



ASIC
Australian Securities &
Investments Commission

Office only box

Report on Company Activities and Property

Form 507 Corporations Act 2001
s421A(1) & (2)
s429(2)(b) & (c)
s475(1) & (7)
s497(4) & (6)
s438B(2A)

Part A (Form 507)

Download *INSTRUCTIONS* for Part A (Form 507) and for Part B
www.asic.gov.au/forms/507

You will need them to help you complete the forms

The information you provide to ASIC in this Report may include personal information.

Please see our privacy policy (www.asic.gov.au/privacy) for information on how we handle your personal information, your rights to seek access to and correct personal information, and how to complain about breaches of your privacy.

External Administrator use only

External Administrator (lodging party)

Organisation

ASIC Registered Liquidator number (if applicable)

Name of External Administrator

Contact person

Phone number during business hours

Address

Street/Unit number and name

Suburb/City

State/Territory

Postcode

Please tick appropriate box.

Receiver and Manager - s421A(1) 507G

Appointment date

Managing Controller of property - s421A(1) 507H

Date person took control

Receiver, Receiver and Manager or Controller (Director Report) - s429(2)(b) 507F

Date received Report

Liquidator/Provisional Liquidator appointed by the court - s475(1) 507C

Date received Report

Liquidator-creditors' voluntary winding up -s497(4) 507D

Date received Report

Voluntary Administrator - s438B(2) 507K

Date received Report

Make up the Report as at the following dates

Receiver & Manager, Managing Controller - s421A(1)

Your Report must include the business activities the Company had undertaken up to 30 days before you write your Report.

For example, if you write your Report on 31 August, it must include the Company's activities up to at least 31 July of that year, not earlier.

Controller - s429(2)

The control day.

Liquidator or Provisional Liquidator - s475(1)

The date of the winding-up order or an earlier date, if specified by you.

Administrator - s438B(2)

The date you become the Administrator, or an alternative date specified by you.

Date the Director must send you the Report

This applies to Director(s), Secretary or other relevant person completing the Report. Put the date for return of the Report to you in the box on p3.

Lodge Part A

Lodge Part A of the Report with ASIC by the date specified below, or a late fee may be applied.

SECTION	LODGEMENT PERIOD
s421A(2)	2 months after control day
s429(2)(c)*	1 month after receipt of Report
s438B(2A)	5 business days after receipt of Report
s475(7)*	5 business days after receipt of Report
s497(6)	10 business days after receipt of Report

* Use Form 911 to verify a copy of Part A

Regulation 5.2.02 requires a copy of Part A of this Report that is lodged with ASIC to be certified in writing as a true copy of the original Report (Part A).

a) for a copy lodged for the purposes of s429(2)(c) - by the controller of property of the corporation; or

b) for a copy lodged for the purposes of s475(7) - by the liquidator/provisional liquidator of the company.

Form 911 is prescribed for this purpose.

For controllers (s429), under s429(2)(c)(i), a notice setting out any comments relating to Part A of this Report, or a statement that no comment is made, should accompany Part A of the Report. Form 911 Verification of a document should also be lodged.

External Administrator to complete

Director to provide the Company's records for the following period

From / /

To / /
(appointment date)

Director to return this Report to the External Administrator by the date shown below

(not applicable for Managing Controllers)

/ /

End of External Administrator section

Director to complete

Director(s), Secretary, Managing Controller, or other relevant person

A1 Provide Company records for the dates shown in the box on the opposite column of this page.

Complete this form, and send it to the External Administrator by the date shown in the box on the opposite column of this page.

A2 Do you have the **INSTRUCTIONS** for completing this form?

No You must download a copy from www.asic.gov.au/forms/507

Yes Before you start,
READ PART A INSTRUCTIONS p2-p4

They explain:

- why you received this Report
- your role in completing it
- how to complete it.

A3 **READ PART A INSTRUCTION A3 p5**

It explains the information you should provide and how to attach it to this Report

Name of Company under external administration

ACN/ABN

Registered office

Street/Unit number and name

Suburb/City State/Territory Postcode

Principal place of business

Street/Unit number and name

Suburb/City State/Territory Postcode

Date the Company commenced trading

Date the Company ceased trading

Does the Company have other places of business?

- No
- Yes Give details below

Street/Unit number and name

Suburb/City State/Territory Postcode

Is the Company a trustee of a Trust?

- No Go to Question **A4**
- Yes **READ PART A INSTRUCTION A3 p6**

Name of Trust

What the Company owns and owes

(Assets and Liabilities)

A4 Does the Company own any assets as listed below?

Tick the boxes below as appropriate and provide information as an attachment.

READ PART A INSTRUCTION A4 p6. It explains the information you should provide and defines terms, and shows how to attach it to this Report.

Bank accounts

- No
- Yes Give the account name and account number to the External Administrator.

Crypto assets or cryptocurrency

- No
- Yes Give the public and private crypto keys to the External Administrator.

Motor vehicles

- No
- Yes

Plant and equipment

- No
- Yes

Inventory

- No
- Yes

Real property

- No
- Yes

Other assets

- No
- Yes

Does the Company hold property on trust?

- No
- Yes

Is the Company a trustee of a superannuation fund?

- No
- Yes

If you ticked NO to all the items, explain why the Company has no assets.

A5 Is the Company owed money?

(Debtors)

- No Go to Question **A6**
- Yes **READ PART A INSTRUCTION A5 p9.** It explains the information you should provide and how to attach it to this Report.

A6 Does the Company owe money to its employees?

No Go to Question **A7**

Yes **READ PART A INSTRUCTION A6 p11.** It explains the information you should provide and how to attach it to this Report.

Wages or salary

No

Yes

Annual leave (holiday pay)

No

Yes

Long service leave

No

Yes

Superannuation

No

Yes

Redundancy

No

Yes

Payment in lieu of notice

No

Yes

Other (such as reimbursement of expenses)

No

Yes

A7 Does the Company owe money, goods or services to others (other than to employees)?

READ PART A INSTRUCTION A7 p12.

Suppliers of goods/services (including contractors and subcontractors)

No

Yes

Government bodies (e.g. ASIC, local council)

No

Yes

Landlords (e.g. rent)

No

Yes

Leased equipment or transport

No

Yes

Utilities (gas, electricity, telephone, water)

No

Yes

Email and web service providers

No

Yes

Banks (including credit cards)

No

Yes

Personal loans

No

Yes

Tax (ATO for company tax, GST, PAYG, State Revenue Office for payroll tax/land tax)

No

Yes

Other

No

Yes (please specify)

A8 Have you provided the full details asked for in Questions **A4 to A7** including all attachments?

No **PLEASE BE AWARE:**
You must provide information in this Report to the best of your ability. You can be penalised for giving false information.

READ PART A INSTRUCTION A8 p15.
It explains what can happen if you give false information.

Yes Go to Question **A9**

A9 Declaration by Director, Secretary, Managing Controller, or person nominated by the External Administrator

Part A (Form 507) of this Report is a legal document.

READ PART A INSTRUCTION A9 p15. It describes the Report's legal status.

It also explains the information you should provide and how to attach it to this Report.

Part A (Form 507) and, where relevant, Part B of this Report should be completed and delivered to the External Administrator by the date at **A1 p3.**

The External Administrator will then lodge Part A with ASIC.

Part B does not form part of ASIC Form 507 and is not lodged with ASIC. But section 530A of the *Corporations Act 2001* requires Company Directors to help liquidators and provisional liquidators where they reasonably require. Failure to comply with such a request is a strict liability offence. Part B is not applicable for managing controllers.

❖ I declare that the answers to the questions contained in Part A (Form 507) of the Report and the contents of all attachments to Part A of the Report are true, correct and complete to the best of my knowledge and belief at the date of this declaration.

Name

Position

Signature

Date

A director of a court liquidation, s475(1), must also sign Form 507A.

A10 Declaration by Managing Controller

READ PART A INSTRUCTION A10 p16.



In my capacity as the Managing Controller, I declare that where I have omitted information, I have done so in accordance with Section 421A(4) of the *Corporations Act 2001* and have included the notice required by s421A(5) with this Report.

Name

Signature

Date



Statement verifying Report under s475(1)

Form 507A

This form applies to court liquidations under s475(1)

Related forms:

507 Report on Company Activities and Property

911 Verification or certification of a document

Adding attachments to the Report

If there is insufficient space in any section of the form, you may photocopy the relevant page(s) and submit as part of this lodgement

Company details

Company name

ACN/ABN

Statement

Where the Statement is made out for the purposes of subsection 475(1) the Report in Form 507 is to be submitted and verified by the following Statement made by a person referred to in that subsection.

The particulars contained in the Report under s475(1) dated as follows in the annexure marked "A" and signed by me are true to the best of my knowledge and belief.

Date of Report under s475(1)

Name

Capacity

Signature

Date signed

Lodgment

Send completed and signed forms to:

Australian Securities and Investments Commission
PO BOX 4000, Gippsland Mail Centre VIC 3841

Or lodge the form online by visiting the ASIC
Website www.asic.gov.au/

For more information

Web www.asic.gov.au/

Need help? www.asic.gov.au/question

Telephone 1300 300 630

Report on Company Activities and Property

Part A (Form 507)

Appendix: Example Tables

Table A4

This is the annexure of Page/s ____ of ____ marked with * mentioned in Part A signed byand dated / / .

Assets owned by the Company

ASSET DESCRIPTION	LOCATION/ADDRESS WHERE ASSET IS LOCATED. WITH BANK ACCOUNTS, GIVE BANK A/C DETAILS INCLUDING A/C NUMBERS	SECURITY HELD BY (SUBJECT TO FINANCE) (IF APPLICABLE)	ESTIMATED ASSET VALUE	VALUE OF SECURITY	NET REALISABLE VALUE	TICK IF DISPOSED OF IN THE LAST 6 MONTHS
			\$	\$	\$	
			\$	\$	\$	
			\$	\$	\$	
			\$	\$	\$	
			\$	\$	\$	
			\$	\$	\$	
			\$	\$	\$	
			\$	\$	\$	
			\$	\$	\$	
			\$	\$	\$	
			\$	\$	\$	
			\$	\$	\$	
			\$	\$	\$	
			\$	\$	\$	
			\$	\$	\$	
			\$	\$	\$	

Table A5

This is the annexure of Page/s ____ of ____ marked with * mentioned in **Part A** signed byand dated / / .

Money owed to the Company *(debtors)*

DEBTOR NAME	DESCRIPTION	DEBTOR ADDRESS	AMOUNT OUTSTANDING	ESTIMATED AMOUNT REALISABLE	*PPSR IF APPLICABLE	SECURITY TYPE	DATE SECURED
			\$	\$			/ /
			\$	\$			/ /
			\$	\$			/ /
			\$	\$			/ /
			\$	\$			/ /
			\$	\$			/ /
			\$	\$			/ /
			\$	\$			/ /
			\$	\$			/ /

*To secure the repayment of the debt, has the Company registered (on the PPSR) an interest or security (charge) over the assets of the debtor (who owes money to the Company) or over the assets of another party? If 'Yes', write 'Yes' at this column.

Provide the security or interest type and the date secured.

See [Part A Instruction A5 p10 for examples of security type.](#)

Page ___ of ___

Table A6

This is the annexure of Page/s ____ of ____ marked with * mentioned in Part A signed byand dated / /

Amounts the Company owes to its unrelated* employees (priority creditors)

EMPLOYEE'S NAME	START DATE	WAGES OR SALARY OWED	ANNUAL LEAVE (HOLIDAY PAY) OWED	LONG SERVICE LEAVE OWED	SUPERANNUATION OWED	REDUNDANCY OWED	OTHER	TOTAL OWED
	/ /	\$	\$	\$	\$	\$	\$	\$
	/ /	\$	\$	\$	\$	\$	\$	\$
	/ /	\$	\$	\$	\$	\$	\$	\$
TOTAL OWED TO UNRELATED* EMPLOYEES		\$	\$	\$	\$	\$	\$	\$

Amounts the Company owes to its related party* employees

EMPLOYEE'S NAME	START DATE	WAGES OR SALARY OWED	ANNUAL LEAVE (HOLIDAY PAY) OWED	LONG SERVICE LEAVE OWED	SUPERANNUATION OWED	REDUNDANCY OWED	OTHER	TOTAL OWED
	/ /	\$	\$	\$	\$	\$	\$	\$
	/ /	\$	\$	\$	\$	\$	\$	\$
	/ /	\$	\$	\$	\$	\$	\$	\$
TOTAL OWED TO RELATED PARTY* EMPLOYEES		\$	\$	\$	\$	\$	\$	\$

*Part A Instruction A6 p12 defines *Related Party* for this table.

Table A7

This is the annexure of Page/s ____ of ____ marked with * mentioned in Part A signed byand dated / / .

Amounts the Company owes to its creditors

CREDITOR'S NAME	POSTAL ADDRESS IN FULL	EMAIL ADDRESS	TICK IF SECURED	PPSR (IF APPLICABLE)	IF SECURED, GIVE ASSET DETAILS*	TICK IF RELATED PARTY	AMOUNT OWING
			<input type="checkbox"/>			<input type="checkbox"/>	\$
			<input type="checkbox"/>			<input type="checkbox"/>	\$
			<input type="checkbox"/>			<input type="checkbox"/>	\$
			<input type="checkbox"/>			<input type="checkbox"/>	\$
			<input type="checkbox"/>			<input type="checkbox"/>	\$
			<input type="checkbox"/>			<input type="checkbox"/>	\$

*If the amount owed to the creditor is secured, identify whether the creditor has registered an interest on the PPSR over that asset and if so, the details of that security or interest.

Where the Company or someone else has granted a security as guarantor, or has otherwise taken security over the asset to secure the repayment of the debt owed by the Company and that security or interest is not required to be registered on the PPSR (e.g. a mortgage over land), please identify the details of that security or interest.

See Part A Instructions p13 **TICK IF SECURED**

Page ___ of ___