

Notice of Meeting

(*insert company name*) Limited (administrator appointed*/in liquidation*/subject to deed of company arrangement*)

A.C.N. (*insert company Australian Company Number*)

NOTICE OF MEETING OF

***CREDITORS*/*CONTRIBUTORIES*/*DEBENTURE HOLDERS*/*MEMBERS*/ MEMBERS AND CREDITORS*/*COMMITTEE OF INSPECTION OF COMPANY UNDER EXTERNAL ADMINISTRATION**

2. Notice is now given that a meeting of the creditors*/ /contributories*/debenture holders*/members*/members and creditors*/committee of inspection* of the company will be held at (*insert address and place of meeting*) on (*insert date*) at (*insert time*) *a.m./*p.m.
3. The purpose of the meeting is to determine:
 - (a) (*insert purpose of meeting*); and
 - (b) (*insert purpose of meeting*).
4. The effect of section 75-85 (entitlement to vote as creditor at meetings of creditors) is:
 - (1) A person other than a creditor (or the creditor's proxy or attorney) is not entitled to vote at a meeting of creditors.
 - (2) Subject to subsections (3), (4) and (5), each creditor is entitled to vote and has one vote.
 - (3) A person is not entitled to vote as a creditor at a meeting of creditors unless:
 - (a) his or her debt or claim has been admitted wholly or in part by the external administrator; or
 - (b) he or she has lodged, with the person presiding at the meeting, or with the person named in the notice convening the meeting as the person who may receive particulars of the debt or claim:
 - (i) those particulars; or
 - (ii) if required—a formal proof of the debt or claim.
 - (4) A creditor must not vote in respect of:
 - (a) an unliquidated debt; or
 - (b) a contingent debt; or
 - (c) an unliquidated or a contingent claim; or
 - (d) a debt the value of which is not established;unless a just estimate of its value has been made.
 - (5) A creditor must not vote in respect of a debt or a claim on or secured by a bill of exchange, a promissory note or any other negotiable instrument or security held by the creditor unless he or she is willing to do the following:
 - (a) treat the liability to him or her on the instrument or security of a person covered by subsection (6) as a security in his or her hands;
 - (b) estimate its value;
 - (c) for the purposes of voting (but not for the purposes of dividend), to deduct it from his or her debt or claim.
 - (6) A person is covered by this subsection if:
 - (a) the person's liability is a debt or a claim on, or secured by, a bill of exchange, a promissory note or any other negotiable instrument or security held by the creditor; and
 - (b) the person is either liable to the company directly, or may be liable to the company on the default of another person with respect to the liability; and

(c) the person is not an insolvent under administration or a person against whom a winding up order is in force.

Dated

(liquidator/administrator*/deed administrator's* signature)*

(insert liquidator/administrator*/deed administrator's* name)*

*Delete if not applicable