



ASIC
Australian Securities &
Investments Commission

REPORT ON
**Company
Activities and
Property
Instructions**

Part A (Form 507) and Part B

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Read this page before you start

Why have you received this Report?

The External Administrator, who now controls the Company under the *Corporations Act 2001*, sent you this Report.

A receiver, managing controller, or controller who does not control the Company may also send you this Report.

As a Director or Secretary of the Company, or as the person the External Administrator nominated, The *Corporations Act 2001* requires you to answer questions in the Report Part A (Form 507).

Only Part A (Form 507) and its attachments comprise the 'Report' referred to in the statutory provisions. It is lodged with ASIC by the External Administrator.

Part B does not form part of ASIC Form 507 and is not lodged with ASIC.

The information you provide in Part B helps the External Administrator (named in Part A, PAGE 2 of the Report) to perform their duties. Section 530A of The *Corporations Act 2001* also requires you to assist liquidators and provisional liquidators when they reasonably request it. Failure to comply with a request is a strict liability offence.

What is external administration

The term 'external administration' covers certain types of insolvency arrangements for companies in financial distress or have failed.

Who is an External Administrator?

Liquidators, voluntary administrators and deed administrators are all External Administrators who conduct external administrations, although their duties and responsibilities differ.

The statutory definition of External Administrator does not include receivers or controllers/managing controllers. However, for the purposes of this Report, the Report refers to receivers and controllers/managing controllers as External Administrators.

External Administrators, apart from certain voluntary liquidators, must be registered by ASIC.

What must you do now?

You should complete both Part A (Form 507) and Part B (where relevant).

*Return both Parts to the External Administrator by the date shown at **A1**, **PAGE 3 OF THE REPORT**.*

The External Administrator will lodge the completed Part A with ASIC.

Penalties apply for late return of the PART A (FORM 507) of the REPORT.

How to use these instructions

*Use these **INSTRUCTIONS** to help you answer each question to the best of your ability.*

To make it easy for you to move between these **INSTRUCTIONS** and the **REPORT**, **INSTRUCTION A1** in these **INSTRUCTIONS** corresponds to **QUESTION A1** in the **REPORT**, and so on.

Before you start, locate:

The Company's financial records for the last four years, including:

(a) current records of any money which the Company owes, such as:

- | | |
|---------------------------|---------------------|
| ❖ employee entitlements | ❖ rental agreements |
| ❖ creditors and suppliers | ❖ leases |
| ❖ loans | ❖ taxes |

(b) current records of assets, such as

- | | |
|----------------|---------------------------------------|
| ❖ property | ❖ bank balances |
| ❖ equipment | ❖ work in progress |
| ❖ inventory | ❖ money owed to the Company (debtors) |
| ❖ cash in hand | ❖ patents and intellectual property |

(c) bank statements of all accounts used by the Company

(d) accounting software used by the Company.

Adding attachments to the Report

Many questions ask you for additional information, requiring you to include an attachment. For each attachment:

- ❖ use good quality, pale A4 paper for each question that needs extra information
- ❖ use the layouts, including the table headings (fields), shown in the examples in these instructions
- ❖ ensure that all margins are at least 10 millimetres
- ❖ clearly print or write in permanent black or dark blue that can be easily photocopied or scanned
- ❖ put the question number at the head of the page (e.g. **Question A3**)
- ❖ add the following words to each attachment, as shown in the table examples (see for example **page 9** of these instructions):

*This is the annexure of Page/s [insert number/s of page/s] marked [insert an identifying mark, e.g. *] mentioned in the [insert a description of the PART] signed by [insert 'me' or 'us'] and dated [insert the date of signing].*

- ❖ number each page consecutively, including total number of pages (e.g. 1 of 4, 2 of 4, 3 of 4, 4 of 4)
- ❖ sign each added page.

You will find examples of attachment (annexure) pages throughout these instructions.

If you use accounting software, you can create tables in that software for printing and attaching to the Report.

What information will be on the public record?

The information you provide on **PAGES 3 to 5** of **PART A (FORM 507)** will be available on the public record maintained by ASIC.

Pages in Part B marked **THE EXTERNAL ADMINISTRATOR** will NOT be available on the public record.

Continued on next page

PART A

The information you provide to ASIC may include personal information.

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

A1

This date is IMPORTANT.

*Return the **REPORT** by this date to the External Administrator.
Penalties apply to you for late return of the Report.*

A2

Do you have the **INSTRUCTIONS** for completing this form? Yes, you do! **CARRY ON**.

A3

Name of the Company under external administration

Provide the Company's name, ACN/ABN, and addresses of registered office and principal place of business. You will have registered these details with the Australian Securities and Investments Commission (ASIC).

If the Company has another place of business, provide details in the space provided in the Report.

*If there are additional places of business, include an attachment with relevant details. see [Adding attachments](#) described on page **5** of the [Instructions](#).*

What the Company owes and owns

A4

Does the Company owe money to its employees?

- No Go to question [A5](#)
- Yes Give full details of money the Company owes its employees. If you use accounting software, you can print out a table using the software and attach it to the Report. See Adding attachments p 5.

Page [9](#) contains an illustration of the Employee Information table showing you how to present the information as an attachment to the Report.

If you complete this part of the Report by hand, use the [TABLE](#) on page [38](#) to help create your own tables. See also [Adding attachments p 5](#).

Give information about each employee and the money owed to each employee in a table with the following fields:

EMPLOYEE'S NAME

Use sufficient detail to uniquely identify the employee.

For example: Ms Mary Anne Smith

START DATE

WAGES OWED

All amounts must be gross amounts before tax, superannuation, etc.

HOLIDAY PAY OWED

LONG SERVICE LEAVE OWED

SUPERANNUATION OWED

REDUNDANCY OWED

OTHER

Other can include reimbursement of expenses owed, and payments in lieu of notice (PILN).

Continued on next page

TOTAL OWED

RELATED PARTY

A Related Party in the table at **A4** can be an employee who is:

- ❖ a Director of the Company, or was a Director within the past year
- ❖ the spouse of a Director of the Company
- ❖ a close family member of a Director of the Company (such as son, daughter, brother, sister, parent) including estranged relatives.

Continued on next page

Example attachment A4

The contents of this page will be available **ON THE PUBLIC RECORD**

Q A4

This is the annexure of **3** Pages marked with ***** mentioned in **Part A** signed byand dated / /

Amounts the Company owes to its employees (priority creditors)

EMPLOYEE'S NAME	START DATE	WAGES OWED	HOLIDAY PAY OWED	LONG SERVICE LEAVE OWED	SUPERANNUATION OWED	REDUNDANCY OWED	OTHER	TOTAL OWED	TICK IF RELATED PARTY
	/ /	\$	\$	\$	\$	\$	\$	\$	<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"/>
	/ /	\$	\$	\$	\$	\$	\$	\$	<input type="checkbox"/>
	/ /	\$	\$	\$	\$	\$	\$	\$	<input type="checkbox"/>

A5

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

- No Go to Question **A6**
- Yes Give full details of the money, goods, or services the Company owes its creditors, other than employees.

A company owes money to its *creditors*. A creditor may be a bank, supplier, or person that provided credit to a company. The amounts owed to creditors are reported on the Company's balance sheet as liabilities.

If you use accounting software, you can print out a table using the software and attach it to the Report. See [Adding attachments p 5](#).

Page **13** contains an illustration of the Creditor Information table showing you how to present the information as an attachment to the Report.

*If you complete this part of the Report by hand, use the [TABLE](#) on page **39** to help create your own tables. Attach a table using the following fields:*

For each creditor, give information in a table about money owed to them using current records and your knowledge of the Company's affairs.

Examples of Company creditors

TYPES OF ORGANISATIONS	SERVICES MIGHT INCLUDE	MONEY MIGHT BE OWED ON
❖ Contractors	❖ Rent	❖ Bank loans
❖ Sub-contractors	❖ Leased equipment or transport	❖ Hire purchase agreements
❖ Suppliers of goods	❖ Electricity or gas	❖ Credit cards
❖ Suppliers of services	❖ Telephone	❖ Personal loans
❖ Office suppliers	❖ Email and web services	❖ Leased assets
❖ Government bodies (for example: ATO, ASIC, local council)		❖ GST
		❖ Pay As You Go withholding
		❖ Company tax
		❖ Superannuation

Continued on next page

Use the following fields in the table

CREDITOR'S NAME

Use sufficient detail to uniquely identify the individual or organisation.

e.g. **Dr. James B. Example, Example Co. Pty., Ltd.**

Give ACN if applicable.

POSTAL ADDRESS IN FULL

EMAIL ADDRESS

TICK IF SECURED

Money owed can be secured (encumbered) or unsecured (unencumbered). Secured money is anything that serves as a form of security for the repayment of a debt or money owed. For example, a mortgage on a property acts as a security for a bank loan: if you do not repay the loan, the bank can take the property.

*If the debt is secured, give details of the security. If you are not sure whether or not the debt is secured, write **NS** (for 'not sure') in the sixth column.*

PPSR (IF APPLICABLE)

The PPSR is the Personal Property Securities Register. It is a national online register of personal or company property that records others' interest in that property (for example, a finance company having an interest in a motor vehicle).

IF SECURED, GIVE ASSET DETAILS

Give a description of the asset.

For example: for a motor vehicle give the registration and VIN numbers, or for a building give the address.

Continued on next page

TICK IF RELATED PARTY

A Related Party in the table at **QA5 page 13** can be a creditor who is a:

- 1** related body corporate (where the Company under administration is the holding company, a subsidiary, or shares the same holding company)
- 2** company that shares the same Director as the Company under external administration
- 3** beneficiary of a trust where the Company under external administration is or has been the trustee
- 4** promoter of the Company (someone who took part in the formation of the Company)
- 5** Director (or someone who, although not appointed as Director, acts as one) of the Company under administration or of 1 (a related body corporate)
- 6** shareholder of the Company under external administration or of 1 above
- 7** spouse (including the de facto partner) of 3, 4, 5 or 6 above
- 8** close family member (including estranged relatives and brothers and sisters) of 3, 4, 5, 6 or 7 above.

A related party may not be owed money, but would still be called a 'related party'.

AMOUNT OWING

Write the amount owing to this creditor.

\$ 543.55

If you don't know the exact amount, give an estimate.

\$ 540

If you do not have enough space to enter all creditors, see [Adding attachments p 5](#).

Example attachment A5

The contents of this page will be available **ON THE PUBLIC RECORD.**

Q A5

This is the annexure of 2 Pages 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"/>	\$
			<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"/>	\$
			<input type="checkbox"/>			<input type="checkbox"/>	\$
			<input type="checkbox"/>			<input type="checkbox"/>	\$

A6

Is the Company owed money?

No Go to Question [A7](#)

Yes

Money owed to the Company is an asset of the Company.

Below are examples of the kinds of money that could be owed to the Company:

❖ Goods and services sold on credit to a customer	❖ Unpaid rental fees
❖ Loan given to a person or company	❖ Unpaid hire fees from hiring out a vehicle, boat, or other equipment to a customer
❖ Unpaid fees for service given	❖ Outstanding payment for delivered goods
❖ Debts not yet collected, including interest	

Page [16](#) contains an illustration of an information table for Money owed to the Company, showing you how to present the information as an attachment to the Report.

If you complete this part of the Report by hand, use the [TABLE](#) on page [40](#) to help create your own tables. Attach a table using the following fields:

On the table, list the third parties (individuals, corporations, or other organisations) that owe money to the Company (debtors). In some cases, the Company may have registered a charge or security against property owned by one or more of the third parties to secure the money owed to the Company.

If you use or used accounting software, you can create a printout of the table content in that software, and attach it to the Report.

Please ensure that you provide all information the tables ask for.

See [Adding attachments p 5](#).

Continued on next page

Use the following fields in the table:

DEBTOR NAME

Name of party that owes money to the Company.

DESCRIPTION

Description of property, if any, that the Company has registered an interest in (security or charge) to secure repayment of the money owed to the Company.

DEBTOR ADDRESS

Address of person or company that owes money to the Company.

AMOUNT OUTSTANDING

The amount of money the Company is owed.

ESTIMATED AMOUNT REALISABLE

How much money the Company would receive from a sale of the asset.

PPSR (IF APPLICABLE)

The PPSR is the Personal Property Securities Register. It is a national online register of personal or company property that records others' interest in that property, (for example, a finance company having an interest in a motor vehicle).

SECURITY TYPE

If money owed to the Company is secured property, you can check this yourself by going to PPSR for registered securities.

www.ppsr.gov.au/. There is a charge for this service.

SECURITY TYPE EXAMPLES

- ❖ a mortgage
- ❖ goods on credit
- ❖ retention of title

PROPERTY DESCRIPTION EXAMPLES

- ❖ goods
- ❖ land
- ❖ machinery

DATE SECURED

Date the property was secured on the PPSR, if applicable.

See **A5 page 11** of the Instructions for a definition of 'security'

A7

Does the Company own any assets?

Tick the boxes for each type of asset, and if 'Yes', provide the information in an attachment.

If you use or used accounting software, print out a table using the software and attach it to the Report. See [Adding attachments p 5](#).

Page **19** contains an illustration of the Assets Information table showing you how to present the information as an attachment to the Report.

*If you complete this part of the Report by hand, use the [TABLE](#) on page **41** to help create your own tables. Attach a table using the following fields:*

Use the following fields in the table:

ASSET DESCRIPTION

An asset is anything that belongs to the Company. For example:

❖ Bank accounts	❖ Debtors/receivables (see Q6)	❖ Insurance claims in progress
❖ Motor vehicles	❖ Patents and intellectual property	❖ Real Property for example: land, business premises (provide purchase dates and current value)
❖ Plant and equipment	❖ Company website (provide details)	❖ Work in progress yet to be paid for
❖ Inventory	❖ Domain name (provide details)	❖ Anything else of value
❖ Shares	❖ Materials for production	
❖ Stock for sale		
❖ Cash in hand or float		
❖ Cryptocurrencies		

❖ Property on trust?

The Company may hold an asset, such as property, for the benefit of someone else (a third party or related party).

❖ Trustee of a superannuation fund?

A company (a corporate trustee) may be responsible for running a superannuation fund.

Continued on next page

LOCATION/ADDRESS WHERE ASSET IS LOCATED

Please ensure that this information is correct so the External Administrator can find and take control of these assets.

Give bank account details/numbers where relevant.

Give address, date purchased, and current value for real property.

SECURITY HELD BY (IF APPLICABLE)

If the asset is secured, give details of the lender.

*For an explanation of 'security' see **p 11** TICK IF SECURED*

*For examples of security types see **p 15** SECURITY TYPE*

If you do not know whether an asset is secured or not, the External Administrator can conduct searches of the Personal Property Securities Register (PPSR).

You can check the PPSR yourself at www.ppsr.gov.au/
However, there is a charge for this service.

ESTIMATED ASSET VALUE

Enter the known or estimated value of the asset.

*If you do not have enough space to enter all assets, see **Adding attachments p 5**.*

A8

Have you provided full details asked for in Questions A4, A5, A6, and A7, including all attachments?

There are penalties for giving false information.

Under the *Corporations Act 2001*, a person providing a false or misleading document lodged or submitted to ASIC and/or making a false or misleading statement may be guilty of an offence, where the person:

- ❖ makes or authorises the making of a statement, which to that person's knowledge is false or misleading
- ❖ omits or authorises the omission of any matter, without which the document is to the person's knowledge misleading.

Continued on next page

A9

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

You must provide information in Part A of the Report to the best of your ability.

Please be aware that you can be penalised for giving false information.

Attach all documents as shown at [Adding attachments p5](#).

A10

Declaration by Managing Controller

In signing the Report, you understand that all relevant information must be provided, except where the information, in the Managing Controller's opinion, could seriously prejudice your interests or hinder the achievement of objectives. In that case, you can omit the information.

If you omit any information, the Managing Controller must also sign this Report (at [A10](#)) and attach to the Report a notice following s421A (4) (a) and (b), and s421A (5) (a) and (b) as below.

Sections 421A (4) and 421A (5) of the *Corporations Act 2001* state:

s421A (4) If, in the Managing Controller's opinion, it would seriously prejudice:

- (a) the corporation's interests; or
- (b) the achievement of the objectives for which the Controller was appointed, or entered into possession or assumed control of property of the corporation, as the case requires.

If particular information that the controller would otherwise include in the Report were made available to the public, the controller need not include the information in the Report.

s421A (5) If the Managing Controller omits information from the Report as permitted by subsection (4), the Controller must include instead a notice:

- (a) stating that certain information has been omitted from the Report; and
- (b) summarising what the information is about, but without disclosing the information itself.

PART B

About you

B1 Your details

Have you given the External Administrator the information necessary for a 100 point check verifying your identity? Some examples of documents:

- ❖ Birth certificate
- ❖ Citizenship certificate
- ❖ Passport
- ❖ Driver's licence
- ❖ Motor vehicle registration.

Australia Post (www.auspost.com.au/id-and-document-services) and most banks have a full list of identity documents.

Give the External Administrator copies of these identity documents.

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

Give totals over the four years of the type of payment. For example:

	AUS\$
2015-18: Salary	210,000
2015-17: Share dividends	101,000
2015: Loan	24,000
2016-17: Travel expenses	1500
2016-18: Superannuation	6,000
2016-18: Performance bonuses	500,000
2017: Property transfers	1,000,000

On page **23** is an illustration of the Payments Received table showing you how to present the information as an attachment to the **REPORT**.

*If you complete this part of the Report by hand, use the **TABLE** on page **42** to help create your own tables. Attach a table using the following fields:*

Example Attachment B2

Q B2

This is the annexure of **1** page marked with ***** mentioned in **Part B** signed byand dated / / .

YEAR	PAYMENT TYPE	AMOUNT
		\$
		\$
		\$

B3

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

If you instructed the Company to make a payment to you or a related party, or to another company, please provide details.

For example:

- ❖ School fees
- ❖ Personal expenses
- ❖ Loan to family members or friends

INSTRUCTION A5 on **page 12** explains 'related party' for the purposes of this question.

Below is an illustration of the Payments Made table showing you how to present the information as an attachment to the **REPORT**.

*If you complete this part of the Report by hand, use the **TABLE** on page **43** to help create your own tables. Attach a table using the following fields:*

Example Attachment B3

Q B3

This is the annexure of **1** Page marked with ***** mentioned in **PART B** signed byand dated / / .

YEAR	PAYMENT TYPE	PAYEE	ADDRESS	AMOUNT
				\$
				\$
				\$

B4

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

A trust company is a legal entity that your professional adviser, lawyer, or accountant may have created for you to run your business, usually for the purpose of administration, management, and eventual transfer of assets or income to a beneficiary.

You should have a copy of the Trust Deed, which may also be called a Deed of Settlement, setting out how the trust is to operate.

Provide details of the ABN and a copy of the Trust Deed to the External Administrator. Contact the External Administrator if you do not understand this question.

If you answered 'Yes' to this question, the External Administrator may seek additional information from you.

About the Company

B5

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

Add as many names as necessary.

Name of manager

Use sufficient detail to uniquely identify the person:

Example. Mr Peter Paul Jones

Role in the Company

Describe their role within the Company. Example. Logistics Manager

Duties and responsibilities

Example. Plan and manage logistics, warehouse, and transportation.

Liaise and negotiate with suppliers, manufacturers, retailers.

Keep track of quality, quantity, stock levels, delivery times.

Supervise, coach and train warehouse workforce.

If you need to attach more items, see [Adding attachments p 5](#).

Company records

Financial records are a valuable tool for managing your Company and checking its progress and financial position.

See the following link for further information:

www.asic.gov.au/for-business/running-a-company/companyofficeholder-duties/your-company-and-the-law/

Please note that s286(1) of the *Corporations Act 2001* states that a company must keep written financial records that

- (a) correctly record and explain its transactions, financial position and performance, and
- (b) would enable a true and fair financial statement to be prepared and audited.

B6

Did the Company keep electronic records?

If applicable, provide details of how and where these are stored, and how the External Administrator can access them.

Financial records may be kept electronically, and numerous accounting software packages are available for this purpose. Provide the External Administrator with password and login details for the accounting or other software the Company used.

Provide the External Administrator with user name, passwords, and any other information necessary to fully access to the Company's records where they are stored digitally.

B7

Did the Company keep paper records?

If applicable, provide details of how and where these are stored, and how the External Administrator can access them.

B8

Can you or someone else provide the financial statements for the last four years?

If 'Yes', please provide digital or paper copies to the External Administrator.

B9

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

*Please read the important information under the heading **Company Records** on page **25**.*

Company history

B10

Date the Company started trading

Give the date that the Company began to generate revenue OR the date that the Company began to incur expenses or liabilities.

Provide all necessary details.

B11

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

Please provide all necessary details.

B12

What is the main thing the Company makes or provides?

For example:

- ❖ Makes car parts
- ❖ Office furniture supplier
- ❖ Dress factory
- ❖ Tax consultancy
- ❖ Teaching English
- ❖ Take-away food
- ❖ Bricklaying
- ❖ Hairdressing salon

B13

Did the Company lease or rent business premises?

Provide details of new or ongoing lease details.

If the Company's lease was recently terminated and the Company's books and records and assets remain at the premises, please advise the External Administrator.

*If you need more space, see **Adding attachments p 5**.*

B14

Did the business fail?

'Fail' can refer to the inability of the Company to pay money owed to its creditors as and when the money becomes due and payable.

Here are some possible reasons for a company to fail:

- ❖ Under-capitalised
- ❖ Poor financial control, including lack of records
- ❖ Poor management of accounts receivable
- ❖ Poor strategic management of business
- ❖ Inadequate cash flow or high cash use
- ❖ Competition
- ❖ Lack of a comprehensive business plan
- ❖ Trading losses
- ❖ Destruction of property by fire
- ❖ Poor marketing strategies
- ❖ Refusal of bank to extend/advance loan
- ❖ Fraud
- ❖ Industry restructuring
- ❖ Poor economic conditions
- ❖ Natural disaster
- ❖ Deed of Company Arrangement (DOCA) failed
- ❖ Dispute among Directors

Give as many reasons as necessary

Provide the earliest date you believe the Company could not pay its creditors.

B15

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

Provide the date the Company ceased incurring expenses and/or liabilities on behalf of the Company.

Please give the reason(s) the Company ceased to trade.

B16

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

If there is more than one business ordinarily carried on by the Company and now carried on by someone else, provide the details of the other business(es) to the External Administrator.

Financial transactions

B17

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

Outside the normal course of business

Activities that are normal and usual practices of a business or that are common practice and customs of commercial transactions are referred to as the normal (or ordinary) course of business. For example, it might be the usual practice for debtors to pay the Company within 30 days of receipt of an invoice.

Sometimes, transactions or events occur that are not normal or usual for a particular business or business activity.

Provide details of property disposed of, sold or transferred that are outside the normal course of business.

Related party

If you or people or entities related to you are not owed money, you and those persons or entities are still referred to as a 'related party'

INSTRUCTION A5 defines Related Party for the purposes of this question.

Consideration

Consideration, in legal terms, is the price asked for in a contract.

It is usually money, but it could be anything that parties agree on. For example, it could be an agreement to provide goods and services at a discount for the duration of the contract.

If you need more space, see [Adding attachments p 5](#).

Please provide the External Administrator with a copy of the valuation or contract for the sale or transfer.

B18

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

Related party

If you or people or entities related to you are not owed money, you and those persons or entities are still referred to as a 'related party'.

INSTRUCTION A5 on **Page 12** defines Related Party for the purposes of this question.

B19

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

If the Company has lent money to more than one borrower, see [Adding attachments p 5](#)

Related party

INSTRUCTION A5 on **Page 12** defines Related Party for the purposes of this question.

If you or people or entities related to you are not owed money, you and those persons or entities are still referred to as a 'related party'.

B20

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

Related party

INSTRUCTION A5 on **Page 12** defines Related Party for the purposes of this question.

If you or people or entities related to you are not owed money, you and those persons/entities are still referred to as a 'related party'

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?

Over and above normal payment

Activities that are the normal and usual practices of a business or that are the common practice and customs of commercial transactions are referred to as 'normal' or 'ordinary' business activities. For example, it might be the usual practice for the Company to pay a particular creditor within 30 days of receipt of an invoice.

Sometimes, transactions or events occur that are not usual for the particular business or activity that a business performs.

Page [32](#) contains an illustration of the Repayments to Creditors table showing you how to present the information as an attachment to the [REPORT](#).

If you complete this part of the Report by hand, use the [TABLE](#) on page [44](#) to help create your own tables. Attach a table using the following fields:

Collect records of these payments.

Please provide all relevant details to the External Administrator.

Continued next page

Attach a table using the following fields:

CREDITOR'S NAME IN FULL

ADDRESS IN FULL

EMAIL

PHONE NUMBER

HOW DID CREDITOR ASK FOR PAYMENT? (REFER TO EXAMPLE)

For example:

- ❖ Did you enter into a repayment plan with a creditor?

If you need more space,

see [Adding attachments p 5](#).

WAS THERE PRESSURE TO PAY? (TICK IF YES)

For example:

- ❖ Did a creditor press for payment, and you took steps to satisfy that payment?
- ❖ Did the creditor start legal action?
- ❖ Did the creditor employ a debt collection agency?

PAYMENT AMOUNT OR PROPERTY VALUE GIVEN
(PROVIDE AMOUNT TOTALLING OVER \$3,000)

If the Company paid smaller amounts over time, you can add those amounts together.

BALANCE OWING NOW

How much of the debt remains?

DATE OF FIRST PAYMENT/PROVISION OF PROPERTY

Example Attachment B21

Your answers to questions on this page is for **EXTERNAL ADMINISTRATOR** use only.

Q B21

This is the annexure of **1** Pages marked with ***** mentioned in **Part B** signed byand dated / / .

Repayments to creditors

CREDITOR'S NAME IN FULL	ADDRESS IN FULL	EMAIL	PHONE NUMBER	HOW DID CREDITOR ASK FOR PAYMENT (REFER TO EXAMPLE)	WAS THERE PRESSURE TO PAY (TICK IF YES)	PAYMENT AMOUNT OR PROPERTY VALUE GIVEN (PROVIDE AMOUNT TOTTALLING OVER \$3,000)	BALANCE OWING NOW	DATE OF FIRST PAYMENT/ PROVISION OF PROPERTY
					<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"/>		\$	/ /

Page 1 of 3

Taxation

B22

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

Please provide details.

B23

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

This could be an internal or external book-keeper or accountant.

For example:

- ❖ Company book-keeper
- ❖ Tax consultant
- ❖ Accountant

Please provide a copy of the tax return and all other tax-related documents to the External Administrator.

B24

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

As previously stated (page **25**), section 286(1) of the *Corporations Act 2001* states that a company must keep written financial records that correctly record and explain its transactions, financial position, and performance, and that would enable a true and fair financial statement to be prepared and audited.

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**.

This could be anyone who advised about financial, legal, risk or business matters.

For example:

- ❖ Accountants
- ❖ Tax consultants
- ❖ Solicitors
- ❖ Business advisers/consultants
- ❖ Insurance agents, brokers or consultants

Page **35** contain an illustration of the External Adviser table showing you how to present the information as an attachment to the Report.

*If you complete this part of the Report by hand, use the **TABLE** on page **45** to help create your own tables. Attach a table using the following fields:*

ADVISER NAME, BUSINESS OR FIRM NAME

NATURE OF ADVICE GIVEN

TICK IF FORMAL ADVICE

Advice can be formal or informal. Formal advice usually comprises an engagement letter, written report, and emails about the Company's affairs, including recommendations. Informal advice may be phone calls and or meetings that may not have been documented.

Provide the External Administrator with copies of the engagement letters and advice given.

ADVISER ADDRESS

PHONE NUMBER

AMOUNT PAID

DATE PAID

PAYMENT METHOD

*If you need more space, see **Adding attachments p 5**.*

Example Attachment B25

Your answers to questions on this page is for **EXTERNAL ADMINISTRATOR** use only.

Q B25

This is the annexure of **1** Pages marked with ***** mentioned in **Part B** signed byand dated / / .

External Advisers

ADVISER NAME, BUSINESS OR FIRM NAME	NATURE OF ADVICE GIVEN	TICK IF FORMAL ADVICE	ADVISER ADDRESS	PHONE NUMBER	AMOUNT PAID	DATE	PAYMENT METHOD
		<input type="checkbox"/>			\$	/ /	
		<input type="checkbox"/>			\$	/ /	
		<input type="checkbox"/>			\$	/ /	
		<input type="checkbox"/>			\$	/ /	
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		<input type="checkbox"/>			\$	/ /	
		<input type="checkbox"/>			\$	/ /	
		<input type="checkbox"/>			\$	/ /	

B26

Is the Company currently subject to or undertaking legal action?

Provide details if the Company is currently engaged in any action involving the courts or legal authorities.

For example:

- ❖ breach of contract
- ❖ disputes over debt or property
- ❖ breach of environmental obligations.

B27

Did someone help you to complete this Report?

If an accountant, lawyer, or adviser helped you to prepare the Report, provide their details.

Have you given the External Administrator permission to contact them about this Report?

Declaration

B28

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

You must provide information in this Report to the best of your ability.

You can be penalised for giving false information.



ASIC
Australian Securities &
Investments Commission

REPORT ON
Company
Activities and
Property
Part A and Part B

ATTACHMENT TABLES

Q B25

Your answers to questions on this page is for **EXTERNAL ADMINISTRATOR** use only

This is the annexure of **1** Pages marked with ***** mentioned in **Part B** signed byand dated / / .

External Advisers

ADVISER NAME, BUSINESS OR FIRM NAME	NATURE OF ADVICE GIVEN	TICK IF FORMAL ADVICE	ADVISER ADDRESS	PHONE NUMBER	AMOUNT PAID	DATE	PAYMENT METHOD
		<input type="checkbox"/>			\$	/ /	
		<input type="checkbox"/>			\$	/ /	
		<input type="checkbox"/>			\$	/ /	
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