	Sr Consult I	17/11/2021	0.50	435.00	217.50	Assets - Contracts, Customers/Clients	Reviewing correspondence regarding company construction software and obtaining login credentials to access
Julian Gowdie	Sr Consult I	17/11/2021	0.40	435.00	174.00	Assets - Contracts, Customers/Clients	Initial meeting with RL and CFO of company to discuss day one objectives and information required from company to assess asset and debtor position
Julian Gowdie	Sr Consult I	17/11/2021	0.40	435.00	174.00	Assets - Contracts, Customers/Clients	Reviewing job listing with staff to determine status of projects and customer accounts remaining to be dealt with
Brooke Petersen	Consultant I	17/11/2021	0.20	360.00	72.00	Assets - Contracts, Customers/Clients	Drafting ROCAP pack documents to the director and other statutory lodgement forms. Amending ROCAP for finalisation
Gus Slate	Associate I	17/11/2021	0.10	300.00	30.00	Assets - Contracts, Customers/Clients	Update letters to westpac and BOQ on known bank accounts. Issue both letters.
Matthew Burns	Associate II	18/11/2021	4.20	335.00	1,407.00	Assets - Contracts, Customers/Clients	Responding to client queries via email and phone. Escalating certain queries.
Renee Lobb	Managing Dir	18/11/2021	0.60	660.00	396.00	Assets - Contracts, Customers/Clients	Answering general ad hoc queries throughout the day from Jo, Tanya and Devon regarding Administration process and roles of each party
Kelly Anne Trenfield	Sr Managing Dir	18/11/2021	2.90	720.00	2,088.00	Assets - Contracts, Customers/Clients	RCL re property handovers, peter harder re pc homes in NSW, review contract schedule; instructions to set up work directives, call with Darren re vic developments review scheduled of contracts re discussion with QBCC review emails re MAAS and leave message for John Grey homes - nsw fair trading/ QBCC and providing of info call in from qbcc re meetings/then re vic contracts details. prepare Review incoming documentation, consider and send to filing - QBCC review circulars from regulators - Vic/Qld RCL/JG update approve circular and approach re issuing. MAAS info request update on papers re contract stage/emails from/to clients/subbies united/media Review incoming documentation, consider and send to filing - NSW suspension
Julian Gowdie	Sr Consult I	18/11/2021	1.70	435.00	739.50	Assets - Contracts, Customers/Clients	Reviewing listing of Privium jobs and preparing breakdown of job by project status
Julian Gowdie	Sr Consult I	18/11/2021	1.60	435.00	696.00	Assets - Contracts, Customers/Clients	Drafting correspondence to QBCC regarding active QLD construction contracts and providing details in response to information request.
Renee Lobb	Managing Dir	18/11/2021	1.00	660.00	660.00	Assets - Contracts, Customers/Clients	Discussion with Jo about near completion and handover property status. Discussions with Kelly-Anne Trenfield on same. Reviewing debtor spreadsheet with final contract numbers with JG. Request summary circulation.
Renee Lobb	Managing Dir	18/11/2021	0.80	660.00	528.00	Assets - Contracts, Customers/Clients	Morning engagement team meeting for discussion on status and obtaining resources from VIC and NSW to assist in client queries. Update on statutory matters and preliminary investigations also. Schedule separate teams meeting to go through with VIC and NSW staff process for client calls and responses. Provide terminology and answer queries.

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Renee Lobb	Managing Dir	18/11/2021	0.80	660.00	528.00	Assets - Contracts, Customers/Clients
Julian Gowdie	Sr. Consult I	18/11/2021	1.20	435.00	522.00	Assets - Contracts, Customers/Clients
Julian Gowdie	Sr. Consult I	18/11/2021	1.00	435.00	435.00	Assets - Contracts, Customers/Clients
Jonathan Hayim	Associate I	18/11/2021	1.20	300.00	360.00	Assets - Contracts, Customers/Clients
Julian Gowdie	Sr. Consult I	18/11/2021	0.80	435.00	348.00	Assets - Contracts, Customers/Clients
Julian Gowdie	Sr. Consult I	18/11/2021	0.70	435.00	304.50	Assets - Contracts, Customers/Clients
Renee Lobb	Managing Dir	18/11/2021	0.40	660.00	264.00	Assets - Contracts, Customers/Clients
Marcel Kwan	Sr. Consult II	18/11/2021	0.50	480.00	240.00	Assets - Contracts, Customers/Clients
Maxine Allan	Sr. Consult I	18/11/2021	0.50	435.00	217.50	Assets - Contracts, Customers/Clients
Joanne Dunn	Sr. Managing Dir	18/11/2021	0.30	720.00	216.00	Assets - Contracts, Customers/Clients
Jaymee Greenway	Consultant I	18/11/2021	0.50	360.00	180.00	Assets - Contracts, Customers/Clients
Maxine Allan	Sr. Consult I	18/11/2021	0.40	435.00	174.00	Assets - Contracts, Customers/Clients
Maxine Allan	Sr. Consult I	18/11/2021	0.40	435.00	174.00	Assets - Contracts, Customers/Clients
Erin Millard	Associate I	18/11/2021	0.50	300.00	150.00	Assets - Contracts, Customers/Clients
Christina Pelendage Perera	Associate I	18/11/2021	0.50	300.00	150.00	Assets - Contracts, Customers/Clients
Jaymee Greenway	Consultant I	18/11/2021	0.40	360.00	144.00	Assets - Contracts, Customers/Clients
Jaymee Greenway	Consultant I	18/11/2021	0.40	360.00	144.00	Assets - Contracts, Customers/Clients
Samuel Dennis	Associate I	18/11/2021	0.40	300.00	120.00	Assets - Contracts, Customers/Clients
Erin Millard	Associate I	18/11/2021	0.40	300.00	120.00	Assets - Contracts, Customers/Clients
Erin Millard	Associate I	18/11/2021	0.40	300.00	120.00	Assets - Contracts, Customers/Clients
Christina Pelendage-Perera	Associate I	18/11/2021	0.40	300.00	120.00	Assets - Contracts, Customers/Clients
Christina Pelendage-Perera	Associate I	18/11/2021	0.40	300.00	120.00	Assets - Contracts, Customers/Clients
Brooke Petersen	Consultant I	18/11/2021	0.20	360.00	72.00	Assets - Contracts, Customers/Clients

Narrative
Debtor book discussions. Discussions with Kelly-Anne Trenfield regarding homes at handover stage after discussion with Jo from Privium. Request summary of homes ready for handover and where others have gotten to in negotiations. Discussion with Kelly-Anne Trenfield to authorise handover of 7 homes and one particularly in QLD. Call with Matt Burns regarding QLD home so he can call back the client. Email to Jo at Privium authorising handover works. Also request her to investigate the other 7 homes to be handed over and provide details.
Reviewing listing of active QLD contracts and downloading copies of contracts to provide to regulator. requesting IT create a site to host the large documents with external party
General attendance at site to assist with review of company records to ascertain debtor position
Internal meeting regarding strategy for managing client queries and clarifying responses to potentially frequently asked questions. Running through client information master sheet and call register to begin contacting clients who have left messages
Reviewing listing of all Privium jobs to obtain contact details for customers and discussing with staff how to find missing contact details
Raising with company staff to obtain listing of all jobs in IT system
Discussion with Jo Davies regarding Lot 2 (19A) Plumber St Wellington Point, QLD. Issue instructions to handover after confirming PC payment made. Discussion about addition of 7 properties in NSW which require handover and discuss with Kelly-Anne Trenfield around staffing and ability to handover. relay message to Privium staff assisting
Call with the Team re clients and responses
Matter team catch up to discuss client queries, types of questions and process to deal with different requests
Receive phone call from Darren Nayer of CAS Urban. Discuss development and options. Provide details to Kelly Trenfield and Renee Lobb.
Matter team catch up to discuss client queries, types of questions and process to deal with different requests.
Privium catch up to discuss appointment and matter, in particular, impact on customers
Discussion with Melbourne Privium team regarding taking customer calls and requests
Attend matter team catch up to discuss client queries, types of questions and the process to deal with different requests.
Matter team catch up to discuss client queries, types of questions and process to deal with different requests
Discussion with Melbourne Privium team regarding taking customer calls and requests.
Privium catch up to discuss appointment and matter, in particular, impact on customers.
Received instructions from Renee Lobb regarding inbound customer queries relating to incomplete builds following the appointment of Voluntary Administrators
Privium catch up to discuss appointment and matter, in particular impact on customers
Discussion with Melbourne Privium Team regarding taking customer calls and requests.
Discussion with Melbourne Privium team regarding taking customer calls and requests
Privium catch up to discuss appointment and matter, in particular impact on customers
Reviewing initial circular to clients and FAQ. Responding to customer and creditor phone call messages answering queries about Administration (~3 queries). Meeting with team regarding call register and answers to customer queries

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Kelly-Anne Trenfield	Sr Managing Dir	18/11/2021	0.10	720.00	72.00	Assets - Contracts, Customers/Clients
Gus State	Associate I	18/11/2021	0.20	300.00	60.00	Assets - Contracts, Customers/Clients
Gus State	Associate I	18/11/2021	0.10	300.00	30.00	Assets - Contracts, Customers/Clients
Renee Lobb	Managing Dir	19/11/2021	3.40	660.00	2,244.00	Assets - Contracts, Customers/Clients
Marial Kwan	Sr Consult II	19/11/2021	4.30	480.00	2,064.00	Assets - Contracts, Customers/Clients
Jonathan Hayim	Associate I	19/11/2021	3.80	300.00	1,140.00	Assets - Contracts, Customers/Clients
Matthew Burns	Associate II	19/11/2021	2.60	335.00	871.00	Assets - Contracts, Customers/Clients
Julian Gowdie	Sr Consult I	19/11/2021	1.80	435.00	783.00	Assets - Contracts, Customers/Clients
Julian Gowdie	Sr Consult I	19/11/2021	1.70	435.00	739.50	Assets - Contracts, Customers/Clients
Julian Gowdie	Sr Consult I	19/11/2021	1.50	435.00	652.50	Assets - Contracts, Customers/Clients
Renee Lobb	Managing Dir	19/11/2021	0.60	660.00	396.00	Assets - Contracts, Customers/Clients
Kelly-Anne Trenfield	Sr Managing Dir	19/11/2021	2.40	720.00	1,728.00	Assets - Contracts, Customers/Clients
Joanne Dunn	Sr Managing Dir	19/11/2021	0.50	720.00	360.00	Assets - Contracts, Customers/Clients
Matthew Burns	Associate II	19/11/2021	1.00	335.00	335.00	Assets - Contracts, Customers/Clients
Renee Lobb	Managing Dir	19/11/2021	0.50	660.00	330.00	Assets - Contracts, Customers/Clients
Julian Gowdie	Sr Consult I	19/11/2021	0.70	435.00	304.50	Assets - Contracts, Customers/Clients
Joanne Dunn	Sr Managing Dir	19/11/2021	0.40	720.00	288.00	Assets - Contracts, Customers/Clients

Narrative	
JPD re novations/contracts/assets	
Laise with admin on motor vehicle search letters across different states, follow-up on finalisation of letters, issue letters. Request historical bank statements from Westpac contact. National team meeting on current matter progress and next steps. National team matter meeting on handling queries	
Draft additional letters to BOQ and Westpac requesting transfer of funds and providing administration bank details for each entity. Draft response to Mills Oakley to transfer funds held on trust to administration accounts. Circulate to Paris Parasadi for review	
Fielding calls. Teams and verbal queries from FTI staff to assist them in answering common queries coming through calls and inboxes. Provide draft template response emails directing parties to Torsion, Homecorp and regulators, setup process for communication and dealing with queries concerning homes at practical completion and provide email template concerning termination of contract rights. Specific emails to Marial Kwan and Erin Millard providing guidance on specific queries they have received. Discussions with Matt Burns concerning contact from alleged representatives of homeowners. Email to Jo Davies at Privium to setup process to coordinate handover of houses after discussion with Kelly-Anne Trenfield about staffing and timing we have access to same. Follow up Jo Davies regarding listing sought from Peter C for NSW houses at practical completion sent yesterday. Confirm with John Park Joanne Dunn and Kelly-Anne Trenfield where emails they forwarded to me have been actioned. Update call register for those escalated to me. Discuss with Julian additional information needed in master list to track whether someone has been referred to either a regulator, Torsion or Homecorp and where there is NFA required. Create email signature for use when replying using privium clients email.	
Return calls to clients and mark up call register, review of client inbox and respond	
Calls with various clients with NSW based properties moving through Privium call register and answering client queries over the phone. Noting down details regarding client circumstances (e.g. stage of property build, location) and escalating queries where required. Discussions with M Kwan (FTI Consulting) regarding certain matters and how to respond to clients	
Responding to Client queries via email and phone	
Updating client list spreadsheet to allow tracking of responses and report on outcome metrics	
Distributing circular to clients via email and updating tracking spreadsheet	
Preparing master spreadsheet of Privium jobs to track mailout and responses	
Discussion with Kelly Anne Trenfield regarding process for house handover and agreed invoicing structure and rates for employees. Instructions to PVP to coordinate agreement in writing with Jon on rates and invoice based on timesheet data. Discuss with Carla on taking over same and background. Email to Jo regarding process. Reviewing numerous emails regarding practical completion	
review job info table. RCL re scripts/templates response, review of schedules, emails in re termination of contract. Robert H. Licence surrender NSW, emails re design tfr, discuss with RCL emails and discussion with RCL re termination requests; call with John Grey re novations, IP request for advice, Review incoming documentation, consider and send to filing Meeting with QBCC, status update queries and response from AJT re IPRL re issuing circular contract info to Ros Thomas re interest in contracts AJT re use of IP agreed with homecorp	
Review and approve correspondence to Westpac and BOQ requesting funds transferred to administration account. Follow up email to Westpac regarding hold on transfer	
Issuing initial circular to clients concerning building contract and voluntary administration process	
Reviewing emails requesting copies of building plans. Review Homecorp agreement and discuss with Kelly-Anne Trenfield. Email to Mills Oakley requesting advice on position for provision on plans in line with clauses in Homecorp agreement being finalised. Call with Ashley and Kelly-Anne Trenfield to agree way forward	
Drafting correspondence to regulator regarding Queensland contracts, uploading contracts to secure site, and preparing spreadsheet with relevant job details	
Phone call from Mrs Yu re build, how to proceed; review email received and pass on to client team.	

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Joanne Dunn	Sr Managing Dir	19/11/2021	0.40	720.00	288.00	Assets - Contracts, Customers/Clients
Maxine Allan	Sr. Consult I	19/11/2021	0.60	435.00	261.00	Assets - Contracts, Customers/Clients
Renee Lobb	Managing Dir	19/11/2021	0.30	660.00	198.00	Assets - Contracts, Customers/Clients
Jaymee Greenway	Consultant I	19/11/2021	0.50	360.00	180.00	Assets - Contracts, Customers/Clients
Julian Gowdie	Sr. Consult I	19/11/2021	0.40	435.00	174.00	Assets - Contracts, Customers/Clients
Julian Gowdie	Sr Consult I	19/11/2021	0.30	435.00	130.50	Assets - Contracts, Customers/Clients
Julian Gowdie	Sr Consult I	19/11/2021	0.30	435.00	130.50	Assets - Contracts, Customers/Clients
Julian Gowdie	Sr Consult I	19/11/2021	0.30	435.00	130.50	Assets - Contracts, Customers/Clients
Julian Gowdie	Sr Consult I	19/11/2021	0.30	435.00	130.50	Assets - Contracts, Customers/Clients
Kelly-Anne Trenfield	Sr Managing Dir	19/11/2021	0.60	720.00	432.00	Assets - Contracts, Customers/Clients
Julian Gowdie	Sr Consult I	19/11/2021	0.30	435.00	130.50	Assets - Contracts, Customers/Clients
Julian Gowdie	Sr Consult I	19/11/2021	0.20	435.00	87.00	Assets - Contracts, Customers/Clients
Maxine Allan	Sr Consult I	19/11/2021	0.20	435.00	87.00	Assets - Contracts, Customers/Clients
Kelly-Anne Trenfield	Sr Managing Dir	19/11/2021	0.10	720.00	72.00	Assets - Contracts, Customers/Clients
Maxine Allan	Sr. Consult I	19/11/2021	0.10	435.00	43.50	Assets - Contracts, Customers/Clients
Maxine Allan	Sr. Consult I	19/11/2021	0.10	435.00	43.50	Assets - Contracts, Customers/Clients
Gus State	Associate I	19/11/2021	0.10	300.00	30.00	Assets - Contracts, Customers/Clients
Renee Lobb	Managing Dir	20/11/2021	0.10	660.00	66.00	Assets - Contracts, Customers/Clients
Renee Lobb	Managing Dir	20/11/2021	0.10	660.00	66.00	Assets - Contracts, Customers/Clients
Renee Lobb	Managing Dir	22/11/2021	5.80	660.00	3,828.00	Assets - Contracts, Customers/Clients
Matthew Burns	Associate II	22/11/2021	4.90	335.00	1,641.50	Assets - Contracts, Customers/Clients
Jonathan Hayim	Associate I	22/11/2021	3.40	300.00	1,020.00	Assets - Contracts, Customers/Clients
Julian Gowdie	Sr. Consult I	22/11/2021	1.80	435.00	783.00	Assets - Contracts, Customers/Clients
Julian Gowdie	Sr. Consult I	22/11/2021	0.70	435.00	304.50	Assets - Contracts, Customers/Clients
Julian Gowdie	Sr. Consult I	22/11/2021	0.60	435.00	261.00	Assets - Contracts, Customers/Clients

Narrative	
Review of QBCC material: meetings with Kelly Trenfield regarding her discussions with QBCC and approach with contracts	
Monitoring call register and allocating calls to Melbourne team members Discussions with Melbourne team members regarding calls and call plans	
Review multiple emails with enquiry on purchasing or taking over some builds. Instructions to issue holding response	
Monitoring call register and allocating calls to Melbourne team members Discussions with Melbourne team members regarding calls and call plans.	
Finalizing and sending correspondence to QBCC and granting access to secure file share	
Drafting correspondence to company staff regarding status of jobs in system and clarification of terminology	
Reviewing correspondence to clients regarding termination of contracts	
Reviewing jobs where no home warranty insurance has been paid by the client to determine quantum of claims affected	
Reviewing termination request and locating underlying contract	
to do list re contracts; Review incoming documentation, consider and send to filing response to interested party re information request request confidentiality agreement from MORCL re novations; AJT re NDAMedia - subsidies united	
Discussion with RL to update on Assets workflow	
Phone call with CFO regarding status of sell only projects	
Call with Geraldine Urgeiten a Privium Customer regarding her build and what the administration means for her. Updated call register with details of conversation	
Review client contract template responses and update	
Call with Shikhar Srivastava a Privium Customer regarding his property in Victoria and the claims process. Updated call register with details of conversation	
Additional call with Shikhar Srivastava a Privium Customer regarding the voluntary administration process.	
Liaise with Westpac regarding pre-appointment funds transfer Liaise with Joanne Dunn and Carla Fairweather regarding security interests held by Westpac. Draft response to Westpac to transfer funds	
Email to Jo regarding interested parties wanting to purchase bulk contract novations	
Forward on IP emails received	
Go through considerable volume of emails concerning houses allegedly at PC Check iHub to confirm status, add notes to master for proposed actions and send to Kelly-Anne Trenfield. Saving down into categorised folders all supporting documents. Issue instructions to Jo Davies once approved. Update call register and locate and respond to emails with client queries. Update register and respond to staff confirming actioned. Update team on actioned items	
Dealing with email queries from clients regarding build status Providing further information regarding lodging claims. Answering call from clients concerning contracts and insurance. Emails to Renee escalating matters	
Contacting clients to answer queries regarding insurance, unfinished builds, contract termination	
Updating master spreadsheet with client email addresses	
Reviewing correspondence from QBCC and responding to information request	
Finalising and sending correspondence to QBCC in response to information request and uploading additional contracts to share site	

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Julian Gowdie	Sr Consult I	22/11/2021	0.50	435.00	217.50	Assets - Contracts; Customers/Clients	Team catch up to discuss progress and work streams
Kelly Anne Trenfield	Sr Managing Dir	22/11/2021	1.60	720.00	1,152.00	Assets - Contracts; Customers/Clients	email in and response to NBN re Yellena road, RCL update re ICARE and contract reviews, review and approve charge back response re lot 1554 granache cres, review and discuss response to QBCC re requested information, Review and update to do list, query outstanding items; Summary re contract and insurance review; review comment/emails in from RCL re Deane Keytel contract, review schedule of PC properties and approve recommendations, review emails re position for insurance non payment, email from and response to Tony Mackwell re meeting on 23 Nov, qbccc call; update to RCL review mainly rd construction contract, draft response to Visue
Jaymee Greenway	Consultant I	22/11/2021	0.50	360.00	180.00	Assets - Contracts; Customers/Clients	Matter team catch up to discuss matter progress, client queries, types of questions and process to deal with different requests
Julian Gowdie	Sr Consult I	22/11/2021	0.40	435.00	174.00	Assets - Contracts; Customers/Clients	Adding home warranty insurance information to master client spreadsheet
Julian Gowdie	Sr Consult I	22/11/2021	0.40	435.00	174.00	Assets - Contracts; Customers/Clients	Correspondence regarding impact of non-payment of insurance on jobs with deposit paid and build yet to commence
Christina Pelendage-Perera	Associate I	22/11/2021	0.50	300.00	150.00	Assets - Contracts; Customers/Clients	Privium catch up to discuss appointment and matter, in particular impact on customers
Kelly Anne Trenfield	Sr Managing Dir	22/11/2021	0.20	720.00	144.00	Assets - Contracts; Customers/Clients	review NDA re distribution to interested parties
Renee Lobb	Managing Dir	22/11/2021	0.20	660.00	132.00	Assets - Contracts; Customers/Clients	Email to Nikhil Raj regarding instructions for handover issued. Updating registers
Renee Lobb	Managing Dir	22/11/2021	0.20	660.00	132.00	Assets - Contracts; Customers/Clients	Email to Hoi Meng Cheah regarding property and instructions issued regarding PC and handover. Email to Artu regarding multiple properties and status
Julian Gowdie	Sr Consult I	22/11/2021	0.30	435.00	130.50	Assets - Contracts; Customers/Clients	Reviewing correspondence relating to Privium clients
Julian Gowdie	Sr Consult I	22/11/2021	0.30	435.00	130.50	Assets - Contracts; Customers/Clients	Distributing correspondence to engagement team regarding tracking responses in master client spreadsheet
Julian Gowdie	Sr Consult I	22/11/2021	0.30	435.00	130.50	Assets - Contracts; Customers/Clients	Reviewing iHub to locate details of job following customer inquiry regarding handover of house in Victoria
Julian Gowdie	Sr Consult I	22/11/2021	0.30	435.00	130.50	Assets - Contracts; Customers/Clients	Discussion with RL and MB regarding process to update missing client details
Julian Gowdie	Sr Consult I	22/11/2021	0.20	435.00	87.00	Assets - Contracts; Customers/Clients	Discussion with RL regarding update on tasks to be completed for Assets workstream
Julian Gowdie	Sr Consult I	22/11/2021	0.70	435.00	87.00	Assets - Contracts; Customers/Clients	Correspondence to team regarding Impact Land and put and call option fees
Julian Gowdie	Sr Consult I	22/11/2021	0.20	435.00	87.00	Assets - Contracts; Customers/Clients	Reviewing iHub to locate details pertaining to client request for information
Renee Lobb	Managing Dir	22/11/2021	0.10	660.00	66.00	Assets - Contracts; Customers/Clients	Email to Jo Davies regarding Jol enquiry on staff for QLD handover,
Carla Fairweather	Managing Dir	23/11/2021	3.00	660.00	1,980.00	Assets - Contracts; Customers/Clients	Management of Enquiries inbox including categorising and responding to queries. Liaising with M Burns regarding management of process generally and discussion regarding proposed responses. Amended draft FAQ's for further queries. Reviewed client master list and responded to Saahli Bhatnagar query regarding potential claim as unsecured creditor (deposit paid, no insurance). Reviewed client master list and responded to Graeme Todd query regarding defects and claiming under builders warranty insurance. Reviewed client master list and responded to Jieming Zhao query. Reviewed client master list and liaised internally regarding Mitchell Street client query. Liaised with D Bhayat regarding incurring costs to be on charged to Privium administration

Privium Pty Ltd (In Liquidation) ACN 085 773 931 - WJP for period 17 November 2021 to 5 December 2021

Thpr Name	Title	Date	Bill Hrs	Bill Rate	Billable Amt	Task Category	Narrative
Kelly-Anne Trenfield	Sr Managing Dir	23/11/2021	4.40	720.00	3,168.00	Assets - Contracts, Customers/Clients	list re PC contracts from Rob, refer to RCL re Torsion details, call with VMIA re vice coverage, instructions to JG re information requests from QBCC and VMIA, email in and response to Rob harder re information requests; response to queries; review contract summary position of client; re creditors/RCL re novation of contracts; categories/ review listing re client contract status; review and approve email correspondence - termination notice, info request from VMIA and instructions to JG; RCL re response to clients seeking to lodge claim respond to RCL queries re client queries, Review incoming documentation, consider and send to filing regulators, request glossary re contract terms; meeting with QBCC, debrief with RCL, mail in re QBCC licence and excluded status; discuss with JRP, call re metrocon, Review incoming documentation, consider and send to filing - VIC regulatory cancellation notification; RCL re review; review RCL response and provide instructions re response; email to Visue re Manley west termination, issues with call register; Review incoming documentation, consider and send to filing - master builders
Matthew Burns	Associate II	23/11/2021	3.70	335.00	1,239.50	Assets - Contracts, Customers/Clients	Dealing with queries from clients concerning administration process. Internal meeting concerning dealing with queries
Jaymee Greenway	Consultant I	23/11/2021	1.50	360.00	540.00	Assets - Contracts, Customers/Clients	Reviewing and responding to numerous client emails, predominantly information requests relating to Victorian and NSW properties
Renee Lobb	Managing Dir	23/11/2021	0.80	660.00	528.00	Assets - Contracts, Customers/Clients	Make updates to registers for PC payments issued and properties schedule for handover corresponding with Julie and Caroline Halcoop regarding calls from people contacted yesterday via email regarding handover process
Jonathan Hayim	Associate I	23/11/2021	1.20	300.00	360.00	Assets - Contracts, Customers/Clients	Contacting clients to answer queries regarding insurance, unfinished builds, contract termination
Julian Gowdie	Sr Consult I	23/11/2021	0.70	435.00	304.50	Assets - Contracts, Customers/Clients	Pursuits research
Julian Gowdie	Sr Consult I	23/11/2021	0.70	435.00	304.50	Assets - Contracts, Customers/Clients	Reviewing the number of customers who have paid deposits but do not have insurance cover
Kelly-Anne Trenfield	Sr Managing Dir	23/11/2021	0.40	720.00	288.00	Assets - Contracts, Customers/Clients	call with AJT re Homecorp contract (MTRC - Paul Henry re interest in P Homes, returned call and provision of contract summary email to Ros Thomas re NDA
Renee Lobb	Managing Dir	23/11/2021	0.40	660.00	264.00	Assets - Contracts, Customers/Clients	Review email regarding revised invoice for 3068 (15) Mortlock Road Email to Jo at Privium regarding amendments to invoice for (Administrators Appointed) and new bank account details. Call with Jo to discuss issues in handover and management of same
Julian Gowdie	Sr Consult I	23/11/2021	0.50	435.00	217.50	Assets - Contracts, Customers/Clients	Correspondence regarding printer meter read in NSW office
Julian Gowdie	Sr Consult I	23/11/2021	0.50	435.00	217.50	Assets - Contracts, Customers/Clients	Arranging access to construction contracts for QBCC and VMIA
Joanne Dunn	Sr Managing Dir	23/11/2021	0.30	720.00	216.00	Assets - Contracts, Customers/Clients	Review correspondence from NSW Fair Trading, discuss client claims with team
Samuel Dennis	Associate I	23/11/2021	0.60	300.00	180.00	Assets - Contracts, Customers/Clients	Received instructions from Renee Lobb regarding customer calls and emails which are being received due to incomplete construction of homes.
Christina Pelendage Perera	Associate I	23/11/2021	0.50	300.00	150.00	Assets - Contracts, Customers/Clients	Privium catch up to discuss appointment and matter, in particular impact on customers
Renee Lobb	Managing Dir	23/11/2021	0.20	660.00	132.00	Assets - Contracts, Customers/Clients	Email to Kelly-Anne Trenfield re Torsion or Homecorp staff to handover assets and contacts for same Email to Jo with update
Renee Lobb	Managing Dir	23/11/2021	0.20	660.00	132.00	Assets - Contracts, Customers/Clients	Emails to Leah Phelps confirming instructions issued yesterday to issue final invoice and arrange handover once payment received
Renee Lobb	Managing Dir	23/11/2021	0.20	660.00	132.00	Assets - Contracts, Customers/Clients	Call with Jo regarding wording for PC payments
Renee Lobb	Managing Dir	23/11/2021	0.20	660.00	132.00	Assets - Contracts, Customers/Clients	Review directors list of handovers and compare to list of instructions issued yesterday Respond to KAT
Julian Gowdie	Sr Consult I	23/11/2021	0.30	435.00	130.50	Assets - Contracts, Customers/Clients	Reviewing correspondence regarding handover of jobs to clients
Julian Gowdie	Sr Consult I	23/11/2021	0.30	435.00	130.50	Assets - Contracts, Customers/Clients	Correspondence to VMIA regarding list of Victorian jobs and setup of file sharing site to view contracts
Julian Gowdie	Sr Consult I	23/11/2021	0.30	435.00	130.50	Assets - Contracts, Customers/Clients	Reviewing correspondence from Telstra regarding accounts with the company and escalating to RL

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Tkpr Name	Title	Date	Bill Hrs	Bill Rate	Billable Amt	Task Category
Julian Gowdie	Sr Consult I	23/11/2021	0.30	435.00	130.50	Assets - Contracts, Customers/Clients
Julian Gowdie	Sr Consult I	23/11/2021	0.20	435.00	87.00	Assets - Contracts, Customers/Clients
Julian Gowdie	Sr Consult I	23/11/2021	0.20	435.00	87.00	Assets - Contracts, Customers/Clients
Julian Gowdie	Sr Consult I	23/11/2021	0.20	435.00	87.00	Assets - Contracts, Customers/Clients
Julian Gowdie	Sr Consult I	23/11/2021	0.20	435.00	87.00	Assets - Contracts, Customers/Clients
Julian Gowdie	Sr Consult I	23/11/2021	0.20	435.00	87.00	Assets - Contracts, Customers/Clients
Julian Gowdie	Sr Consult I	23/11/2021	0.20	435.00	87.00	Assets - Contracts, Customers/Clients
Julian Gowdie	Sr Consult I	23/11/2021	0.20	435.00	87.00	Assets - Contracts, Customers/Clients
Renee Lobb	Managing Dir	23/11/2021	0.10	660.00	66.00	Assets - Contracts, Customers/Clients
Julian Gowdie	Sr Consult I	23/11/2021	0.10	435.00	43.50	Assets - Contracts, Customers/Clients
Julian Gowdie	Sr Consult I	23/11/2021	0.10	435.00	43.50	Assets - Contracts, Customers/Clients
Matthew Burns	Associate II	24/11/2021	3.50	335.00	1,172.50	Assets - Contracts, Customers/Clients
Kelly-Anne Trenfield	Sr Managing Dir	24/11/2021	2.60	720.00	1,872.00	Assets - Contracts, Customers/Clients
Jonathan Hayim	Associate I	24/11/2021	2.20	300.00	660.00	Assets - Contracts, Customers/Clients
Jaymee Greenway	Consultant I	24/11/2021	1.70	360.00	612.00	Assets - Contracts, Customers/Clients
Julian Gowdie	Sr Consult I	24/11/2021	0.80	435.00	348.00	Assets - Contracts, Customers/Clients
Julian Gowdie	Sr Consult I	24/11/2021	0.70	435.00	304.50	Assets - Contracts, Customers/Clients
Julian Gowdie	Sr Consult I	24/11/2021	0.60	435.00	261.00	Assets - Contracts, Customers/Clients
Julian Gowdie	Sr Consult I	24/11/2021	0.50	435.00	217.50	Assets - Contracts, Customers/Clients
Julian Gowdie	Sr Consult I	24/11/2021	0.50	435.00	217.50	Assets - Contracts, Customers/Clients
Joanne Dunn	Sr Managing Dir	24/11/2021	0.30	720.00	216.00	Assets - Contracts, Customers/Clients
Julian Gowdie	Sr Consult I	24/11/2021	0.40	435.00	174.00	Assets - Contracts, Customers/Clients
Julian Gowdie	Sr Consult I	24/11/2021	0.30	435.00	130.50	Assets - Contracts, Customers/Clients
Julian Gowdie	Sr Consult I	24/11/2021	0.30	435.00	130.50	Assets - Contracts, Customers/Clients
Julian Gowdie	Sr Consult I	24/11/2021	0.30	435.00	130.50	Assets - Contracts, Customers/Clients
Julian Gowdie	Sr Consult I	24/11/2021	0.30	435.00	130.50	Assets - Contracts, Customers/Clients
Julian Gowdie	Sr Consult I	24/11/2021	0.30	435.00	130.50	Assets - Contracts, Customers/Clients

Narrative						
Uploading Victorian build contracts to file sharing site for viewing by VMIA						
Updating client contact register						
Searching iHub for client details in response to request						
Preparing list of VIC contracts for VMIA						
Correspondence to iCare attaching list of NSW jobs						
Reviewing and filing correspondence from QBCC regarding Privium Pty Ltd building license						
Extracting home warranty insurance certificate in response to client request						
Instructions to Matt Burns to obtain license refund for NSW fair trading surrender.						
Extracting files for Privium Civil contracts						
Correspondence regarding iHub login details						
Dealing with queries concerning client's contracts, insurance claims and handover via email and phone. Internal meetings concerning queries and dealing with clients and creditors.						
email in from Jaymee re NSW fair trading, review the note re call with NSW fair trade, RCL re call register/planning, review and approve email re PC handover, update with Juli, T and RCL, respond to emails re call register. Looking for employees, email in from Jaymee re NSW fair trading: review call register, call in from master builder, update to RCL, discuss call/email list: review and provide HOA re Torsion and Homecorp to JPD; RCL re PC, query re chargebacks, settlements re debtors/handover, review debtors summary;						
Responding to client email queries - returning phone calls to clients and their representatives who have left calls logged in register						
Reviewing and responding to numerous client emails, predominantly information requests relating to Victorian and NSW properties.						
Responding to clients on the call register and updating tracking spreadsheets						
Meeting with KAT and RCL regarding dashboard reporting for contract status						
Preparing a glossary of terminology relating to master client list						
Preparing reporting dashboard for master client list						
Reviewing correspondence relating to client enquiries						
Call with interested party on QLD contracts; discuss appointment						
Correspondence to team regarding process to update master client list						
Updating job complete matters in client list to NFA						
Dealing with enquiry relating to outstanding debtor amount for NSW client and reviewing iHub						
Reviewing client FAQs and template responses to respond to enquiries						

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Thpr Name	Title	Date	Bill Hrs	Bill Rate	Billable Amt	Task Category
Julian Gowdie	Sr Consult I	25/11/2021	0.60	435.00	261.00	Assets - Contracts; Customers/Clients
Julian Gowdie	Sr Consult I	25/11/2021	0.50	435.00	217.50	Assets - Contracts; Customers/Clients
Julian Gowdie	Sr Consult I	25/11/2021	0.40	435.00	174.00	Assets - Contracts; Customers/Clients
Julian Gowdie	Sr Consult I	25/11/2021	0.40	435.00	174.00	Assets - Contracts; Customers/Clients
Christina Pelendage-Perera	Associate I	25/11/2021	0.50	300.00	150.00	Assets - Contracts; Customers/Clients
Renee Lobb	Managing Dir	25/11/2021	0.20	660.00	132.00	Assets - Contracts; Customers/Clients
Kelly-Anne Trenfield	Sr Managing Dir	25/11/2021	0.60	720.00	432.00	Assets - Contracts; Customers/Clients
Samuel Dennis	Associate I	25/11/2021	0.30	300.00	90.00	Assets - Contracts; Customers/Clients
Julian Gowdie	Sr Consult I	25/11/2021	0.20	435.00	87.00	Assets - Contracts; Customers/Clients
Renee Lobb	Managing Dir	26/11/2021	2.30	660.00	1,518.00	Assets - Contracts; Customers/Clients
Kelly-Anne Trenfield	Sr Managing Dir	26/11/2021	2.20	720.00	1,584.00	Assets - Contracts; Customers/Clients
Jaymee Greenway	Consultant I	26/11/2021	1.40	360.00	504.00	Assets - Contracts; Customers/Clients
Kelly-Anne Trenfield	Sr Managing Dir	26/11/2021	0.60	720.00	432.00	Assets - Contracts; Customers/Clients
Renee Lobb	Managing Dir	26/11/2021	0.50	660.00	330.00	Assets - Contracts; Customers/Clients
Julian Gowdie	Sr Consult I	26/11/2021	0.70	435.00	304.50	Assets - Contracts; Customers/Clients
Julian Gowdie	Sr Consult I	26/11/2021	0.70	435.00	304.50	Assets - Contracts; Customers/Clients
Matthew Burns	Associate II	26/11/2021	0.80	335.00	268.00	Assets - Contracts; Customers/Clients
Renee Lobb	Managing Dir	26/11/2021	0.30	660.00	198.00	Assets - Contracts; Customers/Clients
Renee Lobb	Managing Dir	26/11/2021	0.20	660.00	132.00	Assets - Contracts; Customers/Clients
James Rogers	Managing Dir	26/11/2021	0.30	660.00	198.00	Assets - Contracts; Customers/Clients
Julian Gowdie	Sr Consult I	26/11/2021	0.30	435.00	130.50	Assets - Contracts; Customers/Clients
Meeting to walkthrough iHub with team and correspondence regarding log in Reviewing ROCAP submitted by director and filing Part A separately for lodgement with ASIC Updating job status is master client list and preparing dashboard report Reviewing correspondence regarding client enquiries Privium call to discuss the iHub system function Call with Devon regarding insurance and ability to obtain refunds on Home Warranty Insurance email in from Ros Thom as NDA/prepare and issue x 2 emails to interest parties re access to Infocall in Maurisio re interest in acquiring contract lead/summary of contracts Team meeting regarding iHub program (Privium data base) and received instructions from Julian Gowdie illustrating how to pull data/documents relating to jobs for customers if they request Reviewing correspondence relating to clients in call register Assisting Matt Burns with responding to query from Aden Campbell regarding PC payment and termination Reviewing master list and update for handover progress Reviewing all receipts in the bank accounts Westpac Banking Corporation and NAB and investigate in iHub Download additional documents and save to file. Mark up receipts and update registers for payments received Raise query regarding receipts post appointment for contracts being taken over by Torson with Kelly Anne Trenfield. Email to Gus with reconciliation information for MYOB entering. Go through call register and send myself some queries to return. Review and update to do list, query outstanding items - contract response review and approve email correspondence - contract termination, review client details re creditor claims, calls/emails, preparation and attend meeting with NSW Fair Trading, Review incoming documentation, consider and send to filing, qbcc meeting: RCL re NSW meeting, email in from Hearstone legal re repudiation of contracts, fwd to team with notes, call with Marde Campbell, RCL re funds received on Torsion novated contract, emails in/out re PC handovers and receipt of funds; emails in/out from NSW Fair Trading Reviewing and responding to numerous client emails, predominantly information requests relating to Victorian and NSW properties. respond to jrp re sale of 17/JP and meeting with FLIG note holders call in from Clint Lockhart re boutique homes interest, into to boutique homes Follow up location of handover pack for Thomas Muirhead and Westpac response status with Gus Respond to Thomas Muirhead email with update. Review email regarding further reduction request from ARZU for Lot 45 (6) Bluebell St. Review email from Marial Kwan regarding Thompson Geer and settlement deed. Reviewing correspondence regarding client enquiries Correspondence with client and RCL regarding access to site in NSW and rights to termination of contract Dealing with queries from creditors concerning contracts and properties Call with Rachel Johnston regarding handover of her property and PC compromise Explain process and current status Review and respond to correspondence concerning Lot 734 (52) Fawcner Crescent and terminations and reduction in PC invite compromised offer. Email to Jo regarding handover of Queensland properties and hold on pursuit of debtors until we have handover staff Emails with RCL and PP regarding electricity accounts; review schedule regarding Group property holdings and accounts required Updating FAQs with new QBCC contact and circulating to team						

Privium Pty Ltd (In Liquidation) ACN 085 773 931 - WIP for period 17 November 2021 to 5 December 2021							Task Category		Narrative	
Tfpr Name	Title	Date	Bill Hrs	Bill Rate	Billable Amt					
Julian Gowdie	Sr Consult I	29/11/2021	0.20	435.00	87.00		Assets - Contracts, Customers/Clients		Drafting correspondence to RCL and PYP regarding attendance at site to collect client handover files	
Kelly-Anne Trenfield	Sr Managing Dir	29/11/2021	0.30	720.00	216.00		Assets - Contracts, Customers/Clients		Review and approve email correspondence - terminations, hand-overs/Review incoming documentation, consider and send to filing - plans terminations	
Julian Gowdie	Sr Consult I	29/11/2021	0.20	435.00	87.00		Assets - Contracts, Customers/Clients		Finalising and sending correspondence to client regarding contractual obligations	
Renee Lobb	Managing Dir	29/11/2021	0.10	660.00	66.00		Assets - Contracts, Customers/Clients		Reviewing sample Home Warranty Insurance policy documents and send to Britta Green at AJG with enquiry on refunds	
Renee Lobb	Managing Dir	29/11/2021	0.10	660.00	66.00		Assets - Contracts, Customers/Clients		Follow up sweep request letter and access with GS	
Renee Lobb	Managing Dir	29/11/2021	0.10	660.00	66.00		Assets - Contracts, Customers/Clients		Send rental query about display home to James Rogers to action	
Renee Lobb	Managing Dir	29/11/2021	0.10	660.00	66.00		Assets - Contracts, Customers/Clients		Review iHub for occupation certificate for Lot 43 Honey Myrtle Email Jo regarding same	
Matthew Burns	Associate II	30/11/2021	4.70	335.00	1,574.50		Assets - Contracts, Customers/Clients		Dealing with client queries 10 clients concerning contracts and insurance issues. Responding via email and phone Updating calls and emails register	
Julian Gowdie	Sr Consult I	30/11/2021	2.20	435.00	957.00		Assets - Contracts, Customers/Clients		Responding to client inquiries from the Privium clients call register	
Carla Fairweather	Managing Dir	30/11/2021	1.30	660.00	858.00		Assets - Contracts, Customers/Clients		Reviewed email from P Harder of Joli regarding invoice for services and debt owed by Privium Homes to Joli Drafted response to P Harder attaching correspondence with POD and meeting docs Telephone discussion with D Bhayat of Privium regarding staff allocation of time between Privium entities. Reviewing timesheets and draft invoice from Joli for week ending 28 November and drafting email to R Lobb regarding staff time	
Renee Lobb	Managing Dir	30/11/2021	1.00	660.00	660.00		Assets - Contracts, Customers/Clients		Call with Tyler Mason to arrange VIC handover agreement. Send details of arrangement. Discussion and email instructions with JG regarding sending keys and handover information for VIC properties to Tyler Advise Jo update on staffing. Call and subsequent emails with Arzu regarding Lot 3 Honey Myrtle access for valuer. Save instructions and update handover filing.	
Julian Gowdie	Sr Consult I	30/11/2021	1.30	435.00	565.50		Assets - Contracts, Customers/Clients		Updating client termination spreadsheet with notices received and responses provided	
James Rogers	Managing Dir	30/11/2021	0.40	660.00	264.00		Assets - Contracts, Customers/Clients		PC with and email to Pratap Singh re display home at Wyndham Vale. emails with RCL/PYP re same / other display homes / leases	
Matthew Burns	Associate II	30/11/2021	0.60	335.00	201.00		Assets - Contracts, Customers/Clients		Actioned Westpac charge back request. Attaching supporting documentation to claim forms. Organising signing by Kelly Issuing forms and attachments to Westpac	
Kelly-Anne Trenfield	Sr Managing Dir	30/11/2021	1.10	720.00	792.00		Assets - Contracts, Customers/Clients		emails from and response to AJT re termination of contracts, Review incoming documentation, consider and send to filing. Homecorp RCL update re call register/emails, Review incoming documentation, consider and send to filing. terminations, AJT re meeting media subbies, qbcc meeting, RCL re QBCC info requests, emails re legal claim to repudiation/termination for non completion query from termi-mesh re release of certifications	
Julian Gowdie	Sr Consult I	30/11/2021	0.40	435.00	174.00		Assets - Contracts, Customers/Clients		Locating signed contract in iHub and sending to client following their request	
Julian Gowdie	Sr Consult I	30/11/2021	0.40	435.00	174.00		Assets - Contracts, Customers/Clients		Correspondence with RCL regarding termination of client contracts	
Julian Gowdie	Sr Consult I	30/11/2021	0.40	435.00	174.00		Assets - Contracts, Customers/Clients		Arranging for catalogue of handover key register and preparing spreadsheet for data entry	
Renee Lobb	Managing Dir	30/11/2021	0.20	660.00	132.00		Assets - Contracts, Customers/Clients		Review and respond with further query to Britta regarding insurance refunds	
Renee Lobb	Managing Dir	30/11/2021	0.20	660.00	132.00		Assets - Contracts, Customers/Clients		Review chargeback request and request Matt Burns to action Instructions to Tanya Kratz to finalise	
Renee Lobb	Managing Dir	30/11/2021	0.20	660.00	132.00		Assets - Contracts, Customers/Clients		Review receipt. Check against handover sheet. Mark up receipt and instructions to GS to receipt provide variation receipt is for	
Renee Lobb	Managing Dir	30/11/2021	0.40	660.00	264.00		Assets - Contracts, Customers/Clients		Detailed review of timesheet data provide feedback to Carla Fairweather to assist with Joli invoices	

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Julian Gowdie	Sr Consult I	30/11/2021	0.20	435.00	87.00	Assets - Contracts; Customers/Clients
Julian Gowdie	Sr Consult I	30/11/2021	0.20	435.00	87.00	Assets - Contracts; Customers/Clients
Julian Gowdie	Sr Consult I	30/11/2021	0.20	435.00	87.00	Assets - Contracts; Customers/Clients
Renee Lobb	Managing Dir	30/11/2021	0.10	660.00	66.00	Assets - Contracts; Customers/Clients
Julian Gowdie	Sr Consult I	30/11/2021	0.10	435.00	43.50	Assets - Contracts; Customers/Clients
Matthew Burns	Associate II	1/12/2021	6.30	335.00	2,110.50	Assets - Contracts; Customers/Clients
Jaymee Greenway	Consultant I	1/12/2021	2.30	360.00	828.00	Assets - Contracts; Customers/Clients
Julian Gowdie	Sr Consult I	1/12/2021	1.70	435.00	739.50	Assets - Contracts; Customers/Clients
Julian Gowdie	Sr Consult I	1/12/2021	1.40	435.00	609.00	Assets - Contracts; Customers/Clients
Renee Lobb	Managing Dir	1/12/2021	0.80	660.00	528.00	Assets - Contracts; Customers/Clients
Julian Gowdie	Sr Consult I	1/12/2021	1.10	435.00	478.50	Assets - Contracts; Customers/Clients
Renee Lobb	Managing Dir	1/12/2021	0.70	660.00	462.00	Assets - Contracts; Customers/Clients
Julian Gowdie	Sr Consult I	1/12/2021	0.80	435.00	348.00	Assets - Contracts; Customers/Clients
Julian Gowdie	Sr Consult I	1/12/2021	0.70	435.00	304.50	Assets - Contracts; Customers/Clients
Kelly-Anne Trenfield	Sr Managing Dir	1/12/2021	0.40	720.00	288.00	Assets - Contracts; Customers/Clients
Julian Gowdie	Sr Consult I	1/12/2021	0.50	435.00	217.50	Assets - Contracts; Customers/Clients
Kelly-Anne Trenfield	Sr Managing Dir	1/12/2021	0.30	720.00	216.00	Assets - Contracts; Customers/Clients
Marial Kwan	Sr Consult II	1/12/2021	0.40	480.00	192.00	Assets - Contracts; Customers/Clients
Julian Gowdie	Sr Consult I	1/12/2021	0.40	435.00	174.00	Assets - Contracts; Customers/Clients
Kelly-Anne Trenfield	Sr Managing Dir	1/12/2021	0.70	720.00	504.00	Assets - Contracts; Customers/Clients
Renee Lobb	Managing Dir	1/12/2021	0.20	660.00	132.00	Assets - Contracts; Customers/Clients
Renee Lobb	Managing Dir	1/12/2021	0.20	660.00	132.00	Assets - Contracts; Customers/Clients
Kelly-Anne Trenfield	Sr Managing Dir	1/12/2021	0.70	720.00	504.00	Assets - Contracts; Customers/Clients
Julian Gowdie	Sr Consult I	1/12/2021	0.20	435.00	87.00	Assets - Contracts; Customers/Clients
Julian Gowdie	Sr Consult I	1/12/2021	0.20	435.00	87.00	Assets - Contracts; Customers/Clients
Narrative						
Locating contracts in company records and providing to KAT and IR for review						
Phone call with NSW client regarding access to site and termination of contract						
Responding to client email to inform them of process to recover deposit						
Email from Peter Cabout regarding handover documents for lot 3 Honey Myrtle. Request Julian arrange sending of documents and respond to Peter						
Updating Privium clients dashboard and circulating						
Actioning 2 information requests for clients. 7 emails to clients. Returning 15 calls and emails to clients concerning queries with contracts, insurance claims, contract novations and deposits						
Reviewing and responding to numerous client emails (15), predominantly information requests (8) relating to Victorian and NSW properties. Allocating additional emails to graduates and providing them with assistance regarding same						
Responding to clients information requests and extracting documents from IHub						
Updating contract termination summary with client termination notices received						
Updating register for responses issued last night. Update to Kelly-Anne Trenfield on termination letters and other handover matters						
Reviewing Privium Clients inbox and information requests						
Sorting out location of keys. Call with Arzu regarding reduction to PC payment for bluebell. Emails with Devon and to regarding key location. Email to Rachael Johnston regarding access and keys for her property. Discussion with Julian regarding handover key register and focus for same						
Discussion with TK, RCL, JK regarding handover of keys for properties and setup of key register						
Responding to KAT request for copies of sell only contracts and preparing new file folder						
IPD re novation agreement						
Reviewing correspondence relating to termination of contracts - from clients and QBCC						
review BONY recommendation re Homecorp Sale						
Call with T. Dowling of TG re Weiha Ban matter, draft email to T Dowling re the same sent to KAT/RCL to approve						
Locating documents in IHub in response to client request						
debtor review contract review RCL re contract termination email in re novation enquiry and request additional info email from and response to Stu carsen re media query from Newcastle herald						
Emails to homeowners responding to requests around confirmation of payment receipt.						
Arranging Jaymee to attend site and get in touch with Lloyds to collect keys.						
Meeting with Ashley Tiplady re legal issues and outstanding advice, debrief to RCL						
Updating master client list for insurer contract status						
Drafting internal correspondence to team regarding response to regulator insurance claims						

Privium Pty Ltd (In Liquidation) ACN 085 773 931 - WIP for period 17 November 2021 to 5 December 2021						
Tipr Name	Title	Date	Bill Hrs	Bill Rate	Billable Amt	Task Category
Renee Lobb	Managing Dir	2/12/2021	4.90	660.00	3,234.00	Assets - Contracts, Customers/Clients
						Narrative
						Call with Darryl from Torsion regarding staffing. Discuss alternative arrangement and send update to Sam Oates who had offered his assistance previously. Request Brooke Petersen contact HVLIE to find out what the \$15k receipt with no reference was for. Assist Sam Dennis by providing supporting documentation for debtor receipt for honey myrtle. Email from and response to Simone Westcott regarding 41 (51) Mapplewell Circuit. Email to Pedram regarding VIC handover process via post and email after approval from Kelly Anne Trenfield. Reviewing account statements from westpac. Search iHub and confirm receipt of proceeds for 26 Honey Myrtle. Instructions regarding handover and update register. 4 calls with Arzu regarding properties to be handed over. Provide further documents requested including PC invoice for Lot 40 Bluebell. Email to Amit regarding 24 Birch Grove after receipt of email noting property ready for handover. Request confirmation as to what reduction is sought to enable handover. Reviewing DOCUMENTS CONCERNING JOCKIA ridge AND LIAISE WITH JO DAVIES. Email to client advising of position and minor further reduction agreed to. Email to Phoebe regarding Genoa Way and respond Email to Alfred in response to request for handover noting PC outstanding. Request variation invoice to be sent to Arzu. Call with Shan Thottungal. Email regarding Arenal Street handover. Correspondence with Westpac regarding access to accounts to track debtor receipts. Call prior to subsequent email on the matters to be resolved. Call with Samuel Daniel regarding contract on foot. Answer queries and send email to his colleague who followed up. Instructions to post lot 3 honey myrtle documents to Julian. Email to Stephanie regarding payment for Weir St. Thornlands. Email regarding compliance water certificate. Email to Symmetric homes regarding proposal and signing of NDA. Emails with council regarding DAs. Call with Jaymee regarding obtaining site keys for VIC properties.
Matthew Burns	Associate II	2/12/2021	5.50	335.00	1,842.50	Assets - Contracts, Customers/Clients
Julian Gowdie	Sr. Consult I	2/12/2021	2.50	435.00	1,087.50	Assets - Contracts, Customers/Clients
Jaymee Greenway	Consultant I	2/12/2021	2.40	360.00	864.00	Assets - Contracts, Customers/Clients
Julian Gowdie	Sr. Consult I	2/12/2021	1.00	435.00	435.00	Assets - Contracts, Customers/Clients
Julian Gowdie	Sr. Consult I	2/12/2021	0.80	435.00	348.00	Assets - Contracts, Customers/Clients
Julian Gowdie	Sr. Consult I	2/12/2021	0.80	435.00	348.00	Assets - Contracts, Customers/Clients
Julian Gowdie	Sr. Consult I	2/12/2021	0.60	435.00	261.00	Assets - Contracts, Customers/Clients
Jaymee Greenway	Consultant I	2/12/2021	0.70	360.00	252.00	Assets - Contracts, Customers/Clients
Renee Lobb	Managing Dir	2/12/2021	0.30	660.00	198.00	Assets - Contracts, Customers/Clients
Brooke Petersen	Consultant I	2/12/2021	0.40	360.00	144.00	Assets - Contracts, Customers/Clients
Renee Lobb	Managing Dir	2/12/2021	0.20	660.00	132.00	Assets - Contracts, Customers/Clients
Julian Gowdie	Sr. Consult I	2/12/2021	0.30	435.00	130.50	Assets - Contracts, Customers/Clients
Kelly Anne Trenfield	Sr. Managing Dir	2/12/2021	0.30	720.00	216.00	Assets - Contracts, Customers/Clients
James Rogers	Managing Dir	2/12/2021	0.10	660.00	66.00	Assets - Contracts, Customers/Clients
Julian Gowdie	Sr. Consult I	2/12/2021	0.20	435.00	87.00	Assets - Contracts, Customers/Clients
Julian Gowdie	Sr. Consult I	2/12/2021	0.20	435.00	87.00	Assets - Contracts, Customers/Clients
Julian Gowdie	Sr. Consult I	2/12/2021	0.20	435.00	87.00	Assets - Contracts, Customers/Clients
						Narrative
						Dealing with calls and emails from 11 clients concerning issued with contracts, insurance claims, termination of contract and request for refund of deposit. Reviewing termination notices from clients and updating termination register. Attended Lloyd's Auctions office in Altona to collect Privium Melbourne office keys/fobs. Includes return travel time from Brougham Street. Kew to Ajax Road, Altona. Preparing client handover pack for property in NSW. Updating client termination summary spreadsheet with notices received. Responding to information requests from clients. Reviewing and responding to client termination notices. Reviewing and responding to numerous client emails, predominantly information requests relating to Victorian and NSW properties. Review email concerning practical completion and handover of 1307 (5) Arenal Street. Respond advising PC outstanding. Review and respond to access request for a valuation thereafter. Reviewing receipts received into bank account to confirm MYOB entries. Organised task allocation and bank accounts to be set up for reporting purposes. Check bank account for receipt of funds for lot 9 (12) Odette Street. Save all documents and confirm receipt with client. Instruct handover and update master spreadsheet. Reviewing debtor receipts and provide Sam Dennis documents to support receipt in post appointment account. Reviewing and preparing correspondence regarding handover keys and delivery to site supervisor. Review incoming documentation, consider and send to filing - terminations, handovers, chargebacks and approvals. Emails from/to Julie G and RCL regarding Shaan Thottungal call (Cameron Park NSW contract). Preparing folder of sales contracts for Residences on Bass. Correspondence regarding IP requests for sales contracts. Responding to client information requests.

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Tkpr Name	Title	Date	Bill Hrs	Bill Rate	Billable Amt	Task Category
Julian Gowdie	Sr Consult I	2/12/2021	0.20	435.00	87.00	Assets - Contracts, Customers/Clients
Maral Kwan	Sr Consult II	2/12/2021	0.10	480.00	48.00	Assets - Contracts, Customers/Clients
Kelly Anne Trenfield	Sr Managing Dir	2/12/2021	0.10	720.00	72.00	Assets - Contracts, Customers/Clients
Renee Lobb	Managing Dir	3/12/2021	3.00	660.00	1,980.00	Assets - Contracts, Customers/Clients
Renee Lobb	Managing Dir	3/12/2021	1.70	660.00	1,122.00	Assets - Contracts, Customers/Clients
Jaymee Greenway	Consultant I	3/12/2021	1.70	360.00	612.00	Assets - Contracts, Customers/Clients
Renee Lobb	Managing Dir	3/12/2021	0.80	660.00	528.00	Assets - Contracts, Customers/Clients
Jaymee Greenway	Consultant I	3/12/2021	1.20	360.00	432.00	Assets - Contracts, Customers/Clients
Julian Gowdie	Sr Consult I	3/12/2021	0.80	435.00	348.00	Assets - Contracts, Customers/Clients
Matthew Burns	Associate II	3/12/2021	1.00	335.00	335.00	Assets - Contracts, Customers/Clients
Jaymee Greenway	Consultant I	3/12/2021	0.70	360.00	252.00	Assets - Contracts, Customers/Clients
Kelly Anne Trenfield	Sr Managing Dir	3/12/2021	0.90	720.00	648.00	Assets - Contracts, Customers/Clients
Renee Lobb	Managing Dir	3/12/2021	0.20	660.00	132.00	Assets - Contracts, Customers/Clients
Julian Gowdie	Sr Consult I	3/12/2021	0.30	435.00	130.50	Assets - Contracts, Customers/Clients
Brooke Peterse	Consultant I	3/12/2021	0.30	360.00	108.00	Assets - Contracts, Customers/Clients
Julian Gowdie	Sr Consult I	3/12/2021	0.20	435.00	87.00	Assets - Contracts, Customers/Clients
Julian Gowdie	Sr Consult I	3/12/2021	0.20	435.00	87.00	Assets - Contracts, Customers/Clients
Renee Lobb	Managing Dir	3/12/2021	0.10	660.00	66.00	Assets - Contracts, Customers/Clients
James Rogers	Managing Dir	3/12/2021	0.70	660.00	462.00	Assets - Contracts, Customers/Clients
Samuel Dennis	Associate I	3/12/2021	0.20	300.00	60.00	Assets - Contracts, Customers/Clients
Julian Gowdie	Sr Consult I	3/12/2021	0.10	435.00	43.50	Assets - Contracts, Customers/Clients
Narrative						
Updating client dash board and circulating figures						
Email sent to P. Dowling re acting on Weihau Ban matter						
Review incoming documentation, consider and send to filing handover at PC, terminations						
Calls with Jaymee and investigation into location of keys for property ready to be handed over. Speak with Jo on same and call Matthew Corcoran from ihub records. Confirm he has handed over Lot 902 (7) Riverpark way. Call Stephanie to confirm Odette Street handed over per call register and confirm with adviser also. Call and make arrangement with Allan Ronto for QLD handovers. Confirm arrangement via email. Assist Erin in returning call regarding interest in taking over home contracts. Email to team regarding client calls.						
Provide debtor update to Kelly-Anne Trenfield and JG. Discuss outstanding issues and things to progress. Review NAB account for receipts. Mark up what they are for and give documentation to Sam Dennis to receipt. Call with Arzu regarding receipt from her client. Confirm what receipt is for and save documents. Follow up Westpac Banking Corporation regarding sweep of funds after review of Michael Owen's email on responding to deposit refund requests. Arranging handover of Lot 3 (14) Riseborough Terrace with Angie Farmer and Sam Oates. Emails with both. Review email from Darryl with contractor details for handovers in QLD. Email to Raghuram regarding Jockia Ridge and confirm can pay to pre appointment account. Email re Augstein St Coopers Plans. Confirm can handover when PC paid. Discuss information on QLD handovers with KAT to be sent to QBCC when progressed.						
Attended Privium Melbourne office to locate and collect keys for debtor properties. Includes travel between the FTI Consulting Melbourne office and the Privium Melbourne office (Docklands).						
Call with Paul from VM builder regarding proposal to takeover contracts. Discuss with Kelly-Anne Trenfield and Joanne Dunn thereafter. Email NDA.						
Cataloging handover packs retrieved from the Privium Melbourne Office. Logging keys, garage remotes, window/sliding door keys for 24 addresses.						
Attending to queries on the client call register						
Returning called to 5 clients concerning queries concerning insurance claims and contract termination						
Reviewing and responding to client information requests (3), relating to Victorian and NSW properties, including download of documents from ihub						
RCL re terminations, handover etc meeting with QBCC update to RCL re interest in client list emails from and response to VMIA re meeting						
Review recommendation paper to BONY regarding Torsion and Homecorp						
Responding to client information requests						
Reviewing bank accounts in MYOB and setting up pre-appointment account with accounts services to receipt in funds						
Discussion with RL regarding debtor strategy						
Phone call with client requesting documents and providing them via email in response						
Follow up partial policy refunds with Britta. Review and file response						
Emails to RCL and JPD regarding leased premises, including 13 Matheson Avenue, Wyndham Vale, Emails with PYP and to Devon Bhayat (Privium re same); emails with KAT re same / review files; email from/to Tanya Bailey (realestate.com.au) regarding accounts						
Following up NSW transport regarding our Vehicle Ownership Searches which were issued 22 November 2021						
Circulating updated client dashboard						

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Tkpr Name	Title	Date	Bill Hrs	Bill Rate	Billable Amt	Task Category
Brooke Petersen	Consultant I	3/12/2021	0.10	360.00	36.00	Assets - Contracts, Customers/Clients
Brooke Petersen	Consultant I	3/12/2021	0.10	360.00	36.00	Assets - Contracts, Customers/Clients
Subtotal - Assets:						120,200.00
Carla Fairweather	Managing Dir	17/11/2021	2.00	660.00	1,320.00	Creditors - Creditor Enquiries, Requests & Directions
Matthew Burns	Associate II	17/11/2021	1.50	335.00	502.50	Creditors - Creditor Enquiries, Requests & Directions
Joanne Dunn	Sr Managing Dir	17/11/2021	0.40	720.00	288.00	Creditors - Creditor Enquiries, Requests & Directions
Renee Lobb	Managing Dir	17/11/2021	0.10	660.00	66.00	Creditors - Creditor Enquiries, Requests & Directions
Carla Fairweather	Managing Dir	18/11/2021	2.30	660.00	1,518.00	Creditors - Creditor Enquiries, Requests & Directions
Renee Lobb	Managing Dir	18/11/2021	1.00	660.00	660.00	Creditors - Creditor Enquiries, Requests & Directions
Renee Lobb	Managing Dir	18/11/2021	0.30	660.00	198.00	Creditors - Creditor Enquiries, Requests & Directions
Renee Lobb	Managing Dir	18/11/2021	0.20	660.00	132.00	Creditors - Creditor Enquiries, Requests & Directions
Renee Lobb	Managing Dir	18/11/2021	0.20	660.00	132.00	Creditors - Creditor Enquiries, Requests & Directions
Renee Lobb	Managing Dir	18/11/2021	0.20	660.00	132.00	Creditors - Creditor Enquiries, Requests & Directions
Renee Lobb	Managing Dir	18/11/2021	0.10	660.00	66.00	Creditors - Creditor Enquiries, Requests & Directions
Matthew Burns	Associate II	19/11/2021	3.10	335.00	1,038.50	Creditors - Creditor Enquiries, Requests & Directions
Renee Lobb	Managing Dir	19/11/2021	0.70	660.00	462.00	Creditors - Creditor Enquiries, Requests & Directions
Jonathan Hayim	Associate I	19/11/2021	1.10	300.00	330.00	Creditors - Creditor Enquiries, Requests & Directions

Narrative	
Reviewing bank accounts in MYOB and setting up pre-appointment account with accounts services to receipt in funds	
Reviewing bank accounts in MYOB and setting up pre-appointment account with accounts services to receipt in funds	
Updating draft FAQs, responding to internal queries and liaising internally regarding appointment. Liaising with B Peterson regarding Teams site, call register and FAQ. Drafted email to engagement team regarding FAQs. Further update to FAQs with details and links of state regulatory bodies. Updating S Carson Strategic Communications regarding appointment and creditors generally. Reviewing call register and liaising with K Trenfield, J Dunn and R Lobb regarding QBCC query.	
Dealing with queries from creditors concerning what will happen to their unpaid invoices. Queries concerning if they are able to continue works on properties. Queries concerning administration process.	
Review FAQs for creditors, discuss with Carla Fairweather.	
Email to Dean regarding contract on foot. Request further information in order to be able to provide reply.	
Receiving requests for information from NCI Trade Insurance and Prasadum Trade Insurance. Reviewed obligations and discussed with J Dunn. Telephone discussions with M Carter of NCI and L Davies of Prasadum regarding creditors list. Drafted emails to NCI and Prasadum in response to information requests and created bring up to provide documents. Received telephone call from J George of NCI. Overseeing call and email register for creditor and client queries and providing further information to staff as required. Updating FAQ documents for creditors and clients, liaising with J Dunn and R Lobb regarding same.	
Assisting PYP with resourcing. Call with Sydney and Melbourne and Brisbane staff to take them through responding to client queries. Obtain access via IT for them to be able to issue emails from inboxes.	
Discussion with Director concerning automatic reply to direct queries of clients and creditors to FT consulting email addresses. Type auto reply text.	
Finalising additional information on state based claims for home warranty insurance and insert into FAQ document.	
Respond to Yaw regarding claim through QBCC.	
Respond to Jason Chow. Refer to QBCC.	
Reviewing further data received on categories of clients. Request IG draft QBCC reply using contract and other information now received. Reviewing correspondence between IG and Kelly-Anne Trenfield to finalise numbers. Raise and resolve queries. Further information requested from Primum to bridge discrepancies.	
Responding to creditor queries via email and phone.	
Respond to Zarnab Akhter on contract termination and to refer to VMA. Response to Deane Keymer regarding termination rights and claims via NSW FT. Respond to two further client queries.	
Contacting creditors who left calls or emails with queries regarding the administration process: their debt and how to submit a claim and register for meeting.	

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Typr Name	Title	Date	Bill Hrs	Bill Rate	Billable Amt	Task Category
Carla Fairweather	Managing Dir	19/11/2021	0.30	660.00	198.00	Creditors - Creditor Enquiries, Requests & Directions
Renee Lobb	Managing Dir	19/11/2021	0.30	660.00	198.00	Creditors - Creditor Enquiries, Requests & Directions
Stephanie Jiang	Associate I	19/11/2021	0.50	300.00	150.00	Creditors - Creditor Enquiries, Requests & Directions
Maxine Allan	Sr Consult I	19/11/2021	0.20	435.00	87.00	Creditors - Creditor Enquiries, Requests & Directions
Renee Lobb	Managing Dir	19/11/2021	0.10	660.00	66.00	Creditors - Creditor Enquiries, Requests & Directions
Erin Millard	Associate I	19/11/2021	0.20	300.00	60.00	Creditors - Creditor Enquiries, Requests & Directions
Erin Millard	Associate I	19/11/2021	0.10	300.00	30.00	Creditors - Creditor Enquiries, Requests & Directions
Erin Millard	Associate I	19/11/2021	0.10	300.00	30.00	Creditors - Creditor Enquiries, Requests & Directions
Christina Pelendage-Perera	Associate I	19/11/2021	0.10	300.00	30.00	Creditors - Creditor Enquiries, Requests & Directions
Christina Pelendage-Perera	Associate I	19/11/2021	0.10	300.00	30.00	Creditors - Creditor Enquiries, Requests & Directions
Christina Pelendage-Perera	Associate I	19/11/2021	0.10	300.00	30.00	Creditors - Creditor Enquiries, Requests & Directions
Christina Pelendage-Perera	Associate I	19/11/2021	0.10	300.00	30.00	Creditors - Creditor Enquiries, Requests & Directions
Renee Lobb	Managing Dir	20/11/2021	0.20	660.00	132.00	Creditors - Creditor Enquiries, Requests & Directions
Marial Kwan	Sr Consult II	22/11/2021	4.50	480.00	2,160.00	Creditors - Creditor Enquiries, Requests & Directions
Carla Fairweather	Managing Dir	22/11/2021	0.80	660.00	528.00	Creditors - Creditor Enquiries, Requests & Directions
Renee Lobb	Managing Dir	22/11/2021	0.60	660.00	396.00	Creditors - Creditor Enquiries, Requests & Directions
Renee Lobb	Managing Dir	22/11/2021	0.60	660.00	396.00	Creditors - Creditor Enquiries, Requests & Directions

Responded to Prasadum regarding LaRocca Marble and Basbuild queries regarding queries

Finalise list of parties to receive client circular with Kelly-Anne Trenfield and JG Instructions to send.

Attend call with P Parasaadi and S Pereira re: Creditor communications, inbox tracing & creditor categories investigations.

Call with Maria Cibrasio a Privium Creditor regarding the upcoming meeting of creditors. Updated call register with details of conversation

Email to Ravi at QBCC with client circular. Discussion with Kelly-Anne Trenfield regarding outcome of QBCC call

Call with Privium Client regarding status of build. Advised to email query and escalated email to RCL

Multiple calls to consultant for home buyer. Left message, no answer.

Call with home owner that shares a boundary line with a Privium home. respond to query regarding fencing and advise to send follow up email to Privium Client email address.

Call with Frank a Privium customer regarding maintenance issues outstanding. Updated call register with details of conversation

Call with Raghuram a Privium customer regarding house handover. Updated call register with details of conversation

Call with Lan a Privium customer regarding next steps. Updated call register with details of conversation.

Call with Sarah a Privium customer regarding building permit and domestic building insurance paperwork. Updated call register with details of conversation.

Email to Nelson Granale regarding termination and referring to VIMA

Responding to numerous client queries such as home warranty insurance, plans, novations, termination of contracts, info requests etc, supplying circular to creditors and explaining the administration process on the phone and via email

Reviewed MYOB for debt owed to Aspect Joinery and replied to email from NCI requesting details of debt. Liaising with M Burns regarding POD for LaRocca Marble. Telephone discussion with M Islam of Prasadum regarding claims by creditors Saved LaRocca Marble invoices to server. Reviewed email from Prasadum regarding claim by Aspect Joinery and replied regarding errors in POD Saved Aspect Joinery invoices to server. Further liaising with M Islam of Prasadum regarding POD.

Call with Neel Calvert from i Care. Discuss debtors and update on progress. Answer queries and email him client circular update call register. Request IG add contact details to stakeholder register. Update Kelly-Anne Trenfield regarding call

Client responses to Rebecca Russell. Rachael Johnston. Attend to queries. Email to Matt B regarding Leah Phelps

Privium Pty Ltd (In Liquidation) ACN 085 773 931 - WIP for period 17 November 2021 to 5 December 2021							
Tkpr Name	Title	Date	Bill Hrs	Bill Rate	Billable Amt	Task Category	Narrative
Erin Millard	Associate I	22/11/2021	1.30	300.00	390.00	Creditors - Creditor Enquiries, Requests & Directions	C 13 calls with creditors/clients. Provide further information on the administration and their options for each situation. Answer creditor queries. Respond to some with follow up emails. Answer Creditor emails where possible.
Sandesh Pereira	Associate II	22/11/2021	1.10	335.00	368.50	Creditors - Creditor Enquiries, Requests & Directions	Review inbox for received claims, draft email correspondence to creditors for more information, input creditor information into MYOB and update creditor tracking spreadsheet for purpose of first circular meeting.
Matthew Burns	Associate II	22/11/2021	0.90	335.00	301.50	Creditors - Creditor Enquiries, Requests & Directions	Dealing with email and phone queries from creditors.
Renee Lobb	Managing Dir	22/11/2021	0.30	660.00	198.00	Creditors - Creditor Enquiries, Requests & Directions	Queries with Marial Kwan regarding IP and other information requests. provide update. Also liaising on resources to attend to 100+ emails in inbox.
Maxine Allan	Sr Consult I	22/11/2021	0.40	435.00	174.00	Creditors - Creditor Enquiries, Requests & Directions	Privium catch up to discuss appointment and matter, in particular impact on customers.
Maxine Allan	Sr Consult I	22/11/2021	0.40	435.00	174.00	Creditors - Creditor Enquiries, Requests & Directions	Reviewed privium client inbox and sorted emails into relevant folders for ease of responding.
Erin Millard	Associate I	22/11/2021	0.50	300.00	150.00	Creditors - Creditor Enquiries, Requests & Directions	Attend file staff meeting to discuss progress with Creditors and Client queries.
Renee Lobb	Managing Dir	22/11/2021	0.20	660.00	132.00	Creditors - Creditor Enquiries, Requests & Directions	Inquiry to Kelly-Anne Trenfield after review of novation deed received by Marial Kwan. Confirm Ian Francis these are the Homecorp novation agreements.
Renee Lobb	Managing Dir	22/11/2021	0.20	660.00	132.00	Creditors - Creditor Enquiries, Requests & Directions	Draft holding response to IP queries and send to Kelly-Anne Trenfield. Agree version.
Renee Lobb	Managing Dir	22/11/2021	0.20	660.00	132.00	Creditors - Creditor Enquiries, Requests & Directions	Email to Rita Caesar regarding correspondence received regarding dispute resolution. Direct to regulator. Review correspondence prior. Locate email and check maintenance only post build status.
Maxine Allan	Sr Consult I	22/11/2021	0.20	435.00	87.00	Creditors - Creditor Enquiries, Requests & Directions	Email to Sarah Pignatelli, Privium customer, in respect to insurance over their property.
Maxine Allan	Sr Consult I	22/11/2021	0.20	435.00	87.00	Creditors - Creditor Enquiries, Requests & Directions	Email to Navn De Silva, Privium customer, regarding lodging a claim for their deposit.
Kelly-Anne Trenfield	Sr Managing Dir	22/11/2021	0.10	720.00	72.00	Creditors - Creditor Enquiries, Requests & Directions	review emails in/media re subbies alliance.
Renee Lobb	Managing Dir	22/11/2021	0.10	660.00	66.00	Creditors - Creditor Enquiries, Requests & Directions	Review Fair Trading email to marial and respond to Marial Kwan query on blurbs.
Christina Pelendage-Perera	Associate I	22/11/2021	0.20	300.00	60.00	Creditors - Creditor Enquiries, Requests & Directions	Call with Graeme a Privium customer regarding house maintenance. Updated call register with details of conversation.
Christina Pelendage-Perera	Associate I	22/11/2021	0.20	300.00	60.00	Creditors - Creditor Enquiries, Requests & Directions	Call with a Privium customer regarding building permit and domestic building insurance paperwork. Updated call register with details of conversation.
Christina Pelendage-Perera	Associate I	22/11/2021	0.10	300.00	30.00	Creditors - Creditor Enquiries, Requests & Directions	Call with a Privium customer regarding maintenance issues outstanding. Updated call register with details of conversation.

Privium Pty Ltd (In Liquidation) ACN 085 773 931 - WIP for period 17 November 2021 to 5 December 2021							
Trkr Name	Title	Date	Bill Hrs	Bill Rate	Billable Amt	Task Category	Narrative
Christina Pelendage-Perera	Associate I	22/11/2021	0.10	300.00	30.00	Creditors - Creditor Enquiries, Requests & Directions	Call with a Privium customer regarding next steps. Updated call register with details of conversation.
Christina Pelendage-Perera	Associate I	22/11/2021	0.10	300.00	30.00	Creditors - Creditor Enquiries, Requests & Directions	Call with a Privium customer regarding building permit and domestic building insurance paperwork. Updated call register with details of conversation.
Christina Pelendage-Perera	Associate I	22/11/2021	0.10	300.00	30.00	Creditors - Creditor Enquiries, Requests & Directions	Call with a Privium customer regarding next steps. Updated call register with details of conversation.
Christina Pelendage-Perera	Associate I	22/11/2021	0.10	300.00	30.00	Creditors - Creditor Enquiries, Requests & Directions	Call with a Privium customer regarding home deposit. Updated call register with details of conversation.
Christina Pelendage-Perera	Associate I	22/11/2021	0.10	300.00	30.00	Creditors - Creditor Enquiries, Requests & Directions	Enailed a Privium customer responding to their query on their home maintenance.
Christina Pelendage-Perera	Associate I	22/11/2021	0.10	300.00	30.00	Creditors - Creditor Enquiries, Requests & Directions	Enailed a Privium customer responding to their query on their home maintenance.
Christina Pelendage-Perera	Associate I	22/11/2021	0.10	300.00	30.00	Creditors - Creditor Enquiries, Requests & Directions	Enailed a Privium customer responding to their query on their home insurance.
Christina Pelendage-Perera	Associate I	22/11/2021	0.10	300.00	30.00	Creditors - Creditor Enquiries, Requests & Directions	Enailed a Privium customer responding to a number of their queries in regards to the Voluntary Administration.
Marial Kwan	Sr. Consult II	23/11/2021	4.70	480.00	2,256.00	Creditors - Creditor Enquiries, Requests & Directions	Responding to numerous client queries such as home warranty insurance, plans, novations, termination of contracts, info requests etc, supplying circular to creditors and explaining the administration process on the phone and via email.
Renee Lobb	Managing Dir	23/11/2021	1.50	660.00	990.00	Creditors - Creditor Enquiries, Requests & Directions	Call with engagement team regarding handling of large volumes of client enquiries. After meeting action items - put in Teams template responses and add links for insurance searches. Answer staff queries, email to Kelly-Anne Trenfield and Joanne Dunn, call with Joanne Dunn, emails to agree action items and proposed responses for outstanding issues.
Maxine Allan	Sr. Consult I	23/11/2021	2.20	435.00	957.00	Creditors - Creditor Enquiries, Requests & Directions	Emails to various clients of Privium regarding the Voluntary Administration and impact to them.
Renee Lobb	Managing Dir	23/11/2021	0.90	660.00	594.00	Creditors - Creditor Enquiries, Requests & Directions	Circulate template response to team for IP queries. Email to Nelson Granale regarding insurance. Send responses to Jen Cassandra Rose and Christy regarding use of plans to complete home and townhouse build.
Renee Lobb	Managing Dir	23/11/2021	0.80	660.00	528.00	Creditors - Creditor Enquiries, Requests & Directions	Reviewing call register. Forwarding to Kelly-Anne Trenfield interested party emails. Responding to queries in register. Email to engagement team regarding responses to calls tomorrow morning. Email to Kelly-Anne Trenfield regarding handover properties. Amend wording and seek approval to issue PC invoices.
Renee Lobb	Managing Dir	23/11/2021	0.70	660.00	462.00	Creditors - Creditor Enquiries, Requests & Directions	Dealing with insurance, novation, termination and document request issues with Kelly Anne Trenfield and responses for team. Drafting same.
Renee Lobb	Managing Dir	23/11/2021	0.60	660.00	396.00	Creditors - Creditor Enquiries, Requests & Directions	Look up properties where form 43 ready. Confirm with Marial Kwan to direct to Torsion. Review other email regarding dispute where impact homes lodged a caveat over a property. Request Marial Kwan to reply and request further details. Send go forward strategy to Kelly Anne Trenfield. Call with Jo on PC invoice payments.
Joanne Dunn	Sr Managing Dir	23/11/2021	0.50	720.00	360.00	Creditors - Creditor Enquiries, Requests & Directions	Further discussions with team on client claims.
Renee Lobb	Managing Dir	23/11/2021	0.50	660.00	330.00	Creditors - Creditor Enquiries, Requests & Directions	Drafting of client responses to assist staff. Answering queries concerning requests from clients. Instructions for responses. Queries from Matt Burns, Marial Kwan, JH.

Privium Pty Ltd (In Liquidation) ACN 085 773 931 - WIP for period 17 November 2021 to 5 December 2021						
Tfpr Name	Title	Date	Bill Hrs	Bill Rate	Billable Amt	Task Category
Joanne Dunn	Sr Managing Dir	23/11/2021	0.40	720.00	288.00	Creditors - Creditor Enquiries, Requests & Directions
Erin Millard	Associate I	23/11/2021	0.90	300.00	270.00	Creditors - Creditor Enquiries, Requests & Directions
Sandesh Pereira	Associate II	23/11/2021	0.60	335.00	201.00	Creditors - Creditor Enquiries, Requests & Directions
Renee Lobb	Managing Dir	23/11/2021	0.30	660.00	198.00	Creditors - Creditor Enquiries, Requests & Directions
Renee Lobb	Managing Dir	23/11/2021	0.30	660.00	198.00	Creditors - Creditor Enquiries, Requests & Directions
Erin Millard	Associate I	23/11/2021	0.50	300.00	150.00	Creditors - Creditor Enquiries, Requests & Directions
Renee Lobb	Managing Dir	23/11/2021	0.20	660.00	132.00	Creditors - Creditor Enquiries, Requests & Directions
Renee Lobb	Managing Dir	23/11/2021	0.20	660.00	132.00	Creditors - Creditor Enquiries, Requests & Directions
Renee Lobb	Managing Dir	23/11/2021	0.20	660.00	132.00	Creditors - Creditor Enquiries, Requests & Directions
Maxine Allan	Sr Consult I	23/11/2021	0.20	435.00	87.00	Creditors - Creditor Enquiries, Requests & Directions
Renee Lobb	Managing Dir	23/11/2021	0.10	660.00	66.00	Creditors - Creditor Enquiries, Requests & Directions
Renee Lobb	Managing Dir	23/11/2021	0.10	660.00	66.00	Creditors - Creditor Enquiries, Requests & Directions
Renee Lobb	Managing Dir	23/11/2021	0.10	660.00	66.00	Creditors - Creditor Enquiries, Requests & Directions
Carla Fairweather	Managing Dir	23/11/2021	0.10	660.00	66.00	Creditors - Creditor Enquiries, Requests & Directions
Christina Pelendage-Perera	Associate I	23/11/2021	0.20	300.00	60.00	Creditors - Creditor Enquiries, Requests & Directions
Christina Pelendage-Perera	Associate I	23/11/2021	0.20	300.00	60.00	Creditors - Creditor Enquiries, Requests & Directions
Christina Pelendage-Perera	Associate I	23/11/2021	0.20	300.00	60.00	Creditors - Creditor Enquiries, Requests & Directions

Correspond with Renee Lobb and team regarding client queries and claims

Call 6 creditors/clients to provide clarity around the administration and answer additional questions they may have. Send follow up email if applicable. Answer general questions via the Privium Clients email address.

Attend meeting with FTI team regarding creditor communications, common queries, template responses and feedback.

Responding to NSW Icare information request. Respond to Joanne Dunn and Kelly-Anne Trenfield regarding creditors and client relationship and instance where they are creditors.

Review of contract termination. Locate contract then provide template reply to Kelly-Anne Trenfield

Attend meeting to discuss stakeholder queries and responding to client emails.

Email to Devon regarding Telstra services required by Homecorp. Discussion earlier in the day regarding process also

Assist Marial Kwan in answering queries from clients with no insurance

Review 4 more emails from Nelson Granale in the privium client email and 2 in my inbox. Request Ashleigh Ubank to update MYOB with POD. Request team to respond to other query and file remaining emails already responded to.

Email to Saahil regarding the impact of the Voluntary Administration on his build

Additional commentary to Kelly-Anne Trenfield regarding responses to contract termination requests

Email to icare with information requested

Reviewing numbers of clients impacted without insurance. Request JG exclude from those numbers those who haven't paid deposits and circulate revised numbers.

Liaised with K Trenfield regarding suspension of NSW builders licence

Call with a Privium customer regarding building permit and domestic building insurance paperwork. Updated call register with details of conversation

Call with a Privium customer regarding maintenance issues outstanding. Updated call register with details of conversation

Call with a Privium customer regarding next steps. Updated call register with details of conversation.

Privium Pty Ltd (In Liquidation) ACN 085 773 931 - WIP for period 17 November 2021 to 5 December 2021						
Thpr Name	Title	Date	Bill Hrs	Bill Rate	Billable Amt	Task Category
Renee Lobb	Managing Dir	24/11/2021	4.80	660.00	3,168.00	Creditors - Creditor Enquiries, Requests & Directions
						Meeting with Kelly-Anne Trenfield and JG regarding dashboard to track customer outcomes. Also discuss other work to be progressed. Send debtor summary to Kelly-Anne Trenfield. Send client response guidance to engagement team to assist with calls and emails. Review of call register. Assigning calls and forwarding/escalating emails to senior staff. Mark off as escalated. Answering Enn Millard query regarding insurance documents. Provide search link to assist. Return Cassandra rose's lawyers call (Rachel Keyes) and advise status on requests to use plans. Respond to Sean Sullivan query regarding 7 different properties.
Renee Lobb	Managing Dir	24/11/2021	4.30	660.00	2,838.00	Creditors - Creditor Enquiries, Requests & Directions
						Go through client call register and escalate real estate queries to James Rogers and meeting queries to Paris. Respond to queries from the client inbox to - Catherine Bokor, Annie Eye, Ted Luu, Darren Atkinson, Steph Jakisch, Raghuram (3 emails), Graham Chivers, Advisor re contract novation, Anushka Bias, Steve Mcmenamin, Ami Gohil, Melinda Sampson, Patrick, Belinda Peel, approve contract response for Marial Kwan, Melissa Wells, Timothy Dale, Tiansh Watson, Hiteshi, Brooke Booth, Maureen O'Connor, and a further 35 emails to individual clients updating master register for actions and check call register for follow ups.
Stephanie Jiang	Associate I	24/11/2021	4.00	300.00	1,200.00	Creditors - Creditor Enquiries, Requests & Directions
						Responding to creditor queries and creditors who sent in forms relevant to the first meeting of creditors in the Privium Creditors inbox
Renee Lobb	Managing Dir	24/11/2021	1.50	660.00	990.00	Creditors - Creditor Enquiries, Requests & Directions
						Arrange iHub run through with Julian for tomorrow to attend to client requests for information. Return a further 18 emails concerning client queries and handovers. (review 20 more emails from Becky Cheug. Respond to further query across all her clients)
Renee Lobb	Managing Dir	24/11/2021	1.00	660.00	660.00	Creditors - Creditor Enquiries, Requests & Directions
						Review and respond to 20 emails from Becky Cheug sent on behalf of clients for individual properties. Check status, refer to regulator and respond addressing next steps for each property
Stephanie Jiang	Associate I	24/11/2021	2.00	300.00	600.00	Creditors - Creditor Enquiries, Requests & Directions
						Noting details from creditor supplied first meeting registration documents and Informal Proof of Debts into the Meeting Registration Excel, and MYOB, and saving the documents to file
Enn Millard	Associate I	24/11/2021	1.70	300.00	510.00	Creditors - Creditor Enquiries, Requests & Directions
						Take calls with Clients/Creditors and answer questions related to their build and the administration. Look into specific builds and find client related information. Email responses to certain clients with further information.
Kelly-Anne Trenfield	Sr Managing Dir	24/11/2021	0.20	720.00	144.00	Creditors - Creditor Enquiries, Requests & Directions
						review advise re casting votes and outcome of first meeting, responses to subsidies united
Maxine Allan	Sr Consult I	24/11/2021	0.30	435.00	130.50	Creditors - Creditor Enquiries, Requests & Directions
						Reviewed VMA website to gain information about lodging a claim and searching for insurance policies
Maxine Allan	Sr Consult I	24/11/2021	0.20	435.00	87.00	Creditors - Creditor Enquiries, Requests & Directions
						Escalated client query to Renee requesting response advice
Maxine Allan	Sr Consult I	24/11/2021	0.20	435.00	87.00	Creditors - Creditor Enquiries, Requests & Directions
						Email to Rhys, Privium customer, in respect to property status for numerous builds
Maxine Allan	Sr Consult I	24/11/2021	0.20	435.00	87.00	Creditors - Creditor Enquiries, Requests & Directions
						Email to Shauna, Privium customer, in respect to property status for numerous builds
Maxine Allan	Sr Consult I	24/11/2021	0.20	435.00	87.00	Creditors - Creditor Enquiries, Requests & Directions
						Email to Geoff Wilkie, Privium customer, in respect to property status for client's property
Maxine Allan	Sr Consult I	24/11/2021	0.20	435.00	87.00	Creditors - Creditor Enquiries, Requests & Directions
						Email to Carley, Privium customer, in respect to generic questions about correspondence received
Maxine Allan	Sr Consult I	24/11/2021	0.20	435.00	87.00	Creditors - Creditor Enquiries, Requests & Directions
						Email to Chris, Privium customer, in respect to insurance claim for defects

Privium Pty Ltd (In Liquidation) ACN 085 773 931 - WIP for period 17 November 2021 to 5 December 2021						
Tkpr Name	Title	Date	Bill Hrs	Bill Rate	Billable Amt	Task Category
Maxine Allan	Sr Consult I	24/11/2021	0.10	435.00	43.50	Creditors - Creditor Enquiries, Requests & Directions
Maxine Allan	Sr Consult I	24/11/2021	0.10	435.00	43.50	Creditors - Creditor Enquiries, Requests & Directions
Maxine Allan	Sr Consult I	24/11/2021	0.10	435.00	43.50	Creditors - Creditor Enquiries, Requests & Directions
Maxine Allan	Sr Consult I	24/11/2021	0.10	435.00	43.50	Creditors - Creditor Enquiries, Requests & Directions
Maxine Allan	Sr Consult I	24/11/2021	0.10	435.00	43.50	Creditors - Creditor Enquiries, Requests & Directions
Maxine Allan	Sr Consult I	24/11/2021	0.10	435.00	43.50	Creditors - Creditor Enquiries, Requests & Directions
Stephanie Jiang	Associate I	24/11/2021	0.10	300.00	30.00	Creditors - Creditor Enquiries, Requests & Directions
Christina Pelendage-Perera	Associate I	24/11/2021	0.10	300.00	30.00	Creditors - Creditor Enquiries, Requests & Directions
Christina Pelendage-Perera	Associate I	24/11/2021	0.10	300.00	30.00	Creditors - Creditor Enquiries, Requests & Directions
Christina Pelendage-Perera	Associate I	24/11/2021	0.10	300.00	30.00	Creditors - Creditor Enquiries, Requests & Directions
Christina Pelendage-Perera	Associate I	24/11/2021	0.10	300.00	30.00	Creditors - Creditor Enquiries, Requests & Directions
Christina Pelendage-Perera	Associate I	24/11/2021	0.10	300.00	30.00	Creditors - Creditor Enquiries, Requests & Directions
Christina Pelendage-Perera	Associate I	24/11/2021	0.10	300.00	30.00	Creditors - Creditor Enquiries, Requests & Directions
Christina Pelendage-Perera	Associate I	24/11/2021	0.10	300.00	30.00	Creditors - Creditor Enquiries, Requests & Directions
Ashleigh Ubank	Administration II	24/11/2021	0.10	220.00	22.00	Creditors - Creditor Enquiries, Requests & Directions
Manal Kwan	Sr Consult II	25/11/2021	3.00	480.00	1,440.00	Creditors - Creditor Enquiries, Requests & Directions

Narrative

Requested call back for clients who had made enquiries

Email to Saahil regarding the impact of the Voluntary Administration on their build

Email to Joan regarding the impact of the Voluntary Administration on their build

Email to Prashan regarding the impact of the Voluntary Administration on their build

Email to Katherine regarding how to lodge a claim

Email to Rinu regarding the impact of the Voluntary Administration on their build

Call with P. Parasadi to discuss how to respond to respond to FILG Noteholders - e.g. whether they are permitted to attend the first meeting

Emailled a Privium customer responding to their query on their home insurance.

Emailled a Privium customer responding to their query on their home insurance.

Emailled a Privium customer responding to a number of their queries in regards to the Voluntary Administration

Emailled a Privium customer responding to their query, advising to lodge a claim to the building insurance

Emailled a Privium customer responding to their query, advising to lodge a claim to the building insurance

Emailled a Privium customer responding to their query, advising to lodge a claim to the building insurance

Emailled a Privium customer responding to their query, advising to lodge a claim to the building insurance

Emailled a Privium customer responding to their query, advising to lodge a claim to the building insurance

Entering proof of debt/s and proxy/ies into Insolv.

Responding to numerous client queries such as home warranty insurance, plans, novations, termination of contracts, info requests etc. supplying circular to creditors and explaining the administration process on the phone and via email

Privium Pty Ltd (In Liquidation) ACN 085 773 931 - WIP for period 17 November 2021 to 5 December 2021							
Tkpr Name	Title	Date	Bill Hrs	Bill Rate	Billable Amt	Task Category	Narrative
Jonathan Hayim	Associate I	25/11/2021	2.40	300.00	720.00	Creditors - Creditor Enquiries, Requests & Directions	Time spent responding to client email queries and returning calls tel in the call register
Marial Kwan	Sr Consult II	25/11/2021	0.80	480.00	384.00	Creditors - Creditor Enquiries, Requests & Directions	Attend call with creditors meeting team to do a practice run and ensure technology works
Stephane Jiang	Associate I	25/11/2021	1.20	300.00	360.00	Creditors - Creditor Enquiries, Requests & Directions	Noting details from creditor supplied first meeting registration documents and Informal Proof of Debts into the Meeting Registration Excel, and MYOB, and saving the documents to file.
Erin Millard	Associate I	25/11/2021	0.70	300.00	210.00	Creditors - Creditor Enquiries, Requests & Directions	Take calls with Clients/Creditors and answer queries related to the administration and specific queries related to the r build. Email through further information
Matthew Burns	Associate II	25/11/2021	0.60	335.00	201.00	Creditors - Creditor Enquiries, Requests & Directions	Dealing with calls and email queries from creditors concerning claims in the administration and payment of unpaid invoices
Erin Millard	Associate I	25/11/2021	0.50	300.00	150.00	Creditors - Creditor Enquiries, Requests & Directions	Attend meeting to walk through the use of iHub application and how to use it when assisting Clients.
Marial Kwan	Sr Consult II	25/11/2021	0.30	480.00	144.00	Creditors - Creditor Enquiries, Requests & Directions	Attend meeting with team to discuss how to use ihub for information requests
Joanne Dunn	Sr Managing Dir	25/11/2021	0.20	720.00	144.00	Creditors - Creditor Enquiries, Requests & Directions	Correspond with Paris Parasadi regarding request from FEG to attend meeting, discuss reasons to allow to attend as observer
Renee Lobb	Managing Dir	25/11/2021	0.20	660.00	132.00	Creditors - Creditor Enquiries, Requests & Directions	Review email from Greg Morris re payments to be made as contributions to his commission for settlements coming up. Send recommended response to KAT
Maxine Allan	Sr Consult I	25/11/2021	0.20	435.00	87.00	Creditors - Creditor Enquiries, Requests & Directions	Email to Stacey regarding termination of her contract
Maxine Allan	Sr Consult I	25/11/2021	0.20	435.00	87.00	Creditors - Creditor Enquiries, Requests & Directions	Email to Con regarding waiving copywrite
Maxine Allan	Sr Consult I	25/11/2021	0.20	435.00	87.00	Creditors - Creditor Enquiries, Requests & Directions	Email to Sarah regarding unable to locate records requested by her
Christina Pelendage Perera	Associate I	25/11/2021	0.20	300.00	60.00	Creditors - Creditor Enquiries, Requests & Directions	Call with a Privium customer regarding next steps. Updated call register with details of conversation
Christina Pelendage Perera	Associate I	25/11/2021	0.20	300.00	60.00	Creditors - Creditor Enquiries, Requests & Directions	Call with a Privium customer regarding building permit and domestic building insurance paperwork. Updated call register with details of conversation.
Maxine Allan	Sr Consult I	25/11/2021	0.10	435.00	43.50	Creditors - Creditor Enquiries, Requests & Directions	Email to Megan regarding the impact of the Voluntary Administration on their build
Maxine Allan	Sr Consult I	25/11/2021	0.10	435.00	43.50	Creditors - Creditor Enquiries, Requests & Directions	Email to Sarah regarding the impact of the Voluntary Administration on their build
Maxine Allan	Sr Consult I	25/11/2021	0.10	435.00	43.50	Creditors - Creditor Enquiries, Requests & Directions	email to Zhi Shiong Tiong regarding maintenance issues

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Tkpr Name	Title	Date	Bill Hrs	Bill Rate	Billable Amt	Task Category
Maxine Allan	Sr Consult I	26/11/2021	0.10	435.00	43.50	Creditors - Creditor Enquiries, Requests & Directions
Maxine Allan	Sr Consult I	26/11/2021	0.10	435.00	43.50	Creditors - Creditor Enquiries, Requests & Directions
Maxine Allan	Sr Consult I	26/11/2021	0.10	435.00	43.50	Creditors - Creditor Enquiries, Requests & Directions
Christina Pelendage-Perera	Associate I	26/11/2021	0.10	300.00	30.00	Creditors - Creditor Enquiries, Requests & Directions
Christina Pelendage-Perera	Associate I	26/11/2021	0.10	300.00	30.00	Creditors - Creditor Enquiries, Requests & Directions
Christina Pelendage-Perera	Associate I	26/11/2021	0.10	300.00	30.00	Creditors - Creditor Enquiries, Requests & Directions
Christina Pelendage-Perera	Associate I	26/11/2021	0.10	300.00	30.00	Creditors - Creditor Enquiries, Requests & Directions
Kelly Anne Trenfield	Sr Managing Dir	27/11/2021	0.20	720.00	144.00	Creditors - Creditor Enquiries, Requests & Directions
Renee Lobb	Managing Dir	29/11/2021	5.00	660.00	3,300.00	Creditors - Creditor Enquiries, Requests & Directions
Carla Fairweather	Managing Dir	29/11/2021	1.00	660.00	660.00	Creditors - Creditor Enquiries, Requests & Directions
Kelly Anne Trenfield	Sr Managing Dir	29/11/2021	0.70	720.00	504.00	Creditors - Creditor Enquiries, Requests & Directions
Stephanie Jiang	Associate I	29/11/2021	1.60	300.00	480.00	Creditors - Creditor Enquiries, Requests & Directions
Carla Fairweather	Managing Dir	29/11/2021	0.60	660.00	396.00	Creditors - Creditor Enquiries, Requests & Directions
Renee Lobb	Managing Dir	29/11/2021	0.20	660.00	132.00	Creditors - Creditor Enquiries, Requests & Directions
Renee Lobb	Managing Dir	29/11/2021	0.20	660.00	132.00	Creditors - Creditor Enquiries, Requests & Directions

Narrative						
Email to Ross regarding the impact of the voluntary administration on his build						
Email to Kyle regarding impact of the Voluntary Administration on his build						
Email to Peter regarding impact of the Voluntary Administration on his build						
Emailed a Privium customer responding to their query on their home maintenance						
Emailed a Privium customer responding to their query on their home insurance						
Emailed a Privium customer responding to queries in regards to the Voluntary Administration						
Emailed a Privium customer responding to their query, advising to lodge a claim to the building insurance						
discussion with JRP re status of proxy and dirri from Hamilton Murphy, review status of referral mvl and provide input re compliance of DIRRI						
Reviewing client requests for information. Go into file and download where possible. Raise query regarding access to download documents. Review client contract terminations x 3 and approve. Issue one response of my own. Return a further 46 client emails. Forward on property items to James Rogers to action. Collate emails re electricity and gas services and send to Joanne Dunn for instructions approval, update registers, return 5 phone calls and update call register. Answer admin queries on calls received.						
Telephone discussion with P Harder of Joli Limited regarding invoice for post appointment services. Reviewing timesheets provided by P Harder and discussing same with R Lobb and K Trenfield. Drafted email to P Harder regarding evidence required for payment and transparency of dealings. Liaising with K Trenfield regarding strategy with respect to Joli Limited. Reviewed further email from P Harder and replied with approval for invoice to be issued.						
review creditor update from PYP, review pods/proxies/review meeting agenda/acknowledgement/review client list re attendance at creditors meeting/media call with Newcastle Herald/CMF re ROT claims by Finlaysons and garage doors						
Noting details from creditor supplied first meeting registration documents and Informal Proof of Debts into the Meeting Registration Excel, and MYOB, and saving the documents to file						
Drafting email to M Carter and J Georges of NCJ regarding ROCAP with creditors details, as requested under law. Drafting email to L Davies of Prasadum regarding ROCAP with creditors details, as requested under law. Liaising with R Lobb regarding creditors queries and use of Joli staff. Liaising with M Burns registration for meeting of note holder.						
Respond to representative email seeking information. Review client list and note they aren't a contact. request written authorisation to correspond with them						
Response to Victoria Prisk regarding terminal on letter. Confirm no right to terminate under section proposed. Review contract to form view						

Privium Pty Ltd (In Liquidation) ACN 085 773 931 - WIP for period 17 November 2021 to 5 December 2021						
Tkpr Name	Title	Date	Bill Hrs	Bill Rate	Billable Amt	Task Category
Erin Millard	Associate I	29/11/2021	0.40	300.00	120.00	Creditors - Creditor Enquiries, Requests & Directions
Marial Kwan	Sr Consult II	29/11/2021	0.20	480.00	96.00	Creditors - Creditor Enquiries, Requests & Directions
Renee Lobb	Managing Dir	30/11/2021	5.00	660.00	3,300.00	Creditors - Creditor Enquiries, Requests & Directions
Renee Lobb	Managing Dir	30/11/2021	1.80	660.00	1,188.00	Creditors - Creditor Enquiries, Requests & Directions
Carla Fairweather	Managing Dir	30/11/2021	0.90	660.00	594.00	Creditors - Creditor Enquiries, Requests & Directions
Matthew Burns	Associate II	30/11/2021	1.20	335.00	402.00	Creditors - Creditor Enquiries, Requests & Directions
Renee Lobb	Managing Dir	30/11/2021	0.40	660.00	264.00	Creditors - Creditor Enquiries, Requests & Directions
Samuel Dennis	Associate I	30/11/2021	0.70	300.00	210.00	Creditors - Creditor Enquiries, Requests & Directions
Renee Lobb	Managing Dir	30/11/2021	0.30	660.00	198.00	Creditors - Creditor Enquiries, Requests & Directions
Joanne Dunn	Sr Managing Dir	30/11/2021	0.20	720.00	144.00	Creditors - Creditor Enquiries, Requests & Directions
Renee Lobb	Managing Dir	1/12/2021	5.80	660.00	3,828.00	Creditors - Creditor Enquiries, Requests & Directions
Renee Lobb	Managing Dir	1/12/2021	2.00	660.00	1,320.00	Creditors - Creditor Enquiries, Requests & Directions
Renee Lobb	Managing Dir	1/12/2021	1.50	660.00	990.00	Creditors - Creditor Enquiries, Requests & Directions
Christina Pelendage-Perera	Associate I	1/12/2021	0.60	300.00	180.00	Creditors - Creditor Enquiries, Requests & Directions
Erin Millard	Associate I	1/12/2021	0.50	300.00	150.00	Creditors - Creditor Enquiries, Requests & Directions

Narrative

Respond to creditor queries regarding accessing the First Creditor's Meeting. Provide link to observers only

Responding to client queries re insurance claims, creditor claims etc

Responding to client queries, follow up IP information and position on terminations by clients and tracking same including QBCC repudiation queries. Review and respond to numerous requests for termination. Review contracts. Send to JG to update register. Forward information requests to staff to action. Arranging response to Westpac Banking Corporation for chargeback requests. Respond to defect queries and refer to regulator. 49 enquiries total. Finalising cancellation of accounts no longer required with suppliers and arranging mail redirections.

Review a further 9 emails from Becky Cheug and respond. Respond to a further 15 emails including contract termination requests, creditor requests and information on next steps for properties.

Reviewed emails from M Islam of Prasadim regarding ruling on POD's Discussion with J Dunn regarding VA ability to rule on proofs. Drafted response to M Islam regarding inability of VA to rule on proofs and clarification of difference between liquidation and VA. Reviewed email from S Ram regarding POD and replied requesting resubmission due to amounts in respect of wrong entity. Drafted email to P Harder of Joti regarding update from first meeting of creditors.

Dealing with queries from 3 creditors concerning lodging proof of debt forms.

Review and mark up changes to fuel card cancellation letter. Review email from Caroline Hacoop and call register regarding creditor with issues on meeting process. Request PVP to return call.

Began drafting the meeting minutes following the first meeting of creditors on 29 November 2021. This entailed listening to the meeting recording and summarizing discussions that were had during the meeting. Including the extensive Q & A session which lasted over 1 hour. I also began preparing the attendance register for both creditors and observers

Draft response with cancellation instructions to Energy Australia. Save to file

Review correspondence to Business Fuel Cards and request further review into account prior to issuing request to cancel

Responding to client queries concerning terminations, review and form view provide update on status to Julia. Also Respond to other defects and general queries and direct appropriately. 74 emails responded to. Call with Devon regarding contracts

Respond to 49 separate emails from Becky Cheug asking the same question for each client and insisting on individual responses despite requests to collate

Attending to contract termination emails. Speak with engagement team regarding close out of information requests. Call with Erin Millard regarding query in bound in Melbourne from builder. Review Matt Burns email from person appearing to represent multiple clients seeking novations. Instructions to request authorisation to contact him back from the clients before advising further. 8 client emails

Emailed a Privium customer responding to their query, providing a large number of documentation they required from the hub system. Extract documents from the system. save and rename to file and attach the folder to the email.

Attend to Privium inbox, answer queries where possible and look for details on system

Privium Pty Ltd (in Liquidation) ACN 085 773 931 - WIP for period 17 November 2021 to 5 December 2021						
Tkpr Name	Title	Date	Bill Hrs	Bill Rate	Billable Amt	Task Category
Christina Pelendage-Perera	Associate I	1/12/2021	0.50	300.00	150.00	Creditors - Creditor Enquiries, Requests & Directions
Christina Pelendage-Perera	Associate I	1/12/2021	0.50	300.00	150.00	Creditors - Creditor Enquiries, Requests & Directions
Stephanie Jiang	Associate I	1/12/2021	0.40	300.00	120.00	Creditors - Creditor Enquiries, Requests & Directions
Julian Gowdie	Sr Consultant I	1/12/2021	0.20	435.00	87.00	Creditors - Creditor Enquiries, Requests & Directions
Brooke Petersen	Consultant I	1/12/2021	0.20	360.00	72.00	Creditors - Creditor Enquiries, Requests & Directions
Christina Pelendage-Perera	Associate I	1/12/2021	0.20	300.00	60.00	Creditors - Creditor Enquiries, Requests & Directions
Christina Pelendage-Perera	Associate I	1/12/2021	0.20	300.00	60.00	Creditors - Creditor Enquiries, Requests & Directions
Christina Pelendage-Perera	Associate I	1/12/2021	0.20	300.00	60.00	Creditors - Creditor Enquiries, Requests & Directions
Christina Pelendage-Perera	Associate I	1/12/2021	0.20	300.00	60.00	Creditors - Creditor Enquiries, Requests & Directions
Christina Pelendage-Perera	Associate I	1/12/2021	0.20	300.00	60.00	Creditors - Creditor Enquiries, Requests & Directions
Christina Pelendage-Perera	Associate I	1/12/2021	0.20	300.00	60.00	Creditors - Creditor Enquiries, Requests & Directions
Christina Pelendage-Perera	Associate I	1/12/2021	0.20	300.00	60.00	Creditors - Creditor Enquiries, Requests & Directions
Christina Pelendage-Perera	Associate I	1/12/2021	0.20	300.00	60.00	Creditors - Creditor Enquiries, Requests & Directions
Christina Pelendage-Perera	Associate I	1/12/2021	0.10	300.00	30.00	Creditors - Creditor Enquiries, Requests & Directions
Christina Pelendage-Perera	Associate I	1/12/2021	0.10	300.00	30.00	Creditors - Creditor Enquiries, Requests & Directions
Christina Pelendage-Perera	Associate I	1/12/2021	0.10	300.00	30.00	Creditors - Creditor Enquiries, Requests & Directions
Christina Pelendage-Perera	Associate I	1/12/2021	0.10	300.00	30.00	Creditors - Creditor Enquiries, Requests & Directions
Renee Lobb	Managing Dir	2/12/2021	1.50	660.00	990.00	Creditors - Creditor Enquiries, Requests & Directions
Renee Lobb	Managing Dir	2/12/2021	1.40	660.00	924.00	Creditors - Creditor Enquiries, Requests & Directions
Sandesh Pereira	Associate II	2/12/2021	1.70	335.00	569.50	Creditors - Creditor Enquiries, Requests & Directions

Narrative	Emailed a Privium customer responding to their query, providing a large number of documentation they required from the ihub system. Extract documents from the system, save and rename to file and attach the folder to the email
Narrative	Emailed a Privium customer responding to their query, providing a large number of documentation they required from the ihub system. Extract documents from the system, save and rename to file and attach the folder to the email
Narrative	Multiple attempts to call Lynda Kendall of Civforce and email responding to her queries
Narrative	Phone call to creditor regarding completion of POD
Narrative	Receiving mail correspondence regarding GST registration, banking and PODs
Narrative	Emailed a Privium customer responding to their query, providing documentation they required from the ihub system.
Narrative	Emailed a Privium customer responding to their query, providing documentation they required from the ihub system
Narrative	Emailed a Privium customer responding to their query, providing documentation they required from the ihub system
Narrative	Call with a Privium customer regarding their building insurance. Updated call register with details of conversation
Narrative	Emailed a Privium customer responding to their query, providing documentation they required from the ihub system
Narrative	Emailed a Privium customer responding to their query, providing documentation they required from the ihub system
Narrative	Emailed a Privium customer responding to queries in regards to the Voluntary Administration
Narrative	Emailed a Privium customer responding to their query, advising to lodge a claim to the building insurance
Narrative	Emailed a Privium customer responding to their query on their home insurance.
Narrative	Respond to 33 separate emails from Becky Cheung asking the same question for each client and insisting on individual responses despite requests to collate. Updating list for clients she represents
Narrative	Call with client representative Julian. Discuss next steps for his clients and explain process Ian Francis seeking to terminate Review 12 termination request and acknowledge receipt. Respond to creditor request for pod and subsequent request for proxy form. Correspondence re information request of Nikki Jacobson. Email re how to search for VIC home warranty policy number. Answer 6 general client enquiries on IP, regulators and insurance
Narrative	Read and respond to various creditor emails

Privium Pty Ltd (In Liquidation) ACN 085 773 931 - WIP for period 17 November 2021 to 5 December 2021						
Tkpr Name	Title	Date	Bill Hrs	Bill Rate	Billable Amt	Task Category
Carla Fairweather	Managing Dir	2/12/2021	0.60	660.00	396.00	Creditors - Creditor Enquiries, Requests & Directions
Renee Lobb	Managing Dir	2/12/2021	0.40	660.00	264.00	Creditors - Creditor Enquiries, Requests & Directions
Christina Pelendage-Perera	Associate I	2/12/2021	0.60	300.00	180.00	Creditors - Creditor Enquiries, Requests & Directions
Christina Pelendage-Perera	Associate I	2/12/2021	0.60	300.00	180.00	Creditors - Creditor Enquiries, Requests & Directions
Erin Millard	Associate I	2/12/2021	0.50	300.00	150.00	Creditors - Creditor Enquiries, Requests & Directions
Christina Pelendage-Perera	Associate I	2/12/2021	0.50	300.00	150.00	Creditors - Creditor Enquiries, Requests & Directions
Christina Pelendage-Perera	Associate I	2/12/2021	0.50	300.00	150.00	Creditors - Creditor Enquiries, Requests & Directions
Brooke Petersen	Consultant I	2/12/2021	0.30	360.00	108.00	Creditors - Creditor Enquiries, Requests & Directions
Christina Pelendage-Perera	Associate I	2/12/2021	0.20	300.00	60.00	Creditors - Creditor Enquiries, Requests & Directions
Christina Pelendage-Perera	Associate I	2/12/2021	0.20	300.00	60.00	Creditors - Creditor Enquiries, Requests & Directions
Christina Pelendage-Perera	Associate I	2/12/2021	0.20	300.00	60.00	Creditors - Creditor Enquiries, Requests & Directions
Christina Pelendage-Perera	Associate I	2/12/2021	0.20	300.00	60.00	Creditors - Creditor Enquiries, Requests & Directions
Christina Pelendage-Perera	Associate I	2/12/2021	0.10	300.00	30.00	Creditors - Creditor Enquiries, Requests & Directions
Christina Pelendage-Perera	Associate I	2/12/2021	0.10	300.00	30.00	Creditors - Creditor Enquiries, Requests & Directions
Renee Lobb	Managing Dir	3/12/2021	1.80	660.00	1,188.00	Creditors - Creditor Enquiries, Requests & Directions
Jonathan Hayim	Associate I	3/12/2021	1.20	300.00	360.00	Creditors - Creditor Enquiries, Requests & Directions
Renee Lobb	Managing Dir	3/12/2021	0.50	660.00	330.00	Creditors - Creditor Enquiries, Requests & Directions

Narrative

Reviewing and replying to email from L Davis of NCI regarding trade insured creditors. Liaising with J Dunn and M Burns regarding further queries from NCI. Liaising with S Pereira and P Parasadi regarding Konica Minolta copier and ownership matters. Reviewing POD received from Ioi and updating S Ram regarding creditors meeting.
Review and acknowledge 3 termination requests from Mardee Campbell. Mark up master list.
Emailed a Privium customer responding to their query, providing a large number of documentation they required from the ihub system. Extract documents from the system, save and rename to file and attach the folder to the email.
Emailed a Privium customer responding to their query, providing a large number of documentation they required from the ihub system. Extract documents from the system, save and rename to file and attach the folder to the email.
Attend to client inbox, answer queries where possible.
Emailed a Privium customer responding to their query, providing a large number of documentation they required from the ihub system. Extract documents from the system, save and rename to file and attach the folder to the email.
Emailed a Privium customer responding to their query, providing a large number of documentation they required from the ihub system. Extract documents from the system, save and rename to file and attach the folder to the email.
Discussing Privium Pty Ltd client queries with Matthew Burns and answering contract mail documents.
Emailed a Privium customer responding to their query, providing documentation they required from the ihub system.
Emailed a Privium customer responding to their query, providing documentation they required from the ihub system.
Call with a Privium customer regarding updating them on the Voluntary Administration. Updated call register with details of conversation.
Emailed a Privium customer responding to their query, providing documentation they required from the ihub system.
Emailed a Privium customer responding to their query, advising to lodge a claim to the building insurance.
Emailed a Privium customer responding to their query on their home insurance.
34 email responses to client inbox queries.
Responding to client queries and info requests in inbox. Including accessing IHub to retrieve documents.
Respond to client queries in the inbox x 4.

Privium Pty Ltd (In Liquidation) ACN 085 773 931 - WIP for period 17 November 2021 to 5 December 2021						
Tkpr Name	Title	Date	Bill Hrs	Bill Rate	Billable Amt	Task Category
Erin Millard	Associate I	3/12/2021	0.70	300.00	210.00	Creditors - Creditor Enquiries, Requests & Directions
Renee Lobb	Managing Dir	3/12/2021	0.30	660.00	198.00	Creditors - Creditor Enquiries, Requests & Directions
Christina Pelendage-Perera	Associate I	3/12/2021	0.60	300.00	180.00	Creditors - Creditor Enquiries, Requests & Directions
Erin Millard	Associate I	3/12/2021	0.50	300.00	150.00	Creditors - Creditor Enquiries, Requests & Directions
Erin Millard	Associate I	3/12/2021	0.50	300.00	150.00	Creditors - Creditor Enquiries, Requests & Directions
Christina Pelendage-Perera	Associate I	3/12/2021	0.50	300.00	150.00	Creditors - Creditor Enquiries, Requests & Directions
Renee Lobb	Managing Dir	3/12/2021	0.20	660.00	132.00	Creditors - Creditor Enquiries, Requests & Directions
Carla Fairweather	Managing Dir	3/12/2021	0.20	660.00	132.00	Creditors - Creditor Enquiries, Requests & Directions
Erin Millard	Associate I	3/12/2021	0.30	300.00	90.00	Creditors - Creditor Enquiries, Requests & Directions
Renee Lobb	Managing Dir	3/12/2021	0.10	660.00	66.00	Creditors - Creditor Enquiries, Requests & Directions
Christina Pelendage-Perera	Associate I	3/12/2021	0.20	300.00	60.00	Creditors - Creditor Enquiries, Requests & Directions
Christina Pelendage-Perera	Associate I	3/12/2021	0.20	300.00	60.00	Creditors - Creditor Enquiries, Requests & Directions
Christina Pelendage-Perera	Associate I	3/12/2021	0.20	300.00	60.00	Creditors - Creditor Enquiries, Requests & Directions
Christina Pelendage-Perera	Associate I	3/12/2021	0.10	300.00	30.00	Creditors - Creditor Enquiries, Requests & Directions
Christina Pelendage-Perera	Associate I	3/12/2021	0.10	300.00	30.00	Creditors - Creditor Enquiries, Requests & Directions
Joanne Dunn	Sr Managing Dir	17/11/2021	0.40	720.00	288.00	Creditors - Initial Circular to Creditors
Brooke Petersen	Consultant I	19/11/2021	0.50	360.00	180.00	Creditors - Meetings of Creditors
Paris Parasadi	Director	19/11/2021	0.30	530.00	159.00	Creditors - Meetings of Creditors

Narrative	
Go through saved PODs and enter into MYOB. Attach supporting documentation to the MYOB entries.	
Call with lawyer regarding contract termination, confirm no grounds under QBCC clause 27 and explain position	
Emailed a Privium customer responding to their query, providing a large number of documentation they required from the ihub system. Extract documents from the system, save and rename to file and attach the folder to the email	
Return calls to clients/creditors. Answer queries and provide them with further information	
Attend to Client Email inbox. Answer queries where possible. Search through iHub for information requests	
Emailed a Privium customer responding to their query, providing a large number of documentation they required from the ihub system. Extract documents from the system, save and rename to file and attach the folder to the email	
Email review and reply to Steve from Stanton Capital. Add details to MYOB as creditor	
Liaising with M Smith of NC regarding Aspect Joinery and LaRocca Marble proof of debts. Requesting M Burns update MYOB regarding same.	
Call with private builder who advised they had been in contact with a Privium Client. Discuss their request to take on further Privium builds. Follow up call to Client and email	
Respond to query to release documents to Torsion. Request property details to assist. Respond to email regarding acknowledgment of letters from Mardee. Respond to letter she queried about to close out. Email to engagement team regarding information requests	
Emailed a Privium customer responding to their query, providing documentation they required from the ihub system.	
Emailed a Privium customer responding to their query, providing documentation they required from the ihub system	
Call with a Privium customer regarding his property. Updated call register with details of conversation	
Emailed a Privium customer responding to their query on their home insurance	
Emailed a Privium customer responding to queries in regards to the Voluntary Administration	
Review and amend circular to creditors, review DIRRI	
Drafting the initial meeting pack documents for the first meeting of creditors. Creating attendance register and polling sheet and running through process with team on receiving creditor documents. Discussing with Paris Parasadi	
Instructions to Stephanie and Sandesh regarding subcontractors tracking, first meeting preparations	

Privium Pty Ltd (In Liquidation) ACN 085 773 931 - WIP for period 17 November 2021 to 5 December 2021						
Tkpr Name	Title	Date	Bill Hrs	Bill Rate	Billable Amt	Task Category
Joanne Dunn	Sr Managing Dir	19/11/2021	0.20	720.00	144.00	Creditors - Meetings of Creditors
Erin Millard	Associate I	19/11/2021	0.10	300.00	30.00	Creditors - Meetings of Creditors
Stephanie Jiang	Associate I	22/11/2021	2.50	300.00	750.00	Creditors - Meetings of Creditors
Jonathan Hayim	Associate I	22/11/2021	2.40	300.00	720.00	Creditors - Meetings of Creditors
Paris Parasadi	Director	22/11/2021	1.00	530.00	530.00	Creditors - Meetings of Creditors
Paris Parasadi	Director	22/11/2021	1.00	530.00	530.00	Creditors - Meetings of Creditors
James Maccreadie	Consultant II	22/11/2021	0.70	390.00	273.00	Creditors - Meetings of Creditors
Stephanie Jiang	Associate I	22/11/2021	0.80	300.00	240.00	Creditors - Meetings of Creditors
Joanne Dunn	Sr Managing Dir	22/11/2021	0.30	720.00	216.00	Creditors - Meetings of Creditors
Paris Parasadi	Director	22/11/2021	0.30	530.00	159.00	Creditors - Meetings of Creditors
Samuel Dennis	Associate I	22/11/2021	0.50	300.00	150.00	Creditors - Meetings of Creditors
Paris Parasadi	Director	22/11/2021	0.20	530.00	106.00	Creditors - Meetings of Creditors
Matthew Burns	Associate II	22/11/2021	0.30	335.00	100.50	Creditors - Meetings of Creditors
Matthew Burns	Associate II	22/11/2021	0.20	335.00	67.00	Creditors - Meetings of Creditors
Marco Bozzetto	Sr Consultant II	22/11/2021	0.10	480.00	48.00	Creditors - Meetings of Creditors
Matthew Burns	Associate II	23/11/2021	2.40	335.00	804.00	Creditors - Meetings of Creditors
Stephanie Jiang	Associate I	23/11/2021	2.50	300.00	750.00	Creditors - Meetings of Creditors
Sandesh Pereira	Associate II	23/11/2021	1.20	335.00	402.00	Creditors - Meetings of Creditors
Jonathan Hayim	Associate I	23/11/2021	1.30	300.00	390.00	Creditors - Meetings of Creditors
James Maccreadie	Consultant II	23/11/2021	1.00	390.00	390.00	Creditors - Meetings of Creditors
James Maccreadie	Consultant II	23/11/2021	1.00	390.00	390.00	Creditors - Meetings of Creditors
Joanne Dunn	Sr Managing Dir	23/11/2021	0.40	720.00	288.00	Creditors - Meetings of Creditors
Sandesh Pereira	Associate II	23/11/2021	0.70	335.00	234.50	Creditors - Meetings of Creditors
James Maccreadie	Consultant II	23/11/2021	0.50	390.00	195.00	Creditors - Meetings of Creditors
Paris Parasadi	Director	23/11/2021	0.30	530.00	159.00	Creditors - Meetings of Creditors
Paris Parasadi	Director	23/11/2021	0.30	530.00	159.00	Creditors - Meetings of Creditors
Narrative						
Team meeting for planning for creditor meeting						
Call with Privium Client in relation to filling a proxy form						
Assess ROCAP creditor categories for purpose of preparation for first creditors meeting						
First meeting preparation: discussions with P Parasadi, M Burns, J Maccreadie Updating meeting register and polling workbook						
Responding to client and creditor enquiries with regards to upcoming Meeting of Creditors						
Responding to client and creditor enquiries with regards to upcoming Meeting of Creditors						
Assisting with Brisbane team with preparation for first creditors meeting						
Researching the creditors listing to classify creditors by type						
Creditor meeting preparation; internal meetings and discussions with Paris Parasadi and team including progress and setup.						
Work with Sandesh and Stephanie with regards to Subcontractors debts						
Privium team meeting regarding the appointment and workload allocation so to determine who at FI is handling what tasks in the lead up to the first Creditors meeting						
Commence preparation for First Meeting of Creditors next week, obtaining resources, arranging allocations, sending instructions, planning catch ups, tasks, create internal teams and share folders, organising access to mailboxes						
Receiving Proof of debt form. Saving Proof of debt form to file						
Email to creditor concerning forms to be completed for meeting						
Discuss logistics for first meeting of creditors with Paris P. Further discuss polling workbook and various matters to consider for voting procedures and data collation. Provide meeting slide deck and polling workbook template						
Preparation for meeting of creditors. Setting up Zoom facilities. Issuing practice invites to internal staff. Updating polling and registration workbook						
Responding to emails in the Privium Clients inbox, saving provided forms to file and noting down relevant details from supplied forms into the register, and setting up an additional tab to keep track of all creditor communications						
Monitor inbox, record PODS into excel, update myob and send creditor email responses.						
First meeting preparation: discussions with P Parasadi, M Burns, J Maccreadie Updating meeting register and polling workbook						
Meeting with Brisbane team to set up zoom webinar profile, meetings, run through settings of meeting						
Going through polling spreadsheet for first creditors meeting with JH. Identifying certain issues with potential creditor voting and coming up with solutions						
Creditor meeting preparation: internal meetings and discussions with Paris Parasadi and team including progress and setup						
Input creditor POD into MYOB, create creditor record, update excel sheet tracker for creditors meeting send email response						
Reviewing creditors inbox, taking notes of common questions regarding creditors meeting in preparation for meeting with Brisbane team						
Conduct related entity loan analysis						
Work with James McCready regarding slide deck template						

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Tkpr Name	Title	Date	Bill Hrs	Bill Rate	Billable Amt	Task Category
Sandesh Pereira	Associate II	23/11/2021	0.40	335.00	134.00	Creditors - Meetings of Creditors
Stephanie Jiang	Associate I	23/11/2021	0.40	300.00	120.00	Creditors - Meetings of Creditors
Paris Parasadi	Director	23/11/2021	0.20	530.00	106.00	Creditors - Meetings of Creditors
Paris Parasadi	Director	23/11/2021	0.10	530.00	53.00	Creditors - Meetings of Creditors
Paris Parasadi	Director	23/11/2021	0.10	530.00	53.00	Creditors - Meetings of Creditors
Matthew Burns	Associate II	24/11/2021	3.30	335.00	1,105.50	Creditors - Meetings of Creditors
Sandesh Pereira	Associate II	24/11/2021	1.30	335.00	435.50	Creditors - Meetings of Creditors
James Macreadie	Consultant II	24/11/2021	0.50	390.00	195.00	Creditors - Meetings of Creditors
Paris Parasadi	Director	24/11/2021	0.20	530.00	106.00	Creditors - Meetings of Creditors
Paris Parasadi	Director	24/11/2021	0.20	530.00	106.00	Creditors - Meetings of Creditors
Paris Parasadi	Director	24/11/2021	0.20	530.00	106.00	Creditors - Meetings of Creditors
Paris Parasadi	Director	24/11/2021	0.20	530.00	106.00	Creditors - Meetings of Creditors
Joanne Dunn	Sr Managing Dir	24/11/2021	0.10	720.00	72.00	Creditors - Meetings of Creditors
Paris Parasadi	Director	24/11/2021	0.10	530.00	53.00	Creditors - Meetings of Creditors
Paris Parasadi	Director	24/11/2021	0.10	530.00	53.00	Creditors - Meetings of Creditors
Stephanie Jiang	Associate I	25/11/2021	2.50	300.00	750.00	Creditors - Meetings of Creditors
James Macreadie	Consultant II	25/11/2021	1.50	390.00	585.00	Creditors - Meetings of Creditors
Sandesh Pereira	Associate II	25/11/2021	1.40	335.00	469.00	Creditors - Meetings of Creditors
Sandesh Pereira	Associate II	25/11/2021	1.30	335.00	435.50	Creditors - Meetings of Creditors
Samuel Dennis	Associate I	25/11/2021	1.30	300.00	390.00	Creditors - Meetings of Creditors
Sandesh Pereira	Associate II	25/11/2021	1.10	335.00	368.50	Creditors - Meetings of Creditors
Paris Parasadi	Director	25/11/2021	0.50	530.00	265.00	Creditors - Meetings of Creditors
Joanne Dunn	Sr Managing Dir	25/11/2021	0.30	720.00	216.00	Creditors - Meetings of Creditors
Stephanie Jiang	Associate I	25/11/2021	0.70	300.00	210.00	Creditors - Meetings of Creditors
Sandesh Pereira	Associate II	25/11/2021	0.60	335.00	201.00	Creditors - Meetings of Creditors
						Narrative
						Input creditor POD into MYOB, create creditor record, update excel sheet tracker for creditors meeting send email response
						Assessing the creditor listing to categorise the creditors prior to the upcoming first meeting of creditors
						Queries from Sandesh in relation to Macquarie's email, provide instructions on how to respond
						Instructions to Gus regarding related entity loan reconciliations work with same to refine the analysis
						Work with Creditors Meeting Team in relation to planning for Zoom Webinar, practice sessions, meeting register, polling sheet
						Meeting deck and minutes. Setting up meeting for first creditors meeting. Issuing internal invitations.
						Log creditor details for Karrenman Group in preparation for first meeting of creditors
						Discussion with Paris and JH re update, polling spreadsheet and creditor inbox
						Instructions to GS regarding related entity creditors to be issued to MO
						Queries from Stephanie and Sandesh with regards secured creditors, meeting implications
						Returning call from Noteholder regarding meeting next week
						Work with IED regarding related entity creditor reconciliation
						Meeting preparation, review of listings with Paris Parasadi
						Responding to various creditor queries through the day in relation to meeting, setting up templates, instructing team in relation to standard responses, common queries and answers
						Dealings with MO regarding creditors list
						Responding to creditor inquiries and creditors who submitted relevant documents for the first meeting of creditors
						Assisting with practice walkthrough of first creditors meeting. Using Zoom webinar function, going through scenario testing with unique identifiers and potential issues with Brisbane team. Assisting with any queries regarding the online meeting forum and zoom functions
						Record Creditor POD data, email creditor confirmations, record data into MYOB and Meeting registration form
						Record Creditor POD data, email creditor confirmations, record data into MYOB and Meeting registration form
						Went through a practice run for the first meeting of creditors with Paris Parasadi, Matt Burns, Marial Kwan, and James Macreadie and tested all functions, including the registration process, voting function, chatting to individual creditors (including muting them), counting the votes etc
						Record Creditor POD data, email creditor confirmations, record data into MYOB and Meeting registration form.
						Review creditors list, discussions with meeting team to plan for proxies, quorum, attendance register
						Creditor meeting preparation, internal meetings and discussions with Paris Parasadi and team including progress and setup
						Sub-contractor claims analysis - determining the total number and proportion of sub-contractors and the values of their claims by entity
						Respond to various Creditor communications in shared inbox

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Matthew Burns	Associate II	25/11/2021	0.60	335.00	201.00	Creditors - Meetings of Creditors
Paris Parasadi	Director	25/11/2021	0.30	530.00	159.00	Creditors - Meetings of Creditors
Paris Parasadi	Director	25/11/2021	0.10	530.00	53.00	Creditors - Meetings of Creditors
Julian Goudie	Sr Consult I	26/11/2021	2.70	435.00	1,174.50	Creditors - Meetings of Creditors
Jonathan Hayim	Associate I	26/11/2021	3.60	300.00	1,080.00	Creditors - Meetings of Creditors
Joanne Dunn	Sr Managing Dir	26/11/2021	1.00	720.00	720.00	Creditors - Meetings of Creditors
Matthew Burns	Associate II	26/11/2021	2.10	335.00	703.50	Creditors - Meetings of Creditors
Stephanie Jiang	Associate I	26/11/2021	2.00	300.00	600.00	Creditors - Meetings of Creditors
Sandesh Pereira	Associate II	26/11/2021	1.60	335.00	536.00	Creditors - Meetings of Creditors
Marial Kwan	Sr Consult II	26/11/2021	1.10	480.00	528.00	Creditors - Meetings of Creditors
Sandesh Pereira	Associate II	26/11/2021	1.30	335.00	435.50	Creditors - Meetings of Creditors
Samuel Dennis	Associate I	26/11/2021	1.40	300.00	420.00	Creditors - Meetings of Creditors
John Park	Sr Managing Dir	26/11/2021	0.50	720.00	360.00	Creditors - Meetings of Creditors
Stephanie Jiang	Associate I	26/11/2021	0.50	300.00	150.00	Creditors - Meetings of Creditors
Marco Bozzetto	Sr Consult II	26/11/2021	0.30	480.00	144.00	Creditors - Meetings of Creditors
Paris Parasadi	Director	26/11/2021	0.20	530.00	106.00	Creditors - Meetings of Creditors
Sandesh Pereira	Associate II	26/11/2021	0.20	335.00	67.00	Creditors - Meetings of Creditors
Paris Parasadi	Director	26/11/2021	0.10	530.00	53.00	Creditors - Meetings of Creditors
Joanne Dunn	Sr Managing Dir	27/11/2021	0.80	720.00	576.00	Creditors - Meetings of Creditors
Paris Parasadi	Director	27/11/2021	0.30	530.00	159.00	Creditors - Meetings of Creditors
Matthew Burns	Associate II	28/11/2021	3.70	335.00	1,072.00	Creditors - Meetings of Creditors
Sandesh Pereira	Associate II	28/11/2021	1.70	335.00	569.50	Creditors - Meetings of Creditors
Sandesh Pereira	Associate II	28/11/2021	1.70	335.00	569.50	Creditors - Meetings of Creditors
Sandesh Pereira	Associate II	28/11/2021	0.80	335.00	268.00	Creditors - Meetings of Creditors
Sandesh Pereira	Associate II	28/11/2021	0.60	335.00	201.00	Creditors - Meetings of Creditors

Narrative						
Preparation for meeting of creditors. Preparation of meeting minutes and slide deck. Circulating minutes for approval. Test run of electronic facilities for meeting. Recording proof of debt forms, meeting registration forms and proxies in polling workbook and on file						
Review subcontractors analysis by Sandesh and Stephanie, provide further instructions						
First meeting of creditors practice run						
Preparing slides summarising clients for inclusion in first meeting of creditors and correspondence regarding same						
First meeting preparation. Updating polling spreadsheet mechanics for major general proxy holder voting, create merge file for sending meeting invites via PDF Machine software, draft email invite to Bank of New York, adding new creditor registrations to spreadsheet, first meeting run through with M Burns, J Dunn, M Bozzetto, P Parasadi						
Meeting preparation; practice run through with team; deck amendments and discuss with team						
Preparation for meeting on creditors. Draft meeting minutes. Draft slide deck for meeting. Draft meeting agenda. Practice run through of meeting and test of electronic facilities. Entering proof of debt, proxy and meeting registration forms into workbook						
Responding to creditor inquiries and creditors who submitted relevant documents for the first meeting of creditors						
Monitor creditor inbox, record meeting details respond to creditor queries						
Assist with creditors meeting run through						
Monitor creditor inbox, record meeting details respond to creditor queries						
First Meeting of creditors preparation and practice						
Preparation for creditors meeting; working meeting with Mills Oakley around contract novations / BNY releases, call with ASIC						
Preparing the informal proof of debt for inter-company loans and proxy forms						
Attend practice session for first meeting of creditors with internal team. Discuss meeting logistics and problem solve issue with voting forms. Discuss allocation of roles for the meeting. Review polling workbook						
First meeting of creditors practice run, trial run with JED, Marco						
Attend practice creditor meeting event with FTI team.						
Work with Matt Burns, Sandesh, Stephanie Jan, Jonathan Hayim to clear out creditor inboxes, draft responses, record POD and Proxies, update meeting registers						
Amend meeting deck; correspond with team on proxies and registrations requests; review of consent and DIFR1 and discuss with team						
Working with creditors meeting team to prepare for First Meeting on Monday, responding to emails, dealing with POD and Proxies, issue instructions, update registers, test out voting forms						
Issuing meeting invitation links. Registered people for meeting. Updating polling workbook						
Assess Proxies provided by Stubbies United, assess validity of claim input into meeting tracker for first meeting of creditors						
Review and respond to various creditor emails on creditor inbox for including client queries, saving down PODs to file and inputting into meeting tracker						
Organise, analyse and determine quantum of claims in respect to Stubbies United.						
Review and respond to various creditor emails on creditor inbox for including client queries, saving down PODs to file and inputting into meeting tracker						

Privium Pty Ltd (In Liquidation) ACN 085 773 931 - WIP for period 17 November 2021 to 5 December 2021						
Trpr Name	Title	Date	Bill Hrs	Bill Rate	Billable Amt	Task Category
Paris Parasadi	Director	28/11/2021	0.30	530.00	159.00	Creditors - Meetings of Creditors
Marco Bozzetto	Sr Consult II	28/11/2021	0.10	480.00	48.00	Creditors - Meetings of Creditors
Jonathan Hayim	Associate I	29/11/2021	7.60	300.00	2,280.00	Creditors - Meetings of Creditors
Kelly-Anne Trenfield	Sr Managing Dir	29/11/2021	2.50	720.00	1,800.00	Creditors - Meetings of Creditors
Marial Kwan	Sr Consult II	29/11/2021	3.60	480.00	1,728.00	Creditors - Meetings of Creditors
Joanne Dunn	Sr Managing Dir	29/11/2021	1.40	720.00	1,008.00	Creditors - Meetings of Creditors
James Macreadie	Consultant II	29/11/2021	2.00	390.00	780.00	Creditors - Meetings of Creditors
Sandesh Pereira	Associate II	29/11/2021	2.20	335.00	737.00	Creditors - Meetings of Creditors
Samuel Dennis	Associate I	29/11/2021	2.20	300.00	660.00	Creditors - Meetings of Creditors
John Park	Sr Managing Dir	29/11/2021	0.90	720.00	648.00	Creditors - Meetings of Creditors
Stephanie Jiang	Associate I	29/11/2021	2.00	300.00	600.00	Creditors - Meetings of Creditors
Matthew Burns	Associate II	29/11/2021	1.40	335.00	469.00	Creditors - Meetings of Creditors
James Macreadie	Consultant II	29/11/2021	1.10	390.00	429.00	Creditors - Meetings of Creditors
Paris Parasadi	Director	29/11/2021	0.60	530.00	318.00	Creditors - Meetings of Creditors
Marco Bozzetto	Sr Consult II	29/11/2021	0.50	480.00	240.00	Creditors - Meetings of Creditors
Paris Parasadi	Director	29/11/2021	0.40	530.00	212.00	Creditors - Meetings of Creditors
Samuel Dennis	Associate I	29/11/2021	0.70	300.00	210.00	Creditors - Meetings of Creditors
Renée Lobb	Managing Dir	29/11/2021	0.30	660.00	198.00	Creditors - Meetings of Creditors
Sandesh Pereira	Associate II	29/11/2021	0.40	335.00	134.00	Creditors - Meetings of Creditors
Renée Lobb	Managing Dir	29/11/2021	0.20	660.00	132.00	Creditors - Meetings of Creditors
Samuel Dennis	Associate I	29/11/2021	0.40	300.00	120.00	Creditors - Meetings of Creditors
Stephanie Jiang	Associate I	29/11/2021	0.30	300.00	90.00	Creditors - Meetings of Creditors
Stephanie Jiang	Associate I	29/11/2021	0.10	300.00	30.00	Creditors - Meetings of Creditors
Ashleigh Ubank	Administration II	29/11/2021	0.10	220.00	22.00	Creditors - Meetings of Creditors
Narrative Further work with creditors meeting team to prepare for First Meeting on Monday, responding to emails, dealing with POD and Proxies, issue instructions, update registers, test out voting forms Prepare for meeting of creditors. Attend to queries from team. Review emails from Matt Burns and Jonathan Hayim. Discuss meeting matters with Paris P. Prepare task list for meeting day First meeting preparation: monitoring inbox for new meeting registrations, updating registration workbook to manually input creditor data and link to polling spreadsheet, running tests on formulas to ensure polling calculations are correct; various correspondence with creditors regarding meeting; generating mail merge to send out meeting invites automatically, drafting and sending out manual meeting invite to Bank of New York, attending first meeting of creditors. IED re attendance of observers at creditors meeting; review updated schedule of pods/proxies, review MO advice re first creditors meeting; creditors meeting prep, prepare talking points re contracts. Review diri and emails from Rohit/Subbies United, review meeting agenda, Attend 1st creditors meeting Responding to numerous creditors regarding missing documentation for the creditors meeting, updating the meeting register with creditors details and saving down documents received, sending out links to the meeting to creditors Preparation for meeting of creditors, review of ESOP, meeting slides and investigation update, chair meeting of creditors, discussions with legal team on alternate administrator consent Assisting with preparation of first meeting of creditors. Sending meeting links to creditors who have submitted proxies, pods and completed meeting registration. Also sending out links to observers Review inbox prior to meeting of creditors input details into registration form send out email links to meeting Receiving meeting registration forms from Privium creditors via email - updating meeting registration workbook and saving forms to file. Preparation for meeting of creditors, review of ESOP and meeting deck, attend meeting. Responding to creditor inquiries and creditors who submitted relevant documents for the first meeting of creditors Preparation for meeting of creditors. Preparing meeting pack. Setting up meeting facilities. Attending meeting. Conducting polling Assisting IH with meeting queries from Brisbane team regarding polling spreadsheet and proxies received during first meeting Updating creditors register, answer remaining queries, coordinating with Creditors and Clients Team, setting up meeting facilities, last minute preparations, reconciling proxy & polling sheets, preparing documents, updating run sheet Prepare for and attend meeting of creditors and provide support for technology setup, polling and virtual meeting facilities. Review and update meeting presentation. Provide instructions to team First Meeting of Creditors Began preparing the meeting minutes following the first meeting of creditors early today, on 29 November 2021. Going through all emails in client and enquiries inbox and forward on action items to relevant work stream leads. Move creditor meeting emails into creditor inbox as agreed with PYP Attend creditors meeting. Emails to Becky Cheung and call prior regarding voting at today's meeting. Review Subbies United information sent through on same. Forward to SMD's what was sent Setting up and attending the First Meeting of Creditors. Throughout the meeting I responded to various questions regarding formalities of the meeting. I also marked off the attendees on our meeting register list to ensure an accurate recording of the attendees was made Responding to people requesting meeting links to the first meeting of creditors who did not previously submit the relevant forms. Drafting meeting registration form for the first meeting of creditors Electronic signature/s inserted into inter company proof of debts & proxies, collated with attachments and finalised in PDF & hard copy format						

Privium Pty Ltd (In Liquidation) ACN 085 773 931 - WIP for period 17 November 2021 to 5 December 2021							Task Category	Narrative
Tkpr Name	Title	Date	Bill Hrs	Bill Rate	Billable Amt			
Samuel Dennis	Associate I	1/12/2021	0.80	300.00	240.00		Creditors - Meetings of Creditors	Continued drafting the meeting minutes following the first meeting of creditors on 29 November 2021. This included listening to the meeting recording and summarising discussions that were had during the meeting, particularly the extensive Q & A session which lasted over 1 hour. I also continued preparing the attendance register for both creditors and observers, and inserted the resolutions results. I then prepared and attached all supporting documents and circulated to Paris Parasadi for review.
Paris Parasadi	Director	2/12/2021	0.20	530.00	106.00		Creditors - Meetings of Creditors	Review minutes of meeting by SD and MSB, making changes to wording, Q&A section, amending meeting register, reconciling with creditor inbox, discuss with meeting team to clarify a certain sections.
Samuel Dennis	Associate	2/12/2021	0.20	300.00	60.00		Creditors - Meetings of Creditors	Continued drafting the meeting minutes from the First Meeting of Creditors following comments received from Paris Parasadi on the first draft. This included listening to the recording and updating comments made regarding 8 entities which did not require a resolution be put forward for a replacement Administrator. Subsequently attached all supporting documents and circulated the draft to Paris Parasadi and Joanne Dunn for review.
Joanne Dunn	Sr Managing Dir	3/12/2021	1.20	720.00	864.00		Creditors - Meetings of Creditors	Review and amend minutes of first VA meeting, discussions with team on annexures
Paris Parasadi	Director	3/12/2021	0.20	530.00	106.00		Creditors - Meetings of Creditors	Further review minutes, making amendments assisting Sam Dennis with Meeting Register queries, assisting same with reconciling attendees list, proxy nominations
Ashleigh Ubank	Administration II	3/12/2021	0.10	220.00	22.00		Creditors - Meetings of Creditors	Entering related party proof of debt/s and proxy/ies into Insol6
Brooke Petersen	Consultant I	17/11/2021	0.50	360.00	180.00		Creditors - Reports to Creditors	Reviewing Day 1 creditor notification requirements for Privium, assisting in drafting and finalising correspondence and statutory lodgements. Creating schedule of companies. Drafting creditor portal request for upload
Joanne Dunn	Sr Managing Dir	18/11/2021	0.40	720.00	288.00		Creditors - Reports to Creditors	Review, amend and approve to finalise and issue circular to creditors, DIRRI, ASIC notification and lodgement of DIRRI
Paris Parasadi	Director	18/11/2021	0.30	530.00	159.00		Creditors - Reports to Creditors	Preparing first circular to creditors with Henry, compiling creditors list with Gus, review iterations of circular, organising logistics of issuance, refine, finalise and assist with issuing
Renee Lobb	Managing Dir	18/11/2021	0.20	660.00	132.00		Creditors - Reports to Creditors	Further edits then finalisation of client circular
Brooke Petersen	Consultant I	18/11/2021	0.30	360.00	108.00		Creditors - Reports to Creditors	Reviewing checklist for outstanding tasks to do on appointment. Marking completed items. Drafting statement of position regarding issue of creditor circular. Team meeting regarding workflow and dealing with creditors
Brooke Petersen	Consultant I	18/11/2021	0.20	360.00	72.00		Creditors - Reports to Creditors	Beginning draft of landlord letters, for QLD, NSW and VIC. Updating letter for lease, contact details
Kelly-Anne Trenfield	Sr Managing Dir	18/11/2021	0.10	720.00	72.00		Creditors - Reports to Creditors	Issue circular to building authorities
Brooke Petersen	Consultant I	18/11/2021	0.10	360.00	36.00		Creditors - Reports to Creditors	Completing DIRRI paperwork and circulating for finalisation
Brooke Petersen	Consultant I	18/11/2021	0.10	360.00	36.00		Creditors - Reports to Creditors	Drafting and sending APAC creditor portal request. Reviewing creditor portal for changes and confirmation of upload. Reviewing further creditor correspondence regarding NSW and VIC authority/utility/court letters
Ashleigh Ubank	Administration II	18/11/2021	0.10	220.00	22.00		Creditors - Reports to Creditors	Initial circular to creditors and schedule of companies uploaded to the creditors portal
Julie Gruzza	Administration I	18/11/2021	0.10	185.00	18.50		Creditors - Reports to Creditors	Letters separated, collated, locked and individually saved down to file
Renee Lobb	Managing Dir	19/11/2021	0.20	660.00	132.00		Creditors - Reports to Creditors	Media enquiries attendance with Stuart Carson. Provide documentation being issued today to clients. Also provide creditor report being issued
Paris Parasadi	Director	19/11/2021	0.20	530.00	106.00		Creditors - Reports to Creditors	Review MYOB, September 2021 Consolidated Accounts, work with Gus to reconcile related entity creditors list
Brooke Petersen	Consultant I	19/11/2021	0.10	360.00	36.00		Creditors - Reports to Creditors	Issuing court and authority an utility letters to NSW and VIC providers. Updating Register for issuance
Renee Lobb	Managing Dir	20/11/2021	0.20	660.00	132.00		Creditors - Reports to Creditors	Send client circular to engagement team as FYI. Discussion regarding putting on portal. Responding to further client query
Mariel Kwan	Sr Consult II	22/11/2021	0.80	480.00	384.00		Creditors - Reports to Creditors	Call with IH and JM re creditors meeting and queries re the same, call with team re creditors meeting plan
Sandesh Perera	Associate II	22/11/2021	0.20	335.00	67.00		Creditors - Reports to Creditors	Attend call with P Parasadi regarding inbox tracing and MYOB inputs for creditors of Privium Pty Ltd
Sandesh Perera	Associate II	23/11/2021	1.10	335.00	368.50		Creditors - Reports to Creditors	Review subcontractor positions assess quantum of claims against administration.

Privium Pty Ltd (In Liquidation) ACN 085 773 931 - WIP for period 17 November 2021 to 5 December 2021						
Tkpr Name	Title	Date	Bill Hrs	Bill Rate	Billable Amt	Task Category
Stephanie Jiang	Associate I	25/11/2021	0.50	300.00	150.00	Creditors - Reports to Creditors
Sandesh Pereira	Associate II	25/11/2021	0.30	335.00	100.50	Creditors - Reports to Creditors
Sandesh Pereira	Associate II	25/11/2021	0.30	335.00	100.50	Creditors - Reports to Creditors
Sandesh Pereira	Associate II	25/11/2021	0.30	335.00	100.50	Creditors - Reports to Creditors
Stephanie Jiang	Associate I	25/11/2021	0.30	300.00	90.00	Creditors - Reports to Creditors
Stephanie Jiang	Associate I	25/11/2021	0.10	300.00	30.00	Creditors - Reports to Creditors
Joanne Dunn	Sr Managing Dir	30/11/2021	0.50	720.00	360.00	Creditors - Reports to Creditors
Marial Kwan	Sr Consult II	30/11/2021	0.50	480.00	240.00	Creditors - Reports to Creditors
Marial Kwan	Sr Consult II	30/11/2021	0.30	480.00	144.00	Creditors - Reports to Creditors
Paris Parasadi	Director	30/11/2021	0.20	530.00	106.00	Creditors - Reports to Creditors
Julian Gowdie	Sr. Consult I	1/12/2021	0.70	435.00	304.50	Creditors - Reports to Creditors
Brooke Petersen	Consultant I	1/12/2021	0.50	360.00	180.00	Creditors - Reports to Creditors
Paris Parasadi	Director	1/12/2021	0.30	530.00	159.00	Creditors - Reports to Creditors
Marial Kwan	Sr. Consult II	1/12/2021	0.20	480.00	96.00	Creditors - Reports to Creditors
Stephanie Jiang	Associate I	1/12/2021	0.30	300.00	90.00	Creditors - Reports to Creditors
Sandesh Pereira	Associate II	1/12/2021	0.10	335.00	33.50	Creditors - Reports to Creditors
Stephanie Jiang	Associate I	2/12/2021	1.40	300.00	420.00	Creditors - Reports to Creditors
Brooke Petersen	Consultant I	2/12/2021	0.50	360.00	180.00	Creditors - Reports to Creditors
Joanne Dunn	Sr Managing Dir	2/12/2021	0.20	720.00	144.00	Creditors - Reports to Creditors
Stephanie Jiang	Associate I	2/12/2021	0.20	300.00	60.00	Creditors - Reports to Creditors
Stephanie Jiang	Associate I	3/12/2021	3.00	300.00	900.00	Creditors - Reports to Creditors
Julian Gowdie	Sr Consult I	3/12/2021	2.00	435.00	870.00	Creditors - Reports to Creditors
Julian Gowdie	Sr Consult I	3/12/2021	1.00	435.00	435.00	Creditors - Reports to Creditors
Julian Gowdie	Sr Consult I	3/12/2021	1.00	435.00	435.00	Creditors - Reports to Creditors
Matthew Burns	Associate II	3/12/2021	1.00	335.00	335.00	Creditors - Reports to Creditors
Samuel Dennis	Associate I	3/12/2021	0.50	300.00	150.00	Creditors - Reports to Creditors
Narrative						
Run through on how to use IHUB						
Attend call with S Jiang (FTI) re: Sub Contractor claims analysis						
Attend call with G State (FTI) regarding Privium Pty Ltd MYOB file for 2021						
Extract Client information from MYOB system. Identify updated loan amounts to related entities for November 21 for purpose of intercompany proof of debt form.						
Call with S.Pereira regarding the sub-contractors claims analysis.						
Call with P. Parasadi to discuss further updates on the sub-contractors claims analysis before submission						
Planning for s439A report with Paris Parasadi						
Begin working on VA report template to customise to the group						
Discussions with PYP re VA report and staffing / template						
Locating templates and precedents, commence preparing skeleton of 2nd VA report with MEK						
Meeting with team to discuss planning for second VA report and work allocation						
Meeting with Paris Parasadi and Jeremy Daniels regarding report drafting. Reviewing requirements to complete VA report and beginning draft on background information						
Hold meeting with various staff to plan out 2nd VA report, allocating tasks, answering queries through the day, assisting with draft process, setting up protocols, share folders						
Team call re VA report and continue working on the template						
Obtaining historical financials (Balance sheet, Profit and Loss statements) from past MYOB data						
Attend meeting with FTI team regarding VA report						
Putting together the historical financials and formatting the MYOB data into excel/FTI format						
Drafting background information across entities for report, creating history timeline of Companies, researching construction costs						
Reviewing ROCAP for commentary on background of failure. Discussing with Paris Parasadi						
Review of 2nd VA report, including ESOP, with Paris Parasadi						
Finding past communications and documents with NCI regarding Metal Manufactures claims						
Putting together the historical financials and formatting the MYOB data into excel/FTI format						
Drafting second report to creditors - activities undertaken and strategy of Administrators						
Drafting report to creditors - section on clients						
Preparing second report to creditors - section on strategy and actions to date						
Report to creditors. Internal meeting to discuss content of background and reasons for failure. Remuneration report to all entities						
Following comments and amendments made by Joanne Dunn. Updated the meeting minutes and attendance register to include which company the attendees are creditors to and their admitted Proof of Debt amount.						

Privium Pty Ltd (In Liquidation) ACN 085 773 931 - WIP for period 17 November 2021 to 5 December 2021						
Tkpr Name	Title	Date	Bill Hrs	Bill Rate	Billable Amt	Task Category
Brooke Petersen	Consultant I	3/12/2021	0.30	360.00	108.00	Creditors - Reports to Creditors
Paris Parasadi	Director	3/12/2021	0.20	530.00	106.00	Creditors - Reports to Creditors
Stephanie Jiang	Associate I	3/12/2021	0.30	300.00	90.00	Creditors - Reports to Creditors
Stephanie Jiang	Associate I	3/12/2021	0.20	300.00	60.00	Creditors - Reports to Creditors
Paris Parasadi	Director	3/12/2021	0.10	530.00	53.00	Creditors - Reports to Creditors
Paris Parasadi	Director	4/12/2021	0.30	530.00	159.00	Creditors - Reports to Creditors
Paris Parasadi	Director	5/12/2021	0.40	530.00	212.00	Creditors - Reports to Creditors
Carla Fairweather	Managing Dir	17/11/2021	1.60	660.00	1,056.00	Creditors - Retention of Title Claims
Joanne Dunn	Sr Managing Dir	17/11/2021	0.20	720.00	144.00	Creditors - Retention of Title Claims
Ashleigh Ubank	Administration II	17/11/2021	0.30	220.00	66.00	Creditors - Retention of Title Claims
Ashleigh Ubank	Administration II	18/11/2021	0.50	220.00	110.00	Creditors - Retention of Title Claims
Carla Fairweather	Managing Dir	19/11/2021	3.70	660.00	2,442.00	Creditors - Retention of Title Claims
Joanne Dunn	Sr Managing Dir	19/11/2021	0.10	720.00	72.00	Creditors - Retention of Title Claims
Carla Fairweather	Managing Dir	22/11/2021	1.40	660.00	924.00	Creditors - Retention of Title Claims
Joanne Dunn	Sr Managing Dir	22/11/2021	0.30	720.00	216.00	Creditors - Retention of Title Claims
Carla Fairweather	Managing Dir	23/11/2021	2.00	660.00	1,320.00	Creditors - Retention of Title Claims
Carla Fairweather	Managing Dir	24/11/2021	1.30	660.00	858.00	Creditors - Retention of Title Claims
Nicholas Hawthorne	Consultant I	24/11/2021	2.00	360.00	720.00	Creditors - Retention of Title Claims
Narrative						
Discussing report with Paris and Matthew Burns around background issues for each Company and reasons for failure. Worked on graph showing demand in comparison to cost of construction to include in report						
Assist Matt Burns and Brooke with Background, Company History, Review BBR, discussions with Anthony, Jo, Carla, Renee throughout the day						
Attend call with S. Pereira and P. Parasadi regarding the historical financial analysis section						
Attend call with S. Pereira (FTI) regarding historical financial analysis						
Queries from Sandesh in relation to investigations, financial statements, provide copies of audited financials, numerous calls with him and Stephanie to discuss their sections						
Working on 439A Report - Historical Financial Performance						
Working on 439A Report - Investigations						
Reviewed final PPSR letters and merge data. Reviewed final letters to Westpac, Open Gold Capital and Bank of New York Mellon. Collated all relevant attachments, liaised with A Ubank and J Dunn regarding finalisation. Reviewed updated PPSR searches and reconciled to pre-appointment searches, noting differences. Reviewed security review prepared by Mills Oakley						
Review and approve of PPSR notifications						
Merge data amended for finalising. Electronic signature/s inserted into PPSR letter template, collated with attachments and saved in PDF format.						
Electronic signature/s inserted into PPSR letters, collated with attachments and finalised in PDF & hard copy format. Letters split, locked and individually saved down to file.						
Liaising with M Burns regarding ROT notifications. Emailing credit department of BGW Group regarding PPSR number clarification. Telephone call with A Moxley of Finlaysons regarding ROT questionnaire and PPSR claim. Liaised internally regarding alleged thefts of property and implications for ROT claims. Collated and sent PPSR letters to BONY and KWM as requested. Create PPSR schedule and updated for notifications of discharge received and saved to file for CNW, National Masonry, Jarman, Macquarie Leasing, Metecco, Mesh & Bar, Samios Plumbing and Unity Water. Created lease schedule and updated for Macquarie Leasing with J Dunn and G State regarding Westpac Securities and claim over bank account details and updated K Trentfield regarding same.						
Security review						
Reviewing ROT claim documents from A Moxley of Finlaysons Timber. Replying to email from A Moxley of Finlaysons advising of missing page of ROT questionnaire. Telephone discussion with A Moxley regarding documentation. Drafted request for further information to A Moxley of Finlaysons. Updating ROT register for Finlaysons claim. Telephone discussion with T Richardson of Australian Timber & Trusses regarding ROT claim and administration generally. Reviewed ROT claim received from Boral via Holman Webb. Drafted reply to Holman Webb and updated PPSR register.						
Review correspondence for Boral and PPSR, discuss response with Carla Fairweather						
Telephone discussion with A Moxley of Finlaysons regarding ROT claim and further detail required. Reviewed ROT claim received from Fasteners Direct, saved to file, responded and updated PPSR schedule. Reviewed ROT claim received from Reece Plumbing, saved to file, responded and updated PPSR schedule. Reviewed ROT claim received from Entire Concrete, saved to file, responded and updated PPSR schedule. Reviewed correspondence from ANZ regarding leases, updated PPSR and lease schedule. Reviewed company lease schedule attempted to reconcile to PPSR schedule. Reviewed query from Holcim regarding PPSR and responded						
Instructing N Hawthorne regarding Fuji Leasing documentation. Reviewing email from D Bhavani regarding handover matters and replying accordingly. Instructing N Hawthorne regarding section 509B notices for various PPSR holders. Liaising with J Dunn and K Trentfield regarding PPSR holder to include with section 509B notices. Reviewed HomeCorp agreement for details of software required. Liaising with T McClelland of Privium regarding software under finance. Reviewed draft letter to PPSR holders and section 509B notices, reviewed merge data and forwarded to J Dunn for approval						
Review list of PPSR registrations for items to draft 509B notices. Draft letter and notices re: same.						

Privium Pty Ltd (in Liquidation) ACN 085 773 931 - WIP for period 17 November 2021 to 5 December 2021						
Tkpr Name	Title	Date	Bill Hrs	Bill Rate	Billable Amt	Task Category
Nicholas Hawthorne	Consultant I	24/11/2021	1.20	360.00	432.00	Creditors - Retention of Title Claims
Joanne Dunn	Sr Managing Dir	24/11/2021	0.20	720.00	144.00	Creditors - Retention of Title Claims
Nicholas Hawthorne	Consultant I	26/11/2021	1.00	360.00	360.00	Creditors - Retention of Title Claims
Carla Fairweather	Managing Dir	26/11/2021	0.20	660.00	132.00	Creditors - Retention of Title Claims
Carla Fairweather	Managing Dir	28/11/2021	0.50	660.00	330.00	Creditors - Retention of Title Claims
Carla Fairweather	Managing Dir	29/11/2021	1.20	660.00	792.00	Creditors - Retention of Title Claims
Nicholas Hawthorne	Consultant I	29/11/2021	1.50	360.00	540.00	Creditors - Retention of Title Claims
Carla Fairweather	Managing Dir	30/11/2021	0.80	660.00	528.00	Creditors - Retention of Title Claims
Joanne Dunn	Sr Managing Dir	30/11/2021	0.20	720.00	144.00	Creditors - Retention of Title Claims
Carla Fairweather	Managing Dir	30/11/2021	0.20	660.00	132.00	Creditors - Retention of Title Claims
Carla Fairweather	Managing Dir	1/12/2021	0.60	660.00	396.00	Creditors - Retention of Title Claims
Nicholas Hawthorne	Consultant I	2/12/2021	0.60	360.00	216.00	Creditors - Retention of Title Claims
Carla Fairweather	Managing Dir	2/12/2021	0.10	660.00	66.00	Creditors - Retention of Title Claims
Joanne Dunn	Sr Managing Dir	17/11/2021	0.20	720.00	144.00	Creditors - Secured Creditor Reporting
John Park	Sr Managing Dir	18/11/2021	0.50	720.00	360.00	Creditors - Secured Creditor Reporting
Joanne Dunn	Sr Managing Dir	18/11/2021	0.20	720.00	144.00	Creditors - Secured Creditor Reporting
Joanne Dunn	Sr Managing Dir	24/11/2021	0.10	720.00	72.00	Creditors - Secured Creditor Reporting
Carla Fairweather	Managing Dir	25/11/2021	1.20	660.00	792.00	Creditors - Secured Creditor Reporting
Joanne Dunn	Sr Managing Dir	1/12/2021	0.40	720.00	288.00	Creditors - Secured Creditor Reporting
Joanne Dunn	Sr Managing Dir	1/12/2021	0.30	720.00	216.00	Creditors - Secured Creditor Reporting
Carla Fairweather	Managing Dir	2/12/2021	0.80	660.00	528.00	Creditors - Secured Creditor Reporting
Matthew Burns	Associate II	2/12/2021	1.00	335.00	335.00	Creditors - Secured Creditor Reporting
Joanne Dunn	Sr Managing Dir	2/12/2021	0.20	720.00	144.00	Creditors - Secured Creditor Reporting
Carla Fairweather	Managing Dir	3/12/2021	2.00	660.00	1,320.00	Creditors - Secured Creditor Reporting

Narrative						
Review addresses supplied by Stoddart to match against properties at practical completion stage						
Review and approve issuance of Notice of Intention Not Exercise Property Rights to 8 parties						
Review and action responses from PPSR creditors. Discuss same with Carla						
Reviewed email correspondence from Coates Hire and liaised with N Hawthorne regarding strategy.						
Reviewing email from A Moxley of Finlaysons regarding ROT claim, drafting instructions to N Hawthorne and replying to A Moxley to confirm strategy. Reviewing emails from P Harder of Joli regarding Privium's use of staff, reviewing spreadsheet and invoices, replying to P Harder and liaising with K Trenfield and R Lobb regarding charges applied and entity charged						
Reviewing email from A Moxley of Finlaysons regarding additional property for ROT claim liaising with N Hawthorne regarding above. Responding to A Moxley regarding proof of debt. Locating proof of debt and emailing A Moxley acknowledging receipt. Liaising with K Trenfield regarding ROT strategy for Finlaysons and obtaining Torsion contact details from R Lobb. Discussion with N Hawthorne regarding correspondence to Torsion regarding Finlaysons ROT claim. Reviewed draft letter to Finlaysons and marked-up amendments						
Review and consider PPSR ROT information sent in by Finlayson. Discuss same with CF. Draft letter to Torsion						
Drafting report for secured creditor update including gathering information from creditors meeting						
Review and approve correspondence to Torsion regarding Finlayson valid PMSI and right to goods.						
Drafted email to J Dunn regarding letter to Torsion in respect of Finlaysons ROT claim. Finalised letter to Torsion						
Liaising with J Dunn regarding update to secured creditor report. Amended ESOP for changes made. Updated secured creditor report including ESOP slide. Requested various details from M Burns for update to secured creditor						
Review and consider correspondence from PPSR creditors. Update records accordingly. Discuss same with CF						
Liaising with N Hawthorne regarding ROT claims generally. Liaising with N Hawthorne regarding ROT claim received from Barro Group						
Update to BNY Melon						
Review and approve report to creditors. call with King & Wood Mallesons / BOWY, call with FIIG, review work flow with team, settle letter to secured creditors						
Phone call with Thomas at FIIG with John Park, discuss position of noteholders and relationship with BNY Melon. draft update for FIIG						
Review Bank of New York Mellon's security review by Mills Oakley						
Liaising with R Lobb regarding ESOP information for practical completion. Updating ESOP for Privium Pty Ltd matters. Drafting explanatory note to ESOP						
Review and amend update to Bank of New York Mellon						
Review draft circular to Noteholders of BNY for Torsion and Homecorp agreements						
Updates to BNY ESOP and update report, liaising with J Park, K Trenfield and J Dunn regarding same. Liaising with J Dalais regarding Lloyds valuation information secured creditor update						
Sourcing data for update to secured creditors Bank of New York Mellon. Email to Carla						
BNY report - review, amend and discuss with team.						
Final amendments to ESOP for BONY report (for Lloyds valuation), liaising with K Trenfield, J Dunn and J Park regarding same and finalising report.						

Privium Pty Ltd (In Liquidation) ACN 085 773 931 - WIP for period 17 November 2021 to 5 December 2021						
Tkpr Name	Title	Date	Bill Hrs	Bill Rate	Billable Amt	Task Category
Subtotal - Creditors:						147,056.00
Renee Lobb	Managing Dir	17/11/2021	0.60	660.00	396.00	Investigations
Renee Lobb	Managing Dir	17/11/2021	0.30	660.00	198.00	Investigations
Kelly-Anne Trenfield	Sr Managing Dir	17/11/2021	0.20	720.00	144.00	Investigations
Gus State	Associate I	17/11/2021	0.40	300.00	120.00	Investigations
Gus State	Associate I	17/11/2021	0.20	300.00	60.00	Investigations
Paris Parasadi	Director	17/11/2021	0.10	530.00	53.00	Investigations
Renee Lobb	Managing Dir	18/11/2021	0.20	660.00	132.00	Investigations
Joanne Dunn	Sr Managing Dir	18/11/2021	0.10	720.00	72.00	Investigations
Gus State	Associate I	18/11/2021	0.10	300.00	30.00	Investigations
Paris Parasadi	Director	19/11/2021	0.40	530.00	212.00	Investigations
Gus State	Associate I	19/11/2021	0.20	300.00	60.00	Investigations
Gus State	Associate I	19/11/2021	0.20	300.00	60.00	Investigations
Joanne Dunn	Sr Managing Dir	22/11/2021	0.70	720.00	504.00	Investigations
Gus State	Associate I	22/11/2021	0.60	300.00	180.00	Investigations
Paris Parasadi	Director	22/11/2021	0.20	530.00	106.00	Investigations
Gus State	Associate I	23/11/2021	0.60	300.00	180.00	Investigations
Joanne Dunn	Sr Managing Dir	23/11/2021	0.20	720.00	144.00	Investigations
Paris Parasadi	Director	23/11/2021	0.20	530.00	106.00	Investigations
Paris Parasadi	Director	23/11/2021	0.10	530.00	53.00	Investigations
Paris Parasadi	Director	24/11/2021	0.50	530.00	265.00	Investigations
Paris Parasadi	Director	24/11/2021	0.20	530.00	106.00	Investigations
Paris Parasadi	Director	24/11/2021	0.20	530.00	106.00	Investigations

Narrative						
Compile and issue information requests to Devon. Coordinate requirements from other FTI staff to be one single point of contact						
Review and distribution of information obtained to relevant staff on work stream. Setup of tailored email addresses for clients, creditors and enquiries generally. Distribute communications to staff to assist in answering calls and emails. Creation of call register and privium team in Teams. Provide access information to staff						
Balance sheet reviews						
Day 1 (letters to accountant, lawyer, and all advisors; letter for QLD MV search; letter to BOQ and Westpac regarding known bank accounts); circulate to team, action updates, request finalisation and issue. Letter to banks of known bank accounts. Liaise with Westpac regarding additional information. Liaise with Mills Oakley regarding transfer of funds held on trust						
Review intercompany loan accounts for group						
Conducting and reviewing searches, MV search, Property search, Directorship Search, Company Search, Inter state searches						
Discussions concerning home warranty insurance with staff and obtain information on negative debtors and those who have not had home warranty insurance paid						
Review and approve letters to conduct motor vehicle searches in QLD, VIC and NSW						
Review company books and records. Investigate dividends paid in FY20						
Working with Gus in relation to MYOB Files, access credentials, liaise with Devon regarding the Company's books and records, liaise with Madhu regarding access to legacy version of MYOB, commence preliminary investigations						
Review company books and records. Investigate related parties, entities, creditors and directors						
Review company books and records. Review trial balances for all entities. Review key accounts and transactions. Collate summary on key accounts with significant movements						
Investigations into Harder's company ownership and directorships, review of financials and records, meeting with concerned citizen on possible fraud.						
Review company books and records. Investigate dividends made by the entities. Investigate key accounts with significant movements						
Meeting with Gus and Jo with regards to investigations, leads, findings made so far, requirements for first meeting						
Continue reviewing company books and records. Investigating dividends made by the entities. Investigating key accounts with significant movements						
Correspond with Paris Parasadi regarding insurance coverage; review and approve correspondence to Britta at AUG						
Instructions to TK regarding Bartercard investigations, letter to be issued, follow ups						
Update from JED regarding information from whistle blower, avenues of inquiry highlighted in media, draft email to Devon regarding KPMG Report, Company records						
Review MYOB transactions with Gus, going through trial balance extracts						
Catch up with JED and GS regarding investigations						
Instructions to AMU regarding ATO RFI to request						

Privium Pty Ltd (In Liquidation) ACN 085 773 931 - WIP for period 17 November 2021 to 5 December 2021						
Tkpr Name	Title	Date	Bill Hrs	Bill Rate	Billable Amt	Task Category
Gus State	Associate I	24/11/2021	0.20	300.00	60.00	Investigations
Gus State	Associate I	25/11/2021	0.60	300.00	180.00	Investigations
Nicholas Hawthorne	Consultant I	25/11/2021	0.30	360.00	108.00	Investigations
Paris Parasadi	Director	25/11/2021	0.20	530.00	106.00	Investigations
Paris Parasadi	Director	25/11/2021	0.10	530.00	53.00	Investigations
Paris Parasadi	Director	25/11/2021	0.10	530.00	53.00	Investigations
Joanne Dunn	Sr Managing Dir	26/11/2021	0.80	770.00	576.00	Investigations
Paris Parasadi	Director	26/11/2021	0.70	530.00	371.00	Investigations
Paris Parasadi	Director	26/11/2021	0.30	530.00	159.00	Investigations
Paris Parasadi	Director	26/11/2021	0.30	530.00	159.00	Investigations
Gus State	Associate I	26/11/2021	0.40	300.00	120.00	Investigations
John Park	Sr Managing Dir	30/11/2021	0.60	720.00	432.00	Investigations
Paris Parasadi	Director	30/11/2021	0.30	530.00	159.00	Investigations
Carla Fairweather	Managing Dir	30/11/2021	0.10	660.00	66.00	Investigations
Sandesh Pereira	Associate II	1/12/2021	1.20	335.00	402.00	Investigations
Sandesh Pereira	Associate II	1/12/2021	0.80	335.00	268.00	Investigations
Paris Parasadi	Director	1/12/2021	0.30	530.00	159.00	Investigations
Joanne Dunn	Sr Managing Dir	1/12/2021	0.10	720.00	72.00	Investigations
Ashleigh Ubank	Administration II	1/12/2021	0.30	220.00	66.00	Investigations
Sandesh Pereira	Associate II	2/12/2021	1.60	335.00	536.00	Investigations
Sandesh Pereira	Associate II	2/12/2021	0.70	335.00	234.50	Investigations
Joanne Dunn	Sr Managing Dir	2/12/2021	0.20	720.00	144.00	Investigations
Paris Parasadi	Director	2/12/2021	0.20	530.00	106.00	Investigations

Narrative						
Continue reviewing company books and records. Investigating dividends made by the entities. Investigating key accounts with significant movements. Meeting with Joanne Dunn and Paris Parasadi providing an update on investigations progress. Continue progressing the detailed investigation file note						
Continue reviewing company books and records. Investigating dividends made by the entities. Investigating key accounts with significant movements. Create summary of findings in the slide deck for the first meeting of creditors. Continue progressing the detailed investigations file note						
Call Brandon from Conett ICT regarding Konica Minolta printer discuss same with Carla						
Work with Devon in relation to Books and Records, liaising with TECH, call with Anthony, speaking with Chris Diphoorn, query Gus, reverting back to Devon with further instructions on collection						
Conduct fresh company searches on Growme, The Promise, instructions to Gus						
Work with Gus in relation to related party transactions across the group, review MYOB, provide further instructions						
Meeting with Ashley and Paris of Mills Oakley, with John Park, to discuss matter and advice on issues						
Queries from Carla, requesting information from Devon in relation to PAG						
Instructions to AMU regarding ATO forms to lodge						
Hub Walkthrough with Julian						
Continue reviewing company books and records. Investigating dividends made by the entities. Investigating key accounts with significant movements. Update investigations slide in slide deck for the first meeting of creditors. Continue progressing the detailed investigations file note						
Review status of investigations; review inbound correspondence						
Catch up with Gus and Sara Gao. Briefing Sara in relation to status of investigations, further work to be done						
Reviewing group structure diagram to determine email accounts to be searched by IT for investigation purposes						
Review MYOB material for input into second creditors report						
Review MYOB material for input into second creditors report						
Planning investigations with Gus and Sara Gao						
Review, amend and approve letter to director and former directors requesting financial position.						
List of directors included ceased from 2017 onwards collated into spreadsheet for reporting purposes. Mail redirection forms redrafted. Discussion with Australia Post regarding best way to lodge forms for multiple companies and addresses. Manual lodgement of redirection forms at the post office						
Extract preference claims data review validity build model for analysis						
Read and respond to various creditor emails						
Review of financial position analysis						
Work with Gus in relation to request for statement of asset position from Directors, instructions regarding draft letter, Director contact information, review and amend draft, liaise with JED and TK to finalise and issue						

Privium Pty Ltd (In Liquidation) ACN 085 773 931 - WIP for period 17 November 2021 to 5 December 2021							
Tkpr Name	Title	Date	Bill Hrs	Bill Rate	Billable Amt	Task Category	Narrative
Sandesh Pereira	Associate II	3/12/2021	1.30	335.00	435.50	Investigations	Continue investigations into preference claims
Joanne Dunn	Sr Managing Dir	3/12/2021	0.30	720.00	216.00	Investigations	Meeting with forensic and CFR team to discuss progress with review into financials.
Paris Parasadi	Director	3/12/2021	0.40	530.00	212.00	Investigations	Catch up with Gus and Sara Gao in relation to status of various investigations
Sandesh Pereira	Associate II	3/12/2021	0.50	335.00	167.50	Investigations	Attend call with Paris, Gus, Joanne and Sara regarding investigations for purpose of report
Sandesh Pereira	Associate II	3/12/2021	0.40	335.00	134.00	Investigations	Attend call with E Millard and C Perera (FTI) re: unfair preference claims, strategy and workload.
Erin Millard	Associate I	3/12/2021	0.40	300.00	120.00	Investigations	Attend call with S. Perera and C. Perera (FTI) re: unfair preference claims, strategy and workload
Christina Pelendage-Perera	Associate I	3/12/2021	0.40	300.00	120.00	Investigations	Discuss with associate on preferential claim
Erin Millard	Associate I	3/12/2021	0.30	300.00	90.00	Investigations	Download job lists for 2019, 2020 and 2021 for entity. Collate documents. Provide information to other file staff for investigations
Paris Parasadi	Director	4/12/2021	0.40	530.00	212.00	Investigations	Investigations on Preference Payments
Sandesh Pereira	Associate II	5/12/2021	1.20	335.00	402.00	Investigations	Reviewed historical financials for Privium Pty Ltd, mapped balance sheet data to MYOB for input into creditors report
Sandesh Pereira	Associate II	5/12/2021	0.50	335.00	167.50	Investigations	Attend call with S Jiang (FTI) regarding historical financials analysis
Paris Parasadi	Director	5/12/2021	0.30	530.00	159.00	Investigations	Investigations on Solvency Analysis
Subtotal - Investigations:					10,312.00		
Sara Gao	Sr. Consult II	30/11/2021	0.10	490.00	49.00	Non-insolvency services Forensics, Litigation and Consulting	Initial briefing and run-through of Gus spreadsheet
Sara Gao	Sr. Consult II	30/11/2021	0.40	490.00	196.00	Non-insolvency services Forensics, Litigation and Consulting	Investigations of MYOB, bank statements and tracing of funds
Sara Gao	Sr. Consult II	1/12/2021	0.80	490.00	392.00	Non-insolvency services Forensics, Litigation and Consulting	Investigations of MYOB, bank statements and tracing of funds
Sara Gao	Sr. Consult II	2/12/2021	0.80	490.00	392.00	Non-insolvency services Forensics, Litigation and Consulting	Investigations of MYOB, bank statements and tracing of funds
Sara Gao	Sr. Consult II	3/12/2021	1.10	490.00	539.00	Non-insolvency services Forensics, Litigation and Consulting	Investigations of MYOB, bank statements and tracing of funds
Sara Gao	Sr. Consult II	3/12/2021	0.20	490.00	98.00	Non-insolvency services Forensics, Litigation and Consulting	Internal call with Sandesh and all to discuss progress and findings of investigations
Stuart Carson	Managing Dir	17/11/2021	8.00	660.00	5,280.00	Non-insolvency services Strat Comms	Privium Group VA - no matter code as yet Appointment announcement, distributing to media, follow up. Internal discussions, media management
Sophie Mayo	Consultant	17/11/2021	1.00	390.00	390.00	Non-insolvency services Strat Comms	Media monitoring every 2 hours to check for updates on the announcement of FTI as administrators. Reported back updates to wider team
Sophie Mayo	Consultant	17/11/2021	0.80	390.00	312.00	Non-insolvency services Strat Comms	Media monitoring for Privium, reported multiple times during the day on key outcomes.
Stuart Carson	Managing Dir	18/11/2021	8.00	660.00	5,280.00	Non-insolvency services Strat Comms	Privium Group VA - no matter code as yet Appointment announcement, distributing to media, follow up. Internal discussions, media management

Privium Pty Ltd (In Liquidation) ACN 085 773 931 - WFP for period 17 November 2021 to 5 December 2021						
Tkpr Name	Title	Date	Bill Hrs	Bill Rate	Billable Amt	Task Category
Sophie Mayo	Consultant	18/11/2021	2.00	390.00	780.00	Non-insolvency services Strat Comms
Stuart Carson	Managing Dir	19/11/2021	6.00	660.00	3,960.00	Non-insolvency services Strat Comms
Sophie Mayo	Consultant	19/11/2021	4.00	390.00	1,560.00	Non-insolvency services Strat Comms
Stuart Carson	Managing Dir	22/11/2021	1.00	660.00	660.00	Non-insolvency services Strat Comms
Sophie Mayo	Consultant	23/11/2021	1.00	390.00	390.00	Non-insolvency services Strat Comms
Stuart Carson	Managing Dir	23/11/2021	2.00	660.00	1,320.00	Non-insolvency services Strat Comms
Sophie Mayo	Consultant	24/11/2021	0.50	390.00	195.00	Non-insolvency services Strat Comms
Sophie Mayo	Consultant	25/11/2021	0.50	390.00	195.00	Non-insolvency services Strat Comms
Stuart Carson	Managing Dir	25/11/2021	1.50	660.00	990.00	Non-insolvency services Strat Comms
Sophie Mayo	Consultant	26/11/2021	0.50	390.00	195.00	Non-insolvency services Strat Comms
Stuart Carson	Managing Dir	26/11/2021	2.00	660.00	1,320.00	Non-insolvency services Strat Comms
Sophie Mayo	Consultant	29/11/2021	0.50	390.00	195.00	Non-insolvency services Strat Comms
Sophie Mayo	Consultant	29/11/2021	3.00	390.00	1,170.00	Non-insolvency services Strat Comms
Stuart Carson	Managing Dir	29/11/2021	5.00	660.00	3,300.00	Non-insolvency services Strat Comms
Sophie Mayo	Consultant	30/11/2021	0.50	390.00	195.00	Non-insolvency services Strat Comms
Stuart Carson	Managing Dir	30/11/2021	1.50	660.00	990.00	Non-insolvency services Strat Comms
Stuart Carson	Managing Dir	1/12/2021	1.50	660.00	990.00	Non-insolvency services Strat Comms
Sophie Mayo	Consultant	2/12/2021	0.10	390.00	39.00	Non-insolvency services Strat Comms
Sophie Mayo	Consultant	2/12/2021	0.10	390.00	39.00	Non-insolvency services Strat Comms
Sophie Mayo	Consultant	3/12/2021	0.10	390.00	39.00	Non-insolvency services Strat Comms
Sophie Mayo	Consultant	3/12/2021	0.10	390.00	39.00	Non-insolvency services Strat Comms
Subtotal - Non-Insolvency Services:					31,489.00	
John Park	Sr Managing Dir	17/11/2021	2.00	720.00	1,440.00	Administration
Joanne Dunn	Sr Managing Dir	17/11/2021	0.60	720.00	432.00	Administration
Julian Gowdie	Sr Consult i	17/11/2021	0.80	435.00	348.00	Administration
Julian Gowdie	Sr Consult i	17/11/2021	0.70	435.00	304.50	Administration
Matthew Burns	Associate II	17/11/2021	0.40	335.00	134.00	Administration

Narrative	
Media monitoring and reporting at 2 internals throughout the day. Additional monitoring of Subbies United website and reporting on updates.	
Privium Group VA - no matter code as yet Appointment announcement, distributing to media follow up, internal discussions, media management	
Media monitoring and reporting at four separate intervals throughout the day. Also monitored Subbies United website and identified risks and issues in recent blogs for the wider team	
Privium Group VAMon - Media summary, review, internal discussion, management re ACATues - Media, daily telegraph, Newcastle Herald, internal discussions, management, updating strategyThurs - Internal discussions, prep for 1st creditors meetingFri - Media,	
Half an hour briefing meeting with Stu on upcoming milestones and intra-day media monitoring	
Privium Group VAMon - Media summary, review, internal discussion, management re ACATues - Media, daily telegraph, Newcastle Herald, internal discussions, management, updating strategyThurs - Internal discussions, prep for 1st creditors meetingFri - Media,	
Intra day media monitoring for Privium	
Daily media monitoring for Privium and check of Subbies United	
Privium Group VAMon - Media summary, review, internal discussion, management re ACATues - Media, daily telegraph, Newcastle Herald, internal discussions, management, updating strategyThurs - Internal discussions, prep for 1st creditors meetingFri - Media,	
Daily media monitoring.	
Privium Group VAMon - Media summary, review, internal discussion, management re ACATues - Media, daily telegraph, Newcastle Herald, internal discussions, management, updating strategyThurs - Internal discussions, prep for 1st creditors meetingFri - Media	
Daily media monitoring of subbies united and Privium	
Attended First Creditors meeting	
Privium	
Daily media monitoring	
Privium	
Privium - Newcastle Herald issues management	
Daily media monitoring	
Daily media monitoring	
Daily media monitoring	
Daily media monitoring	
Daily media monitoring	
Attend meeting with director, review BONY position and asset / liability position statement	
Media matters - discussions with Stuart Carson, John Park and Kelly Trenfield to land on release; phone calls with Stu Carson on queries	
Travel from client site in Underwood to home	
Travel from FTI office to client site in Underwood	
Day one documents - ATO notification of appointment forms issuing bank letters, utility letters and other day one documents Saving emails to file	

Privium Pty Ltd (In Liquidation) ACN 085 773 951 - WIP for period 17 November 2021 to 5 December 2021						
Tkpr Name	Title	Date	Bill Hrs	Bill Rate	Billable Amt	Task Category
Kelly Anne Trenfield	Sr Managing Dir	17/11/2021	0.30	720.00	216.00	Administration
Joanne Dunn	Sr Managing Dir	17/11/2021	0.30	720.00	216.00	Administration
Paris Parasadi	Director	17/11/2021	0.40	530.00	212.00	Administration
Tanya Kratz	Administration II	17/11/2021	0.70	220.00	154.00	Administration
Joanne Dunn	Sr Managing Dir	17/11/2021	0.20	720.00	144.00	Administration
Paris Parasadi	Director	17/11/2021	0.20	530.00	106.00	Administration
Ashleigh Ubank	Administration II	17/11/2021	0.40	220.00	88.00	Administration
Zin Thaya Khin	Treasury	17/11/2021	0.30	290.00	87.00	Administration
Brooke Petersen	Consultant I	17/11/2021	0.20	360.00	72.00	Administration
Joanne Dunn	Sr Managing Dir	17/11/2021	0.10	720.00	72.00	Administration
Joanne Dunn	Sr Managing Dir	18/11/2021	0.60	720.00	432.00	Administration
Julian Gowdie	Sr Consult I	18/11/2021	0.60	435.00	261.00	Administration
Julian Gowdie	Sr Consult I	18/11/2021	0.60	435.00	261.00	Administration
Marial Kwan	Sr Consult II	18/11/2021	0.40	480.00	192.00	Administration
Paris Parasadi	Director	18/11/2021	0.30	530.00	159.00	Administration
Stephanie Jiang	Associate I	18/11/2021	0.50	300.00	150.00	Administration
Tanya Kratz	Administration II	18/11/2021	0.60	220.00	132.00	Administration
Paris Parasadi	Director	18/11/2021	0.10	530.00	53.00	Administration
Matthew Burns	Associate II	18/11/2021	0.10	335.00	33.50	Administration
Ashleigh Ubank	Administration II	18/11/2021	0.10	220.00	22.00	Administration
John Park	Sr Managing Dir	19/11/2021	0.30	720.00	216.00	Administration
Paris Parasadi	Director	19/11/2021	0.30	530.00	159.00	Administration
Paris Parasadi	Director	19/11/2021	0.30	530.00	159.00	Administration
Kelly-Anne Trenfield	Sr Managing Dir	19/11/2021	0.20	720.00	144.00	Administration
Joanne Dunn	Sr Managing Dir	19/11/2021	0.20	720.00	144.00	Administration
Joanne Dunn	Sr Managing Dir	19/11/2021	0.10	720.00	72.00	Administration
Tanya Kratz	Administration II	19/11/2021	0.30	220.00	66.00	Administration
Julie Grucza	Administration I	19/11/2021	0.30	185.00	55.50	Administration

Narrative						
Attend meeting to confirm appointment; Day 1 documents/tasks						
Strategy meetings with team.						
Day 1 utilities and authorities letters, matter code opening, MYOB file opening, LOE, risk assessments. Catch ups throughout the day allocating ad-hoc tasks, setting up checklists, reviewing drafts and updating JED						
Draft and finalise bank, utility, authority, court and ROCAP pack letters as requested. Draft and submit MYOB iso matter opening forms						
Finalise NAB account opening forms as requested						
Review and approve standard notifications for QLD utilities, accountant, lawyer, banks, authorities, courts						
Working on DIRRI with Brooke, obtain info from SMDs, checking with Kate Fairhurst, liaising with JED and JRP in relation to prior relationships with BNY Mellon						
LOE uploaded to Salesforce and appropriate changes made for charge out capabilities for all group matters. Electronic signature/s inserted into EV & Mills Oakley letters; AVG insurance form collated with attachments and finalised in PDF & hard copy format. Post appointment company and PPSR searches undertaken. Matter files updated with approved codes, conflict check files relocated to H:Drive and code advised						
Set up matter in InsOLIS						
Drafting ROCAP pack documents to the director and other statutory lodgement forms. Amending ROCAP for finalisation						
Review and approve ASIC form 505, 484						
Team meeting on strategy: media enquiries and planning; Director correspondence including ROCAP - review and approve						
Travel from company office site in Underwood to home						
Travel from home to company office site in Underwood						
Attend team meeting to discuss work streams and status of outstanding matters						
Review, amend and approve, ASIC Forms 505, 484, ATO Notifications, OSR and Court Notifications, ASIC Advertisements, Working with MASB, BP and TK in relation to same.						
First meeting to debrief on the status of the various work streams.						
Draft motor vehicle search letter and forms for Victoria and New South Wales respectively. Finalise motor vehicle search letters for QLD and VIC. Finalise ROCAP pack. Finalise the Declaration of Independence, Relevant Relationships and Indemnities. Finalise and issue the circular to creditors as requested. Draft and lodge the Australian Securities and Investment Commission advertisement of appointment and for the first meeting of creditors. Draft further utility, authority and court letters for both VIC and NSW as requested.						
Catch up with RCL in relation to customer and creditor queries, discussions with JED regarding resourcing						
Lodge ATO notification. Save to file						
Electronic signature/s inserted into ATO notification of appointment forms, collated with attachments and finalised in PDF & hard copy format.						
Call with King & Wood Mailesons / BONY, review JED / KAT, emails in / out Mills Oakley, call with Ashley Tiplady						
Catch up with engagement team to discuss status of various matters						
Discussions with Carla and JED regarding ESOP, investigations, first meeting, allocation of tasks						
Team update meeting, review security schedule. Review and update to do list, query outstanding items, review incoming documentation, consider and send to filing						
Team meeting for general VA planning						
Review and approve letters to NSW & VIC for utilities, courts and authorities						
Finalise letter of authority as requested. Upload circular to creditors to the Australian Taxation Office portal as requested. Finalise VIC and NSW authority, court and utility letters as requested. Collate and finalise statement of posting for circular as requested						
Address searches, mail merge, printing and mailing documents						

Privium Pty Ltd (In Liquidation) ACN 085 773 931 - WIP for period 17 November 2021 to 5 December 2021						
Tkpr Name	Title	Date	Bill Hrs	Bill Rate	Billable Amt	Task Category
Tanya Kratz	Administration II	19/11/2021	0.20	220.00	44.00	Administration
Brooke Petersen	Consultant I	19/11/2021	0.10	360.00	36.00	Administration
Ashleigh Ubank	Administration II	19/11/2021	0.10	220.00	22.00	Administration
John Park	Sr Managing Dir	21/11/2021	0.10	720.00	72.00	Administration
Joanne Dunn	Sr Managing Dir	22/11/2021	0.50	720.00	360.00	Administration
Sandesh Pereira	Associate II	22/11/2021	0.50	335.00	167.50	Administration
Stephanie Jiang	Associate I	22/11/2021	0.50	300.00	150.00	Administration
John Park	Sr Managing Dir	22/11/2021	0.20	720.00	144.00	Administration
Marriel Kwan	Sr Consult II	22/11/2021	0.30	480.00	144.00	Administration
Matthew Burns	Associate II	22/11/2021	0.90	335.00	301.50	Administration
Paris Parasadi	Director	22/11/2021	0.20	530.00	106.00	Administration
Renee Lobb	Managing Dir	22/11/2021	0.10	660.00	66.00	Administration
Tanya Kratz	Administration II	22/11/2021	0.30	220.00	66.00	Administration
Paris Parasadi	Director	22/11/2021	0.10	530.00	53.00	Administration
Tanya Kratz	Administration II	22/11/2021	0.20	220.00	44.00	Administration
Yuet Yeng Yee	Administration I	22/11/2021	0.10	185.00	18.50	Administration
Stephanie Jiang	Associate I	23/11/2021	0.50	300.00	150.00	Administration
John Park	Sr Managing Dir	23/11/2021	0.20	720.00	144.00	Administration
Joanne Dunn	Sr Managing Dir	23/11/2021	0.20	720.00	144.00	Administration
Joanne Dunn	Sr Managing Dir	23/11/2021	0.20	720.00	144.00	Administration
Paris Parasadi	Director	23/11/2021	0.20	530.00	106.00	Administration
Kelly-Anne Trenfield	Sr Managing Dir	23/11/2021	0.40	720.00	288.00	Administration
Joanne Dunn	Sr Managing Dir	24/11/2021	0.20	720.00	144.00	Administration
Sandesh Pereira	Associate II	24/11/2021	0.40	335.00	134.00	Administration
Paris Parasadi	Director	24/11/2021	0.20	530.00	106.00	Administration
John Park	Sr Managing Dir	24/11/2021	0.10	720.00	72.00	Administration
Paris Parasadi	Director	24/11/2021	0.10	530.00	53.00	Administration
Joanne Dunn	Sr Managing Dir	25/11/2021	0.30	720.00	216.00	Administration
Joanne Dunn	Sr Managing Dir	25/11/2021	0.20	770.00	144.00	Administration
John Park	Sr Managing Dir	25/11/2021	0.20	720.00	144.00	Administration
Kelly-Anne Trenfield	Sr Managing Dir	25/11/2021	0.20	720.00	144.00	Administration
Narrative						
Finalise client circular as requested.						
Entering submission and lodging Declaration of Independence with ASIC						
Electronic signature/s inserted into letter to known banks, collated with attachments and finalised in PDF & hard copy format						
Review BONY notice to note holders, email in FIG						
General queries and matter oversight.						
Attend call with FFI team regarding workflow updates, communications and matter management						
Team catchup and update on the progress of the various work streams.						
Team update meeting, call with Tim Klineberg at King & Wood Mallesons, settle 440B notice for BONY						
Attend team call to discuss the status of all work streams						
Attaching supporting documents to charge back requests. Circulating for approval. Email to Renee Issuing email to Westpac						
Catch up with engagement team						
Engagement team update teams call						
Update creditor contact details in MYOB insolvency as requested Draft and finalise VIC motor vehicle search letter as requested Draft, finalise and issue NSW motor vehicle search request form as requested.						
Working with AMU, JED and TK to finalise remaining on-appointment tasks, updating checklists, double checking lodgements, review remaining drafts and approving for issuance						
Finalise Westpac Chargeback Request as requested.						
Download and save daily receipt listing from the banking platform. Email to file staff and file manager						
Team catch up to discuss progress and queries regarding stakeholder communications						
Email in / out Mills Oakley / Subbies United; review FIG circular						
General queries and matter oversight						
Coordinate meeting with ASIC.						
Queries to Sam Bailie in relation to Fee Tracker						
AJT re various legal issues update to team issues list to MC emails re ASIC meeting, utilities						
General queries and matter oversight						
Draft Professional Fees incurred tracker for entity						
Queries from MEK regarding OneDrive, instructing Devon with regards to same						
Emails in / out FIG / King & Wood Mallesons / Mills Oakley; prepare for creditors meeting						
Work with Sandesh and Matt Burns in relation to Fee Tracker						
General queries and matter oversight						
ESOP review of assets and liabilities.						
Call with King & Wood Mallesons / BNY, review ESOP position, prepare for creditors meeting						
Review incoming documentation, consider and send to filing. Review and sign correspondence to Westpac re charge-backs						

Privium Pty Ltd (In Liquidation) ACN 085 773 931 - WIP for period 17 November 2021 to 5 December 2021							Task Category		Bill Rate	Billable Amt	Narrative	
Task Name	Title	Date	Bill Hrs	Bill Rate	Billable Amt	Task Category	Narrative		Bill Rate	Billable Amt	Narrative	
Renee Lobb	Managing Dir	25/11/2021	0.10	660.00	66.00	Administration	Discussion with PVP regarding account access. Request same for staff to review receipts		66.00	66.00	Discussion with PVP regarding account access. Request same for staff to review receipts	
Paris Parasadi	Director	25/11/2021	0.10	530.00	53.00	Administration	Privium team catch up		53.00	53.00	Privium team catch up	
Paris Parasadi	Director	25/11/2021	0.10	530.00	53.00	Administration	Work with Julian regarding ROCAP submissions		53.00	53.00	Work with Julian regarding ROCAP submissions	
Ashleigh Ubank	Administration II	25/11/2021	0.10	220.00	22.00	Administration	ROCAP documents collated for lodgement		22.00	22.00	ROCAP documents collated for lodgement	
Ashleigh Ubank	Administration II	25/11/2021	0.10	220.00	22.00	Administration	ATO RFD/FOI request forms drafted for matter. Electronic signature/s inserted into ATO RFD/FOI request forms and finalised in PDF format		22.00	22.00	ATO RFD/FOI request forms drafted for matter. Electronic signature/s inserted into ATO RFD/FOI request forms and finalised in PDF format	
Tanya Kratz	Administration II	25/11/2021	0.10	220.00	22.00	Administration	Company search done on related parties		22.00	22.00	Company search done on related parties	
							Amend client circular as requested				Amend client circular as requested	
Ho Lam Trinh	Administration I	25/11/2021	0.10	185.00	18.50	Administration	Download and save transaction listing from banking platform. Email to file staff advising of receipt and requesting receipt voucher		18.50	18.50	Download and save transaction listing from banking platform. Email to file staff advising of receipt and requesting receipt voucher	
Kelly-Anne Trenfield	Sr Managing Dir	26/11/2021	0.40	720.00	288.00	Administration	Review and update statement of position, Review incoming documentation, consider and send to filing, media, Review and update to do list, query outstanding items meeting with ASIC, alternative consent; requests for books and records, banking, nab update re approvals/viewing access/consent from Rohrt, discussion re DIRR etc6		288.00	288.00	Review and update statement of position, Review incoming documentation, consider and send to filing, media, Review and update to do list, query outstanding items meeting with ASIC, alternative consent; requests for books and records, banking, nab update re approvals/viewing access/consent from Rohrt, discussion re DIRR etc6	
Joanne Dunn	Sr Managing Dir	26/11/2021	0.30	720.00	216.00	Administration	Meeting with ASIC, John Park and Kelly Trenfield to discuss progress of administration and investigations		216.00	216.00	Meeting with ASIC, John Park and Kelly Trenfield to discuss progress of administration and investigations	
Paris Parasadi	Director	26/11/2021	0.20	530.00	106.00	Administration	Instructions to Sandesh regarding Fee tracker		106.00	106.00	Instructions to Sandesh regarding Fee tracker	
Kelly-Anne Trenfield	Sr Managing Dir	26/11/2021	0.10	720.00	72.00	Administration	Review incoming documentation, consider and send to filing, Review and update to do list, query outstanding items		72.00	72.00	Review incoming documentation, consider and send to filing, Review and update to do list, query outstanding items	
Paris Parasadi	Director	26/11/2021	0.10	530.00	53.00	Administration	Run WIP fees, update fee tracker, circulating		53.00	53.00	Run WIP fees, update fee tracker, circulating	
Ashleigh Ubank	Administration II	26/11/2021	0.20	220.00	44.00	Administration	Company search undertaken on related party, Electronic signature/s inserted into Mills Oakley cost agreement disclosure notice, collated with attachments and finalised in PDF & hard copy format		44.00	44.00	Company search undertaken on related party, Electronic signature/s inserted into Mills Oakley cost agreement disclosure notice, collated with attachments and finalised in PDF & hard copy format	
Julian Gowdie	Sr. Consult I	26/11/2021	0.10	435.00	43.50	Administration	Lodging Form 507 with ASIC		43.50	43.50	Lodging Form 507 with ASIC	
Yuet Yeng Yee	Administration I	26/11/2021	0.10	185.00	18.50	Administration	Review receipt details, Review Insolb and post transaction Collate supporting documents Sign receipt voucher Email to file staff		18.50	18.50	Review receipt details, Review Insolb and post transaction Collate supporting documents Sign receipt voucher Email to file staff	
Paris Parasadi	Director	28/11/2021	0.20	530.00	106.00	Administration	Draft letter to Fleetcard to cancel accounts		106.00	106.00	Draft letter to Fleetcard to cancel accounts	
Zin Thaya Khin	Treasury	29/11/2021	0.10	290.00	29.00	Administration	Enter asset capture and receipt of pre-appointment funds		29.00	29.00	Enter asset capture and receipt of pre-appointment funds	
Kelly-Anne Trenfield	Sr Managing Dir	30/11/2021	0.40	720.00	288.00	Administration	Review and update to do list, query outstanding itemsPrepare summary schedule re legal advice Review incoming documentation, consider and send to filing		288.00	288.00	Review and update to do list, query outstanding itemsPrepare summary schedule re legal advice Review incoming documentation, consider and send to filing	
Kelly-Anne Trenfield	Sr Managing Dir	30/11/2021	0.30	720.00	216.00	Administration	Review incoming documentation, consider and send to filing JPD re status of salesJPD re sale to torsion and homecorpemail from and response to Maurizio re interest in contracts		216.00	216.00	Review incoming documentation, consider and send to filing JPD re status of salesJPD re sale to torsion and homecorpemail from and response to Maurizio re interest in contracts	
Paris Parasadi	Director	30/11/2021	0.40	530.00	212.00	Administration	Discussing resourcing and allocations with MEK		212.00	212.00	Discussing resourcing and allocations with MEK	
Paris Parasadi	Director	30/11/2021	0.30	530.00	159.00	Administration	Commence planning of 2nd VA report with JED, planning resourcing, allocations, precedents. Speak with Carla, Renee, Matt Burns, Marial and others to begin preparations		159.00	159.00	Commence planning of 2nd VA report with JED, planning resourcing, allocations, precedents. Speak with Carla, Renee, Matt Burns, Marial and others to begin preparations	
Tanya Kratz	Administration II	30/11/2021	0.40	220.00	88.00	Administration	Compile Annexure 2 company information from company searches for the VA report as requested.		88.00	88.00	Compile Annexure 2 company information from company searches for the VA report as requested.	
Matthew Burns	Associate II	30/11/2021	0.50	335.00	167.50	Administration	Call to NSW fair trading concerning process of seeking refund of license application costs. Email to NSW fair trading after call concerning our details of appointment		167.50	167.50	Call to NSW fair trading concerning process of seeking refund of license application costs. Email to NSW fair trading after call concerning our details of appointment	
Ashleigh Ubank	Administration II	30/11/2021	0.20	220.00	44.00	Administration	Electronic signature/s inserted into Hodgson lawyer's letter & Finalyson timer letter; collated with attachments and finalised in PDF & hard copy format. ATO freedom of information request forms issued via the ATO business portal. Mail redirection authority letter and associated redirection request forms drafted		44.00	44.00	Electronic signature/s inserted into Hodgson lawyer's letter & Finalyson timer letter; collated with attachments and finalised in PDF & hard copy format. ATO freedom of information request forms issued via the ATO business portal. Mail redirection authority letter and associated redirection request forms drafted	
Tanya Kratz	Administration II	30/11/2021	0.10	220.00	22.00	Administration	Finalise Westpac Chargeback Request form as requested.		22.00	22.00	Finalise Westpac Chargeback Request form as requested.	
Ho Lam Trinh	Administration I	30/11/2021	0.10	185.00	18.50	Administration	Download and save transaction listing from banking platform Email to file staff advising of receipt and requesting receipt voucher		18.50	18.50	Download and save transaction listing from banking platform Email to file staff advising of receipt and requesting receipt voucher	
John Park	Sr Managing Dir	1/12/2021	0.40	720.00	288.00	Administration	Review update on contracts.		288.00	288.00	Review update on contracts.	
Paris Parasadi	Director	1/12/2021	0.20	530.00	106.00	Administration	Planning allocations with MEK, JED, review templates, precedents, contacting various manager and staff to request assistance, planning for various meetings throughout the day, sending invites, resolving scheduling conflicts and preparing talking points		106.00	106.00	Planning allocations with MEK, JED, review templates, precedents, contacting various manager and staff to request assistance, planning for various meetings throughout the day, sending invites, resolving scheduling conflicts and preparing talking points	
Paris Parasadi	Director	1/12/2021	0.20	530.00	106.00	Administration	Dealings with Anthony Feldman, Chris Diphorn and Devo Bhayat with regards to Data Collection, answer queries, provide guidance on records to keep, gathering feedback from other managers, email exchanges throughout the day		106.00	106.00	Dealings with Anthony Feldman, Chris Diphorn and Devo Bhayat with regards to Data Collection, answer queries, provide guidance on records to keep, gathering feedback from other managers, email exchanges throughout the day	
Paris Parasadi	Director	1/12/2021	0.20	530.00	106.00	Administration	Catch up with Brooke and Jeremy regarding their sections in drafting 2nd VA Report		106.00	106.00	Catch up with Brooke and Jeremy regarding their sections in drafting 2nd VA Report	

Privium Pty Ltd (In Liquidation) ACN 085 773 931 - WIP for period 17 November 2021 to 5 December 2021							
Tkpr Name	Title	Date	Bill Hrs	Bill Rate	Billable Amt	Task Category	Narrative
Ashleigh Ubank	Administration II	1/12/2021	0.40	220.00	88.00	Administration	Review update on contracts.
Joanne Dunn	Sr Managing Dir	1/12/2021	0.10	720.00	72.00	Administration	Review, amend and approve lodgment of mail redirections with Australia Post.
Matthew Burns	Associate II	1/12/2021	0.30	335.00	100.50	Administration	Call to Nathan from Asset base concerning novation of contracts. Discussion concerning providing consent to act on behalf of clients. Email following up call detailing requirements to be issued through to us.
John Park	Sr Managing Dir	2/12/2021	0.40	720.00	288.00	Administration	Email to John Goddard / Ashley Tiplady, review contract status.
Paris Parasadi	Director	2/12/2021	0.30	530.00	159.00	Administration	Work with Tk and Erin to collate and arrange for PODs to be entered into MYOB
Paris Parasadi	Director	2/12/2021	0.20	530.00	106.00	Administration	Catch up with JED in relation to allocations of 439A Report
Samuel Dennis	Associate I	2/12/2021	0.20	300.00	60.00	Administration	Received instructions from Renee Lobb to receipt funds into Insol 6 which relate to pre-appointment funds - collated receipts which need to be entered into Insol 6
Matthew Burns	Associate II	2/12/2021	0.10	335.00	33.50	Administration	Email to ASIC with slide deck from first meeting of creditors
John Park	Sr Managing Dir	3/12/2021	0.20	720.00	144.00	Administration	Emails in Mills Oakley.
Kelly Anne Trenfield	Sr Managing Dir	3/12/2021	0.20	720.00	144.00	Administration	Compile information re report, review books and recordsReview and update to do list, query outstanding itemsReview incoming documentation, consider and send to filing media, director and related parties
Samuel Dennis	Associate I	3/12/2021	0.30	300.00	90.00	Administration	Discussion with Renee Lobb regarding post appointment bank account and receipting of funds
Zin Thaya Khin	Treasury	3/12/2021	0.20	290.00	58.00	Administration	Discuss with Erin Millard on Insol 6 error when updating a creditor's proof of debt information
Stephanie Ilang	Associate I	5/12/2021	0.50	300.00	150.00	Administration	Attend call with S Pereira (FTI) regarding historical financial analysis and investigations for the VA report.
Subtotal - Administration:					15,210.50		
Grand Total					324,267.50		