

## Request assistance for external administration

Request assistance for external administration

Save & close

Background information

Registered liquidator details

Company details

Type of external administration

State of appointment

Industry

Assistance required

Supporting documentation

Contact details

Review

Declaration

Confirmation

Background information

▼ State of appointment

\* State of appointment

Victoria

\* Date of external administration

02/03/2020

\* Reason for applying for assistance within 4 weeks of your appointment?

Removal of assets

Unable to locate

Out of jurisdiction

Back

Save

Next

Registered liquidator information session – 13 March 2020

If you are submitting the request assistance for external administration within four weeks of being appointed you need to select one of the following reasons:

- Removal of assets
- Unable to locate
- Out of jurisdiction

**NOTE:** If you want to request assistance within four weeks of appointment and none of these options apply call ASIC to discuss the position.

These reasons do not appear for request assistance for external administration transactions submitted more than four weeks after appointment.

# Request assistance for external administration

**\* Reason you have identified this person (you can select more than one)**

- Lawyer acting
- Accountant
- Confirmed by third party
- Finance company
- Former Administrator
- Something else**

**Type of assistance required**

- Supporting documentation
- Contact details
- Review
- Declaration
- Confirmation

**Other person (e.g. accountant)**

**\* Other person**

**\* Given name**

Mr

**Other given name(s)**

Elmo

**\* Family name**

Elmo

**Date of birth**

DDMMYYYY

**Type in an Australian address**

Level 7, 120 Collins Street, MELBOURNE VIC 3000

**\* Selected address**

Level 7, 120 Collins Street, MELBOURNE VIC 3000

I can't find my address in the search results

**Email address**

**Phone number**

**\* Reason you have identified this person (you can select more than one)**

- Lawyer acting
- Accountant
- Confirmed by third party
- Finance company
- Former Administrator
- Something else**

[Add another person](#)

[Save](#) [Next](#)

## Request assistance for external administration

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Save & close

Background information

Assistance required

Assistance required

Director/Secretary

Other person (e.g. accountant)

Officer/company legal representative

Type of assistance required

Supporting documentation

Contact details

Review

Declaration

Confirmation

### Assistance required

▼ Type of assistance required

\* Type of assistance required (you can select more than one)

ROCAP

Books and Records

Failure to assist

Continuing offence(s)

Save Next

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The four types of assistance available through the request assistance for external administration transaction:

- ROCAP
- Books and records
- Failure to Assist; and
- Continuing Offence(s)

## Request assistance for external administration

- Copy of notice
- Details of any follow up/correspondence
- List of records received
- Extension provided for ROCAP
- Meeting date/rescheduling notes
- ROCAP from former officer or employee
- Books and records from accountant or lawyer
- Other relevant documents

The screenshot shows the 'Request assistance for external administration' web form. The title bar is blue with the text 'Request assistance for external administration' and a 'Save & close' button. Below the title bar, there is a sidebar with navigation options: 'Background information', 'Assistance required', 'Supporting documentation' (highlighted), 'Contact details', 'Review', 'Declaration', and 'Confirmation'. The main content area is titled 'Supporting documentation' and contains a section for 'Supporting document' with a list of document types: 'Copy of notice', 'Details of any follow up/correspondence', 'List of records received', 'Extension provided for ROCAP', 'Meeting date/rescheduling notes', 'ROCAP from former officer or employee', 'Books and records from accountant or lawyer', and 'Other relevant documents'. Below the list is an 'Attach document' section with an 'Add files' button and a note: 'Maximum allowed size per file is 25.0 MB.'. At the bottom of the form, there are 'Back', 'Save', and 'Next' buttons.

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The supporting document page provides for all the relevant document types to assist in progressing the request.

The submitter selects the document type and attaches them one-by-one. Each attachment has a maximum size limit of 25mb.