



**ASIC**  
Australian Securities &  
Investments Commission

# User guide:

# Preparing Form 5602

June 2025

## About this user guide

This user guide is for registered liquidators, their staff or other persons acting in the capacity of an external administrator or controller. It contains tips and guidance on preparing [Form 5602](#) *Annual administration return* for lodgement in the ASIC liquidator and/or agent portal. The majority of tips and guidance are equally applicable to [Form 5603](#) *End of administration return*.

# Contents

Introduction.....	3
Purpose of this user guide .....	3
At a glance: How to prepare and lodge Form 5602 .....	4
Tips and guidance .....	5
Company details .....	5
Details of appointment .....	6
Details of assets.....	8
Details of remuneration.....	9
Details of liabilities.....	12
Summary receipts and payments.....	14
Payments under Fair Entitlements Guarantee scheme.....	15
Details of dividends .....	15
Completion .....	17
Annexure A – Summary of receipts and payments.....	18
Annexure B – Detailed receipts and payments .....	19
Making corrections after you have lodged your file.....	23
How to resolve common error messages .....	24
What to do if you receive an error message.....	24

# Introduction

- 1 [Form 5602](#) *Annual administration return* must be lodged as structured data through the ASIC liquidator portal.
- 2 You can create the structured data file using:
  - Aryza Insolv or Turnkey's IPS Cloud insolvency software
  - ASIC's Excel template spreadsheet for Form 5602, which is available on our website (see [Lodging forms in structured data](#) on the ASIC website), or
  - your own proprietary software – the relevant technical specification documentation can be provided on request.
- 3 When you upload the structured data file using either the [registered liquidator portal](#) or [registered agent portal](#), the portal will use the structured data to generate a PDF of Form 5602 for verification and lodgement.
- 4 The majority of tips and guidance are equally applicable to [Form 5603](#) *End of administration return*, which is created and lodged in the same way.

## Purpose of this user guide

- 5 This user guide provides:
  - **tips and guidance** on the information you need to enter in your software program or Excel template to ensure that Form 5602 populates correctly, and
  - **information on how to resolve common error messages** that may appear when you upload the file to the liquidator or agent portal.
- 6 For information about when Form 5602 should be completed, see the flowcharts and information in Information Sheet 29 *External administration, controller appointments and schemes of arrangement: Most commonly lodged forms* ([INFO 29](#)).

## At a glance: How to prepare and lodge Form 5602



**Enter your data** in Aryza Insolv or IPS Cloud, ASIC's Excel template or your own proprietary software.



**Check your data** to make sure that you have entered it correctly.

For more information, see [Tips and guidance](#).



**Create the structured data file** for uploading to the ASIC liquidator portal.



**Upload the data file** to the portal. The portal will then populate Form 5602 as a PDF.

If you receive an error message, see [How to resolve common error messages](#).



**Verify** that the information in the populated Form 5602 is correct.



**Lodge** Form 5602 in the portal.

If you need to correct your lodgement, see [Making corrections after you have lodged your file](#).

# Tips and guidance

This section contains:

- tips and guidance on the data you need to enter in your software program, or Excel template, to ensure that Form 5602 populates correctly
- additional tips specifically for Excel users, and
- information on what to do if you need to make corrections after lodging your file.

## Company details

- 7 The populated Form 5602 will include information about the company such as the company name and Australian Business Number (ABN), Australian Company Number (ACN) or Australian Registered Business Number (ARBN), as well as the name of a pooled group (if applicable).

### Company name

- 8 Ensure that the company name exactly matches ASIC's record, including punctuation, noting that this cell is not case sensitive. If the company name is 'Pty. Ltd.' and you enter 'Pty Limited' or 'Pty Ltd.', the portal will reject the form lodgement as the name will not match.
- 9 Do not enter '(in liquidation)' or other equivalents after the company name as the portal will not accept this as a match.

### Pooled group

- 10 For a pooled group, only enter the pooled group name (in capitals) and **not** the member companies' details. You can only use this option if the pooling is in accordance with the *Corporations Act 2001* (Corporations Act). It is not available to you if you have pooled assets and liabilities through a deed of company arrangement, in which case you need to lodge individual returns for each company.

## Additional tips for Excel users

Australian Securities & Investments Commission

Form 5602

Annual administration return

Company or Pool Details

Company name

ACN / ABN / ARBN

OR Pool Details

Pool Name

Create File for Upload to ASIC

If ACN starts with 0, the ACN must be entered in the format 000 000 000

### ACN / ABN / ARBN

If your ACN **does not** start with a zero, you can just add the nine-digit number with no spacing.

If your ACN **starts with a zero**, you must enter a space between each set of three digits – that is, 023[space]456[space]789.

ACN / ABN / ARBN	023 456 789	<i>If ACN starts with 0, the ACN must be entered in the format 000 000 000</i>
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If you don't enter a space between each set, the spreadsheet will remove the zero and the ACN will not match the one in the company register. The portal will reject your upload. Do not enter a space after the ACN.



**DO NOT CLICK the button saying 'Create File for Upload to ASIC' until you have finished entering your data.**

Once you select this button, the spreadsheet creates your XML file for uploading to ASIC. If you make a mistake, correct it, and then click on the 'Create File for Upload' to create a new XML file.

## Details of appointment

- 11 The populated Form 5602 will include information about your appointment, such as the date you commenced, and the period covered by the annual return.

### Date of commencement

- 12 This is the date when you were appointed to your current role. For example, if you are a creditors' voluntary liquidation (CVL) liquidator after being a voluntary administrator, it's the date you became liquidator. Adopting a simplified liquidation process does not change the commencement date of the CVL.
- 13 The exception to this is where you have replaced the initial appointee, in which case it is the date of commencement of the external administration.

### Date of appointment

- 14 This is the date you were appointed to your current role that you are lodging for. If you replaced another appointee it will differ from the date of commencement.

### Period covered by the annual return

- 15 The period start date is the date of commencement or the anniversary of the date of commencement.
- 16 The period end date is the day before the anniversary date. For example, if the date of commencement was 15/01/2023, the end date is 14/01/2024 (or an earlier date if lodging a part-year Form 5602).

Part-year return

If you cease to be appointed (replaced or resigned) and the external administration continues, you will be required to lodge a part-year return.

For example, if you are the liquidator of a company and you are replaced by another person as liquidator, **you do not lodge Form 5603. You will need to lodge a part-year Form 5602.**

When you lodge a part year return, a warning message will appear asking if a part-year return is appropriate. Please click 'Next' to proceed with preparation of the part-year return.

For a company reinstated to the register

- 17
- Lodge Form 5602 from the date of reinstatement or the date of appointment specified in the court order.

Additional tips for Excel users

1. Details of Appointment

Date of commencement

Type of appointment

Period Covered by the Annual Return

Start Date

End Date

Appointees

Start Date	Liquidator Number	Given Names

Enter the data in the first available row. Do not leave blank rows above your data.

Registered liquidators and joint appointees must only enter the **start date** and **liquidator number** – the rest of the information will be taken from the company register.

Date of commencement

You can enter both the date of commencement and the start date on the Appointment tab.

Type of appointment

Select the 'Type of appointment' from the drop-down list.

Appointees

In the appointees table, start entering your data on the first available row – there must be no blank rows above your data.

**If you are a registered liquidator, only provide your start date and registered liquidator number.** The names, business address and country will be drawn from the company register based on the liquidator number provided.

If there is a joint appointee(s), you must enter their start date and registered liquidator number as well. The names, business address and country will be drawn from the company register based on the registered liquidator number provided.

If you are not a registered liquidator and are lodging through the agent portal, you need to provide your start date, given name, family name, business address and country.

## Details of assets

18 The details of assets section of Form 5602 will include information on gross actual and estimated future realisations of company assets. These are the pre-appointment asset categories as disclosed in in [Form 507 Report on company activities and property](#). You should not include in actual and future asset realisations:

- assets created post appointment as a result of trading
- trading results
- interest received, and/or
- recovery of voidable transactions.

**Note:** Items not included in details of pre-appointment assets should appear in 'Annexure A – Summary of receipts and payments' and 'Annexure B – Detailed receipts and payment'.

### Multiple EXAD roles to a company

19 If you have held multiple roles in the company, asset realisations reported in returns for previous roles held should not be repeated in returns for subsequent appointments.

### Gross value of assets realisations

20 All recoveries should be gross and not net of realisation costs. Costs of realisation should be shown separately as payments in Annexure B, identifying in the 'Payments to' column the relevant gross receipt to which it refers.

21 In the example in Table 1, the gross amount of assets realised is \$10,000 (shown in bold).

**Table 1: Example of gross value in asset realisation identification**

Item	Amount	Goods and services tax (GST)	Total
Sale of plant and equipment by auctioneer	<b>10,000</b>	1,000	11,000
Less realisation costs	(2,000)	(200)	(2,200)
Net realisations	8,000	800	8,800

### Funds recovered and receipts from voidable transactions or insolvent trading

22 These recoveries are not 'assets' of the insolvent entity. Therefore they should not be included under 'gross asset realisations' as they are not company assets – they are liquidator recoveries.



## Future realisations

- 23 The aim of future realisations is to give interested stakeholders a range of possible outcomes. The form requires an estimated (high) and estimated (low) value of future realisations from pre-appointment asset recoveries. The future realisation estimate should be the reasonably expected optimistic and pessimistic estimates of these recoveries based on your knowledge of the appointment and professional judgement.
- 24 These values **should not** include estimated recoveries from voidable transactions or insolvent trading.

## Confidentiality

- 25 On rare occasions, practitioners may consider that inclusion of estimated future realisations may potentially compromise negotiations for the sale of assets. However, omitting figures will result in lodgement being rejected. If there is a concern that providing a range will compromise negotiations for the sale of assets, it is acceptable to provide the same amount for both low and high estimates.

### Additional tips for Excel users

2. Details of Assets		
<i>Amounts to be in whole Australian dollars unless otherwise specified</i>		
	Low	High
Gross realisations to date	<input type="text"/>	\$ <input type="text" value="-"/>
Future realisations	<input type="text"/>	<input type="text"/>
Estimated total realisations	\$ <input type="text" value="-"/>	\$ <input type="text" value="-"/>

### Estimated total realisations

The form provides for an estimated (low) and estimated (high) value of future realisations from asset recoveries. These represent the reasonably expected optimistic and pessimistic estimates of these recoveries. The cells in the row contain formulae and should not be overwritten.

## Details of remuneration

- 26 The populated Form 5602 will include details of remuneration and disbursements; determined or fixed and paid to you (or another person on a cash basis) in your (their) capacity as an external administrator or controller.

### What to include

- 27 You will need to include:
- the amount of remuneration, which has been determined and/or fixed
  - remuneration and disbursements paid – you need to include the cumulative for **only** the current administration from the commencement date to the end date of the

return and not just for the 12-month period of this return. This would include default remuneration paid to you

- any remuneration paid to you (or another person) in your (their) capacity as an external administrator or controller (e.g. you paid voluntary administrator's remuneration in your subsequent capacity as a liquidator or deed administrator)
- any remuneration paid by you to a previous external administrator of the company
- remuneration paid for different role types – these should be recorded separately and not consolidated into one role type
- grants received from the Assetless Administration (AA) Fund and drawn as remuneration and disbursements (see clause 11.9 and 11.10 of the Grant Guidelines on GrantConnect), and
- remuneration paid directly to the practitioner, including:
  - payments made by secured creditors direct to the practitioner. The funds advanced and payment made should also be recorded in the detailed receipts and payments annexure
  - money received from litigation funding – this should be banked to the external administration account and then drawn by the practitioner, thereby enabling proper disclosure of remuneration associated with the external administration or controllership, and
  - money received prior to your appointment to cover the cost of the external administration.

### What not to include

28 You should **not** include:

- remuneration paid and reported in previous returns when in an earlier role (e.g. remuneration paid during the period of a voluntary administration is not subsequently reported in the return of a deed administrator)
- remuneration payments received directly from the Fair Entitlements Guarantee (FEG) scheme – these are considered a separate arrangement and when banked direct to the practitioner's personal account do not need to be recorded in the return, or
- where the only remuneration drawn is the default maximum amount, that amount in the determined/fixed column – rather you should put \$0 if there given no approval obtained.

**Note:** Approval of creditors, a committee of inspection or the court is not required when the only remuneration drawn is the statutory maximum default amount or is funded through the AA Fund. In these circumstances it is appropriate that the amount paid will exceed the amount that is disclosed as being determined.

29 All appointment types, except provisional liquidations, must provide details of remuneration.

**Note:** The current form does allow the remuneration paid in a provisional liquidation, if any, to be disclosed. We expect that any remuneration paid in respect to a provisional liquidation will be disclosed if paid by a subsequent external administrator.

30 We have provided an example of how to display remuneration in a transitional appointment in Table 2.

**Table 2: Example of how to display remuneration in transitional appointments**

*Scenario 1: All remuneration paid during deed of company arrangement*

Type of appointment	Amount of remuneration determined/fixed by creditors, committee or court (inc. GST)	Remuneration paid to date (inc. GST)	Disbursements paid to date (inc. GST)
Voluntary administrator	33,000	33,000	1,100
Deed administrator	22,000	22,000	-

**Note:** Remuneration disclosed by deed administrator in remuneration table of their Form 5602 or Form 5603

*Scenario 2: Administrator's remuneration paid by voluntary administrator and deed administrator, paid during deed of company arrangement*

Type of appointment	Amount of remuneration determined/fixed by creditors, committee or court (inc. GST)	Remuneration paid to date (inc. GST)	Disbursements paid to date (inc. GST)
Voluntary administrator	33,000	33,000	1,100

**Note:** Remuneration disclosed by voluntary administrator in remuneration table of their Form 5603.

Type of appointment	Amount of remuneration determined/fixed by creditors, committee or court (inc. GST)	Remuneration paid to date (inc. GST)	Disbursements paid to date (inc. GST)
Deed administrator	22,000	22,000	-

**Note:** Do not replicate remuneration paid for voluntary administration remuneration already disclosed in Form 5602 or Form 5603 lodged by the voluntary administrator. Only disclose remuneration paid by deed administrator (i.e. deed administrator remuneration).

## Additional tips for Excel users

**3. Details of Remuneration**

*Amounts to be in whole Australian dollars unless otherwise specified*

Type of appointment	Amount of remuneration determined/fixd by creditors, committee or court (inc GST)	Remuneration paid to date (inc GST)	Disbursements paid to date (inc GST)
Provisional liquidator			
Liquidator of a court liquidation			
Liquidator of creditors voluntary winding up			
Liquidator of members voluntary liquidation			
Deed administrator			
Administrator			
Receiver			
Receiver & Manager			
Managing Controller (other than receiver or manager)			
Scheme Administrator			
Controller (other than receiver, receiver & manager of managing controller)			

For each role type you are reporting for, complete all three cells in a row. Enter '0' (zero) if there was no amount paid or approved. As indicated in the column headings, remuneration and disbursements are inclusive of GST.

Only populate a row if there has been a relevant role appointed – **do not unnecessarily populate rows with zeros.**

## Details of liabilities

### Estimate value

- 31 Form 5602 requires the estimated value of creditors' claims, which is an estimate of the gross amount owed to creditors. The number and value should be recorded as at the date of appointment. Do not include post appointment trading or other liabilities.
- 32 Ordinarily, the number and value of creditor claims will come from your register of claims and proofs of debt. If you do not have a report on company activities and property (ROCAP) or have not received proofs of debt, you should show the number and value of various classes of creditors to the best of your knowledge or as best as you can estimate. You should update this information in subsequent accounts as the facts change.
- 33 Do not reduce creditor claims in the creditor table (i.e. details of liabilities) to reflect dividends paid.
- 34 In the 'Estimated value column', you should enter the estimated value of creditor claims known at the date of completing the form.

35 Only complete the 'Details of Liabilities' table if you are a:

- court liquidator
- creditors' voluntary liquidator
- voluntary administrator or deed administrator
- restructuring practitioner
- restructuring practitioner for a plan, or
- liquidator of a simplified liquidation.

36 System rules **will prevent** you completing this section if you are a:

- members' voluntary liquidator
- provisional liquidator
- receiver, or receiver and manager, or
- controller, or managing controller.

**Note:** Although you cannot complete this section for certain roles, you must still maintain appropriate records as part of your obligations as an external administrator and/or controller.

### Additional tips for Excel users

**4. Details of Liabilities**

*Amounts to be in whole Australian dollars unless otherwise specified*

Category	Estimated number of creditors	Estimated value
Priority - Wages & Super incl SGC	<input type="text"/>	<input type="text"/>
Priority - Leave of absence	<input type="text"/>	<input type="text"/>
Priority - Retrenchment	<input type="text"/>	<input type="text"/>
Secured	<input type="text"/>	<input type="text"/>
Unsecured	<input type="text"/>	<input type="text"/>
Deferred	<input type="text"/>	<input type="text"/>

**Note:** Claims are as at the date of appointment and exclude the impact of dividends paid to date.

Complete both cells in a row if you enter a value in a row.

Only populate a row if there is relevant liability – **do not unnecessarily populate rows with zeros.**

## Summary receipts and payments

**Note:** The 'Summary of receipts and payments' referred to in the main body of Form 5602 should not be confused with 'Annexure A – Summary of receipts and payments' in Form 5602.

### Receipts and payments

- 37 The populated Form 5602 will include the total amounts you received, and paid, before and during the period of the return. All receipts and payments are to be shown inclusive of GST.

### Cash at bank

- 38 Form 5602 will include the cash at bank as at the end of the return. Cash at bank as at the end date of the return should equal total receipts less total payments.

**Note:** It is possible to lodge the form with a negative cash at bank figure.

### Additional tips for Excel users

5. Summary of Receipts and Payments	
Amounts to be in whole Australian dollars unless otherwise specified	
<b>Receipts:</b>	
Total amounts you received before the period of this return	<input type="text"/>
Total amounts you received during the period of this return	<input type="text"/>
Total receipts	\$ <input type="text" value="-"/>
<b>Payments:</b>	
Total amounts you paid before the period of this return	<input type="text"/>
Total amounts you paid during the period of this return	<input type="text"/>
Total payments	\$ <input type="text" value="-"/>
Cash at bank at period end for this return	<input type="text"/>

#### Total amounts received and paid before the period of this return

You must **manually** enter the total amounts received and paid **before** the period of this return.

If this is the first return for the appointment, please enter '0' (zero) for the amounts you received and paid before the period of this return. If this is not the first return, the total amounts received and paid should equal the total receipts and payments from the prior return.

#### Total amounts received and paid during the period of this return

Total amounts you received and paid **during** the period of this return are **formulas** drawing the data from the total provided in the detailed schedules on the Receipts tab

and Payments tab. **Do not override the formulas.** (See paragraphs 57–65 for tips on completing these schedules.)

**Cash at bank**

You must manually enter figures for cash at bank as it is not automatically calculated.  
**Total receipts less total payments plus cash at bank must equal zero.**

If this is the first return for this role in the company and you have held a previous role in the company, do not include the amounts received and paid in the previous role.

**Payments under Fair Entitlements Guarantee scheme**

- 39 Please provide details of total gross payments paid by the FEG scheme directly to employees or paid by the liquidator. This includes payments for:
- leave of absence, which includes annual leave and long service leave, and
  - retrenchment, which includes redundancy payments and payment in lieu of notice.

**Additional tips for Excel users**

**6. Payments under *Fair entitlement guarantee* scheme**

What is the amount paid during the period to employees under the *Fair entitlement guarantee* scheme or GEERS?

Wages	<input type="text"/>
Leave of absence	<input type="text"/>
Retrenchment	<input type="text"/>

Only populate a cell if there is relevant payment – **do not unnecessarily populate cells with zeros.**

**Details of dividends**

- 40 Only complete this section if you are a:
- court liquidator
  - creditors' voluntary liquidator (including where you have adopted the simplified liquidation process)
  - members' voluntary liquidator
  - deed administrator, or
  - restructuring practitioner of a restructuring plan.

### Priority creditors

- 41 Priority creditors are limited to priority claims of employees broken down into the three components of:
- wages and superannuation (including the superannuation guarantee charge (SGC) due to the ATO)
  - leave of absence, and
  - retrenchment.
- 42 Do not record other s556 priority payments in this section. The dividend rate for this class of creditor should not exceed 100 cents in the dollar.
- 43 Please **do not** include payments to employees funded by the FEG scheme but only dividends paid to the FEG scheme for previous advances under s560 of the Corporations Act.

### Secured creditors

- 44 You are required to disclose the dividend rate paid to secured creditors when you lodge the form with ASIC. Please note that the dividend rate itself will not be displayed on the PDF itself but is captured by ASIC and stored along with other dividend data captured in the form.

### Unsecured creditors

- 45 The dividend rate for this class of creditor should not exceed 100 cents in the dollar. In the event you pay interest on admitted claims, those payments should be classified as a dividend payment to deferred creditors.

### Deferred creditors

- 46 These are creditors that only receive a dividend after unsecured creditors have received a full discharge of their admitted unsecured debt – for example, payment of:
- subordinated debt, or
  - interest on all admitted claims accruing after the date of liquidation.

### Contributories

- 47 These are shareholders of the company. You may select a rate of up to 999 cents.

### Current estimate

- 48 Where you expect to pay a dividend, you should provide a current estimate of the final cumulative dividend rate payable to each class of creditor.
- 49 If no dividend is expected to be paid, do not place a zero in the current estimate column.

### Cumulative rate paid

- 50 You must include cumulative dividends paid throughout the whole administration. For example, if you paid a dividend of 5 cents in the dollar in a previous period and 2 cents in the current period, the total rate of dividend to disclose is 7 cents in the dollar.



## Additional tips for Excel users

### 7. Details of Dividends

Estimate of dividends to be paid and actual dividends paid since your appointment and to the date of this account.

Category	Current estimate of total rate of dividend	Cumulative rate of dividend paid	Total Paid
Priority - Wages & Super incl SGC			
Priority - Leave of absence			
Priority - Retrenchment			
Secured			
Unsecured			
Deferred			
Contributories			

If you complete one cell in a row, all cells in that row must be completed.

You should enter a dividend of 10 cents in the dollar as a whole number (i.e. '10' not 0.10). The cell displays this as 10.00 cents.

The dividend rate is limited to between 0.00001 and 999.99999. The only instance where the rate should be higher than 100 cents in the dollar is for dividends paid to contributories where you can select a rate up to the maximum of 999 cents.

Total paid column is the actual total (\$) funds paid to the various categories of creditors.

## Completion

- 51 Practitioners are encouraged to complete appointments in a timely manner, given all the circumstances of the appointment.

### Completion date

- 52 You will need to provide your estimate of the month and year in which you expect the appointment to be completed. You should exercise your professional judgement and provide realistic estimates (noting that circumstances can change between lodgements).
- 53 You will also need to set out the major issues that are delaying the finalisation and provide a short description of the outstanding issues for each of the following options (where selected):
- future asset realisations

- investigations
- litigation
- payment of dividend, or
- other.

54 Please review the outstanding issues you disclose to ensure that they are current and not simply a repetition of issues disclosed in previous form.

**Note:** If you are a provisional liquidator, do not complete this section.

### Additional tips for Excel users

**8. Completion**

Estimated completion date:

Causes which may delay the termination of your appointment

Please provide details:

Future asset realisations

Investigations

Litigation

Payment of dividend

Other

You must only use the format **mm/yyyy** (e.g. 08/2019) for the estimated completion date. If you enter 08-2019 or 08/19 your **upload will fail**.

Select from the relevant drop-down lists the causes or tasks requiring completion and provide details in the free text box.

Where you select multiple causes, there can be no blank rows between each cause and detail selected and the next one selected.

If you are completing a part-year Form 5602 following the cessation of your appointment (i.e. you were replaced as liquidator), the completion date must be a future date. The month after cessation is suitable.

## Annexure A – Summary of receipts and payments

55 The populated Form 5602 will include a section titled 'Annexure A – Summary of receipts and payments'.

56 **ASIC calculates the summary data for Annexure A using the information provided in 'Annexure B – Detailed receipts and payments' (see paragraphs 57–65).** In Annexure A,

individual transactions are grouped by general ledger code and displayed as a total for each general ledger code.

**Note:** The 'Summary of receipts and payments' referred to the main body of Form 5602 (and discussed at paragraphs 37–38) should not be confused with 'Annexure A – Summary of receipts and payments' in Form 5602.

## Annexure B – Detailed receipts and payments

57 The populated PDF of Form 5602 will include a section titled 'Annexure B – Detailed receipts and payments'. For Excel users, this information will be taken from the Receipts and Payments tabs.

### Receipts and payments for the period

58 Details of each receipt and payment making up the total amount received and paid during the period must be shown in the detailed receipts and payments with the following five headings:

- General Ledger Name
- Transaction Category
- Date:
- Received From or Payments To, and
- Amount (incl GST).

59 Please note that:

- where the appointee has received only the net amount of a receipt (e.g. auction proceeds, less costs deducted from the gross proceeds), the gross amount must be recorded as a receipt and the associated costs deducted must be recorded as a payment, identifying in the 'Payments To' column the relevant gross receipt to which it refers
- remuneration or other amounts paid by secured creditors or related entities direct to the practitioner must be recorded as notional receipts and payments
- in relation to dividend payments, there are transaction categories for all creditor types where dividends have been paid to creditors (e.g. payments to shareholders are recorded as payments to contributories), and
- where you are appointed and you transition from one appointment type to another (e.g. voluntary administrator to deed administrator), there are some steps we expect you to take. We expect you to transfer and/or roll over funds on hand at the cessation of the first appointment to the second appointment type (as at the date of cessation of the first appointment), and also account for the payment of liabilities from the first appointment type out of the subsequent appointment.

### General ledger name

60 'General Ledger Name' will appear on the PDF of Form 5602. If you are using accounting software, this detail comes from the name of the general ledger account.

- 61 Transactions will be automatically grouped by general ledger account in ASIC's database, so ensure that you are consistent in your use of the general ledger account name.

### Transaction category

- 62 Complete 'Transaction Category'. This field will not be displayed on the Form 5602 PDF; it is captured for ASIC data purposes only. It allows us to categorise the receipts and payments in our database and will help us publish granular data in the future. If you are using IPS Cloud or Aryza Insolv, your standard chart of accounts will be automatically mapped to a 'Transaction Category'. Excel users will select from a predefined drop-down list.
- 63 We have provided guidance on how to complete the transaction category fields in Table 3 and Table 4.

**Table 3: Guidance on how to complete the receipt transaction category fields**

Transaction type	Transaction category	Guidance
Receipt	Sale of business	See note below table
Receipt	Land and buildings	See note below table
Receipt	Plant and equipment	See note below table
Receipt	Cash on hand/bank	See note below table
Receipt	Work in progress	See note below table
Receipt	Inventory	See note below table
Receipt	Sundry debtors	See note below table
Receipt	Other (Pre-appointment assets)	See note below table
Receipt	Legal recoveries	Legal recoveries other than antecedent transactions where the right vests in the company rather than a right vesting in the liquidator
Receipt	Antecedent transactions	Recovery of preference payments and other antecedent transaction
Receipt	Trading receipts	Post appointment trading receipts
Receipt	Other receipts	Post appointment receipts other than trading
Receipt	GST received	Reimbursement of GST
Receipt	FEG received	Advances made by the FEG scheme to the external administrator (ASIC understands that the FEG scheme now makes payments directly to employees)

**Note:** The transaction category should be allocated against the relevant asset recoveries of the company's assets that existed at the date of appointment.

**Table 4: Guidance on how to complete the payment transaction category fields**

Transaction type	Transaction category	Guidance
Payment	Appointee – remuneration	Remuneration paid to external administrator. Please ensure that you use separate general ledger accounts for different role types (e.g. administrator's remuneration v deed administrator's remuneration)
Payment	Appointee – disbursements	Disbursements paid by the external administrator. Please ensure that you use separate general ledger accounts for different role types (e.g. administrator versus deed administrator)
Payment	Legal fees	Legal and counsel fees paid
Payment	Property realisation and preservation costs	Allocated against costs incurred in realising the company's pre-appointment assets
Payment	Other cost of realisation	Allocated against costs incurred in realising the company's pre-appointment assets
Payment	GST paid	GST paid
Payment	Payroll expenses	Post-appointment trading expenses (including pay as you go (PAYG) tax withheld)
Payment	Purchases	Post-appointment trading expenses
Payment	Other trading expense	Post-appointment trading expenses
Payment	FEG paid	Distribution of monies paid to employees funded by the FEG scheme (ASIC understands that the FEG scheme now makes payments directly to employees)
Payment	Priority creditors	Allocate to dividends paid to various classes of priority creditors (including PAYG tax withheld)
Payment	Unsecured creditors	Allocate to dividends paid to unsecured creditors
Payment	Secured creditors	Allocate to dividends and/or distribution paid to secured creditors
Payment	Deferred creditors	Allocate to dividends paid to deferred creditors (i.e. interest accrued on unsecured creditors)
Payment	Contributories creditors	Allocate to dividends paid to members (contributories)

**Received From and Payment To**

- 64 Record the person's name or company name (i.e. the party the funds were received from or paid to). Please consider your obligations regarding an individual's privacy where there are payments to that individual (e.g. paying wages). You may want to replace an individual's name with an alternative payee description (e.g. 'employee 1', 'employee 2').

**Amount**

- 65 All receipts and payments are inclusive of GST.

## Additional tips for Excel users

[illegible][illegible]

You must enter data on the first available row – there can be no blank rows between the heading and the data – and you must **not** include any zero amounts.

For each receipt or payment, please ensure that you populate each of the five cells in the row, otherwise you cannot submit the form.

There can be no receipts or payments outside of the date range specified on the Appointments tab.

## Date \_\_\_\_\_

All dates are formatted dd/mm/yyyy. If any are aligned to the left, they are not in the correct date format. Click in the cell and press enter and the date will align to the right.

## Additional tabs

We have provided two blank worksheets (Data 1 tab and Data 2 tab) to allow you to import and reformat data if you need to extract data from another source.

## Making corrections after you have lodged your file

- 66 Corrections to Form 5602 should be reported using [Form RL31](#) *Notice of inaccuracy in a return* and [Form 492](#) *Request for correction*.
- 67 Alternatively, you can withdraw Form 5602 by lodging [Form 106](#) *Request to withdraw a lodged document* through the liquidator portal. You will then need to resubmit an amended Form 5602. You may incur a late fee depending on the timing of the lodgement. If you elect to withdraw the form, you will still need to lodge [Form RL31](#) regarding the original form lodged.

# How to resolve common error messages

This section lists some common error messages that can appear when attempting to upload an Excel file to the liquidator or agent portal, and provides tips for resolving these errors.

**Note:** Data files created using Aryza Insolv or IPS Cloud software aren't likely to cause an error when uploaded. This is because Aryza Insolv and IPS Cloud software have been tested against ASIC's business rules. However, if you're using Aryza Insolv or IPS Cloud and receive an error message, some of the tips in this section may help you identify data that you omitted or entered incorrectly. If you cannot resolve the matter yourself, you should contact your software supplier for assistance.

## What to do if you receive an error message

- 68 If you receive an error message when uploading the file to the liquidator or agent portal:
- look up the message in Table 5 and carefully review the tips provided
  - check the relevant tab (if using Excel) or the data in your software program and make corrections as required, and
  - if you're using ASIC's Excel template, click on the 'Create File for Upload' button to run the macro again and save the new file with the .xlsm extension.
- 69 If you receive an error message that you cannot understand, email [RLQueries@asic.gov.au](mailto:RLQueries@asic.gov.au) with the following:
- a screenshot of the error message, and
  - a copy of the structured data file that you have been attempting to upload.

**Table 5: Tips on how to resolve common error messages**

Common error message	Tip
<b>The XML/XLSX (or zip) file is invalid - mime content type: application/vnd.ms-excel.sheet.macroEnabled.12 fileSuffix: xlsm</b>	<p>The error message suggests that you are attempting to lodge the file with an .xlsm extension. The .xlsm extension is the correct extension for the Excel file you initially populate, <b>but not</b> for the file that you will upload to the portal.</p> <p>Once you have finished entering your data in the .xlsm file you need to run the macro by selecting the 'Create File for Upload' button on the Company details tab. This will allow you to create and save the file with an <b>.xlsx</b> extension, which is the extension that it needs in order to be uploaded.</p>

**Create File for Upload to ASIC**



Common error message	Tip
<b>This registered agent does not represent this company.</b>	To lodge this form you need to be the company's registered agent. If your firm is an agent for ASIC, you will need to lodge <a href="#">Form 362 Notification by a company to nominate or cease a registered agent or contact address</a> appointing your firm as the agent.
<b>The company ACN/ABN/ARBN must match to the company name</b>	Refer to message or check paragraphs 7–10 on <b>company details</b> .
<b>addEXADNode=started...</b>	Check the information in paragraphs 8–9 regarding the <b>company name</b> .
<b>'#AnonType_valueorganisationIdentifierType'.</b>	Check paragraphs 7–10 on <b>company details</b> . The error relates to a missing leading zero – that is, where an ACN starts with a zero, Excel may delete a zero (e.g. 012345678 may be converted to 12345678). You can avoid this by entering the ACN with spaces (e.g. 012 345 678).
<b>The content of element 'appointment' is not complete. One of '{uri:ebusiness.asic.gov.au': appointees}' is expected.</b>	Check paragraphs 11–17 on <b>details of appointment</b> . On the appointment tab, check whether there are any blank rows above filled rows. (There must be no blank rows above your data.) You should also ensure that you have entered the appointment start date.
<b>The start date of your report does not match the expected start date based upon the appointment date provided by you. Please check &amp; amend if necessary.</b>	Refer to message or check paragraphs 11–17 on <b>details of appointment</b> . For a date of commencement of 15/05/2023, the period covered should be 15/05/2023 to 14/05/2024.
<b>Registered liquidator number must be entered.</b>	Refer to message or check paragraphs 11–17 on <b>details of appointment</b> .  If there is a joint appointee, their registered liquidator number must be entered as well.
<b>The appointment type does not match the administrator role(s) against the company</b>	Check the appointment type. ASIC's records for the company must have, or have had, this appointment type. See also paragraphs 11–17 on <b>details of appointment</b> .
<b>Address validation failed for business address</b>	Address validation uses the Postal Address File (PAF), a database created by <a href="#">Australia Post</a> . There are a number of free PAF checkers available online.
<b>The content of element 'estimate' is not complete. One of '{uri:ebusiness.asic.gov.au': low}' is expected</b>	Check the Assets tab – in this case, all cells should have a value, even if it's zero. You should also check paragraphs 18–25 on <b>details of assets</b> .

Common error message	Tip
<b>Creditor details must not be provided for appointment types other than: administrator, court liquidation, creditors' voluntary liquidation and deed administrator</b>	Refer to message or check the paragraphs 31–36 on <b>details of liabilities</b> .
<p><b>The total receipts during the external administration does not add to the amounts paid before the period and during the period of this final return.</b></p> <p><b>OR</b></p> <p><b>The total payments during the external administration does not add to the amounts paid before the period and during the period of this final return.</b></p>	<p>Check if the formula for total amounts you received or paid during the period of this return has been overridden. If it has, replace with the applicable formula listed below:</p> <ul style="list-style-type: none"> <li>Total amounts you received during the period of this return: <b>=Receipts!F3</b></li> <li>Total amounts you paid during the period of this return: <b>=Payments!F3</b></li> </ul> <p>You should also check paragraphs 37–38 on <b>summary of receipts and payments</b>.</p>
<b>Invalid content was found starting with element 'totalPaid'. One of '{uri:ebusiness.asic.gov.au":rate}' is expected</b>	<p>The error message contains relevant information to assist you to identify the error. The key information is disclosed in the single quotation marks.</p> <p>In reading this error message we can see that it relates to the Dividends tab. This tab contains a table with columns headed 'Total Paid' and 'Cumulative rate of dividend paid'. When you check the table, you will most likely see that the dividend rates are missing. Remember that if you fill one cell, all cells in the row must be completed. See also paragraphs 40–50 on <b>details of dividends</b>.</p>
<b>Risk and task details must be provided for all appointment types other than provisional liquidations</b>	<p>On the Completion tab, the cause of delay needs to be selected and details completed.</p> <p>If you're using Excel, please ensure that there are no blank rows between the heading and data.</p> <p>See also paragraphs 51–54 on <b>completion</b>.</p>
<b>The value of element 'payee' is not valid</b>	<p>Review the Receipts or Payments tabs for any receipts or payments with no payer or payee, respectively.</p> <p>See also paragraphs 57–65 on <b>Annexure B – Detailed receipts and payments</b>.</p>

Common error message	Tip
<p><b>The detailed receipt total for the period does not add to the amount specified as the “Total amount paid by you during the period”.</b></p> <p><b>OR</b></p> <p><b>The detailed payment total for the period does not add to the amount specified as the “Total amount received by you during the period”.</b></p>	<p>The amounts received or paid during the period of this return that are listed on the Summary tab in Excel are different from the total amounts on the Receipts and Payments tabs in Excel.</p> <p>See also paragraphs 57–65 on <b>Annexure B – Detailed receipts and payments</b>.</p>
<p><b>For detailed receipts and payments transactions, the date of transaction must be on or after report period start date and on or before report period end date.</b></p>	<p>Check if you have receipts or payments dated outside of the period of this report.</p> <p>See also paragraphs 57–65 on <b>Annexure B – Detailed receipts and payments</b>.</p>
<p><b>This payments transaction category ‘...’ does not match to the category as specified in the data specification – ledger: ‘...’</b></p>	<p>The error indicates that there is text in the Transaction Category column on the Receipts and Payments tabs that is different from the options available in the Transaction Category drop-down list. For Excel users, the Transaction Category must be selected from the drop-down list – do not enter a different category.</p> <p>See also paragraphs 57–65 on <b>Annexure B – Detailed receipts and payments</b>.</p>