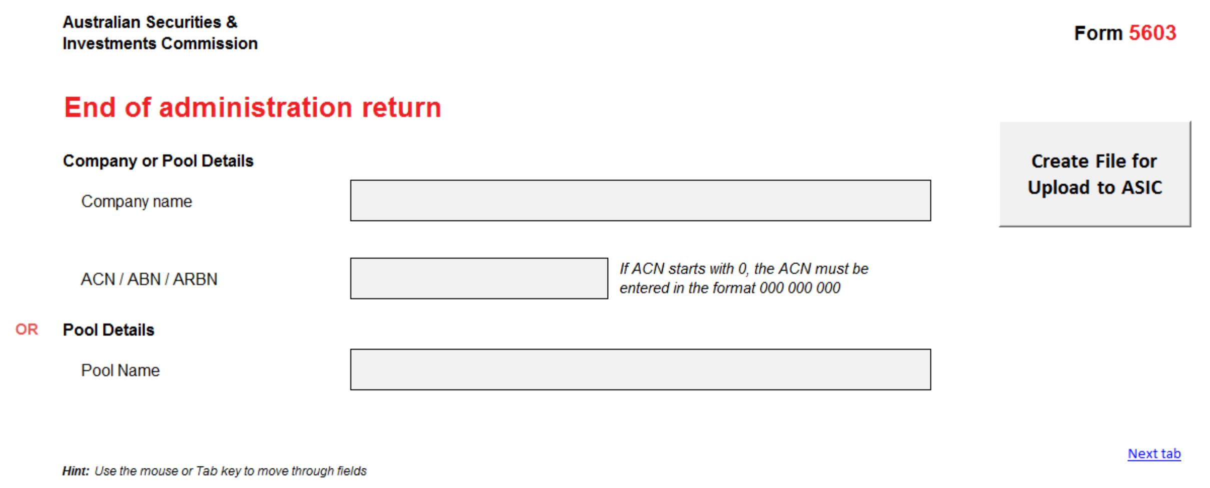


Australian Securities & Investments Commission

Form 5603

End of administration return

Create File for Upload to ASIC

Company or Pool Details

Company name

ACN / ABN / ARBN

If ACN starts with 0, the ACN must be entered in the format 000 000 000

OR **Pool Details**

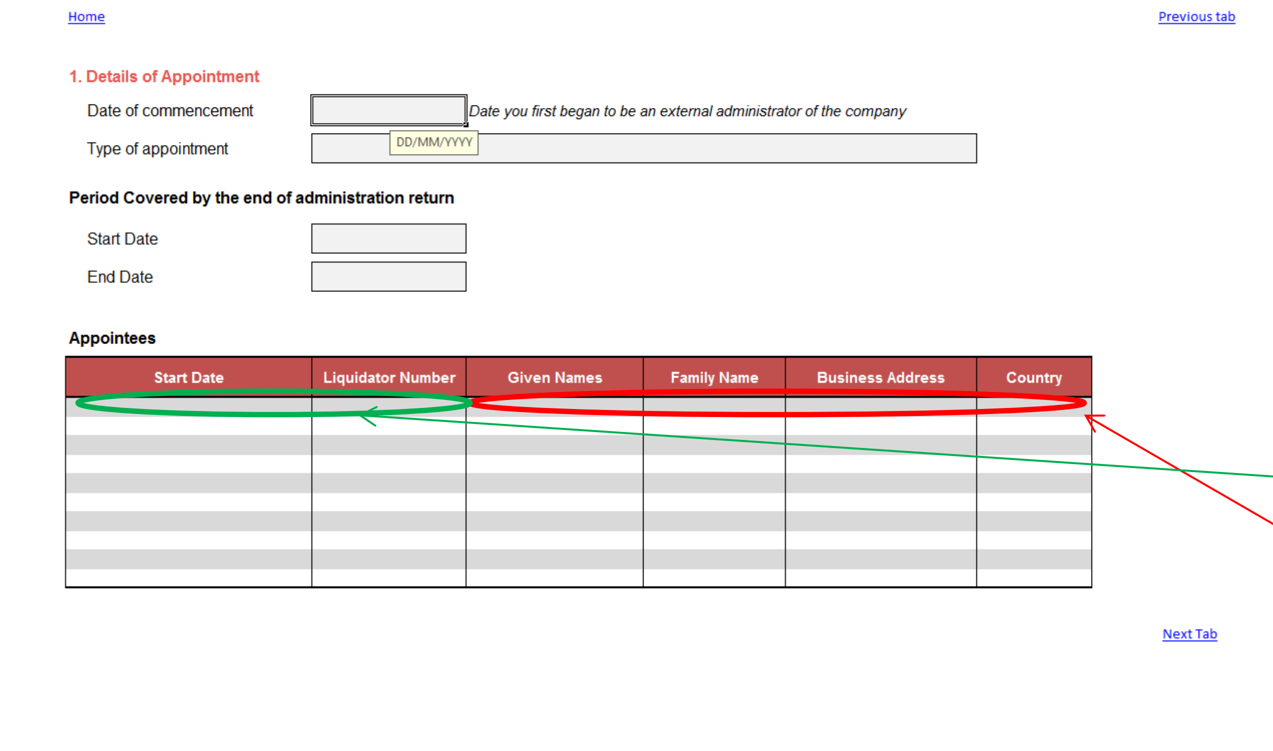
Pool Name

Next tab

Hint: *Use the mouse or Tab key to move through fields*

Tips on completing - Company Details

- Ensure that the company name exactly matches ASIC's record. If it is "Pty Ltd" the system will reject the form lodgement if you enter "Pty Limited" as the name will not match. Do not enter (in liquidation) or other equivalents after the company name as our system will not accept this as a match.
- If the ACN starts with a zero, you must enter a space between each set of 3 digits (i.e 023 [space] 456 [space] 789). Not doing so means the system will remove the zero and the ACN will not match the one in the company database. The system will then reject your upload.
- For a pooled group, only enter the pool group name and not the member companies' details.
- DO NOT USE the macro button until you enter all data in all required sections. Once you enter all data, the system creates your XML file for uploading to ASIC. If you make a mistake, correct it and then use the macro to create a new XML file.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1. Details of Appointment

Date of commencement — DD/MM/YYYY — *Date you first began to be an external administrator of the company*

Type of appointment

Period Covered by the end of administration return

Start Date

End Date

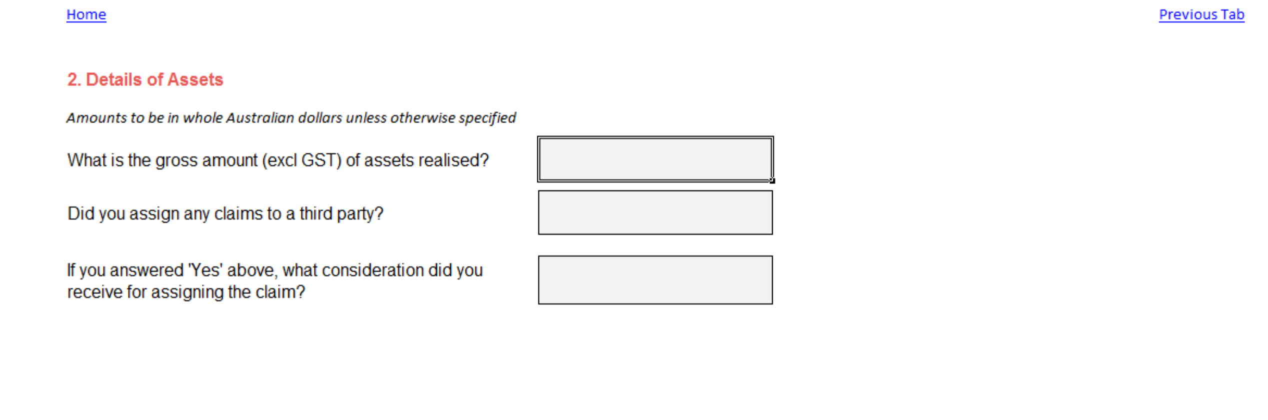
Appointees

Start Date	Liquidator Number	Given Names	Family Name	Business Address	Country

Next Tab

Tips on completing - Appointment Details

- Date of commencement is when you were appointed to your current role, eg if you are a CVL liquidator after being a voluntary administrator, it's the date you became liquidator.
- Select the 'Type of appointment' from the dropdown box
- Period covered by the return is for the detailed annexure of receipts and payments, so it is the period since your last Form 524 or Form 5602 Annual administration return.
- If you are a registered liquidator, you only provide your start date and registration number.
- If you are not a registered liquidator and lodging through the agents' portal you need to provide your given name, family name, business address and country.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2. Details of Assets

Amounts to be in whole Australian dollars unless otherwise specified

What is the gross amount (excl GST) of assets realised?

Did you assign any claims to a third party?

If you answered 'Yes' above, what consideration did you receive for assigning the claim?

Tips on completing - Assets realised

- Enter gross amount of assets realised, do not:
  - include GST,
  - include trading receipts
  - net off realisation costs
- You need to answer questions on whether you have assigned the right to sue conferred on you by the *Corporations Act 2001* to lodge the form [refer section 100-5 of Schedule 2 to the Act]

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3. Report as to affairs

Did you receive a report as to affairs from the company's director?

If you answered 'No' above, did you seek assistance from ASIC to obtain compliance under the liquidator assistance program?

Next Tab

Tips on completing - Report as to Affairs

- If you state you have not received a RATA, you need to answer the question 'did you seek assistance from ASIC' to lodge the form

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4. Details of Liabilities

Amounts to be in whole Australian dollars unless otherwise specified

Category	Estimated number of creditors	Estimated value
Priority - Wages & Super incl SGC		
Priority - Leave of absence		
Priority - Retrenchment payments		
Secured		
Unsecured		
Deferred		

Next Tab

Tips on completing - Estimated Liabilities

- Complete the creditors table if you are a liquidator (except provisional) or an administrator or deed administrator
- Receiver, Receiver & Managers, Controllers or Managing Controllers do not need to complete this section
- The estimated value of creditors' claims is an estimate of the gross amount owed to creditors. Please do not net of amounts for dividend payments

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5. Details of Remuneration

Amounts to be in whole Australian dollars unless otherwise specified

Type of appointment	Amount of remuneration determined/fixed by creditors, committee or court (inc GST)	Remuneration paid to date (inc GST)	Disbursements paid to date (inc GST)
Provisional liquidator			
Liquidator of a court liquidation			
Liquidator of creditors voluntary winding up			
Liquidator of members voluntary liquidation			
Deed administrator			
Administrator			
Receiver			
Receiver & Manager			
Scheme Administrator			
Managing Controller (other than receiver or			
Controller (other than receiver, receiver & manager of managing controller			

Tips on completing - Remuneration

- All appointment types, except provisional liquidators, must complete the summary of professional fees
- If you are paid remuneration for another role type you need to provide details in this section ie you paid administrators remuneration as a liquidator or deed administrator
- If you populate a line you need to populate all three cells on that line, use 0 if there was no amount paid or approved
- Remuneration paid is for the cumulative remuneration paid since your appointment and not just for the period of this return.
- As per headings Remuneration is inclusive of GST

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6. Summary of Receipts and Payments

Amounts to be in whole Australian dollars unless otherwise specified

Receipts:

Total amounts you received before the period of this return	
Total amounts you received during the period of this return	$ -
Total receipts	$ -

Payments:

Total amounts you paid before the period for this return	
Total amounts you paid during the period for this return	$ -
Total payments	$ -

Cash at bank at period end for this return	

Next Tab

Tips on completing - Summary of receipts and payments

- You must manually enter the total amounts received and paid **before the period of this return**
- Total amounts received and paid during this period are completed automatically from the information you provide in the detailed receipts Tab and payments Tab schedules [refer below for Tips on completing these schedules]
- The form automatically calculates the total receipts and payments since your appointment. This amount must equal the information provided in the summary receipts and summary payments tabs or you will not be able to lodge the form
- You must manually enter figures for cash at bank as it is not automatically calculated
- Cash at bank will also appear on the summary receipts and payments annexure

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7. Payments under *Fair entitlement guarantee* scheme

What is the total amount advised by the Department of Employment as paid to employees under the *Fair entitlement guarantee* scheme or GEERS since the start of the external administration?

Amounts to be in whole Australian dollars unless otherwise specified

Wages	
Leave of absence	
Retrenchment	

Next Tab

Tips on completing - FEG payments

- Please provide details of total payments made by the Department of Employment
- Leave of absence includes annual leave and long service leave
- Retrenchment includes redundancy payments and payment in lieu of notice

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8. Details of Dividends

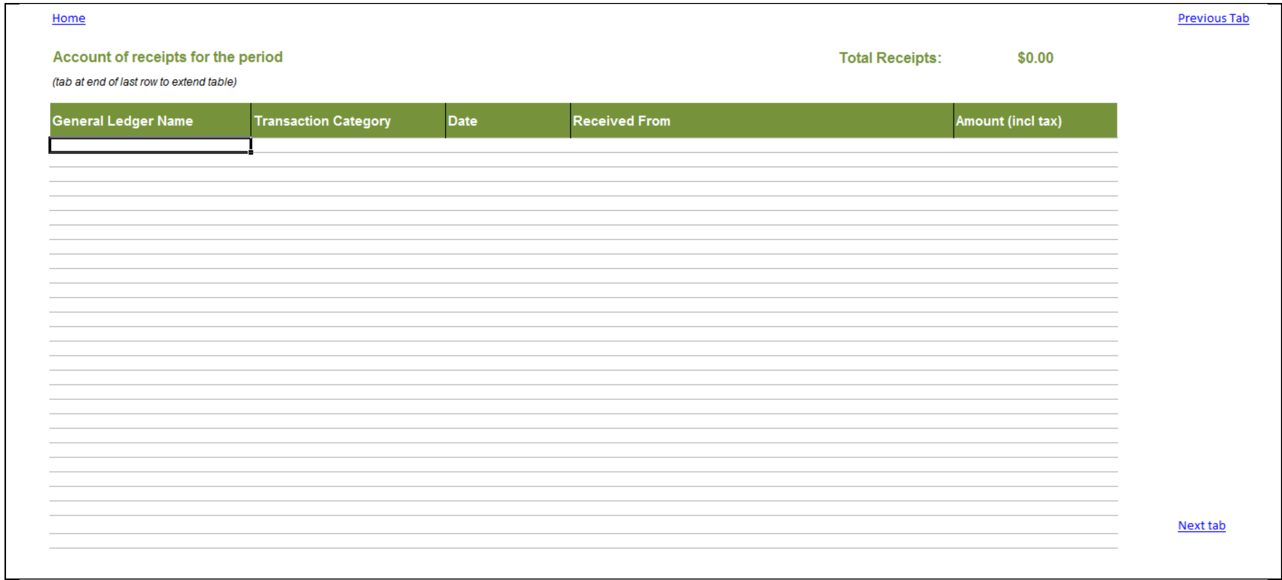
Actual dividends paid since your appointment and to the date of this account.

Category	Rate of dividend paid	Total Paid
Priority - Wages & Super incl SGC		
Priority - Leave of absence		
Priority - Retrenchment payments		
Secured		
Unsecured		
Deferred		
Contributories		

Next Tab

Tips on completing - Dividends paid

- Complete this section only if you are a court liquidator, creditors' voluntary liquidator, members’ voluntary liquidator or deed administrator
- You must show cumulative dividends paid throughout the whole administration e.g. if you paid a dividend of 5cents in the dollar in a previous period and 2cents in the current period, the total rate of dividend to disclose is 7 cents in the dollar
- You should enter a dividend of 10 cents in the dollar as a whole number ie 10 and not as 0.10. The cell displays this as, 10.00 cents



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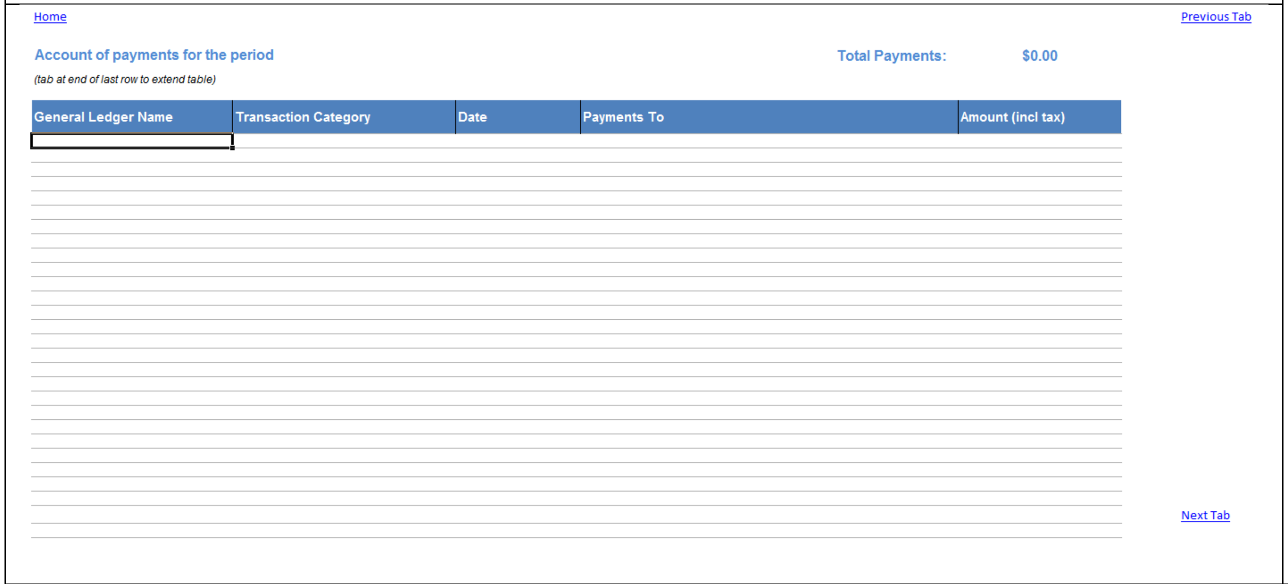
Account of receipts for the period — Total Receipts: $0.00

(tab at end of last row to extend table)

General Ledger Name	Transaction Category	Date	Received From	Amount (incl tax)

Next tab



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Account of payments for the period — Total Payments: $0.00

(tab at end of last row to extend table)

General Ledger Name	Transaction Category	Date	Payments To	Amount (incl tax)

Next Tab

Tips on completing - Details of Receipts and Payments

- All dates are formatted dd/mm/yyyy
- Complete 'Transaction Category' from the dropdown box. This field **will not** be displayed on the PDF created and lodged with ASIC. It is for **ASIC internal purposes only** and allows us to categorise the receipts and payments in our database.
- For each receipt or payment please ensure you populate each of the five cells in the row otherwise you cannot submit the form
- All receipts and payments are inclusive of GST
- General Ledger name will appear on the PDF. If you were using an accounting package, this detail comes from the name of the general ledger account. Use the same general ledger name on both the detail and summary pages
- Our system will automatically group transactions by general ledger account in our database. so ensure you are consistent in your description of the general leger account name
- We have provided two blank worksheets to allow you to import and reformat data if you need to extract data from another source

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Summary of total receipts received during the external administration

(tab at end of last row to extend table)

Total Receipts: $0.00

General Ledger Name	Transaction Category	Amount (incl tax)

Next tab

Tips on completing -Summary Receipts and Payments

- This will appear as a one-page annexure providing a summary of all your receipts and payments since your appointment.
- The period covered is from the date of commencement to the report end date.
- The report end date will be the date your administration ended.
- Make sure your general ledger account names are consistent with your detailed annexure of receipts and payments.
- One line for each General ledger account
- All receipts and payments are to be inclusive of GST.

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Summary of total payments made during the external administration

(tab at end of last row to extend table)

Total Payments: **$0.00**

General Ledger Name	Transaction Category	Amount (incl tax)

Next tab