



**CJ's Group (in Liquidation)
and its subsidiaries listed in
Annexure A**

**(collectively 'the Companies')
(All in Liquidation)**

Statutory Report by Liquidator

30 January 2025

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Glossary

Term	Description
\$	Australian dollar
\$000s	Thousands of dollars
ACN	Australian Company Number
Act	Corporations Act 2001
Administrators	David Hardy, George Georges and Emily Seeckts
Administration	The voluntary administration of the Group by the Administrators
ARITA	Australian Restructuring, Insolvency & Turnaround Association
ASIC	Australian Securities & Investments Commission
ATO	Australian Taxation Office
CKE	CKE Restaurants Holdings, Inc
Code	ARITA Code of Professional Practice
Company / Companies	'Companies' means each entity placed into liquidation at the Resumed Second Meeting of Creditors on 1 November 2024 as noted in Annexure A, and 'Company' means any one of them.
Creditors' Portal	The online platform used by the Administrators to communicate with creditors, manage creditor claims and allow creditors to vote on resolutions put forward by the Administrators. Please refer to Annexure C for further information
DE	Department of Employment and Workplace Relations
Directors	Andrew Firn, Greg Rako and Miro Sloup
ERV	Estimated Realisable Value
FEG	Fair Entitlements Guarantee
FY	Financial year
Group	All entities listed in Annexure A.
IPR	Insolvency Practice Rules (Corporations) 2016
Liquidators	David Hardy, George Georges and Emily Seeckts
NAB	National Australia Bank Ltd
ROCAP	Report on Company Activities and Property
Voluntary Administrators' Report	Report prepared pursuant to IPR 75-225 and Section 438A of the Act, dated 26 August 2024 and the Supplementary Report prepared and dated 24 October 2024

1 Introduction

We refer to our Voluntary Administrators' Report dated 26 August 2024, and the Supplementary Voluntary Administrators' Report dated 24 October 2024.

At the meeting of creditors held on Friday, 1 November 2024, creditors resolved that the Companies, with the exception of CJ's Fortitude Valley Pty Ltd, be wound up under Section 439C(c) of the Corporations Act 2001 and David Hardy, Emily Seeckts and I were appointed Liquidators of the companies.

Subsequently, on Friday 8 November 2024, creditors resolved that CJ's Fortitude Valley Pty Ltd be wound up under Section 439C(c) of the Corporations Act 2001 and David Hardy, Emily Seeckts and I were appointed Liquidators of this company.

I now take this opportunity to report to you on the following matters relating to the liquidation of the Companies:

- An update on the progress of the liquidation;
- The current position in relation to the realisation of assets; and
- The likelihood of a dividend being paid in the liquidation.

This report should be read in conjunction with the information contained in the Liquidator's Initial Notice to Creditors dated 12 November 2024, the Voluntary Administrators' Report dated 26 August 2024, and the Supplementary Voluntary Administrators' Report dated 24 October 2024.

2 Current position

2.1 Matters addressed during the liquidation

Since our appointment as Liquidators of the Companies, the following matters have been attended to:

- Tasks associated with the realisation of any remaining assets of the Companies, predominantly relating to collection of any outstanding amounts owed to the entities. This is primarily franchisee fees (where applicable) and collection of cash banked via safes for the trading stores.
- Liaising with employees and DE in relation to the payment of outstanding employee entitlements by the Fair Entitlements Guarantee Scheme;
- Preliminary investigations into the recovery of potential unfair preference payments and other antecedent transactions; and
- Investigations into the pre-appointment affairs of the Companies and lodgement of a statutory report with ASIC together with attending to other statutory requirements.

2.2 Financial position of the Company

As outlined in the Voluntary Administrators' Report, the Directors of the Companies provided a ROCAP to the Administrators on 16 August 2024 and 20 August 2024. The table below summarises the assets and liabilities disclosed in the Directors' ROCAP.

Please refer to the Voluntary Administrators' Report for further information and breakdown by entity:

Entity Name (All In Liquidation)	Estimated surplus / (deficiency) \$000s	
	Book Value	Directors ERV
CJ'S Cranbourne Pty Ltd	(900)	(19,206)
CJ'S Bathurst Pty Ltd	(750)	(18,713)
CJ'S Bringelly Pty Ltd	146	(18,064)
CJ'S Clayton Pty Ltd	(146)	(18,160)
CJ'S Craigieburn Pty Ltd	(725)	(1,012)
CJ'S Dandenong Pty Ltd	(376)	(19,105)
CJ'S Greenvale Pty Ltd	(1,107)	(19,269)

Entity Name (All In Liquidation)	Estimated surplus / (deficiency) \$000s	
	Book Value	Directors ERV
CJ'S Epping Pty Ltd	(925)	(18,942)
CJ'S Melton Pty Ltd	(33)	(18,098)
CJ'S Dubbo Pty Ltd	(851)	(18,886)
CJ'S Lyndhurst Pty Ltd	(344)	(19,233)
CJ's (Williams Landing) Pty Ltd	(765)	(18,849)
CJ'S Wetherill Park Pty Ltd	(129)	(18,177)
CJ'S Epsom Pty Ltd	(2)	(12,656)
CJ'S Wodonga Pty Ltd	126	(18,556)
CJ'S Tarneit Pty Ltd	39	(18,567)
CJ'S QSR Group Pty Ltd	2,199	(23,904)
CJ'S QSR (Franchise) Group Pty Ltd	74	214
CJ's Armstrong Creek Pty Ltd	-	(11,957)
CJ's Bayswater Pty Ltd	-	(11,927)
CJ's Beaconsfield Pty Ltd	-	(17,980)
CJ's Butler Pty Ltd	-	(11,924)
CJ's Ellenbrook Pty Ltd	-	(11,924)
CJ's Fortitude Valley Pty Ltd	-	(994)
CJ's Gregory Hills Pty Ltd	-	(11,959)
CJ's Nowra Pty Ltd	-	(17,950)
CJ's Seaford Pty Ltd	-	(11,924)
CJ's Sunbury Pty Ltd	-	(11,944)
CJ's Warrawong Pty Ltd	-	(25)

As noted in the Voluntary Administrators' Report, the book value has been extracted from the Group's financial statements. The key difference between the book value and Directors ERV is the Directors ERV includes the secured creditor balance. Entities with no reported book value is due to an absence of financial statements for these entities, these entities do not have financial statements as they were pipeline locations.

2.3 Summary of receipts and payments

A summary of the trading receipts and payments to date is attached as **Annexure B**. Details in relation to the asset realisations of the Companies is discussed in **section 4**.

3 Investigation into the Company's affairs

Creditors should refer to the Voluntary Administrators' Reports for details on the Administrators' preliminary investigations. The following provides an update on our detailed investigations into the affairs of each Company.

3.1 Voidable transactions

3.1.1 Unfair preferences

Section 588FA of the Act gives the Liquidator the power to recover certain transactions that have had the effect of conferring a priority, preference or advantage to the creditor within six months of the commencement of the winding up (the relation back period).

My investigations identified a number of payments made to creditors of some the Companies during the relation back period, which are summarised below:

Entity Name (All in Liquidation)	Comments	Identified potential preference payments (\$'000s)	Total payments made in relation back period (\$'000s)
CJ'S Cranbourne Pty Ltd	Potential unfair preferences	78	1,152
CJ'S Bathurst Pty Ltd	Potential unfair preferences	74	963
CJ'S Bringelly Pty Ltd	Potential unfair preferences	102	1,778
CJ'S Clayton Pty Ltd	Potential unfair preferences	119	1,249
CJ'S Craigieburn Pty Ltd	Potential unfair preferences	57	1,004
CJ'S Dandenong Pty Ltd	Potential unfair preferences	92	1,048
CJ'S Greenvale Pty Ltd	Potential unfair preferences	81	652
CJ'S Epping Pty Ltd	Potential unfair preferences	71	872
CJ'S Melton Pty Ltd	Potential unfair preferences	98	1,412
CJ'S Dubbo Pty Ltd	Potential unfair preferences	85	814
CJ'S Lyndhurst Pty Ltd	Potential unfair preferences	61	897
CJ's (Williams Landing) Pty Ltd	Potential unfair preferences	111	1,468
CJ'S Wetherill Park Pty Ltd	Potential unfair preferences	202	1,746
CJ'S Epsom Pty Ltd	Potential unfair preferences	89	906
CJ'S Wodonga Pty Ltd	Potential unfair preferences	66	1,127
CJ'S Tarneit Pty Ltd	Potential unfair preferences	-	353
CJ'S QSR Group Pty Ltd	Potential unfair preferences	423	7,570
CJ'S QSR (Franchise) Group Pty Ltd	Potential unfair preferences	1,576	2,244
CJ's Armstrong Creek Pty Ltd	No bank account - pipeline store	-	-
CJ's Bayswater Pty Ltd	No bank account - pipeline store	-	-
CJ's Beaconsfield Pty Ltd	No bank account - pipeline store	-	-
CJ's Butler Pty Ltd	No bank account - pipeline store	-	-
CJ's Ellenbrook Pty Ltd	No bank account - pipeline store	-	-
CJ's Fortitude Valley Pty Ltd	No bank account - pipeline store	-	-
CJ's Gregory Hills Pty Ltd	No bank account - pipeline store	-	-
CJ's Nowra Pty Ltd	No bank account - pipeline store	-	-
CJ's Seaford Pty Ltd	No bank account - pipeline store	-	-
CJ's Sunbury Pty Ltd	No bank account - pipeline store	-	-
CJ's Warrawong Pty Ltd	No bank account - pipeline store	-	-
Total		3,386	27,253

As noted in the Voluntary Administrators' Report, we had identified potential unfair preference payments for some of the Companies. We note that the Companies made approximately \$27.25m in payments during the relation back period. We stress that not all these payments are preferences. The Liquidators are continuing to review the Companies' accounting system to understand recipients of each of the payment batches visible in the bank statements.

The successful action for unfair preference payments includes establishing the date of insolvency as well as the costs of pursuing the unfair preferences, which can sometimes outweigh the potential returns to creditors. The Liquidators are assessing the books and records of the Companies to determine if there are any supporting documentation or correspondence to support the existence of payment plan arrangements or other indicators of potential insolvency that will support the pursuit of any potential unfair preferences.

As creditors are aware, 20 entities were previously placed into liquidation on 2 September 2024 whilst the 29 Companies continued in Voluntary Administration to allow for the completion of various sale processes. As the Companies were placed into liquidation on 1 November 2024 (Note: CJ's Fortitude Valley Pty Ltd was placed into liquidation on 8 November 2024) our investigations into unfair preferences of the 29 Companies could proceed.

The Liquidators note that whilst potential unfair preferences are material from a Group perspective, as there are 49 entities within the Group, the values of the potential unfair preferences are lower at an entity level (as demonstrated in the above table for the 29 Companies). To ensure an efficient and effective investigation process, the Liquidators will undertake investigations into the Group where possible to minimise costs and considering that majority of the suppliers and creditors are across more than one Group entity.

At this stage, we have identified potential preference payments to one creditor from multiple entities within the Group. In line with the above, to ensure an efficient and effective investigation process, the Liquidators will continue to review this claim for the Group as a whole and take any action on behalf of all entities to ensure a cost-effective approach.

Since our investigations noted in the Voluntary Administrator Reports, the Liquidators have identified further unfair preference payments to other parties from CJ's QSR Group Pty Ltd and CJ's QSR (Franchise) Group Pty Ltd. Our investigations into these payments are ongoing.

The Liquidators also note there were many intercompany loan payments made between the Companies in the relation back period however given our appointment to all these entities there will be no realisations available from these intercompany debtors.

For the balance of the identified potential preference payments, the Liquidators are continuing to determine the available level of evidence together with the commercial merits of each claim. Should there be any material progress in relation to the above investigations, we will write to creditors to provide an update.

3.1.2 Uncommercial transactions

Section 588FB of the Act requires the Liquidator to investigate transactions which may be deemed to be uncommercial, having regard to the detriment to the Company (if any) suffered because of the transaction in the period two years prior to the appointment.

In addition, Section 588FDA of the Act refers to "unreasonable director-related transactions" and requires the Liquidator to investigate such transactions, having regard to the detriment to the Company (if any) suffered because of the transaction.

From the information available to us we have not identified any transactions which would constitute uncommercial transactions or unreasonable director-related transactions.

3.1.3 Unfair loans

Section 588FD of the Act requires investigations of transactions which may be deemed to be unfair loans to the Company. A loan to the Company is unfair if and only if, interest on the loan is extortionate, or the charges in relation to the loan were extortionate.

From the information available to us we have not identified any transactions which would constitute unfair loans.

3.1.4 Voidable transactions – related parties

Section 588FE(4) of the Act requires investigations of transactions which may be deemed to be insolvent transactions with a related party entered into within 4 years of the commencement of the winding up.

From the information available to us we have not identified any transactions which would constitute voidable transactions with related parties.

3.2 Insolvent trading

Section 588G of the Act provides that directors are obliged to prevent a company from:

- Incurring a debt whilst insolvent; or
- Becoming insolvent by incurring a debt.

If a contravention of Section 588G can be established, then Section 588M empowers a Liquidator (or a creditor under certain circumstances) to recover compensation from a director for any loss or damage suffered because of any such contravention.

The Voluntary Administrators' Report sets out our comments and findings regarding the indicators of insolvency identified from the information available to us.

Based on our investigations to date, it is our preliminary opinion that the Companies were insolvent from the date of our appointment as Administrators on 29 July 2024. Further, certain Companies may have been insolvent from May 2024, being the date in which multiple entities within the Group entered into payment plans with a creditor.

Given the number of insolvency indicators present prior to these dates, the date of insolvency may be earlier. The Liquidators investigations in this respect are ongoing.

Section 588H of the Act provides a number of statutory defences available to Directors which would have to be considered in deciding whether to commence an insolvent trading action.

Any decision to commence an action against the Director for insolvent trading must have regard to the following:

- The quantum of the claim;
- The funding of the claim whether it is utilising the Companies' assets or via litigation funders;
- The costs of litigation and the unknown likelihood of success; and
- The Directors' capacity to meet a claim for compensation.

Our investigations regarding insolvent trading and the financial capacity of the Directors to meet any potential actions that may be identified are ongoing and we will continue to update creditors as appropriate.

We note that Section 588R entitles creditors to commence proceedings under Section 588M against the Directors in their own right subject to the consent of the Liquidator.

Should creditors have any further information that may assist our investigations into the conduct of the Companies' affairs, they should communicate details in writing to our office within 7 days from the date of this report.

Should any creditor be willing to fund the costs and expenses to commence potential proceedings against the Directors please contact Hannah McConalogue of this office on 03 9288 6461 or hannah1@kpmg.com.au.

4 Return to creditors

The table below outlines an estimated outcome for each class of creditor based on actual realisations to date and estimated future realisations and costs.

This estimate may change should any amounts be recovered from voidable transaction and insolvent trading claims as noted in section 3 of this report, as well as any costs of litigation to recover any potential voidable claims.

The following table outlines the estimated deficiency and returns for the Companies:

Estimated Outcome Statement (excl GST)	ERV \$000s
Non-circulating realisations	2,378
Less: Administrators fees and disbursements	(855)
Less: Legal fees and other professional costs	(365)
Less: Estimated trading deficit	tbc
Less: Other realisation costs	(218)
Funds available to secured creditor from non-circulating assets	940
Circulating realisations	354
Less: Administrators fees and disbursements	(70)
Less: Legal fees and other professional costs	(85)
Less: Priority employee entitlements	(67)
Net proceeds from circulating assets	132
Less: Liquidators fees and disbursements	(926)
Less: Legal fees and other professional costs	Unknown
Less: Priority employee entitlements	(1,341)

	ERV \$000s
Estimated Outcome Statement (excl GST)	
Funds available to secured creditor from circulating assets	-
Funds available to unsecured creditors*	-
Other recoveries (voidable transactions if applicable)	Unknown
Secured Creditor Claims	(17,927)
Priority Creditor Claims	(1,408)
Unsecured Creditor Claims	(9,041)
Estimated surplus / deficiency	(28,376)
Estimated dividend (cents in \$)	
Secured creditor	TBC
Priority employee creditors	nil
Unsecured creditors*	nil

* There are no estimated returns to unsecured creditors with the potential exception of CJ's Fortitude Valley Pty Ltd, there are no secured creditors over this entity and therefore asset realisations, if any, may allow for a distribution to its unsecured creditors.

The above calculations are an estimate only and may change due to:

- the final amount realised from the sales processes
- final proving of creditor claims; and
- the costs of litigation to recover any potential voidable transactions as noted in the First Report.

The funds received from the sale of the Companies assets will be applied to the secured debt due to NAB and CKE. As the proceeds will be insufficient to discharge the debts due to NAB and CKE, there will be no funds available to priority or unsecured creditors. However, the Administrators note that NAB and CKE do not have registered securities over CJ's Fortitude Valley Pty Ltd therefore any asset realisations made for this company may allow for a distribution to this company's unsecured creditors.

At this stage, we confirm that, other than CJ's Fortitude Valley Pty Ltd, there will not be sufficient funds in the remaining Companies to enable a distribution to priority or unsecured creditors.

5 Liquidators' remuneration and internal disbursements

Creditors will recall from the Liquidators' Initial Notice to Creditors issued on 12 November 2024 that, in accordance with the Initial Remuneration Notice (IRN) provided to creditors during the Voluntary Administration, the Liquidators' remuneration will be fixed on the basis of time spent by the Liquidators and their staff of an appropriate level having regard to the nature and complexity of the work and calculated by reference to the hourly rates set out in the IRN.

We estimate fees for the Liquidation of the Companies' affairs at \$559,957.50, plus applicable GST and disbursements. Full details of the calculation and composition of the Liquidators' estimated remuneration was provided in our Remuneration Approval Request dated 24 October 2024. At the meeting of creditors held on 1 November 2024, creditors approved remuneration of \$539,392.50 for the liquidation of the Companies. Notwithstanding the fees being approved, as there are no funds available in most of these entities, the Administration and Liquidation fees will **NOT** be recoverable.

It should be noted that if, during the liquidation, any unanticipated issues arise, it may be necessary to revisit the fee estimate. If we become aware that the liquidation costs will exceed the approved amounts, we will advise you accordingly.

An information sheet concerning approval of remuneration in external administrations can be obtained from ASIC at www.asic.gov.au.

6 Conclusion

The following matters will continue to be progressed:

- Completing our investigations into the Companies' affairs;
- Pursuing recoveries, subject to the completion of our investigations;
- Completing our reporting to ASIC and attending to statutory obligations.

At this stage we do not anticipate that I will write to you again unless any additional information becomes available that otherwise alters the information contained in this report.

We expect to have completed this liquidation within 12 months, noting this is dependent on the outcome of the investigations.

Should you have any questions, please contact Hannah McConalogue of this office on 03 9288 6461 or CarlsJr@kpmg.com.au.

Dated this 30th day of January 2025



George Georges
Liquidator

Annexures

A – Appointment Entities

(All in Liquidation) (Collectively referred to as “CJ’s Group” or “the Companies”)

Company	ACN	Liquidation Date
CJ'S QSR Group Pty Ltd	614 373 474	1 November 2024
CJ'S QSR (Franchise) Group Pty Ltd	647 175 880	1 November 2024
CJ'S Melton Pty Ltd	636 648 792	1 November 2024
CJ'S Wetherill Park Pty Ltd	642 535 420	1 November 2024
CJ'S Thomastown Pty Ltd	630 636 305	2 September 2024
CJ'S Bringelly Pty Ltd	646 224 311	1 November 2024
CJ'S Lyndhurst Pty Ltd	640 121 375	1 November 2024
CJ'S Epping Pty Ltd	640 214 866	1 November 2024
CJ'S Altona Pty Ltd	630 537 030	2 September 2024
CJ'S Dandenong Pty Ltd	628 410 819	1 November 2024
CJ'S Shepparton Pty Ltd	637 161 767	2 September 2024
CJ'S Knox Pty Ltd	626 822 115	2 September 2024
CJ'S Ballarat Pty Ltd	628 062 966	2 September 2024
CJ'S Docklands Pty Ltd	628 618 708	2 September 2024
CJ'S Greenvale Pty Ltd	628 410 524	1 November 2024
CJS (Williams Landing) Pty Ltd	621 777 035	1 November 2024
CJS (Cranbourne) Pty Ltd	621 777 302	1 November 2024
CJ'S Clayton Pty Ltd	641 324 030	1 November 2024
CJ'S Dubbo Pty Ltd	642 534 656	1 November 2024
CJ'S Braybrook Pty Ltd	650 365 183	2 September 2024
CJ'S Epsom Pty Ltd	639 187 527	1 November 2024
CJ'S Bathurst Pty Ltd	653 715 087	1 November 2024
CJ'S Wodonga Pty Ltd	647 153 277	1 November 2024
CJ'S Craigieburn Pty Ltd	641 324 236	1 November 2024
CJ'S Campbellfield Pty Ltd	642 534 665	2 September 2024
CJ'S Fortitude Valley Pty Ltd	672 087 651	8 November 2024
CJ'S Tarneit Pty Ltd	662 375 126	1 November 2024
CJ'S Piara Waters Pty Ltd	667 225 710	2 September 2024
CJ's Bayswater Pty Ltd	637 161 776	1 November 2024
CJ's Hervey Bay Pty Ltd	638 955 718	2 September 2024
CJ's Beaconsfield Pty Ltd	638 955 736	1 November 2024
CJ's Armstrong Creek Pty Ltd	642 912 383	1 November 2024
CJ's Nowra Pty Ltd	643 168 683	1 November 2024
CJ's Orange Pty Ltd	646 224 320	2 September 2024
CJ's Mordialloc Pty Ltd	646 224 473	2 September 2024
CJ's Warrawong Pty Ltd	647 175 871	1 November 2024
CJ's Gregory Hills Pty Ltd	652 841 720	1 November 2024
CJ's Moe Pty Ltd	652 881 091	2 September 2024
CJ's Sunbury Pty Ltd	653 234 649	1 November 2024
CJ's Seaford Pty Ltd	653 435 655	1 November 2024
CJ's Clyde North Pty Ltd	655 779 865	2 September 2024
CJ's Butler Pty Ltd	658 762 040	1 November 2024
CJ's Tapping Pty Ltd	659 692 949	2 September 2024
CJ's Mirrabooka Pty Ltd	660 670 226	2 September 2024
CJ's Ellenbrook Pty Ltd	662 375 135	1 November 2024
CJ's Acacia Ridge Pty Ltd	667 225 701	2 September 2024
CJ's Grafton Pty Ltd	673 737 034	2 September 2024
CJ's Byford Pty Ltd	675 158 577	2 September 2024
CJ's East Albury Pty Ltd	647 311 233	2 September 2024

B – Trading Receipts & Payments

The receipts and payments for the period 29 July 2024 to 22 January 2025.

\$000s	(incl GST)
Trading receipts	
Sales	3,007,385
Royalty income	393,703
Other income	373,286
Total trading receipts	3,774,374
Trading payments	
Wages and payroll expenses	(1,133,040)
Rent and outgoings	(387,822)
Stock purchases	(923,802)
Advertising fund contributions	(53,539)
Legal fees	(282,242)
Liquidator's fees	(598,118)
Other trading expenses	(250,245)
Staff reimbursements	(3,188)
Other expenses	(31,068)
Total trading payments	(3,663,065)
Net realisations from trading	111,309

Further receipts and payments will be made over the course of the liquidation and therefore the above figure is not the final realisation from trading.

C – Short guide to the Creditors’ Portal

We are using the Creditors’ Portal as the primary tool for communicating with creditors and managing claims.

We have prepared this short guide to assist you as a creditor to understand the process that you must undertake to ensure you are appropriately registered as a creditor of the Company.

Please note, the email registered on the Creditors’ Portal will receive all notifications including circulars and reports issued by the Liquidators.

Please refer to the following link for further guidance on how to register, submit and manage a claim:
<https://creditors.accountants/Help>

Step 1: Register



- Register as a user at the following link: <https://creditors.accountants/> (use chrome, edge or firefox).
- You will receive a confirmation email to verify your account (verify your email address within 24 hours of registering as a user).
- Once verified, you will be redirected to the Portal.
- If you are already a registered user, please skip to “Login” below.

Step 2: Log in



- Log into the Portal using your username and password.
- You will be redirected to a screen where you need to input the following details:
 - Company creditor – an ABN; or
 - Individual creditor – first and last name.
- You will be prompted to make a declaration to confirm that you are authorised to act on behalf of the company or individual and agree on how you wish to receive future correspondence.

Step 3: Link creditor



- Once you have completed your declaration, you will be redirected to the Portal landing page where you can view the Company under “Recent Interactions”.
- If you cannot view the Company listed on the landing page you may need a creditor code to link your profile to the Company.
- Please contact the Liquidators for a unique code to register your claim.
- Once you receive your creditor code, log in and click on your user name in the top right hand side and click on “Creditor Admin” and input your code and click “Link”
- There will be an option to provide an ABN (if relevant) for company creditors, click “I do not have an ABN” (individuals) and then click “continue”

Step 4: View company and documents



- You will be able to view the Company on the landing page or under the “*Debtors*” tab and click “*My debtors*” or “*My claims*”. Click on “*Details*” to be directed to the Company.
- You will be able to view any documents uploaded under the “*Documents*” tab that relate to the Company.
- There are additional resources that you can also access under the “*Resources*” tab.

Step 5: Submit a Formal Proof of Debt Form (POD)



- You will be able to view the Company on the landing page or under the “*Debtors*” tab and click “*My debtors*” or “*My claims*”. Click on “*Details*” to be directed to the Company.
- Click on the “*Proof of Debt*” tab.
- Click on the “*Submit*” button and start completing the POD form.
- Tick “*No*” to the question “*Is your proof of debt informal*”. If you are an employee creditor, this will not be an option.
- Upload any supporting documentation for consideration.
- Press “*Next*” and “*Submit*”.