

<p>Australian Securities & Investments Commission</p> <p>Form 5602</p> <p>Annual administration return</p> <p>Company or Pool Details</p> <p>Company name <input type="text"/></p> <p>ACN / ABN / ARBN <input type="text"/> <small>If ACN starts with 0, the ACN must be entered in the format 000 000 000</small></p> <p>OR Pool Details</p> <p>Pool Name <input type="text"/></p> <p><small>Hint: Use the mouse or Tab key to move through fields</small></p> <p>Next Tab</p> <p>Create File for Upload to ASIC</p>	<p>Tips on completing - Company Details</p> <ul style="list-style-type: none">• 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.
--	--

<p>Home Previous Tab</p> <p>1. Details of Appointment</p> <p>Date of commencement <input type="text"/> <small>Date you first began to be an external administrator of the company</small></p> <p>Type of appointment <input type="text" value="DD/MM/YYYY"/></p> <p>Period Covered by the Annual Return</p> <p>Start Date <input type="text"/></p> <p>End Date <input type="text"/></p> <p>Appointees</p> <table border="1"> <thead> <tr> <th>Start Date</th> <th>Liquidator Number</th> <th>Given Names</th> <th>Family Name</th> <th>Business Address</th> <th>Country</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table> <p style="text-align: right;">Next Tab</p>	Start Date	Liquidator Number	Given Names	Family Name	Business Address	Country																															<p>Tips on completing - Appointment Details</p> <ul style="list-style-type: none"> • 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.
Start Date	Liquidator Number	Given Names	Family Name	Business Address	Country																																
<p>Home Previous Tab</p> <p>2. Details of Assets</p> <p><i>Amounts to be in whole Australian dollars unless otherwise specified</i></p> <table border="1"> <thead> <tr> <th></th> <th>Low</th> <th>High</th> </tr> </thead> <tbody> <tr> <td>Gross realisations to date</td> <td><input type="text"/></td> <td>\$ <input type="text" value="-"/></td> </tr> <tr> <td>Future realisations</td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> <tr> <td>Estimated total realisations</td> <td>\$ <input type="text" value="-"/></td> <td>\$ <input type="text" value="-"/></td> </tr> </tbody> </table> <p style="text-align: right;">Next Tab</p>		Low	High	Gross realisations to date	<input type="text"/>	\$ <input type="text" value="-"/>	Future realisations	<input type="text"/>	<input type="text"/>	Estimated total realisations	\$ <input type="text" value="-"/>	\$ <input type="text" value="-"/>	<p>Tips on completing - Assets realised</p> <ul style="list-style-type: none"> • Enter gross amount of assets realised, do not: <ul style="list-style-type: none"> ○ include GST, ○ include trading receipts ○ net off realisation costs • Future realisations aim to provide interested stakeholders with a range of possible outcomes. The form provides for an Estimated (High) and Estimated (Low) value of future realisations from asset recoveries. 																								
	Low	High																																			
Gross realisations to date	<input type="text"/>	\$ <input type="text" value="-"/>																																			
Future realisations	<input type="text"/>	<input type="text"/>																																			
Estimated total realisations	\$ <input type="text" value="-"/>	\$ <input type="text" value="-"/>																																			

				These represent the reasonably expected optimistic and pessimistic estimates of these recoveries																																																
<p>3. Details of Remuneration</p> <p><i>Amounts to be in whole Australian dollars unless otherwise specified</i></p> <table border="1"> <thead> <tr> <th>Type of appointment</th> <th>Amount of remuneration determined/ fixed by creditors, committee or court (inc GST)</th> <th>Remuneration paid to date (inc GST)</th> <th>Disbursements paid to date (inc GST)</th> </tr> </thead> <tbody> <tr> <td>Provisional liquidator</td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> <tr> <td>Liquidator of a court liquidation</td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> <tr> <td>Liquidator of creditors voluntary winding up</td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> <tr> <td>Liquidator of members voluntary liquidation</td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> <tr> <td>Deed administrator</td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> <tr> <td>Administrator</td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> <tr> <td>Receiver</td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> <tr> <td>Receiver & Manager</td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> <tr> <td>Managing Controller (other than receiver or manager)</td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> <tr> <td>Scheme Administrator</td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> <tr> <td>Controller (other than receiver, receiver & manager of managing controller)</td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> </tbody> </table> <p style="text-align: right;">Next Tab</p>				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	<input type="text"/>	<input type="text"/>	<input type="text"/>	Liquidator of a court liquidation	<input type="text"/>	<input type="text"/>	<input type="text"/>	Liquidator of creditors voluntary winding up	<input type="text"/>	<input type="text"/>	<input type="text"/>	Liquidator of members voluntary liquidation	<input type="text"/>	<input type="text"/>	<input type="text"/>	Deed administrator	<input type="text"/>	<input type="text"/>	<input type="text"/>	Administrator	<input type="text"/>	<input type="text"/>	<input type="text"/>	Receiver	<input type="text"/>	<input type="text"/>	<input type="text"/>	Receiver & Manager	<input type="text"/>	<input type="text"/>	<input type="text"/>	Managing Controller (other than receiver or manager)	<input type="text"/>	<input type="text"/>	<input type="text"/>	Scheme Administrator	<input type="text"/>	<input type="text"/>	<input type="text"/>	Controller (other than receiver, receiver & manager of managing controller)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<p>Tips on completing - Remuneration</p> <ul style="list-style-type: none"> • 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
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	<input type="text"/>	<input type="text"/>	<input type="text"/>																																																	
Liquidator of a court liquidation	<input type="text"/>	<input type="text"/>	<input type="text"/>																																																	
Liquidator of creditors voluntary winding up	<input type="text"/>	<input type="text"/>	<input type="text"/>																																																	
Liquidator of members voluntary liquidation	<input type="text"/>	<input type="text"/>	<input type="text"/>																																																	
Deed administrator	<input type="text"/>	<input type="text"/>	<input type="text"/>																																																	
Administrator	<input type="text"/>	<input type="text"/>	<input type="text"/>																																																	
Receiver	<input type="text"/>	<input type="text"/>	<input type="text"/>																																																	
Receiver & Manager	<input type="text"/>	<input type="text"/>	<input type="text"/>																																																	
Managing Controller (other than receiver or manager)	<input type="text"/>	<input type="text"/>	<input type="text"/>																																																	
Scheme Administrator	<input type="text"/>	<input type="text"/>	<input type="text"/>																																																	
Controller (other than receiver, receiver & manager of managing controller)	<input type="text"/>	<input type="text"/>	<input type="text"/>																																																	

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	<input type="text"/>	<input type="text"/>
Priority - Leave of absence	<input type="text"/>	<input type="text"/>
Priority - Retrenchment	<input type="text"/>	<input type="text"/>
Secured	<input type="text"/>	<input type="text"/>
Unsecured	<input type="text"/>	<input type="text"/>
Deferred	<input type="text"/>	<input type="text"/>

Note: Claims are as at the date of appointment and exclude the impact of dividends paid to date.

[Next Tab](#)

Tips on completing - Estimated Liabilities

- Complete the creditors' table if you are a liquidator (except provisional) or an administrator or deed administrator
- Receivers, Receivers & 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 off amounts for dividend payments

<p>Home</p> <p>5. Summary of Receipts and Payments</p> <p><i>Amounts to be in whole Australian dollars unless otherwise specified</i></p> <p>Receipts:</p> <p>Total amounts you received before the period of this return <input style="width: 100%;" type="text"/></p> <p>Total amounts you received during the period of this return <input style="width: 100%;" type="text"/></p> <p>Total receipts <input style="width: 100%; text-align: right;" type="text" value="\$ -"/></p> <p>Payments:</p> <p>Total amounts you paid before the period of this return <input style="width: 100%;" type="text"/></p> <p>Total amounts you paid during the period of this return <input style="width: 100%;" type="text"/></p> <p>Total payments <input style="width: 100%; text-align: right;" type="text" value="\$ -"/></p> <p>Cash at bank at period end for this return <input style="width: 100%;" type="text"/></p> <p style="text-align: right;">Next Tab</p>	<p style="text-align: right;">Previous Tab</p> <p>Tips on completing - Summary of receipts and payments</p> <ul style="list-style-type: none"> 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 detailed 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
---	--

<p>Home Previous Tab</p> <p>6. Payments under <i>Fair entitlement guarantee</i> scheme</p> <p>What is the amount paid during the period to employees under the <i>Fair entitlement guarantee</i> scheme or GEERS?</p> <table><tr><td>Wages</td><td><input type="text"/></td></tr><tr><td>Leave of absence</td><td><input type="text"/></td></tr><tr><td>Retrenchment</td><td><input type="text"/></td></tr></table> <p style="text-align: right;">Next Tab</p>	Wages	<input type="text"/>	Leave of absence	<input type="text"/>	Retrenchment	<input type="text"/>	<p>Tips on completing - FEG payments</p> <ul style="list-style-type: none">• 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
Wages	<input type="text"/>						
Leave of absence	<input type="text"/>						
Retrenchment	<input type="text"/>						

[Home](#)
[Previous Tab](#)

7. Details of Dividends

Estimate of dividends to be paid and actual dividends paid since your appointment and to the date of this account.

Category	Current estimate of total rate of dividend	Cumulative rate of dividend paid	Total Paid
Priority - Wages & Super incl SGC	<input style="width: 60px; height: 20px;" type="text"/>	<input style="width: 60px; height: 20px;" type="text"/>	<input style="width: 120px; height: 20px;" type="text"/>
Priority - Leave of absence	<input style="width: 60px; height: 20px;" type="text"/>	<input style="width: 60px; height: 20px;" type="text"/>	<input style="width: 120px; height: 20px;" type="text"/>
Priority - Retrenchment	<input style="width: 60px; height: 20px;" type="text"/>	<input style="width: 60px; height: 20px;" type="text"/>	<input style="width: 120px; height: 20px;" type="text"/>
Secured	<input style="width: 60px; height: 20px;" type="text"/>	<input style="width: 60px; height: 20px;" type="text"/>	<input style="width: 120px; height: 20px;" type="text"/>
Unsecured	<input style="width: 60px; height: 20px;" type="text"/>	<input style="width: 60px; height: 20px;" type="text"/>	<input style="width: 120px; height: 20px;" type="text"/>
Deferred	<input style="width: 60px; height: 20px;" type="text"/>	<input style="width: 60px; height: 20px;" type="text"/>	<input style="width: 120px; height: 20px;" type="text"/>
Contributories	<input style="width: 60px; height: 20px;" type="text"/>	<input style="width: 60px; height: 20px;" type="text"/>	<input style="width: 120px; height: 20px;" type="text"/>

[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 should provide a current estimate of the final cumulative dividend rate payable to each class of creditor**
- You must show cumulative dividends paid throughout the whole administration e.g. if you paid a dividend of 5 cents in the dollar in a previous period and 2 cents 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

