

Our Ref.: Secrets Group-EF-E-1-c1

11 December 2025

## **CIRCULAR TO EMPLOYEES**

### **SECRETS GROUP**

#### **BEING THE ENTITIES LISTED IN APPENDIX A**

#### **(ALL ADMINISTRATORS APPOINTED)**

#### **("THE GROUP")**

#### **TRADING AS *SECRETS SHHH***

### **Appointment of Voluntary Administrators**

I advise John Park, Kate Warwick and I, Kelly-Anne Trenfield, were appointed as Joint and Several Administrators ("Administrators") of the Group on 10 December 2025 by resolutions of the director of the companies within the Group.

We are writing to explain how the appointment of the Administrators affects you. Our appointment means the powers and authority of the Group's director have been suspended. As the voluntary administrators, we have assumed control over all aspects of the Group.

### **Ongoing Trading**

At this stage, we are continuing to operate the Group on a business-as-usual basis, as much as possible, as we review its financial position, operations and determine the forward strategy. You will continue to remain employed by your current employing entity to perform your customary duties and responsibilities in accordance with the terms and conditions of your employment contract, as well as other duties and responsibilities which you may be required to perform by either myself or my fellow Administrators (or our representatives) from time to time.

Please note the following regarding your ongoing employment:

- Your employing entity will continue to pay your wages and other applicable entitlements under your contract of employment while you continue to work for the Group. These entitlements will be paid as a cost of the administration in accordance with applicable provisions of the *Corporations Act 2001 (Cth)*.
- At all times your employment (and any contract of employment) remains with your employing entity, not with the Administrators personally.
- If employees have any particular concerns or issues they wish to raise in confidence, you should contact one of our staff directly.

**FTI Consulting (Australia) Pty Limited**

ABN 49 160 397 811 | ACN 160 397 811 | AFSL Authorised Representative # 001269325

Level 20, CP1 | 345 Queen Street | Brisbane QLD 4000 | Australia

Postal Address | GPO Box 3127 | Brisbane QLD 4001 | Australia

+61 7 3225 4900 telephone | +61 7 3225 4999 fax | [fticonsulting.com](http://fticonsulting.com)

*Liability limited by a scheme approved under Professional Standards Legislation.*

**Please advise this office urgently if you have any property owned by the Group in your possession.**

**This includes motor vehicles, mobile phones, laptops etc.**

Please note, as a consequence of our appointment there may be alternative procedures and processes implemented, including those relating to the ordering of goods and services, customer order management, accepting deliveries and/or other purchasing and operational matters. Your regional manager will provide you with guidance in this regard.

Please note, without the express authority of the Administrators or our representatives, **you must not, nor must you permit anyone else to:**

- Place any orders for goods or services;
- Accept delivery of any goods or services, unless they are the subject of a duly authorised order;
- Supply any services to customers or dispatch any goods to customers, except where authorised by the Administrators;
- Enter into any commitments with suppliers or customers;
- Make any compromise or arrangement with any debtor or creditor of the Group, including the allowance of any set-offs;
- Incur any costs or liabilities in the name of one of the companies within the Group or pledge its assets;
- Return any goods to suppliers except where expressly authorised by the Administrators;
- Make any payments; and
- Remove or permit the removal of any assets from the Group's custody or control without the Administrators' express consent.

In addition, we confirm the following:

- Every invoice, order for goods, business letter, or other external document must have the words "(Administrators Appointed)" immediately following the name of the relevant company
- All assets of the Group must be secured against theft
- All known breaches of the law or regulations (e.g. health, safety, hygiene, fire, etc) are to be notified to us in writing immediately.

### **Unpaid Entitlements**

Amounts owed to employees in respect of employee entitlements, including wages, superannuation, holiday pay, long service leave and termination payments, generally have priority over the claims of other creditors of your employing entity under the applicable provisions of the *Corporations Act 2001 (Cth)*.

We are reviewing the entitlements owing to employees based upon the Group's records. We will write to you in due course once this review is complete.

### Fair Entitlements Guarantee ("FEG") Scheme

In the event that your employing entity is eventually placed into liquidation, you may be entitled to lodge a claim under the FEG scheme.

Under the FEG scheme, the Australian Government provides financial assistance to cover certain unpaid employment entitlements to eligible employees who lose their job due to the liquidation of their employer. Under the scheme you may be able to claim for amounts owing for wages, annual leave, long service leave, payment in lieu of notice and redundancy.

For further information and details around eligibility you should refer to the FEG website. Details are provided below.

- Website: [www.dewr.gov.au/fair-entitlements-guarantee](http://www.dewr.gov.au/fair-entitlements-guarantee)
- Telephone: 1300 135 040

### Frequently Asked Questions ("FAQ")

**Attached at Appendix B** is a document with some FAQs and answers which may assist you in understanding the administration and the impact on you. We encourage you to review this document.

We will ensure employees are kept up to date as the administration progresses.

### More information

For more information generally, we have **attached** an ASIC information sheet for employees at **Appendix C**. Additional information sheets can be obtained at [www.asic.gov.au](http://www.asic.gov.au) (search for 'insolvency information sheets').

We appreciate your support for the Group during this difficult time.

Should you have any queries, please contact this office on (07) 3225 4900 or by email at [SecretsGroup@fticonsulting.com](mailto:SecretsGroup@fticonsulting.com).

Yours faithfully



Kelly-Anne Trenfield  
Joint and Several Voluntary Administrator

## Appendix A: Schedule of Companies within the Secrets Group

Company	ACN	ABN
1 Secrets International Pty Ltd	616 448 821	33 616 448 821
2 Secrets Wholesale Pty Ltd	616 448 778	97 616 448 778
3 Secrets Shhh Pty Ltd	617 804 332	36 617 804 332
4 Secrets Shhh Leasing Pty Ltd	130 739 285	52 130 739 285
5 Secrets Shhh Franchising Pty Ltd	130 439 860	29 130 439 860
6 Secrets Shhh Retail Leasing Pty Ltd	650 147 283	45 650 147 283
7 Secrets Online Pty Ltd (FKA Secrets Australia Pty Ltd)	160 346 485	71 160 346 485
8 Simudia Pty Ltd	154 731 736	20 154 731 736
9 Secrets Leasing Pty Ltd	650 147 265	41 650 147 265

## Appendix B – Frequently Asked Questions



# Secrets Group | Employee FAQ

Entities which operate the ‘Secrets Shhhh’ business entered voluntary administration on 10 December 2025, with Kelly-Anne Trenfield, Kate Warwick and John Park of FTI Consulting appointed as voluntary administrators (“Administrators”) by the director of the Secrets Group.

The following FAQ document has been prepared to help you understand the current situation, your rights and what to expect going forward.

## What is the decision Secrets Group is announcing today?

The following entities entered voluntary administration on 10 December 2025, with Kelly-Anne Trenfield, Kate Warwick and John Park of FTI Consulting appointed as voluntary administrators by the director of:

Schedule of Companies		
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together referred to as (“the Secrets Group”).

## What does this mean?

The Administrators have taken control of the Secrets Group and with the support of key stakeholders, including management and employees, will continue to operate the business and seek to complete a sale transaction as soon as possible.

Employees of the Secrets Group will remain employees of the business and are expected to continue to perform their duties on a business-as-usual basis unless otherwise notified by the Administrators. As part of the administration process, the Administrators will conduct an immediate review of operations to determine the most appropriate structure for the business going forward.

You remain an employee and creditor until your employment is formally terminated or transferred. Your rights continue to be protected under the *Fair Work Act 2009 (Cth)* and your relevant *Modern Award*.

## Why has this happened?

The director of the Secrets Group has determined the Secrets Group is, or will likely become at some future time, insolvent. As a result, the director has placed the Secrets Group into voluntary administration pursuant to the Corporations Act to allow the Administrators to conduct a review of the business and investigate the Secrets Group's affairs as well as determine the options available for the future.

The Administrators will conduct their own enquiries into the reasons the Secrets Group was placed into administration and report this to all creditors.

## What does this mean for employees?

Employees will remain employees of the business and are expected to continue to perform their duties on a business-as-usual basis unless otherwise notified by the Administrators.

As part of any proposed restructure, it may be necessary to reduce the size of the workforce. Employees impacted by any proposed major changes will be consulted in accordance with the relevant provisions of the enterprise bargaining agreements, *Modern Awards* and the *Fair Work Act*.

## How do I know I am going to be paid my wages and superannuation going forward?

The Administrators are required by law to ensure that all amounts they properly incur from the date of their appointment are paid. This includes wages, superannuation and leave incurred during the administration. As the business is intended to continue to operate on a business-as-usual basis, all wages, superannuation and other employee on-costs incurred by the Administrators will be paid by them in the ordinary course of business.

## What is a voluntary administration process?

When a company experiences significant financial difficulty, it can be placed into administration voluntarily by its business' director, in line with the *Corporations Act 2001 (Cth)*.

Voluntary administration is a process in which an independent business advisor (who is required to be registered with the Australian Securities and Investments Commission ("ASIC")) – the voluntary administrator – is appointed to take control of the business, review operations with a 'clean set of eyes' in order to explore restructuring options which are likely to maximise the value of the restructured business for the benefit of all stakeholders.

The Administrators role is to assess whether the Secrets Group can:

1. Continue operating under a restructure,
2. Be sold to another party, or
3. Be wound up (liquidated).

The voluntary administration process also provides the Group with some 'breathing space' in relation to creditor claims and allows the administrator the opportunity to consider all alternative options which may be available to maximise the chance of the business' survival.

The Administrators will now undertake the following tasks:

- Complete an urgent assessment of the business, while the operations continue on a 'business-as-usual' basis
- Collect information on the debts owed by the Secrets Group to suppliers, employees and other parties
- Pursue a sale or restructure of the business
- Prepare a report to creditors on the progress of the voluntary administration and the options available for the Secret Group's future
- Hold the first creditors meeting and then a second creditors meeting, where creditors can vote on the future of each company within the Secrets Group.

Further information on voluntary administrations can be found on the ASIC website, via the following link: <https://www.asic.gov.au/regulatory-resources/insolvency/insolvency-for-employees/>

### What will be included in the report to creditors?

The Administrators will issue a report to creditors in the coming weeks which will include:

- An update on the administration progress and activities undertaken so far
- The findings from the Administrators' initial investigations into the affairs of the Secrets Group
- The options available for the future of the Secrets Group and the Administrators' recommendation to creditors, as to which alternative they believe is in the best interest of creditors.

This report will be provided to creditors prior to the second meeting of creditors.

At the second meeting of creditors, all eligible creditors will vote to determine the future of the Secrets Group, from the following three options:

- 1) Liquidation; or
- 2) Return control of Secrets Group to its director; or
- 3) Enter into a DOCA, if available (this is discussed below).

The second meeting of creditors usually takes place within 25 business days from the date of the Administrators' appointment, however the date of the meeting is able to be extended by the Administrators with the approval of the court.

The Administrators may have sold the business prior to this second meeting of creditors to secure its future or alternatively they may propose a restructure of the business and the Secrets Group to secure its future. If a restructure is proposed, it is likely to be completed by utilising a deed of company arrangement ("**DOCA**").



## What is a DOCA?

A DOCA is a formal agreement with creditors for the future of the business and legal entities, to be considered and voted on at the second meeting of creditors. Further information will be provided to employees prior to this occurring.

A DOCA is a proposal under which, amongst other things, creditors may agree that their debt claims are satisfied by a compromised payment rather than payment in full. Under such proposal, creditors will receive a better return overall than if the Secrets Group was placed into liquidation. If a DOCA proposal is accepted by the majority of creditors (both in dollar value and number), then the agreed claims will be paid in accordance with the DOCA.

## How long is an administration process?

The length of the administration process from appointment to completion is approximately five (5) to six (6) weeks. However, this can be extended should the Administrators consider that a longer period of administration is required, although we appreciate the need to complete a sale and secure the future of the business as soon as possible.

## Is this the same as liquidation?

No. Voluntary administration is a restructuring step to protect the organisation and its stakeholders.

## Will employees be paid their entitlements?

### Entitlements accrued by employees after the appointment of the Administrators:

During the period of the administration, there is no change to any conditions of employment. Entitlements accrued by employees from the date of the Administrators' appointment, including superannuation, will be paid by the Administrators on a business-as-usual basis.

In relation to leave taken during the course of the administration, we advise normal procedures and approval processes should be followed.

The Administrators are not adopting employees' pre-appointment employment agreements; however, employees will continue to be paid in accordance with the terms of their existing agreements for all work performed during the administration.

### Entitlements accrued by employees before the appointment of the Administrators:

Entitlements which were owing to employees as at the date of the Administrators' appointment, (such as annual leave, long service leave, any unpaid wages or TOIL, superannuation etc) will be reviewed by the Administrators to determine the amounts outstanding.

We note, pay in lieu of notice and redundancy only become an entitlement owing to employees if that employee is made redundant.

The timing of the payment of these entitlements is dependent on the outcome of the administration. While we will be running a sale process for the business as a going concern, we are presently unable to provide certainty on the likely outcome. Accordingly, we are unable to determine the extent of assets that will be available to meet employee entitlements.

If the assets owned by Secrets Group are insufficient to pay employee entitlements in full, and the employing company enters liquidation at a later date, employees are entitled to make a claim with the Federal Government's Fair Entitlement Guarantee ("FEG") Scheme (further detail is included below).

Should it be identified, as part of any restructure, that it may be necessary to reduce the size of the workforce, impacted employees will be able to lodge a claim for their entitlements with FEG (if applicable).

### How do I know how much I am owed?

The Administrators will work with Secrets Group to calculate your entitlements and shortly provide you with a letter confirming the breakdown of amounts owed to you. You will then be able to review and discuss these amounts with the Administrators' team, and lodge a claim for the final amount determined to be outstanding to you.

### If I have further questions or want more information, who do I contact?

During the administration, should you have any queries relating to your employee entitlements, or your employment during the administration, please contact the Administrators' team at FTI Consulting on the contact details below:

Email	Number
<a href="mailto:SecretsGroup@fticonsulting.com">SecretsGroup@fticonsulting.com</a>	07 3225 4900

Please include your first and last name in the subject line of any emails sent to the above email address.

### Will I be paid the same wage as before?

Yes. While the Administrators do not personally adopt your employment contract, the Administrators will pay wages in accordance with your current contract, award, Enterprise Agreement or other industrial instrument.

### Can I claim an employee reimbursement?

If you need to incur an expense please contact us prior to the expense being incurred.

### Will I continue to accrue leave?

Yes, during the administration process you will continue to accrue annual, long service and sick leave and other entitlements.

### Will I receive a redundancy payment if I resign?

No. Please note that if employees resign and do not work out their notice period or are otherwise effectively taken to have resigned by not attending work without reason, they will not be entitled to payment of any remaining notice period.

### How certain is my continued employment?

Employees will be provided with updates in relation to this process, as and when the Administrators have assessed the requirements of the business.

### What support is available for me?

Secret Group's EAP provider will continue to be available for you. We will also be communicating to you on a regular basis as the next steps become clear.

- Phone: 1800 818 728
- Website: [accesseap.com.au](https://accesseap.com.au)
- Email: [info@accesseap.com.au](mailto:info@accesseap.com.au)

During times of change and uncertainty, it is important for you to maintain a routine, take regular breaks and lean into the support of your Manager and Team members.

The following services are available to you and may be helpful through this period:

Support	Contact
Fair Work Ombudsman	13 13 94 – workplace rights
Fair Entitlements Guarantee Hotline	1300 135 040 – unpaid entitlements if Secrets Group enters liquidation
ASIC	1300 300 630 – insolvency process
Lifeline	13 11 14 – personal support
Union / Legal Aid	For representation or disputes

## What is the Fair Entitlements Guarantee Scheme (“FEG”)?

We will be running a sale process for certain aspects of the business, and we believe there will be interest in the business as part of this process, however we are presently unable to provide certainty on the likely outcome.

In the event that a company goes into liquidation and your role is no longer required, there is a Government scheme available called FEG that assists employees where their employer is insolvent and who are owed certain employee entitlements.

FEG covers up to 13 weeks unpaid wages, annual leave, long service leave, up to five (5) weeks payment in lieu of notice and up to four (4) weeks redundancy pay for each year completed plus a pro-rata for each part year, subject to certain income limits. Please note, FEG is only applicable in the event of liquidation. More information on FEG will be provided in the event that a company enters liquidation.

Please note only Australian citizens and Permanent Residents are eligible for FEG assistance.

Further information about FEG can be found at [www.dewr.gov.au/fair-entitlements-guarantee](http://www.dewr.gov.au/fair-entitlements-guarantee)

## FTI Employee Contacts

During the administration, should you have any queries relating to your employee entitlements, or your employment during the administration, please contact FTI on the contact details below:

Email	Number
<a href="mailto:SecretsGroup@fticonsulting.com">SecretsGroup@fticonsulting.com</a>	07 3225 4900

## Appendix C – ASIC Information Sheet

# Voluntary administration: A guide for employees

Information sheet – 75

★ This is **Information Sheet 75 (INFO 75)**. It provides information for employees of companies in voluntary administration.

If you are an employee, you should also read [Information Sheet 74](#) *Voluntary administration: A guide for creditors* (INFO 74).

[Expand all](#) [Collapse all](#)

## Who is an employee?

You are an employee if you are:

- engaged by a company under an award, enterprise agreement, agreement-based transitional instruments (i.e. agreements that were in force before the commencement of the *Fair Work Act 2009*) or a contract of employment
- paid a salary, wages or commission.

If you are an employee owed money for unpaid wages, superannuation, annual leave, sick leave, long service leave, retrenchment pay or other benefits, you are a creditor of the company. You may be entitled to some or all of what you are owed before other company creditors (this is known as 'priority').

If you are a **contractor**, you may be classified as an unsecured creditor, not an employee. You should seek your own legal advice or contact the [Australian Taxation Office](#) [☞](#) (ATO), [the Fair Work Ombudsman](#) [☞](#) or your union representative to determine if you are a contractor or an employee.

## The purpose of voluntary administration

Voluntary administration is designed to resolve a company's future. An independent registered liquidator (the voluntary administrator) takes full control of the company. This allows the director or a third party – usually in consultation with the voluntary administrator – time to find a way to save the company or its business, if possible.

If it is not possible to come up with a plan to save the company or its business, the voluntary administrator aims to administer the company's affairs to obtain a better return (payment) to creditors than if the company had been immediately wound up (closed down). A mechanism for achieving these aims is a deed of company arrangement (DOCA).

A DOCA is a binding arrangement between a company and its creditors governing how the company's affairs will be dealt with. It is agreed to after the company enters voluntary administration. The DOCA is proposed by the director (or any third party) and is administered by a deed administrator (usually the registered liquidator who was the voluntary administrator).

A company's director(s) usually appoint/s a voluntary administrator after they determine the company is insolvent or likely to become insolvent. Less commonly, a liquidator, provisional liquidator or secured creditor may appoint a voluntary administrator.

A secured creditor is someone who holds a security interest, such as a mortgage, in some or all the company assets to secure a debt owed by the company. Lenders usually require a security interest in company assets when they provide a loan.

A company in voluntary administration may also be in receivership. For more information, see [INFO 54](#).

### **The voluntary administrator's role**

After taking control of the company, the voluntary administrator investigates and reports to creditors about the company's business, property, affairs and financial circumstances. They also report on the three options available to creditors (including employees):

- end the voluntary administration and return the company to the directors' control
- approve a DOCA through which the company will pay all or part of its debts and then be free of those debts

- wind up the company and appoint a liquidator.

The voluntary administrator must give an opinion on each option, including an opinion on any DOCA proposal, and recommend which option is in the best interests of creditors.

In doing so, the voluntary administrator tries to:

- determine possible solutions to the company's problems
- assess any proposals put forward for the company's future
- compare the possible outcomes of any proposals with the likely outcome in a liquidation.

A creditors' meeting is held about five weeks after the company goes into voluntary administration to decide the company's future. In complex administrations, the meeting may be held later if the court orders.

Employees are entitled to vote at creditors' meetings. You should lodge details of your claim with the voluntary administrator before the meeting to allow you to vote.

The voluntary administrator has all the powers of the company and its directors, including the power to sell or close the company's business, or sell individual assets, in the lead up to creditors deciding the company's future.

The voluntary administrator is also responsible for reporting to ASIC possible offences committed by people involved with the company.

Although the voluntary administrator may be appointed by the directors, they must act fairly and impartially.

## Employee entitlements

If the voluntary administrator continues to trade the business, they must pay ongoing employees for services provided after the date of their appointment out of the assets available to them. These payments are treated as an expense of the voluntary administration.

The appointment of a voluntary administrator does not automatically terminate the employment of the company's employees. However, employee entitlements that arose before voluntary administration are not usually paid during voluntary administration.



How and when these employee entitlements are paid depends on the option passed at the creditors' meeting (i.e. company returned to directors, a DOCA or liquidation).

## **Company returned to directors**

In very rare circumstances, creditors will resolve to return the company to the control of its directors.

If the company is returned to the directors, the directors will be responsible for ensuring that the company pays outstanding entitlements as they fall due.

## **Deed of company arrangement**

If creditors approve a DOCA, the order (priority) in which outstanding employee entitlements are paid depends on the terms of the DOCA. Sometimes the DOCA proposal is for these entitlements to be paid in the same order as in a liquidation. Other times, a different order is proposed.

A DOCA must ensure that employees' entitlements have the same order as in a liquidation, as provided by law, unless the eligible employees agree by a majority in both number and value to vary this order.

This means that, in a DOCA, unless a variation to the order of payment is agreed, employees have the right – if there are funds left over after payment of the fees and expenses of the voluntary administrator and deed administrator – to have their outstanding entitlements paid before other unsecured creditors are paid.

Priority employee entitlements are grouped into categories (or classes) and paid in the following order:

- outstanding wages and superannuation
- outstanding leave of absence (such as annual leave and long service leave)
- retrenchment pay.

Each class must be paid in full before the next class is paid. If there are insufficient funds to pay a class in full, the available funds are paid on a pro-rata basis (and the next class or classes will be paid nothing). For more information, see [Information Sheet 46 Liquidation: A guide for employees](#) (INFO 46).

## Where a DOCA proposal seeks to vary order for employee entitlements

If a DOCA proposal seeks to vary the payment order for employee entitlements, the voluntary administrator must call a meeting of eligible employees giving at least five business days' notice of the meeting. At the same time, the voluntary administrator must give eligible employees a statement setting out:

- their opinion about whether the proposed variation would result in the same or better outcome for employees than if the company went into liquidation
- their reasons for this opinion
- any other information to help employees make an informed decision about varying the order.


Before you decide on how to vote at the meeting of eligible employee creditors (or the creditors' meeting where the decision is made), make sure you understand how the DOCA will affect the order of payment of your outstanding entitlements.

## The Fair Entitlements Guarantee (FEG)

Employees owed certain entitlements after losing their job because their employer went into liquidation may be able to get financial help from the Australian Government.


This help is available through the FEG.

However, if you are employed by a company in voluntary administration or subject to a DOCA, you are not eligible for the FEG until and unless the company enters into liquidation.

The FEG is a scheme of last resort assisting employees who have lost their job because their employer entered liquidation. For more information, see the [FEG website](#) .

You may wish to seek independent legal advice on whether the terms of a proposed DOCA will affect your claim under the FEG if the company subsequently goes into liquidation.

If the DOCA provides for your ongoing employment, you may also wish to seek advice on how this affects payment of your outstanding entitlements.

The FEG does not cover unpaid superannuation contributions. For information about outstanding superannuation entitlements, contact the [Australian Taxation Office](#)  (ATO).

## Liquidation

If creditors resolve that the company be wound up, the priority order given to outstanding employee entitlements in a liquidation will apply.

If there are funds left over after payment of the fees and expenses of the administrator and liquidator, employees have the right to be paid their outstanding entitlements before other unsecured creditors are paid.

The grouping of outstanding employee entitlements and order of payment in a liquidation is the same for a [DOCA](#). For more information, see [INFO 46](#).

You may also be entitled to make a claim under the FEG when the company enters into liquidation.

## Establishing your claim under a deed of company arrangement

The DOCA's terms will outline how claims are dealt with under the DOCA. Sometimes the DOCA incorporates the Corporations Act provisions for dealing with claims in a liquidation.

Regardless of the DOCA's terms, if the deed administrator must pay outstanding priority employee entitlements, they may advise you beforehand how much they believe you are owed. You should promptly contact the deed administrator if you disagree with their calculation.

You may be required to complete an employee entitlement claim form (sometimes called a '[proof of debt](#)'). Contact the deed administrator's office to agree and settle the amount and ask questions about the timing of the payment

You may need to provide evidence to justify your claim. It is important that you keep your pay or other records about the terms of your employment.

You may also need these records to complete your income tax return and establish any entitlement to the FEG if the company proceeds to liquidation.

When you submit your claim, ask the deed administrator to acknowledge receipt of your claim and ask if they require any further information.


If the deed administrator rejects your claim after you have taken these steps, you may wish to seek your own legal advice. Depending on the terms of the DOCA, you may have a limited time to take legal action to challenge the decision.

See [INFO 46](#) to find out how to prove your claim in a liquidation.


### Payment summaries and separation certificates

Most employees require a PAYG payment summary (group certificate) to complete and lodge their income tax return. A separation certificate may also be required before an employee who loses their job can apply for social security.

If a voluntary administrator or deed administrator pays you any employee entitlements, they must provide you with a PAYG payment summary recording the entitlements paid and any income tax deducted. Contact the voluntary administrator or deed administrator to find out if they are going to prepare your PAYG payment summary for entitlements paid by the company prior to their appointment, and, if so, what period it will cover.

If you cannot obtain a PAYG payment summary for any period, [contact the ATO](#)  to find out how to meet your obligations.

A voluntary administrator and deed administrator must prepare a separation certificate for any employee whose employment is terminated during the voluntary administration or DOCA. They are not obliged to prepare one for terminations of employment that occurred prior to voluntary administration.

[Contact Centrelink](#)  to find out what you should do if you cannot obtain a separation certificate.

### Committee of inspection

A [committee of inspection](#) may be formed to assist and advise the voluntary administrator. The committee of inspection also:

- monitors the conduct of the voluntary administrator
- may approve certain steps in the administration
- may give directions to the voluntary administrator.

The voluntary administrator must consider but is not always required to follow the directions. For more information, see [INFO 74](#).

All creditors, including a representative of the company's employees, are entitled to stand for committee membership to represent the interests of all creditors. Employees and large creditors can appoint their own member.

### Right to request information



As a creditor, you can ask the administrator to give you information, provide a report or produce a document relevant to the administration

If the request is reasonable, the administrator must provide this information, report or document. Complying with the request will not cause the administrator to breach their duties.

### Questions and complaints

Contact the voluntary administrator/deed administrator to raise any question or complaints. If this fails to resolve your concerns, including any concerns about the administrator's conduct, you [can lodge a report of misconduct with ASIC](#). ASIC does not usually become involved in matters of a voluntary administrator's or deed administrator's commercial judgement.

## More information

- [Information Sheet 39 \*Insolvency information for directors, employees, creditors and shareholders\* \(INFO 39\)](#)
- [Australian Restructuring Insolvency & Turnaround Association \(ARITA\) website](#) 
- [ARITA Code of Professional Practice for Insolvency Practitioners](#) 

## Important notice

Please note that this information sheet is a summary giving you basic information about a particular topic. It does not cover the whole of the relevant law regarding that topic, and it is not a substitute for professional advice. We encourage you to seek your own professional advice to find out how the applicable laws apply to you, as it is your responsibility to determine your obligations.

You should also note that because this information sheet avoids legal language wherever possible, it might include some generalisations about the application of the law. Some provisions of the law referred to have exceptions or important qualifications. In most cases, your particular circumstances must be taken into account when determining how the law applies to you.



Information sheets provide concise guidance on a specific process or compliance issue or an overview of detailed guidance.

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