



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.

*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.

Director to complete

Director(s), Secretary, or other relevant person

The Company

Company Name

ACN

About you

B1 Your details

READ PART B INSTRUCTION B1 p2. It explains the additional identity information you should provide to the External Administrator.

Name

Your role in the Company

Phone/Mobile

Email

Address

Street/Unit 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 PART B INSTRUCTION B2 p2.** It gives examples of the types of payments to report, 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 PART B INSTRUCTION B3 p3.** 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 PART B INSTRUCTION B4 p4.** 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 PART B INSTRUCTION B5 p4. It explains the details you should provide.

Name(1)

Role in the Company

Duties and responsibilities

Phone

Email

Name (2)

Role in the Company

Duties and responsibilities

Phone

Email

If you need to attach details of more Managers, go to **ADDING ATTACHMENTS PART A INSTRUCTIONS p4.**

Company records

READ PART B INSTRUCTION **p5 (top)**. IT EXPLAINS THE IMPORTANCE OF KEEPING COMPANY RECORDS.

B6 Did the Company keep electronic records?

No Go to Question **B7**

Yes Give contact details below

READ PART B INSTRUCTION **B6 p5**. 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.)

Provider Name

Provider contact details

Phone

Email

User name

Password

Registration name

B7 Did the Company keep paper records?

No Go to Question **B8**

Yes READ PART B INSTRUCTION **B7 p5**. 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 PART B INSTRUCTION **B8 p6**.

Provide digital or paper copies to the External Administrator.

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

No READ THE IMPORTANT INFORMATION AT THE TOP OF PART B INSTRUCTION **p5**

Please explain why you cannot provide company records

Yes Go to Question **B10**

Company history

B10 Date the Company started trading

READ PART B INSTRUCTION B10 p6. 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 Give details below

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 PART B INSTRUCTION B12 p6. 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 PART A INSTRUCTION p4.**

Address

Street/Unit 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 was the bond paid to?

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

Name

Address

Street/Unit number and name

Suburb/City

State/Territory

Postcode

B14 Did the business fail?

No Go to Question **B15**

Yes **READ PART B INSTRUCTION B14 p7.** It gives further information.

Give reason(s)

When did the reason(s) become apparent?

/ /

B15 Has the Company ceased trading?

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

READ PART B INSTRUCTION B16 p8

Name and address of company or person

Street/Unit number and name

Suburb/City State/Territory Postcode

Phone

Is there a sale agreement for the sale or transfer of the business?

Yes Provide a copy

No

How much consideration (usually money) was paid for the business?

For an explanation of *consideration*, read **PART B INSTRUCTION B16 p8.**

\$

Did the Company receive all the money it was owed?

Yes

No How much, if any, was received by you or the Company?

Amount

\$

Financial transactions

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

No Go to Question **B18**

Yes **READ PART B INSTRUCTION B17 p8.** It explains *outside the normal course of business* and gives 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/Unit number and name

Suburb/City State/Territory Postcode

Phone

Continued on next page

Was the recipient a related party?

READ PART A INSTRUCTION A7 p14. It defines *related party* for the purposes of this question.

- No
- Yes Give details below

Sale price or consideration given

\$

READ PART B INSTRUCTION B16 p8.
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.

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

Name

Street/Unit 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 PART A INSTRUCTION p4.**

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 PART A INSTRUCTION A7 p14.
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/Unit number and name

Suburb/City State/Territory Postcode

Phone

Value of transaction

\$

Consideration given

\$

READ PART B INSTRUCTION B16 p8.
It explains *consideration*.

Consideration received

\$

Date of transaction

/ /

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

/ /

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 PART A INSTRUCTION p4.

Name of borrower

Address

Street/Unit 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 PART A INSTRUCTION A7 p14. 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 below

Name of lender

Address

Street/Unit 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 PART A INSTRUCTION p4.**

Was the lender a related party?

READ PART A INSTRUCTION A7 p14.

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

No Go to Question **B21**

Yes Give details

Repayment of money to creditors

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 Single Touch Payroll
 Start date End date
 / / / /

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

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?

No Go to Question **B22**

Yes **READ PART B INSTRUCTION B21 p10.** It explains *over and above normal payment*. It also explains how to present information in a table and send it as an attachment to this Report.

B22 Have any creditors taken enforcement action against the Company?

No Go to Question **B23**

Yes **READ PART B INSTRUCTION B22 p11** for examples of enforcement action. Give details below.

Name of creditor(s):

Type of action taken:

If you need to attach more pages, **READ ADDING ATTACHMENTS PART A INSTRUCTION p4.**

B25 Does the Company owe State taxes (e.g payroll tax to the State Revenue Office)?

No Go to Question **B26**

Yes

Provide name of creditor

Amount owed
 \$

Taxation

B23 Did the Company enter into a payment arrangement with the Australian Taxation Office?

No Go to Question **B24**

Yes Provide details

Amount owing	Amount paid
<input type="text"/> \$	<input type="text"/> \$

Date of first payment	Balance owing now
<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/> \$

B24 Who prepared the most recent Income Tax Return, Business Activity Statement, Single Touch Payroll and Superannuation Statements for the Company?

READ PART B INSTRUCTION B24 p12. It explains how to provide a copy of the most recent Income Tax Return to the External Administrator, if available.

Continued on next column

B26 Does the Company owe insurance and workers compensation?

No Go to Question **B27**

Yes

Provide name of creditor

Amount owed
 \$

B27 Have you provided the full details asked for in Questions **B17 to B26**?

No **READ PART B INSTRUCTION B27 p13**

Yes Go to Question **B28**

External advisers

B28 Have people other than those mentioned at B17 and B24 provided advice about the Company's affairs for the last four years?.

No Go to Question **B29**

Yes Provide details below.

READ PART B INSTRUCTION B28 p13. It explains *formal and informal advice*.

It also explains how to present this information in a table and then attach it to this Report.

Adviser name

Business or firm name

Nature of advice given (including whether it was formal or informal advice)

Adviser address

Phone number

Amount paid

\$

B29 Is the Company currently subject to or undertaking legal action?

No Go to Question **B30**

Yes Provide details

READ PART B INSTRUCTION B29 p14. It provides details about what to include.

Nature of legal action

Name of acting solicitor

Street/Unit number and name

Suburb/City State/Territory Postcode

Phone

B30 Did someone help you to complete this Report?

No Go to Question **B31**

Yes Provide details

READ PART B INSTRUCTION B30 p14.

Name

Street/Unit 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

B31 Declaration by a Director, Secretary, or person nominated by the External Administrator

READ PART B INSTRUCTION B31 p15.



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 given in the box in the left-hand column, **PART A (FORM 507) P3**.

Report on Company Activities and Property

Part B

Appendix: Example Tables

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*

Table B2

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

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

Payments you received from the Company during the last four years

YEAR	PAYMENT TYPE	AMOUNT
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$

Table B3

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

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

Payments made by the Company to someone else or another Company

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

Page ___ of ___

Table B21

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

This is the annexure of Page/s _____ of _____ 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 TOTALLING 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"/>		\$	/ /
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Table B28

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

This is the annexure of Page/s ____ of ____ 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"/>			\$	/ /	
		<input type="checkbox"/>			\$	/ /	
		<input type="checkbox"/>			\$	/ /	
		<input type="checkbox"/>			\$	/ /	
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		<input type="checkbox"/>			\$	/ /	

Page ___ of ___