

CIRCULAR TO SUPPLIERS

ADMINISTRATORS' TRADING PROCEDURES

ALL TRADES QUEENSLAND PTY LTD (ADMINISTRATORS APPOINTED) ACN 115 379 461

("THE COMPANY")

I refer to the appointment of John Park and myself, Joanne Dunn, as Joint and Several Administrators of the Company on 22 July 2020 by 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 our intention to continue to operate the Company's business on a "business as usual" basis at this stage as it is anticipated that a Deed of Company Arrangement will be proposed. It is our current view that this may provide a superior outcome compared to an immediate wind down of the Company's operations. Your continued cooperation and support is essential and we thank you in advance for your support.

PURCHASE ORDER TO BE ISSUED TO SUPPLIERS FOR GOODS AND SERVICES

The Company will raise a purchase order for goods and services that are required during the period of the administration. Goods supplied or services rendered to the Company after our appointment will be paid in accordance with these procedures provided that:

1. A purchase order has been issued for the applicable good or service;
2. The purchase order must be in the format of the ***attached** sample purchase order;
3. The purchase order has been signed by the Administrators or our authorised signatories. The specimen signatures of our authorised representatives for this purpose are ***attached** with this circular; and
4. The Administrators' liability does not exceed the amount specified on the purchase order.

NEW ACCOUNTS AND OTHER ACCOUNTING PROCEDURES TO BE FOLLOWED

Suppliers must comply with the following procedures:

1. Close any existing accounts against the Company. These accounts will be for goods supplied and services rendered up to and including the date of appointment;
2. If requested, open a new account for the Company with the words "Administrators Appointed" added after the Company's name. This new account is to be used for goods supplied and services rendered to the Company during the period of the administration;

FTI Consulting (Australia) Pty Limited

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3. Update contact details for the Company within your systems to also include the Administrators' contact details; and
4. Please ensure your invoices include the Administrators' purchase order number. This will likely be a new number sequence to help demarcate pre and post-appointment orders.

PAYMENTS AND ACCEPTANCE OF LIABILITY FOR GOODS OR SERVICES

Validly authorised liabilities created after our appointment in accordance with these procedures will be paid in accordance with your/the Company's usual terms unless we determine otherwise.

All payments made by the Company or Administrators must be applied against liabilities incurred by the Administrators. These payments cannot be set-off against any other claims against or liabilities incurred by the Company.

If you have current orders or bookings with the Company (including goods in transit or pending delivery), you will need a new purchase order to be issued in accordance with these procedures (and before any goods or services are provided) before the Administrators will accept liability.

It is your responsibility to contact us if you require clarification about any of these arrangements.

Administrators' trading procedures – authorised persons

The following persons are authorised to sign purchase orders for the Company:

Name	Signature	Order Limit (\$)
John Park		Unlimited
Joanne Dunn		Unlimited
Matt Glennon		25,000
Renee Lobb		25,000
Neil Dempster		10,000

FREQUENTLY ASKED QUESTIONS RELATING TO VOLUNTARY ADMINISTRATIONS

***Attached** is a list of frequently asked questions concerning the Voluntary Administration process.

If you have any further 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



PURCHASE ORDER REQUEST

PURCHASE ORDER NO	Date of Purchase Order

**All Trades Queensland Pty Ltd
(Administrators Appointed)**
ACN: 115 379 461
ABN: 99 115 379 461

THIS PURCHASE ORDER NUMBER MUST APPEAR
 ON ALL INVOICES, AND CORRESPONDENCE RELATED
 TO THIS ORDER

Classification

SUPPLIER:

BILL TO:
 All Trades Queensland Pty Ltd (Administrators Appointed)
Please quote FTI PO number on invoice

All prices and amounts on this order are expressed in Australian Dollars

	CONTACT PERSON	EMAIL
PAYMENT TERMS		All Trades Queensland Pty Ltd Authorised Contact
	AUTHORISED BY FTI Consulting:	SIGNATURE

ITEM / Service	QUANTITY	UNIT PRICE	Amount \$
			-
			-
			-
			-
			-
			-
			-
			-
			-
			-
		AMOUNT	0.00
		GST	0.00
		TOTAL	0.00



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

For Suppliers and Creditors

The below frequently asked questions is designed to assist suppliers with questions they may have regarding the voluntary administration of All Trades Queensland Pty Ltd (Administrators Appointed) (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. I have outstanding debt with ATQ. What happens to my debt?

Payment of any outstanding debts owed by ATQ at the date of the appointment of the Voluntary Administrators are subject to the outcome of the Voluntary Administration.

It is important to note that a voluntary administration creates restrictions on creditors being able to enforce their rights. You generally cannot enforce your claim, recover your property, enforce your security, commence an action to place the company into liquidation or act on a personal guarantee.

You will be able to lodge your claim with the Voluntary Administrators.

4. Can I continue to supply ATQ during the Administration, and will those debts be paid?

The Administrators may have a continued need for the goods or services you provided to ATQ.

Only the Administrators (or authorised FTI Consulting staff) can now incur debts for ATQ.

The Administrators may contact you to set up a new account which should be entitled *All Trades Queensland Pty Ltd (Administrators Appointed)*.

The Administrators may contact you with a Purchase Order (signed by authorised staff of FTI Consulting) for your goods/services.

The Voluntary Administrators take on a personal liability for debts they incur during their appointment, enforced by the *Corporations Act (2001) (Cth)*.

5. 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.

6. 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.

7. Who can I contact at FTI Consulting?

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