



**ASIC**  
Australian Securities &  
Investments Commission

Office only box

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

# REPORT ON Company Activities and Property Part A (Form 507)

*Before you start, download **INSTRUCTIONS Part A (Form 507) and Part B***

*[www.asic.gov.au/forms/507](http://www.asic.gov.au/forms/507)*

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

*Please see our privacy policy ([www.asic.gov.au/privacy](http://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 number and name

Suburb/City

State/Territory

Postcode

Please tick appropriate box.

Receiver and Manager 507G

Appointment date

 /  / 

Managing Controller of property 507H

Date person took control

 /  / 

Controller 507F

Date received Report

 /  / 

Liquidator/Provisional Liquidator appointed by the court 507C

Date received Report

 /  / 

Liquidator – creditors' voluntary winding up 507D

Date received Report

 /  / 

Voluntary Administrator 507K

Date received Report

 /  / 

## Make up the Report as at the following dates

### 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 Directors, Secretary or other relevant person completing the report.

Put the date for return of the Report to you at the head of the next page, at **A1**.

## Lodge Part A

Using Form 911, you must verify a copy of Part A of the Report and lodge it 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

*Continued on next page*

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.

**END OF EXTERNAL ADMINISTRATOR SECTION**

## Director to complete

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

**A1** Return this Report to the External Administrator by the date the Administrator has shown below. (Not applicable to managing controllers)

/ /

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

No You must download a copy from [www.asic.gov.au/forms/507](http://www.asic.gov.au/forms/507)

Yes The **INSTRUCTIONS** explain:

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

**A3** Name of the Company under external administration

\_\_\_\_\_

**READ INSTRUCTION A3.** It explains the information you should provide and how to attach it to this Report.

ACN/ABN

\_\_\_\_\_

Street number and name

\_\_\_\_\_

Suburb/City State/Territory Postcode

\_\_\_\_\_

Registered office

Street number and name

\_\_\_\_\_

Suburb/City State/Territory Postcode

\_\_\_\_\_

Principal place of business

Street number and name

\_\_\_\_\_

Suburb/City State/Territory Postcode

\_\_\_\_\_

Does the Company have other places of business?

No Go to Question **A4**

Yes Give details below

Street number and name

\_\_\_\_\_

Suburb/City State/Territory Postcode

\_\_\_\_\_

## What the Company owes and owns

**A4** Does the Company owe money to its employees?

- No Go to Question **A5**
- Yes **READ INSTRUCTION A4.** It explains the information you should provide and how to attach it to this Report.

**A5** Does the Company owe money, goods or services to others (other than to employees)?

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

**A6** Is the Company owed money?

- No Go to Question **A7**
- Yes **READ INSTRUCTION A6.** It explains the information you should provide and how to attach it to this Report.

**A7** Does the Company own any assets as listed below?

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

**READ INSTRUCTION A7.** It explains the information you should provide and how to attach it to this Report.

Bank accounts

- No
- Yes

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.

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**A8** Have you provided the full details asked for in Questions **A4, A5, A6, and 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 INSTRUCTION A8.** 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 INSTRUCTION A9.** 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 page 3**.

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 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

## A10 Declaration by Managing Controller



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)

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

### LODGMET

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/](http://www.asic.gov.au/)

For more information

Web [www.asic.gov.au/](http://www.asic.gov.au/)

Need help? [www.asic.gov.au/question](http://www.asic.gov.au/question)

Telephone 1300 300 630



**ASIC**  
Australian Securities &  
Investments Commission

# REPORT ON Company Activities and Property Part B

*Do not lodge Part B with ASIC.*

*Company Director or relevant person to complete Part B  
for the External Administrator's use only.*

*Before you start, download INSTRUCTIONS Part A (Form 507) and Part B  
[www.asic.gov.au/forms/507](http://www.asic.gov.au/forms/507)*

# Director to complete

Director(s), Secretary, or other relevant person

## About you

### B1 Your details

**READ INSTRUCTION B1.** It explains the additional identity information you should provide to the External Administrator.

Name

Your role in the Company

Phone/Mobile

Email

Address

Street number and name

Suburb/City State/Territory Postcode

### B2 Have you received payments from the Company during the last four years?

No Go to Question **B3.**

Yes **READ INSTRUCTION B2.** It gives examples of the types of payments to Report. It explains the information you should provide and how to attach it to this Report.

### B3 Did you instruct the Company to make payments to someone else, or another company on your behalf?

No Go to Question **B4.**

Yes **READ INSTRUCTION B3.** It explains the information you should provide and how to attach it to this Report.

### B4 Did you operate the Company's business through a trust?

No Go to Question **B5**

Yes **READ INSTRUCTION B4.** It explains the information you should provide and how to attach it to this Report.

## About the Company

### B5 Who managed the Company's day-to-day business?

**READ INSTRUCTION B5.** It explains the details you should provide.

Name of Manager (1)

Role in the Company

Duties and responsibilities

Phone

Email

Name of Manager (2)

Role in the Company

Duties and responsibilities

Phone

Email

If you need to attach details of more Managers, go to **ADDING ATTACHMENTS** on page **5** of the **INSTRUCTIONS**.



## Company records

**READ THE EXPLANATION** at the top of page **25** of the **INSTRUCTION** about the importance of keeping Company records.

**B6** Did the Company keep electronic records?

No Go to Question **B7**

Yes Give contact details below

**READ INSTRUCTION B6.** It explains the information you should provide and attach to this Report.

Name of person who can provide the External Administrator access to these records, if not you.

Phone

Email

Address where electronic records are kept

Street/unit number and name

Suburb/City State/Territory Postcode

How have they been stored? (e.g., computer, separate hard drive, cloud-based service, etc.)

User name

Password

Registration name

**B7** Did the Company keep paper records?

No Go to Question **B8**

Yes **READ INSTRUCTION B7.** It explains the information you should provide and attach to this Report.

Name of person who can provide the External Administrator access to these records, if not you.

Phone

Email

Address where paper records are kept

Street/Unit number and name

Suburb/City State/Territory Postcode

**B8** Can you or someone else provide financial statements for the last 4 years?

No Go to Question **B9**

Yes **READ INSTRUCTION B8.** It explains the information you should provide and attach to this Report.

**B9** Have you provided the full details asked for in Questions **B6, B7,** and **B8?**

No **READ INSTRUCTION B9**

Please explain why you cannot provide company records

Yes Go to Question **B10**

## Company history

**B10** Date the Company started trading

**READ INSTRUCTION B10.** It explains more about this date.

**B11** Did the Company purchase or acquire the business or any part of the business from someone else in the last four years?

No Go to Question **B12**

Yes **READ INSTRUCTION B11.** It explains the information you should provide and attach to this Report.

Who was the business purchased or acquired from?

Name/Organisation

ACN (if applicable)

What was the purchase price?

Date the Company acquired the business

**B12** What is the main thing the Company makes or provides?

**READ INSTRUCTION B12.** It gives examples of information you should provide.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**B13** Did the Company lease or rent business premises?

No Go to Question **B14**

Yes Give details below

If you need to add more names and addresses, go to **ADDING ATTACHMENTS** on page **5** of the **INSTRUCTIONS**.

Address

\_\_\_\_\_

Street number and name

\_\_\_\_\_

Suburb/City State/Territory Postcode

\_\_\_\_\_

Name of the real estate agent  
(if none, provide landlord's details)

\_\_\_\_\_

Phone

\_\_\_\_\_

Is/was there a lease agreement?

No Go to Question **B14**

Yes Give details below

What is/was the term of the lease agreement for the business premises?

\_\_\_\_\_

Start date End date

\_\_\_\_/\_\_\_\_/\_\_\_\_

Date of last payment

\_\_\_\_/\_\_\_\_/\_\_\_\_

Provide bond amount

\$ \_\_\_\_\_

Who has the Company's copy of the lease agreement, if not you?

Name

\_\_\_\_\_

Address

\_\_\_\_\_

Street number and name

\_\_\_\_\_

Suburb/City State/Territory Postcode

\_\_\_\_\_

**B14** Did the business fail?

No Go to Question **B15**

Yes **READ INSTRUCTION B14.** It gives further information.

Give reason(s)

\_\_\_\_\_

\_\_\_\_\_

When did the reason(s) become apparent?

\_\_\_\_/\_\_\_\_/\_\_\_\_

**B15** Has the Company ceased trading as of the date of this Report?

No Go to Question **B16**

Yes Give details below

Date the Company ceased trading

\_\_\_\_/\_\_\_\_/\_\_\_\_

Reason(s) it ceased trading

\_\_\_\_\_

\_\_\_\_\_

**B16** Is someone else or another company currently carrying on the business, or any part of the business ordinarily carried on by the Company?

No Go to Question **B17**

Yes Give details below

Name and address of company or person

\_\_\_\_\_

Street number and name

\_\_\_\_\_

Suburb/City State/Territory Postcode

\_\_\_\_\_

Phone

\_\_\_\_\_

## Financial transactions

**B17** In the last four years, has the Company disposed of, sold or otherwise transferred any property outside the normal course of business (including the business) other than disclosed at **B3**?

No Go to Question **B18**

Yes Give details below

**READ INSTRUCTION B17.** It explains *outside the normal course of business* and the information you should provide and attach to this Report.

Description of property disposed of, sold or transferred

Who received the property?

Recipient's address

Street number and name

Suburb/City State/Territory Postcode

Phone

Was the recipient a related party?

**READ INSTRUCTION A5** on page **12** of the **INSTRUCTIONS**. It defines *related party* for the purposes of this question.

No Go to Question **B18**

Yes Give details below

Sale price or consideration given

**READ INSTRUCTION B17.** It explains *consideration*.

Sale/disposition date Payment received date

Provide the External Administrator with a copy of any valuation or contract for the sale or transfer.

*Continued in next column*

Name and address of company or persons who advised you on this transaction

Name

Street number and name

Suburb/City State/Territory Postcode

Phone

Amount paid for advice

Who paid for the advice?

Attach copies of engagement letter and advice.

If you need to attach more pages, read **ADDING ATTACHMENTS** on page **5** of the **INSTRUCTIONS**.

**B18** In the last four years, has the Company entered into any financial transactions with a related party, including acquiring any property or businesses?

**READ INSTRUCTION B18**

It defines *related party* for the purposes of this question.

No Go to Question **B19**

Yes Give details below

Details of the property or business transferred or received

Related party name

Related party address

Street number and name

Suburb/City State/Territory Postcode

Phone

Value of transaction

Consideration given

**READ INSTRUCTION B17.** It explains *consideration*.

Consideration received

Date of transaction

 /  / 

Date of payment, or if in instalments, date of final payment)

 /  / 

Name of lender

Address

Street number and name

Suburb/City

State/Territory

Postcode

Phone

Amount borrowed from this lender

 \$

Term of the loan

Start date

End Date

 /  / 

Date the Company borrowed the money

Interest rate per annum

 /  /  %

Date money was repaid

 /  / 

If the Company has borrowed from more than one lender, read **ADDING ATTACHMENTS** on page **5** of the **INSTRUCTIONS**.

Was the lender a related party?

**READ INSTRUCTION A5** on page **12**. It defines *related party* for the purposes of this question.

No Go to Question **B21**

Yes Give details

## Repayment of money to creditors

**B21** In the last 12 months, did the Company pay more than a normal payment to a creditor, or enter into any financial arrangement to pay a creditor who demanded payment?

**READ INSTRUCTION B21**. It gives examples of demands for payment.

No Go to Question **B22**

Yes **READ INSTRUCTION B21**. It provides details about which creditors to include and how to present the information as an attachment to this Report.

**B19** In the last four years, has the Company lent money that the borrower has not repaid in full?

No Go to Question **B20**

Yes Give details below

If the Company has lent money to more than one borrower, read **ADDING ATTACHMENTS** on page **5** of the **INSTRUCTIONS**.

Name of borrower

Address

Street number and name

Suburb/City

State/Territory

Postcode

Phone

Total of all money lent to this borrower

 \$

Purpose of loan

Date money was lent

Interest rate per annum

 /  /  %

Date money was repaid

 /  / 

Was the borrower a related party?

**READ INSTRUCTION A5** on page **12**. It defines *related party* for the purposes of this question.

No

Yes

**B20** In the last four years, has the Company borrowed any money and repaid it in full?

No Go to Question **B21**

Yes Give details in next column

## Taxation

**B22** Did the Company enter into a payment arrangement with the Australian Taxation Office?

No Go to Question **B23**

Yes Provide details

Amount owing \$	Amount paid \$
Date of first payment / /	Balance owing now \$

**B23** Who prepared the most recent Income Tax Return, Business Activity Statement, and Superannuation Statements for the Company?

Name  
\_\_\_\_\_

Phone  
\_\_\_\_\_

Dates covered by latest Income Tax Return  
Start date                      End date  
/ /                                      / /

Dates covered by latest Business Activity Statement  
Start date                      End date  
/ /                                      / /

Dates covered by latest Superannuation Guarantee Charge  
Start date                      End date  
/ /                                      / /

**READ INSTRUCTION B23.** It explains how to provide a copy of the most recent Income Tax Return to the External Administrator, if available.

**B24** Have you provided the full details asked for in Questions **B17** to **B23** ?

No **READ INSTRUCTION B24**

Yes Go to Question **B25**

## External advisers

**B25** Give details of people who provided advice about the Company's affairs for the last four years, other than those you have already given at **B17** and **B23**.

**READ INSTRUCTION B25.** It explains how to present this information and attach it to this Report.

**B26** Is the Company currently subject to or undertaking legal action?

No Go to Question **B27**

Yes Provide details

**READ INSTRUCTION B26.** It provides details about what to include.

Nature of legal action  
\_\_\_\_\_

Name of acting solicitor  
\_\_\_\_\_

Street number and name  
\_\_\_\_\_

Suburb/City                      State/Territory      Postcode  
\_\_\_\_\_

Phone  
\_\_\_\_\_

*Continued on next page.*

**B27** Did someone help you to complete this Report?

No Go to Question **B28**

Yes Provide details

**READ INSTRUCTION B27**

Name

Street number and name

Suburb/City State/Territory Postcode

Phone

Email

Do you give the External Administrator permission to discuss this Report with the person who helped you complete this Report?

No

Yes

**B28** Declaration by a Director, Secretary, or person nominated by the External Administrator

**READ INSTRUCTION B28**



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

Name

Signature

Date

Please return the completed Report to the External Administrator by the date on **page 3, Part A (Form 507)** of this Report.