



Copy of minutes of meeting

Company details

Company name

ACN/ABN

Lodgement details

An image of this form will be available as part of the public register.

Who should ASIC contact if there is a query about this form?

ASIC Registered agent number (if applicable)

Firm/organisation

Contact name/position description

Telephone number (during business hours)

Email address (optional)

Postal address

Suburb/City

State/Territory

Postcode

Details of minutes of meeting

Attach a copy of the minutes of meeting.

Date of meeting

 / /
[D] [D] [M] [M] [Y] [Y]

Are the minutes being lodged for a meeting convened under s436E or s439A of the *Corporations Act 2001*?

 Yes No

Attendance register

Under s75-145(4) of the *Insolvency Practice Rules (Corporations) 2016*, a record of persons present at a meeting must be kept as part of the minutes.

If the record of persons present does not record:

- creditor's or contributory's name
- name of proxy holder or attorney
- type of proxy held (general or specific)
- signature of person attending
- amount of claim lodged (for a meeting of creditors)
- amount of claim admitted for voting (for a meeting of creditors)
- value of any security held (for a meeting of creditors)
- whether the creditor is a related party (for a meeting of creditors)
- number of shares held (for a meeting of contributories)
- number of votes cast (for a meeting of contributories),

you must attach a copy of a document that records the above information for persons present.

Signature

This form must be signed by the chair of the meeting.

I certify that the attached minutes of meeting are a true copy of the original minutes of meeting signed by the chair of the meeting as identified in the minutes.

Name

Registered liquidator number (if applicable)

Signature

Date signed

<input type="text"/>	<input type="text"/>	/	<input type="text"/>	<input type="text"/>	/	<input type="text"/>	<input type="text"/>
[D	D]		[M	M]		[Y	Y]

Lodgement

If lodging with ASIC, send completed and signed forms to:
Australian Securities and Investments Commission,
PO Box 4000, Gippsland Mail Centre VIC 3841.

Or lodge the form electronically 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

Guide: Copy of minutes of meeting

This guide does not form part of the form. It is included by ASIC to assist you in completing and lodging the Form 5011.

Lodgement period	If lodged for a meeting convened under s436E or s439A - 10 business days after the end of the meeting. If lodged other than for a meeting convened under s436E or s439A - 1 month after the end of the meeting.
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Lodgement fee	Nil.
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Late fees	Late fees may apply if the document is lodged outside the prescribed period. For information on fees refer to www.asic.gov.au/forms .
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How to provide additional information	<p>Photocopied Form 5011 pages 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.</p> <p>Attachments Attachments must be labelled as shown below.</p> <p>Sample</p> <table border="1"><tr><td>Liquidator name:</td></tr><tr><td>Attachment name:</td></tr><tr><td>Number of pages:</td></tr><tr><td>Date prepared:</td></tr></table>	Liquidator name:	Attachment name:	Number of pages:	Date prepared:
Liquidator name:					
Attachment name:					
Number of pages:					
Date prepared:					

Privacy	The information provided to ASIC in this form may include personal information. Please refer to our privacy policy (www.asic.gov.au/privacy) for information about how we handle your personal information, your rights to seek access to and correct personal information, and to complain about breaches of your privacy.
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Lodgement	Send completed and signed forms to: Australian Securities and Investments Commission, PO Box 4000, Gippsland Mail Centre VIC 3841. Or lodge the form electronically 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
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