

# Senior level employment history

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| Applicant name |  |

Before completing this information, you should read Regulatory Guide 258 *Registered liquidators: Registration, disciplinary actions and insurance requirements* (RG 258), particularly RG 258.22–RG 258.25 and Table 4on our requirements for corporate insolvency experience.

You will need to provide the following information:

* Table 1: information to demonstrate that you have been engaged in at least 4,000 hours of relevant employment at a senior level during the five years immediately preceding the day on which your application is made.
* Table 2.1: details of your relevant experience at a senior level by detailing the corporate insolvency administrations you have been involved with and your role in those administrations.
* Table 2.2: information describing the actions and responsibilities you had in the corporate insolvency administration.
* Table 3: information about your exposure to processes (including bankruptcy) under the *Bankruptcy Act 1966* (Bankruptcy Act) during the five years immediately preceding the day on which your application is made.

Table 1: Total hours relevant employment at a senior level in the last five years

Before completing this table you should read RG 258.23–RG 258.24 on the meaning of ‘relevant employment’ and RG 258.25 on the meaning of ‘at a senior level’. You need to include information that demonstrates that you have been engaged in at least 4,000 hours of relevant employment at a senior level during the five years immediately preceding the day on which your application is made.

| Information | [Firm name] | [Firm name] | [Firm name] | [Firm name] |
| --- | --- | --- | --- | --- |
| Period of relevant employment at a senior level | DD/MM/YY to DD/MM/YY | DD/MM/YY to DD/MM/YY | DD/MM/YY to DD/MM/YY | DD/MM/YY to DD/MM/YY |
| Your position in firmNote: For example, Director, Senior Manager, Manager. |  |  |  |  |
| Supervising liquidator(s) |  |  |  |  |
| Total hours of employment at a senior level |  |  |  |  |
| Court liquidations, creditors voluntary liquidations |  |  |  |  |
| Members voluntary liquidations |  |  |  |  |
| Pt 5.3A administrations, deeds of company arrangement |  |  |  |  |
| Receiver |  |  |  |  |
| Receiver and manager |  |  |  |  |
| Bankruptcies |  |  |  |  |
| **Total hours(sum of all appointments)** |  |

Note: Add more columns as necessary.

Table 2.1: Relevant employment at a senior level in the last five years—Appointment details

Before completing this table you should read RG 258.23–RG 258.24 on the meaning of ‘relevant employment’ and RG 258.25 on the meaning of ‘at a senior level’.

You need to provide details of insolvency appointments where you have been engaged at a senior level to support the information included in Table 1.

If you have worked at a senior level on many external administrations, receiverships or receiverships and management appointments, you do not need to list every single external administration. Select those that best demonstrate your skill, diligence and judgement, particularly in complex matters. You should particularly refer to external administrations that you think demonstrate the specific competencies the referee report from a supervising liquidator will address.

| Matter numberNote: Insert additional rows as required. | Name and ACN of company | Type of appointment | Dates between which you worked at a senior level on this administration | Your supervising liquidator(s) | Your role  |
| --- | --- | --- | --- | --- | --- |
| 1 |  |  | DD/MM/YY to DD/MM/YY |  |  |
| 2 |  |  | DD/MM/YY to DD/MM/YY |  |  |
| 3 |  |  | DD/MM/YY to DD/MM/YY |  |  |
| 4 |  |  | DD/MM/YY to DD/MM/YY |  |  |

Table 2.2: Relevant employment at a senior level in the last five years—Summary of complex matters

You need to provide information describing the actions and responsibilities you had in the corporate insolvency administration. The details you provide for each matter will need to correspond with the matter number in Table 2.1

For ‘complex matters’, please ensure that you provide enough information to demonstrate why the issues in the external administration were complex and your role in how they were resolved. Examples of matters that may be complex in a particular external administration include (but are not limited to):

* trading on a business with a view to selling it as a going concern;
* conduct of public examinations;
* large litigation matters;
* social/environmental issues or government policy;
* investigations into insolvent trading, voidable transactions, fraudulent transactions, etc.; and
* listed companies.

Only include the complex issues you faced in the administration and describe what you did to resolve them. This should demonstrate your skill and diligence, and sound judgement in managing the administration. You should not provide details of your exposure to processes (including bankruptcy) under the Bankruptcy Act in this table; instead, include these details in Table 3.

| Matter numberNote: Insert additional rows as required. | Briefly describe the matter  | Why was it complex? | What actions and responsibilities did you undertake to resolve the complex tasks? |
| --- | --- | --- | --- |
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Table 3: Exposure to processes under the Bankruptcy Act in the last five years

Before completing this table you should read RG 258.24(c).

| Matter numberNote: Insert additional rows as required. | Estate name | Type of appointment | Dates between which you worked at a senior level on this matter | Your supervising trustee(s) | Your role |
| --- | --- | --- | --- | --- | --- |
| 1 |  |  | DD/MM/YY to DD/MM/YY |  |  |
| 2 |  |  | DD/MM/YY to DD/MM/YY |  |  |
| 3 |  |  | DD/MM/YY to DD/MM/YY |  |  |
| 4 |  |  | DD/MM/YY to DD/MM/YY |  |  |