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22 July 2020

CIRCULAR TO HOSTS AND SCHOOLS
ADMINISTRATORS' TRADING PROCEDURES
ALL TRADES QUEENSLAND PTY LTD (ADMINISTRATORS APPOINTED) ACN 115 379 461
("THE COMPANY")

On 22 July 2020, John Park and myself, Joanne Dunn, were appointed as Joint and Several Administrators of the Company following a resolution of the Company's director.

In accordance with Section 437D of the *Corporations Act 2001 (Cth)*, control of the Company's business, property and affairs now rests within the Administrators and a transaction or dealing is void unless it is approved by the Administrators or the Court.

It is currently our intention to continue to operate the Company's business on a 'business as usual' basis as it is anticipated that a sale of business or a recapitalisation via a Deed of Company Arrangement may occur. It is our current view this will provide a superior outcome compared to an immediate wind down of the Company's operations.

Your continued cooperation is essential, and we thank you in advance for your support.

Attached is a list of frequently asked questions relevant to hosts and schools.

Should you have any queries regarding the above trading procedures or the Administration generally, please contact our office on (07) 3225 4900 or by email at ATQ@fticonsulting.com.

Yours faithfully



Joanne Dunn
Administrator



All Trades Queensland Pty Ltd (Administrators Appointed) ACN 115 379 461

For Hosts & Schools

The below frequently asked questions (**FAQs**) is designed to assist hosts and schools with questions they may have regarding the voluntary administration of All Trades Queensland Pty Ltd (**ATQ**).

1. Who has been appointed and why?

John Park and Joanne Dunn of FTI Consulting (Australia) Pty Ltd were appointed as Voluntary Administrators of ATQ on 22 July 2020.

The director of ATQ appointed FTI Consulting as Voluntary Administrators after full consideration of ATQ's obligations and its duties to ensure it acts in the best interests of employees, creditors and other stakeholders.

FTI Consulting has been appointed to conduct an independent assessment of the financial position and ongoing viability of ATQ.

2. What is a Voluntary Administration and why is ATQ in Voluntary Administration?

The appointment of Voluntary Administrators allows independent fully qualified individuals to take control of ATQ and to administer the affairs of ATQ in a way that maximises the chances of its business being acquired, or if the business cannot continue, to provide the better return to creditors than if ATQ had been immediately placed into liquidation.

The role of the Voluntary Administrators is to investigate ATQ's affairs, to report to creditors and to recommend to creditors whether ATQ should enter into a deed of company arrangement, go into liquidation, or be returned to the control of its directors.

The future of ATQ will be decided by creditors at the 2nd Meeting of Creditors, which will likely be held late August 2020.

Further information about how a Voluntary Administration works can be found here:

<https://asic.gov.au/regulatory-resources/insolvency/insolvency-for-creditors/voluntary-administration-a-guide-for-creditors/>

3. How long does the Voluntary Administration process take?

Approximately 5 weeks until the 2nd Meeting of Creditors is held to decide the future of ATQ.

4. When will we know what is happening with the future of ATQ?

A report to creditors will be issued prior to the 2nd Meeting of Creditors which will detail the options available to creditors and provide the Administrators' recommendation as to the avenue which will provide the best return to ATQ's creditors. This may be a Deed of Company Arrangement, or Liquidation.

Creditors then vote on the future of ATQ at the 2nd Meeting of Creditors which will likely be held late August 2020.

5. What happens if ATQ goes into Liquidation?

In the event ATQ is sold, apprentices may have their employment transferred to the buyer. The host relationship would need to be agreed to with that buyer.

If there is no successful sale of business or recapitalisation, apprentices will be terminated and will have to seek training and placement with another provider.

6. How many of ATQ's problems are related to COVID-19

It is too early to say, although it seems the general downturn in economic activity played a role in ATQ being placed into voluntary administration.

7. How will the new JobTrainer scheme impact ATQ?

It is too early to say

8. How many staff, students and apprentices are currently employed by or train with ATQ?

ATQ employs 50 office staff, 414 apprentices and has 638 active students.

9. Will the Administrators be speaking with Unions?

Yes. The Administrators will liaise with Union representatives to best serve needs of employees, apprentices and trainees.

10. Will this administration impact hosts using ATQ apprentices?

Our aim is to maximise the prospects of the business continuing. No significant changes to ATQ's trading operations are anticipated in the immediate term.

11. Do the apprentices or school based students still turn up to work or school?

Yes. It is business as usual. You are required to undertake your ordinary role.

12. What happens to apprentice qualifications and training?

Training will continue as scheduled.

13. Will this administration affect apprentices or trainees who are part-way through their qualification?

Our aim is to maximise the prospects of the business continuing and to minimise disruption for apprentices and students associated with ATQ. We will keep all apprentices and students, and their corresponding hosts and schools, updated as the Administration progresses.

14. Who do we contact if we have questions?

Please contact FTI Consulting. FTI Consulting staff will endeavour to respond to your enquiry within two (2) business days.

Phone number	(07) 3225 4900
Email	ATQ@fticonsulting.com

Employees, apprentices and students have received separate communication concerning the Voluntary Administration and will be aware ATQ is now in Voluntary Administration.