MEETING INFORMATION SHEET

WHO CAN ATTEND THE FIRST MEETING OF CREDITORS?

The following parties may attend the meeting:

- Creditors of one or more of the Companies; or
- A person appointed by a Creditor to attend the meeting on behalf of the Creditor.

WHAT DO I NEED TO DO TO ATTEND THE FIRST MEETING OF CREDITORS?

Completion and return of documents

If you wish to attend the meeting, you must complete and return specific documents to us by the date and in manner specified in the section "When and how do I return the completed documents" below.

The required documents are shown in the below table and are dependent on the class of creditor to which you belong. An explanation of the documents is provided below the table.

Creditor class	Registration Form (via link)	Formal Proof of Debt	Appointment of Proxy
Employee	✓	Refer to Note 2	Refer to Note 1
Individual / Partnership	✓	✓	Refer to Note 1
Company	✓	✓	✓
Statutory	✓	✓	✓

Note 1: *Only a company or statutory creditor is required to appoint a proxy. Individuals (including employees) and partnerships may appoint a proxy, but only if they want that proxy to attend the meeting on their behalf.*

Note 2: *The Administrators will assist to complete a proof of debt on behalf of all employees, although employees may still lodge their own claim form if preferred.*

Explanation of documents

An explanation of the documents described in the table is set out below.

- **Registration Form.** This form can be accessed via the below link and provides us with your notice to attend the meeting and your contact details. We will use those contact details to provide you with the necessary access and voting codes for the meeting.

  Registration link:

  https://fticonsulting-inc.zoom.us/webinar/register/WN_biPs_1_WQKm9zE7JOR-R2g

- **Formal Proof of Debt.** The Formal Proof of Debt provides us with details of the debt owing by, or your claim against any of the Companies. If available, please attach to the proof of debt such documents (e.g. invoices) that substantiate your claim.

  Please note that if you are a creditor of more than one Company, you must complete a new Proof of Debt for the other Company/s.

- **Appointment of Proxy (if applicable).** The Appointment of Proxy allows you to appoint another person (known as a proxy) to attend the meeting on your behalf. It is mandatory for a company or statutory creditor to appoint a proxy to attend the meeting on its behalf, or attorney. If an individual is attending in person, a proxy form is not required. Please note that if you are a creditor of more than one Company, you must complete a new Appointment of Proxy for the other Company/s.

HOW DO I ACCESS THE ABOVE MEETING DOCUMENTS?

The meeting registration form is an online form and is available via the following link:

https://fticonsulting-inc.zoom.us/webinar/register/WN_biPs_1_WQKm9zE7JOR-R2g

Copies of the meeting documents are **attached**, namely:

- Formal Proof of Debt;
- Appointment of Proxy;

WHEN AND HOW DO I RETURN THE COMPLETED DOCUMENTS?

The required completed documents must be returned to us no later than **4:00PM (AEDT) on Wednesday, 8 March 2023.** Please return your documents by one of the following methods:

Post:	PO Box R367, Royal Exchange NSW 1225
Email:	**TribeCreditors@fticonsulting.com**

If you are returning the documents by post, please allow sufficient time for the documents to arrive prior to the cut-off time.

HOW DO I ASK A QUESTION AT THE MEETING?

Creditors may submit questions by email sent to **TribeCreditors@fticonsulting.com** prior to the meeting. Alternatively, creditors can use the question-and-answer function during the meeting.

The Administrators may be unable to answer all questions due to time constraints. If this occurs, the Administrators will select questions that are more relevant to the broader creditor base, ahead of those relevant to specific creditors.

Creditors with specific questions may contact us by email after the meeting.

WHAT HAPPENS NEXT?

Following return of your documents, we will complete the following steps:

- Email you or your proxy a confidential link to access the meeting on-line; and
- A unique code will also be provided so that you can vote at the meeting.

WHAT IF I CAN'T ACCESS THE MEETING?

All parties attending the meeting are responsible for ensuring that they have the technology and internet connection to attend the meeting on-line. Unfortunately, we are unable to assist with any technical issues relating to accessing the meeting.

FORMATION OF A COMMITTEE OF INSPECTION

At the meeting, we may recommend that a Committee of Inspection be formed. A Committee of Inspection has the following roles:

- to advise and assist the Liquidator, Voluntary Administrator or Deed Administrator (collectively referred to as the External Administrator);
- to give directions to the External Administrator;
- to monitor the conduct of the External Administration.

In respect of directions, the External Administrator is only required to have regard to those directions. If the External Administrator chooses not to comply with the directions of the Committee of Inspection, the External Administrator must document why.

A Committee of Inspection also has the power, amongst other things, to approve remuneration of the External Administrator after the External Administrator has complied with specified statutory obligations.

Who can be a member of the Committee of Inspection?

To be eligible to be appointed as a member of the Committee of Inspection, the person must be:

- a creditor;
- a person holding the power of attorney of a creditor;
- a person authorised in writing by a creditor to be appointed as a member; or
- a representative of the Commonwealth where a claim for financial assistance has, or is likely to be, made in relation to unpaid employee entitlements.

A company can be a member of the Committee of Inspection. It is represented by an individual authorised in writing to act on that creditor's behalf. It also allows the creditor to maintain its representation if a change in the individual is required.

Can I become a member of the Committee of Inspection?

If you wish to become a member of the Committee of Inspection (in the event that one is formed at the meeting), please notify the Tribe Voluntary Administration Team by emailing **TribeCreditors@fticonsulting.com**. Please note that, depending on the number of creditors nominating, there is no guarantee that your nomination will be successful.

Further information

Further information about a Committee of Inspection can be found in the **attached** information sheet issued by ARITA.