

29 April 2019

**To Creditors**

Dear Sir/Madam

**Jewel of India Holdings Pty Limited (Administrators Appointed)  
ACN 141 963 813 (the Company) and Associated Entities set out in Annexure A (collectively the Group)**

Peter Gothard, Stephen Parbery and I were appointed Administrators of the Group on 26 April 2019 pursuant to Section 436C of the Corporations Act 2001 (**the Act**).

The Administrators now control the Group's operations and are assessing the Group's financial position.

The purpose of this letter is to provide you with information about the administration of the Group and your rights as a creditor, and contains the following sections.

- 1 First meeting of creditors
- 2 Declaration by the Administrators
- 3 Trading
- 4 Legal proceedings
- 5 Employees
- 6 Report to creditors and second meeting of creditors
- 7 Creditor rights
- 8 Administrators' remuneration
- 9 Electronic notification
- 10 Further information

**Attachments** to this letter are described in the table below:

| Annexure | Document   | Description   |
|----------|--|---|
| A        | Associated entities                              | – Associated entities to which Administrators have been appointed and are collectively referred to as "the Group"           |
| B        | Notice of first meeting of creditors (form 529A) | – Refer to section 1 of this letter<br>– Please note that the meeting is to be held on 8 May 2019 commencing at 2:00pm AEST |

| Annexure | Document  | Description   |
|----------|---|---|
| C        | Formal proof of debt (form 535)                                     | – Refer to section 1 of this letter   |
|          |   | – A person is not entitled to vote at the meeting unless they provide particulars of the debt or claim to the Administrators before the meeting.  |
|          |   | – All creditors must furnish full details of their claims, indicating whether they rank as secured, preferential or unsecured, and whether they claim title to any goods supplied to the Group or any lien over goods in their possession which are the property of the Group |
| D        | Appointment of proxy (form 532)                                     | – Refer to section 1 of this letter   |
|          |   | – This form enables you to appoint a person to act on your behalf at the meeting.   |
| E        | Nomination Form – Committee of Inspection (COI)                     | – Only to be completed if you wish to nominate a member to the COI  |
| F        | Declaration of independence, relevant relationships and indemnities | – Refer to section 2 of this letter   |
| G        | Short guide to the Personal Property Securities Act                 | – Refer to section 3.2 of this letter   |
| H        | Information sheet - creditor rights in voluntary administration     | – Refer to section 7 of this letter   |
| I        | Initial remuneration notice   | – Refer to section 8 of this letter   |

## 1 First meeting of creditors

We are required to call a first meeting of creditors within eight business days of our appointment pursuant to Section 436E of the Act. The purpose of this meeting is to provide creditors with an opportunity to:

- Appoint a Committee of Inspection (**COI**); and
- Appoint an alternative Administrator, if they so desire.

The notice of meeting is attached as **Annexure B**. Details of the meeting are as follows:

**Date:** 8 May 2019  
**Time:** 2:00pm AEST, registration from 1:30pm  
**Location:** The York Room, The Grace Hotel on 77 York Street, Sydney NSW 2000

Creditors wishing to vote at the meeting, who will not be attending in person or are a company, must complete the attached formal proof of debt form (**Annexure C**) and proxy form (**Annexure D**) and lodge it before the meeting and, in any event, no later than **4.00pm on the last business day prior to the meeting**. Forms can be sent by facsimile on (07) 3831 3862 marked to the attention of **Jackson Adcock** or scanned and emailed to [JewelSuppliers@fh.com.au](mailto:JewelSuppliers@fh.com.au).

A person is not entitled to vote at the meeting unless they provide particulars of the debt or claim to the Administrators before the meeting. All creditors must furnish full details of their claims, indicating whether they rank

as secured, preferential or unsecured, and whether they claim title to any goods supplied to the Group or any lien over goods in their possession which are the property of the Group.

For creditors who are unable to attend the meeting in person, a conference call facility will be available.

Please note that due to the number of creditors who may dial into the meeting, it will not be possible to consider those creditors as attendees of the meeting and they will not be able to vote or participate in the meeting. If you wish to vote or participate, you must attend in person or by proxy.

Please contact Ferrier Hodgson by email at [JewelSuppliers@fh.com.au](mailto:JewelSuppliers@fh.com.au) or by telephone to (07) 3834 9247 at least one business day prior to the meeting to advise that you will be using the conference facilities and to be provided with the conference call code.

A COI is a small working group of creditors appointed to assist the Administrators. Section 80-55 of Schedule 2 to the Act imposes certain limitations on the ability of members of a COI to trade with the Group and/or purchase assets. Those creditors wishing to nominate a member for appointment to a COI (if one is appointed) must complete the attached Nomination Form – COI (**Annexure E**) and return it to this office no later than **4.00pm on the day prior to the meeting** by facsimile on (07) 3831 3862 marked to the attention of Jackson Adcock or scanned and emailed to [JewelSuppliers@fh.com.au](mailto:JewelSuppliers@fh.com.au).

## 2 Declaration by Administrators

Pursuant to Sections 436DA(2) and (3) of the Act and the Australian Restructuring Insolvency & Turnaround Association (**ARITA**) Code of Professional Practice (**the Code**), we attach our 'Declaration of Independence, Relevant Relationships and Indemnities' (**DIRRI**) as **Annexure F**.

## 3 Trading

At this stage, the Administrators intend to continue to trade the Group and we draw your attention to the following information.

### 3.1 Trading accounts

The Act provides that the Administrators are personally liable for liabilities arising from services rendered, goods bought or property hired, leased, used or occupied during the administration.

- Please close your accounts with the Group in respect of goods supplied and / or services rendered up to 25 April 2019.
- Please open a new account in the name of **Jewel Fine Foods Pty Ltd** with the suffix "(Administrators Appointed)" for the supply of authorised goods and services to the Administrators.
- From 26 April 2019, liability will only be accepted by the Administrators in respect of the purchase of goods or services authorised by the Administrators or their representatives, whose specimen signatures are below. Accounts will be paid in accordance with your usual terms of credit.

| Authorisor name | Authorisation limit | Signature   |
|-----------------|---------------------|---|
| James Dampney   | Unlimited           |    |
| Stephen Parbery | Unlimited           |    |
| Peter Gothard   | Unlimited           |    |
| Craig Hunter    | \$50,000            |  |
| Liam Creedon    | \$50,000            |  |
| Sam Clark       | \$10,000            |  |

- If there are any outstanding or unfulfilled orders placed by the Group prior to our appointment, including those under which there are goods in transit, please contact **Sam Clark** of this office on [Sam.Clark@fh.com.au](mailto:Sam.Clark@fh.com.au) to obtain written confirmation that the order should proceed.

You may be aware that payment of unsecured creditors' accounts as at 26 April 2019, is postponed pending the outcome of the second meeting of creditors (see section 6 below).

### 3.2 Consignment stock, goods subject to purchase money security interests and liens / pledges

If you supplied consignment stock to the Group, or believe you provided stock subject to a purchase money security interest (formerly a retention of title clause), or claim a lien / pledge over any of the Group's assets, please contact [JewelSuppliers@fh.com.au](mailto:JewelSuppliers@fh.com.au) as a matter of urgency. See further information at **Annexure G**.

### 3.3 Contracts / agreements

The Administrators expressly refrain from personally adopting any of the Group's contracts existing at the date of their appointment. All contracts are currently under review. The Administrators will advise the status of contracts as soon as practicable.

### 3.4 Property used but not owned by the Group

In accordance with section 443B of the Act, the Administrators' liability under hire purchase or lease agreements does not commence until seven days after the Administrators' appointment. Further, pursuant to Section 440B of the Act, the lessor or owner of property in the Group's control is not entitled to take possession of such property without leave of the Court or the Administrators' written consent.

We will write separately to known lease and hire purchase creditors regarding such assets. Please contact this office if you do not receive our letter.

## 4 Legal proceedings

The appointment of Administrators stays a proceeding in a court against the Group. You cannot commence or continue a proceeding against the Group without our written consent or the leave of the Court.

## 5 Employees

We will write separately to employees regarding the appointment of the Administrators.

## 6 Report to creditors and second meeting of creditors

The Administrators will prepare a report to creditors under Section 438A of the Act and Insolvency Practice Rules (Corporations) 2016 (**IPR**) 75-225 which will include details on the Group's business, property, affairs and financial circumstances.

A second meeting of creditors is due to be held on or before 31 May 2019. We may make an application to Court to extend this date and will advise creditors accordingly where required. At this meeting, when convened, creditors will consider the Administrators' report and consider resolutions regarding the Group's future.

## 7 Creditor rights

Enclosed at **Annexure H** is an information sheet setting out your rights as a creditor in the administration of the Group, including:

- Making reasonable requests for a meeting or information
- Giving directions to the Administrators
- Appointing a reviewing Liquidator or replacing the Administrators

## 8 Administrators' remuneration

For the purposes of the Group's administration, the Administrators' remuneration will be fixed on the basis of time spent by the Administrators and the Administrators' staff of an appropriate level having regard to the nature and complexity of the work, and calculated by reference to hourly rates.

Enclosed at **Annexure I** for your information is the Administrators' Initial Remuneration Notice which sets out the four basic methods of calculating remuneration together with an explanation as to why the time based (hourly rates) method is appropriate in this administration.

An information sheet concerning approval of remuneration in external administrations can be obtained from the ASIC at [www.asic.gov.au](http://www.asic.gov.au).

We estimate fees for the administration of the Group's affairs to be between \$1,000,000 to \$1,500,000 plus applicable GST and disbursements.

It is difficult to provide an estimate for an administration of this nature. There are a number of factors that may impact our remuneration estimate which include the timing and complexities associated with trading the Group and any future recapitalisation and/or sale campaign.

It should be noted that if, during the course of the administration, any unanticipated issues arise, it may be necessary to revisit the fee estimate. In the event that we become aware that our costs will exceed this amount we will advise you accordingly.

## **9 Electronic notification**

You may elect to receive future notices or other documents, including circulars and reports regarding the administration, via email. Should you wish to do so, please tick the box on the attached Form 535 – Proof of Debt (**Annexure C**). Alternatively, email [JewelSuppliers@fh.com.au](mailto:JewelSuppliers@fh.com.au) with the following information:

- The person to whom matters regarding the administration should be directed.
- The full name of the creditor entity.
- The email address at which the creditor is to receive future correspondence.

## **10 Further information**

For further information concerning the Voluntary Administration process and Ferrier Hodgson, you may wish to visit our website at [www.ferrierhodgson.com](http://www.ferrierhodgson.com). In addition, you can access general information about external administrations and insolvency from ARITA's website at [www.arita.com.au](http://www.arita.com.au).

Questions regarding the administration should be directed to [JewelSuppliers@fh.com.au](mailto:JewelSuppliers@fh.com.au).

Yours faithfully

**Jewel of India Holdings Pty Limited and associated entities**



**James Dampney**  
Administrator

*Encl.*

## Annexure A

| Entity   | ACN         |
|--|-------------|
| Jewel of India Holdings Pty Limited                                    | 141 963 813 |
| Jewel Fine Foods Pty Limited   | 160 567 528 |
| Jewel International Foods Pty Limited                                  | 616 403 886 |
| Jewel of India Enterprises Pty Limited                                 | 081 063 774 |
| Jewel Properties (Aust) Pty Limited (Receivers and Managers Appointed) | 112 228 663 |
| Gardeners Nominees Pty Limited   | 160 155 608 |
| Jewel of India Retail Pty Limited                                      | 141 964 865 |
| Jewel of India Admin Pty Limited                                       | 141 964 516 |
| Jewel Equipment Pty Limited  | 141 964 927 |

## Annexure B

### Form 529A

#### Notice of first meeting of creditors of company under administration

*Insolvency Practice Rules (Corporations) 2016, Section 75-15*

**Jewel of India Holdings Pty Limited (Administrators Appointed)  
ACN 141 963 813 (the Company) and Associated Entities set out in Annexure 1 (collectively the Group)**

1. Notice is given that on 26 April 2019, the Group's secured creditor, under Section 436C, appointed Peter Gothard, James Dampney, and Stephen Parbery of Ferrier Hodgson, Level 25, One International Towers Sydney, 100 Barangaroo Avenue, Sydney, NSW, 2000 as the Administrators of the Group.
2. Notice also is given that a meeting of the creditors of the Group will be held at The York Room, The Grace Hotel on 77 York Street, Sydney, NSW 2000 on 8 May 2019 at 2:00pm.
3. The purpose of the meeting is to determine:
  - 3.1 Whether to appoint a committee of inspection; and
  - 3.2 If so, who are to be the committee's members.
4. At the meeting, creditors may also, by resolution:
  - 4.1 Remove the Administrators from office; and
  - 4.2 Appoint someone else as Administrator of the Group.

Creditors wishing to vote at the meeting, who will not be attending in person or are a company, must complete and return a Proxy Form (and Proof of Debt if one has not already been lodged) by no later than 4pm on the last business day prior to the meeting by email to [JewelSuppliers@fh.com.au](mailto:JewelSuppliers@fh.com.au), by post to GPO Box 838, Brisbane, QLD 4001 or by facsimile to (07) 3831 3862. A Proxy Form is enclosed.

For creditors who are unable to attend the meeting in person, a conference call facility will be available. Please contact Ferrier Hodgson by email at [JewelSuppliers@fh.com.au](mailto:JewelSuppliers@fh.com.au) or by telephone to (07) 3834 9247 at least one business day prior to the meeting to advise that you will be using the conference facilities and to be provided with the conference call code.

Dated this 29<sup>th</sup> day of April 2019



**James Dampney**  
Administrator

Jewel of India Holdings Pty Limited and associated entities (Administrators Appointed)

c/- Ferrier Hodgson

Tel: (07) 3834 9247

Fax: (07) 3831 3862

Email: [JewelSuppliers@fh.com.au](mailto:JewelSuppliers@fh.com.au)

Note: In accordance with IPR Section 75-15(1)(c) please see effect of IPR Section 75-85 Entitlement to vote at meetings of creditors on the following page.



## **Effect of IPR Section 75-85 – Entitlement to vote at meetings of creditors**

1. A person other than a creditor (or the creditor's proxy or attorney) is not entitled to vote at a meeting of creditors.
2. Subject to subsections (3), (4) and (5), each creditor is entitled to vote and has one vote.
3. A person is not entitled to vote as a creditor at a meeting of creditors unless:
  - (a) his or her debt or claim has been admitted wholly or in part by the external administrator; or
  - (b) he or she has lodged, with the person presiding at the meeting, or with the person named in the notice convening the meeting as the person who may receive particulars of the debt or claim:
    - (i) those particulars; or
    - (ii) if required—a formal proof of the debt or claim.
4. A creditor must not vote in respect of:
  - (a) an unliquidated debt; or
  - (b) a contingent debt; or
  - (c) an unliquidated or a contingent claim; or
  - (d) a debt the value of which is not established;unless a just estimate of its value has been made.
5. A creditor must not vote in respect of a debt or a claim on or secured by a bill of exchange, a promissory note or any other negotiable instrument or security held by the creditor unless he or she is willing to do the following:
  - (a) treat the liability to him or her on the instrument or security of a person covered by subsection (6) as a security in his or her hands;
  - (b) estimate its value;
  - (c) for the purposes of voting (but not for the purposes of dividend), to deduct it from his or her debt or claim.
6. A person is covered by this subsection if:
  - (a) the person's liability is a debt or a claim on, or secured by, a bill of exchange, a promissory note or any other negotiable instrument or security held by the creditor; and
  - (b) the person is either liable to the company directly, or may be liable to the company on the default of another person with respect to the liability; and
  - (c) the person is not an insolvent under administration or a person against whom a winding up order is in force.

## Annexure C

### Form 535 Formal Proof of Debt or Claim Form

*Corporations Act 2001, Regulation 5.6.49(2)*

Return to:

Ferrier Hodgson, GPO Box 838, BRISBANE QLD 4001

Tel: (07) 3834 9247

Fax: (07) 3831 3862

Email: JewelSuppliers@fh.com.au

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**Date of Appointment: 26 April 2019**

**Please tick the Company which is indebted to you:**

- ☐ **Jewel of India Holdings Pty Ltd**  
**ACN 141 963 813**
- ☐ **Jewel Fine Foods Pty Ltd**  
**ACN 160 567 528**
- ☐ **Jewel International Foods Pty Ltd**  
**ACN 616 403 886**
- ☐ **Jewel of India Enterprise Pty Ltd**  
**ACN 081 063 774**
- ☐ **Jewel Properties (Aust) Pty Ltd**  
**ACN 112 228 663**
- ☐ **Jewel of India Retail Pty Ltd**  
**ACN 141 964 865**
- ☐ **Jewel of India Admin Pty Ltd**  
**ACN 141 964 516**
- ☐ **Jewel Equipment Pty Ltd**  
**ACN 141 964 927**
- ☐ **Gardeners Nominees Pty Ltd**  
**ACN 160 155 608**

#### Instructions:

Please complete Sections A, B and C

\* Strike out if not applicable

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#### A. Name and Contact Details of Creditor

<sup>1</sup> \_\_\_\_\_ (the Creditor)

*(if in a personal capacity, given name and surname; if a corporate entity, full name of company, etc)*

<sup>2</sup> of \_\_\_\_\_

*(insert address)*

<sup>3</sup> Tel: \_\_\_\_\_

<sup>4</sup> Email: \_\_\_\_\_

- ☐ Tick this box to elect to receive electronic notification of notices or documents, in accordance with Section 600G of the Corporations Act 2001, at the email address specified above.

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#### B. Details of Debt or Claim

<sup>1</sup> Amount owing: \_\_\_\_\_

*(insert dollars and cents, inclusive of GST if applicable)*

<sup>2</sup> Nature of Debt or Claim: \_\_\_\_\_

*(insert description of debt and/or reference any supporting documentation)*

<sup>3</sup> Select one of the following options:

- ☐ The Creditor is an unsecured creditor of the indebted Company
- ☐ The Creditor is a secured creditor of the indebted Company
- ☐ The Creditor is an employee / former employee of the indebted Company

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For all claims:

- ☐ <sup>4</sup> I have attached supporting documentation to substantiate the Creditor's claim (*secured creditors must attach evidence of security*)
- ☐ <sup>5</sup> To my knowledge or belief the creditor has not, nor has any person by the creditor's order had or received any satisfaction or security for the sum or any part of it except for the following:

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(insert details and value of security where relevant)

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### **C. Signature**

<sup>1</sup> Dated:

<sup>2</sup> Signature:

<sup>3</sup> Name / Capacity #:

- # If the Creditor is an individual, insert full name
- If the Creditor is a sole trader, insert in accordance with the following example: "full name, proprietor"
- If the Creditor is a partnership, insert in accordance with the following example: "full name, partner of the firm named in Section A above"
- If the Creditor is a company, insert in accordance with the following example: "full name, for the company named in Section A above (duly authorised under the seal of the company)".
- Where this form is completed by, for example, a solicitor or an accountant of the Creditor, sign this form as the Creditor's authorised agent where this form is completed by an authorised employee of the Creditor, indicate occupation (e.g. credit manager)

## Creditor Assistance Sheet: Completing a Proof of Debt Form

### Section A – Name and Contact Details of Creditor

1. Insert the full name of the employee, individual, sole trader, partnership or company that the debt is owed to.
2. Insert the address of the employee, individual, sole trader, partnership or company that the debt is owed to.
3. Insert the telephone number of the employee, individual, sole trader, partnership or company that the debt is owed to.
4. Insert the email address of the employee, individual, sole trader, partnership or company that the debt is owed to.

### Section B – Details of Debt or Claim

1. The amount owing should only include debts or claims which arose prior to the date of appointment.
2. Insert the currency if not Australian dollars.
3. Type of creditor: tick one of the options only.
4. For all claims, ensure supporting documentation is attached, such as invoices, statements, agreements.
5. For secured creditors, insert particulars of all securities held. If the securities are on the property of the company, assess the value of those securities. If any bills or other negotiable securities are held, indicate "refer attached" above and show them in a schedule in the following form:

| Date | Drawer | Acceptor | Amount (\$) | Due Date |
|------|--------|----------|-------------|----------|
|      |        |          |             |          |
|      |        |          |             |          |
|      |        |          |             |          |

### Section C – Signature Instructions

1. Insert the date that the proof of debt form is being signed.
2. The form should be signed by **one** of the following persons:
  - If the debt is owed to an employee/individual, then the individual that the debt is owed to; or
  - If the debt is owed to a sole trader, then the sole trader that the debt is owed to; or
  - If the debt is owed to a partnership, then one of the partners of the partnership; or
  - If the debt is owed to a company, then a duly authorised office of the company (normally a director or secretary of the company).
3. Insert the name of the person signing the form, and note their capacity (that is, their role):
  - If the debt is owed to a sole trader, note their capacity as proprietor, eg: "[Full name], proprietor"; or
  - If the debt is owed to a partnership, note their capacity as partner, eg: "[Full name], partner of the firm named in Section A above"; or
  - If the debt is owed to a company, note their capacity as director or secretary, eg: "[Full name], director/secretary of the company named in Section A above"]

## Annexure D

### Form 532 - Appointment of Proxy

*Insolvency Practice Rules (Corporations) 2016, Section 75-25*

Return no later than 7 April 2019 to:

Ferrier Hodgson, GPO Box 838, BRISBANE QLD 4001

Tel: (07) 3834 9247

Fax: (07) 3831 3862

Email: JewelSuppliers@fh.com.au

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**Date of Appointment: 26 April 2019**

**Please tick the Company which is indebted to you:**

- ☐ **Jewel of India Holdings Pty Ltd**  
**ACN 141 963 813**
- ☐ **Jewel Fine Foods Pty Ltd**  
**ACN 160 567 528**
- ☐ **Jewel International Foods Pty Ltd**  
**ACN 616 403 886**
- ☐ **Jewel of India Enterprise Pty Ltd**  
**ACN 081 063 774**
- ☐ **Jewel Properties (Aust) Pty Ltd**  
**ACN 112 228 663**
- ☐ **Jewel of India Retail Pty Ltd**  
**ACN 141 964 865**
- ☐ **Jewel of India Admin Pty Ltd**  
**ACN 141 964 516**
- ☐ **Jewel Equipment Pty Ltd**  
**ACN 141 964 927**
- ☐ **Gardeners Nominees Pty Ltd**  
**ACN 160 155 608**

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**A. Name and Contact Details of Person or Entity Entitled to Attend Meeting**

<sup>1</sup>

*(if entitled in a personal capacity, given name and surname; if a corporate entity, full name of company, etc)*

<sup>2</sup> of

*(address)*

<sup>3</sup> Tel:

<sup>4</sup> Email:

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**B. Appointment of Person to Act as Proxy**

*Note: You may nominate "the Chairperson of the meeting" as your proxy (or your alternate proxy in the event that the first-named proxy is not in attendance).*

<sup>1</sup> I/We, as named in Section A above, a creditor/employee/contributory/member of the Company, appoint

<sup>2</sup>

*(name of person appointed as proxy)*

<sup>3</sup>

<sup>4</sup> or in his / her absence

*(address of person appointed as proxy)*

<sup>5</sup>

*(name of person appointed as alternate proxy)*

<sup>6</sup>

<sup>7</sup> as \*my / \*our proxy

*(address of person appointed as alternate proxy)*

to vote at the joint meeting of creditors to be held on 8 May 2019 at 2:00pm at The York Room meeting room at The Grace Hotel on 77 York Street, Sydney, NSW 2000, or at any adjournment of that meeting in accordance with the instructions in Section C below.

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**C. Voting Instructions**

<sup>1</sup> \*My / \*Our proxy, as named in Section B above, is entitled to act as \*my / \*our :

☐

<sup>2</sup> **general proxy**, to vote on \*my / \*our behalf **and / or**

☐

<sup>3</sup> **special proxy**, to vote on \*my / \*our behalf specifically as follows:

| Resolution |  | For                      | Against                  | Abstain                  |
|------------|--|--------------------------|--------------------------|--------------------------|
| 1.         | That a committee of inspection be appointed.   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2.         | That in the event an alternate Administrator is proposed, that the existing Administrators be replaced and ( <i>Alternative Appointee</i> ) be appointed in their stead. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

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**D. Signature**

<sup>1</sup> Dated:

<sup>2</sup> Signature:

<sup>3</sup> Name / Capacity#:

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## Creditor Assistance Sheet: Completing a Proxy Form

### Section A – Name and Contact Details of Person or Entity Entitled to Attend Meeting

1. Insert the full name of the employee, individual, sole trader, partnership or company that the debt is owed to.
2. Insert the address of the employee, individual, sole trader, partnership or company that the debt is owed to.
3. Insert the telephone number of the employee, individual, sole trader, partnership or company that the debt is owed to.
4. Insert the email address of the employee, individual, sole trader, partnership or company that the debt is owed to.

### Section B – Appointment of Person to Act as Proxy

1. Cross out any wording that is **not** applicable. For example, if the employee/individual/sole trader/partnership/company is a creditor, cross out ‘\*eligible employee creditor’, ‘\*contributory’, ‘\*debenture holder’ and ‘\*member’.
2. Insert the name of the person who will be exercising the creditor’s vote at the meeting. If someone is attending the meeting in person, that person’s name should be inserted. Alternatively, if someone is unable to attend, but you still want to cast a vote at the meeting, then you can appoint the Chairperson of the meeting to vote on your behalf by inserting the words ‘the Chairperson’ here.
3. Insert the address of the person nominated at (2) that will be attending the meeting as proxy. If you have elected ‘the Chairperson’ because no one is attending in person, leave this row blank.
4. Cross out any wording that is **not** applicable.
5. If the person you have elected to attend is unavailable on the day, you may nominate a second person to attend in their absence. Alternatively, you can appoint the Chairperson of the meeting to vote on your behalf by inserting ‘the Chairperson’.
6. Insert the address of the second person here. If you have elected ‘the Chairperson’, leave this row blank.
7. Cross out any wording that is not applicable.

### Section C – Voting Instructions

1. Cross out any wording that is not applicable.
2. Insert an ‘X’ in this box if you want the person who is attending the meeting to vote as they see fit on each of the resolutions in the ‘Resolution’ table. If you select this option, proceed to Section D, **unless** you wish to vote specifically on certain resolutions, in which case you also insert an ‘X’ in the special proxy box and select ‘For’, ‘Against’ or ‘Abstain’ on the resolutions. The person voting at the meeting will have discretion to vote as they see fit on any resolutions where you have **not** selected ‘For’, ‘Against’ or ‘Abstain’.
3. Insert an ‘X’ in this box if you want the person who is attending the meeting, to vote exactly in accordance with your instructions. If you select this option, you must select ‘For’, ‘Against’ or ‘Abstain’ for each of the resolutions in the ‘Resolution’ table. Do not tick more than one box for each resolution.

### Section D – Signature Instructions

1. Insert the date that the proxy form is being signed.
2. The form should be signed by **one** of the following persons:
  - If the debt is owed to an employee/individual, then the individual that the debt is owed to; or
  - If the debt is owed to a sole trader, then the sole trader that the debt is owed to; or
  - If the debt is owed to a partnership, then one of the partners of the partnership; or
  - If the debt is owed to a company, then a duly authorised officer of the company (normally a director or secretary of the company).
3. Insert the name of the person signing the form, and note their capacity (that is, their role):
  - If the debt is owed to a sole trader, note their capacity as proprietor, eg: “[Full name], proprietor”; or
  - If the debt is owed to a partnership, note their capacity as partner, eg: “[Full name], partner of the firm named in Section A above”; or
  - If the debt is owed to a company, note their capacity as director or secretary, eg: “[Full name], director/secretary of the company named in Section A above”]

**Annexure E – only to be completed if you wish to nominate a member to the COI (if one is appointed)**

**Nomination Form – Committee of Inspection**

*Section 80-55 of Schedule to the Corporations Act 2001*

Return no later than 7 May 2019 to:  
Ferrier Hodgson, GPO Box 838, BRISBANE QLD 4001  
Tel: (07) 3834 9247  
Fax: (07) 3831 3862  
Email: JewelSuppliers@fh.com.au

**Date of Appointment: 26 April 2019**

**Please tick the Company which is indebted to you:**

- ☐ **Jewel of India Holdings Pty Ltd**  
**ACN 141 963 813**
- ☐ **Jewel Fine Foods Pty Ltd**  
**ACN 160 567 528**
- ☐ **Jewel International Foods Pty Ltd**  
**ACN 616 403 886**
- ☐ **Jewel of India Enterprise Pty Ltd**  
**ACN 081 063 774**
- ☐ **Jewel Properties (Aust) Pty Ltd**  
**ACN 112 228 663**
- ☐ **Jewel of India Retail Pty Ltd**  
**ACN 141 964 865**
- ☐ **Jewel of India Admin Pty Ltd**  
**ACN 141 964 516**
- ☐ **Jewel Equipment Pty Ltd**  
**ACN 141 964 927**
- ☐ **Gardeners Nominees Pty Ltd**  
**ACN 160 155 608**

---

**A. Name and Contact Details of Person or Entity Entitled to Attend Meeting**

<sup>1</sup>

*(if entitled in a personal capacity, given name and surname; if a corporate entity, full name of company, etc)*

<sup>2</sup> of

*(address)*

<sup>3</sup> Tel:

<sup>4</sup> Email:

---

**B. Nomination of Person as Member of Committee of Inspection, if one is appointed**

I/We, as named in Section A above, nominate

<sup>1</sup>

*(name of person nominated as member of Committee of Inspection, if one is appointed)*

<sup>2</sup>

*(address of person nominated as member of Committee of Inspection, if one is appointed)*

<sup>3</sup>



(email address of person nominated as member of Committee of Inspection, if one is appointed)

---

**C. Declaration in relation to Transactions with the Indebted Company**

During the external administration, I/We, as named in Section A above, contemplate entering into the following transactions with the Indebted Company during the external administration<sup>1</sup>:

☐ **continuance of service and/or supply agreements** as detailed below:

.....

.....

.....

.....

☐ **potential acquisition of the business and/or assets** of the Indebted Company

☐ **other** – please provide details below:

.....

.....

.....

.....

---

**D. Signature**

<sup>1</sup> Dated: .....

<sup>2</sup> Signature: .....

<sup>3</sup> Name / Capacity<sup>#</sup>: .....

---

# If the Creditor is an individual, insert full name  
If the Creditor is a sole trader, insert in accordance with the following example: “full name, proprietor”  
If the Creditor is a partnership, insert in accordance with the following example: “full name, partner of the firm named in Section A above”  
If the Creditor is a company, insert in accordance with the following example: “full name, for the company named in Section A above (duly authorised under the seal of the company)”.  
Where this form is completed by, for example, a solicitor or an accountant of the Creditor, sign this form as the Creditor’s authorised agent where this form is completed by an authorised employee of the Creditor, indicate occupation (e.g. credit manager)

## **Creditor Assistance Sheet: Completing a Committee of Inspection Nomination Form**

### **Section A – Name and Contact Details of Person or Entity Entitled to Attend Meeting**

1. Insert the full name of the employee, individual, sole trader, partnership or company that the debt is owed to.
2. Insert the address of the employee, individual, sole trader, partnership or company that the debt is owed to.
3. Insert the telephone number of the employee, individual, sole trader, partnership or company that the debt is owed to.
4. Insert the email address of the employee, individual, sole trader, partnership or company that the debt is owed to.

### **Section B – Nomination of Person as Member of Committee of Inspection, if one is appointed**

1. Insert the name of the person who is being nominated by the creditor as the member of the Committee of Inspection.
2. Insert the address of the person nominated at (1).
3. Insert the email address of the person nominated at (1).

### **Section C – Declaration in relation to Transactions with the Indebted Company**

1. Indicate the type of transactions contemplated between the person/entity named in Section A and the Indebted Company during the course of the external administration.

### **Section D – Signature Instructions**

1. Insert the date that the nomination form is being signed.
2. The form should be signed by **one** of the following persons:
  - If the debt is owed to an employee/individual, then the individual that the debt is owed to; or
  - If the debt is owed to a sole trader, then the sole trader that the debt is owed to; or
  - If the debt is owed to a partnership, then one of the partners of the partnership; or
  - If the debt is owed to a company, then a duly authorised officer of the company (normally a director or secretary of the company).
3. Insert the name of the person signing the form, and note their capacity (that is, their role):
  - If the debt is owed to a sole trader, note their capacity as proprietor, eg: "[Full name], proprietor"; or
  - If the debt is owed to a partnership, note their capacity as partner, eg: "[Full name], partner of the firm named in Section A above"; or
  - If the debt is owed to a company, note their capacity as director or secretary, eg: "[Full name], director/secretary of the company named in Section A above"]

## Annexure F



*Corporations Act 2001  
Sections 436DA, 449CA*

**Jewel of India Holdings Pty Limited (Administrators Appointed)**  
**ACN 141 963 813 (the Company) and Associated Entities set out in Annexure 1 (collectively the Group)**

### **Declaration of Independence, Relevant Relationships and Indemnities**

This document requires the practitioner(s) appointed to an insolvent entity to make declarations as to:

- A. Their independence generally;
- B. Relationships, including
  - (i) The circumstances of the appointment;
  - (ii) Any relationships with the company and others within the previous two years;
  - (iii) Any prior professional services for the company within the previous two years;
  - (iv) That there are no other relationships to declare; and
- C. Any indemnities given or upfront payments made to the practitioner(s).

This declaration is made in respect of Peter James Gothard, Stephen James Parbery and James Douglas Dampney, partners, and the related entities of Ferrier Hodgson (including Azurium, DealDocs, Ferrier Hodgson Corporate Advisory, Ferrier Hodgson Forensics, Ferrier Hodgson Management Consulting, National Consulting Group, SecuriSearch and Shield Docs) (collectively **Ferrier Hodgson**).

#### **A. Declaration of independence**

Peter James Gothard, Stephen James Parbery and James Douglas Dampney, and Ferrier Hodgson, have undertaken a proper assessment of the risks to our independence prior to accepting the appointment as Joint Administrators of the Company and 8 other companies in the Group in accordance with the Corporations Act 2001 (Cth) (**the Act**), the Australian Restructuring Insolvency & Turnaround Association (**ARITA**) Code of Professional Practice (**the Code**) and applicable professional standards.

This assessment identified no real or potential risks to our independence. We are not aware of any reasons that would prevent us from accepting this appointment.

If any conflict arises, we will seek independent legal advice or court directions if appropriate.

If this declaration needs to be updated, we will issue written notice to all known creditors as set out in the records of the Group or as otherwise known to us.

#### **B. Declaration of relationships**

- (i) Circumstances of appointment

This appointment was referred to us by Marcus Ayres of Ernst Young who act as auditor and financial advisor to the Group. The firm is known to us on a professional basis.

We believe that this relationship does not result in a conflict of duty because:

- Referrals from solicitors, business advisors and accountants are commonplace and do not impact on our independence in carrying out our duties as administrator.

- Ferrier Hodgson has never undertaken any work for Ernst Young in respect of the Group.
- The work that we, or Ferrier Hodgson, undertakes for Ernst Young will not influence our ability to fully comply with the statutory and fiduciary obligations associated with the Group's administration in an objective and impartial manner.

On 14 November 2018, Stephen Parbery (a senior consultant of the firm) was approached by Ernst Young and the following day held an initial meeting with Mr Ayres to have a preliminary discussion regarding the Group's financial position.

On 19 November 2018, Peter Gothard and James Dampney held a subsequent meeting with Mr Ayres to discuss the Group's cash flow position and receive high level information that would allow the initial consideration of contingency planning for a Voluntary Administration. Subsequent to this meeting Ernst Young provided high level financial information regarding the Group's recent performance.

On 20 November 2018, Stephen Parbery and James Dampney met with Mr Kishore Matta (the Group's Managing Director), representatives of Ernst Young (Marcus Ayres, David Harrison and Madeline Tuck) and the Group's legal advisor, Assured Legal (Nicola Cosgrove). This meeting was held for the purpose of explaining the various options available to the Group and the nature and consequences of an insolvency appointment.

On 13 March 2019, Peter Gothard and James Dampney met with representatives of the Group's secured creditor, Commonwealth Bank of Australia (**CBA**) (Ian Copp and Simon Chiou), CBA's legal advisors, Norton Rose Fulbright (Scott Atkins and Jonathan Turner) and the Group's financial advisor, Ernst Young (Marcus Ayres and David Harrison). This meeting was held to discuss contingency planning options available to the Group.

On 23 April 2019, Peter Gothard and James Dampney held a conference call with CBA (Ian Copp and Simon Chiou) to further discuss contingency planning options.

We received no remuneration for this advice.

These meetings do not affect our independence for the following reasons:

- Ferrier Hodgson's advice was limited to assessing the Group's financial position, the consequences of insolvency and restructuring options.
- Advice was given to the Group. We did not advise the directors personally or others.
- The Courts and the Code specifically recognise the need for practitioners to provide advice on the insolvency process and the options available and do not consider that such advice results in a conflict or an impediment to accepting the appointment.
- The nature of the advice is such that it would not be subject to review and challenge during the administration.
- The pre-appointment advice will not influence our ability to fully comply with the statutory and fiduciary obligations associated with the administration in an objective and impartial manner.

We have provided no other information or advice to the Group, its directors, its advisors or CBA prior to our appointment beyond that outlined in this DIRRI.

On 14 March 2019, Ferrier Hodgson signed a merger agreement with KPMG. At this stage it is expected that the merger will be completed in June 2019.

On 28 February 2018, KPMG was engaged by the Group to provide pre-lend due diligence assistance in connection with obtaining financial facilities from CBA. This report was issued on 20 April 2018 and provided a summary of the Group's business and historical financial performance. It did not provide any advice to the Group as to whether they should borrow monies from CBA, nor did it provide any recommendation to CBA to lend monies to the Group.

Neither Ferrier Hodgson or KPMG believe this advice affects our independence for the following reasons:

- The nature of the advice is such that it would not be subject to review and challenge during the administration.
- The report was for the benefit of the Group. KPMG did not advise the directors personally or others.
- KPMG have been paid in full and no amounts remain outstanding.

KPMG has confirmed that they have performed no other role in respect of the Group other than that disclosed above.

(ii) Relevant relationships (excluding professional services to the Group)

We, or Ferrier Hodgson, have, or have had *within* the preceding 24 months, a relationship with:

**Commonwealth Bank of Australia (Security Holder)**

| Nature of relationship   | Reasons why no impediment or conflict of interest or duty  |
|--|--|
| The Security Holder hold security interests over the Group's property. We and Ferrier Hodgson have professional relationships with the majority of the major banks and lenders in Australia and with a number of staff within the Security Holder's organisations, particularly in the credit and workout areas. We and Ferrier Hodgson have previously undertaken formal and informal assignments on behalf of the Security Holder for a number of years. | We believe that this relationship does not result in a conflict of interest or duty because Ferrier Hodgson's previous relationships with the Security Holder were not in relation to the Group's and/or the director's affairs, or related parties of the Group and/or the directors. |

**Associated entities of the Group as set out in Annexure 1**

| Nature of relationship   | Reasons why no impediment or conflict of interest or duty  |
|--|--|
| <p>We were appointed Voluntary Administrators of the below entities of the Group on 26 April 2019.</p> <ul style="list-style-type: none"> <li>- Jewel of India Holdings Pty Limited</li> <li>- Jewel Fine Foods Pty Limited</li> <li>- Jewel International Foods Pty Limited</li> <li>- Jewel of India Enterprises Pty Limited</li> <li>- Jewel Properties (Aust) Pty Limited</li> <li>- Gardeners Nominees Pty Limited</li> <li>- Jewel of India Retail Pty Limited</li> <li>- Jewel of India Admin Pty Limited</li> <li>- Jewel Equipment Pty Limited</li> </ul> | <p>The nature of the business operations mean that the administrations can be conducted more efficiently by the same external administrator.</p> <p>At the time of our appointment, we were not aware of any conflicts of interest between the group companies.</p> <p>If a conflict arises, we will inform creditors and take appropriate action to resolve the conflict.</p> |

**(iii) Prior professional services to the Group**

Neither we nor Ferrier Hodgson have provided any professional services to the Group in the previous 24 months.

**(iv) No other relevant relationships to disclose**

There are no other known relevant relationships, including personal, business and professional relationships, within the previous two years with the Group, an associate of the Group, a former insolvency practitioner appointed to the Group or any person or entity that has a security interest over the whole or substantially the whole of the Group's property that should be disclosed.


**C. Indemnities and up-front payments**

We have not been indemnified in relation to this administration, other than any indemnities that we may be entitled to under statute. We have not received any upfront payments in respect of our remuneration or disbursements.

Dated this 26 April 2019



Signed, Peter James Gothard



Signed, Stephen James Parbery



Signed, James Douglas Dampney

**Note:**

*If circumstances change, or new information is identified, we are required under Subsection 436DA(5) and 449CA(5) of the Act and the Code to update this declaration and provide a copy to creditors with our next communication as well as table a copy of any replacement declaration at the next meeting of the Group's creditors.*

*Any relationships, indemnities or up-front payments disclosed in the declaration must not be such that the practitioner is no longer independent. The purpose of components B and C of the declaration is to disclose relationships that, while they do not result in the practitioner having a conflict of interest or duty, ensure that creditors are aware of those relationships and understand why the practitioner nevertheless remains independent.*

**Annexure 1 – entities in Voluntary Administration**

| Entity   | ACN         |
|--|-------------|
| Jewel of India Holdings Pty Limited                                    | 141 963 813 |
| Jewel Fine Foods Pty Limited   | 160 567 528 |
| Jewel International Foods Pty Limited                                  | 616 403 886 |
| Jewel of India Enterprises Pty Limited                                 | 081 063 774 |
| Jewel Properties (Aust) Pty Limited (Receivers and Managers Appointed) | 112 228 663 |
| Gardeners Nominees Pty Limited   | 160 155 608 |
| Jewel of India Retail Pty Limited                                      | 141 964 865 |
| Jewel of India Admin Pty Limited                                       | 141 964 516 |
| Jewel Equipment Pty Limited  | 141 964 927 |



## Short guide to the Personal Property Securities Act

### What is the Personal Property Securities Act?

The Personal Property Securities Act 2009 (PPSA) established national legislation governing security interests in personal property. It replaced a large number of existing Commonwealth, State and Territory laws. "Personal Property" is any property that is not "Real Property" (i.e. land and buildings and fixtures). Personal Property generally includes all property (tangible and intangible) other than land and buildings, fixtures, most water rights and some statutory licences. It includes goods or inventory, intellectual property, shares, debts and contractual rights.

There is a single national Register for parties to record their interests in personal property, called the Personal Property Securities Register (PPSR), on which all security interests in personal property can be registered. The PPSR replaced a number of State and Commonwealth registers, including the ASIC Register of Company Charges and all State Registers of Encumbered Vehicles (REVs). Any holder of a security interest in personal property must register to ensure they have a priority claim over that property.

The PPSA has changed the way security interests are dealt with across Australia. Legal title to personal property in some situations is no longer enough to protect owners, as this legislation overturns fundamental personal property law concepts.

### What is a 'Security Interest'?

A security interest is an interest in personal property, created by a transaction that secures payment or performance of an obligation.

Security interests can include:

- Interests of owners in assets leased to other parties;
- Interests of sellers of goods subject to hire purchase agreements;
- Interests of suppliers in stock delivered but subject to retention of title arrangements.

The PPSA states that a security interest exists regardless of the form of the transaction, or the identity of the person who has title to the property. The concept of a security interest under the PPSA covers a broader range of interests than traditional security concepts.

**If you have a security interest, it must be perfected. If you have not perfected your security interest, usually by registration on the PPSR, you may lose the ability to enforce your claim.**

### How does the PPSA impact your business?

There are some significant implications for businesses arising from the PPSA, for example:

#### Retention of title arrangements

Some transactions that were not previously security interests are now registerable on the PPSR. For example, if you sell goods on retention of title terms, you may need to review your terms of trade and register an interest on the PPSR to protect your interest in goods delivered but not paid for.

#### Leases

Under the PPSA, 'title' or 'ownership' of goods can have a lower status than possession or control of goods if the owner of the goods has not registered their interest on the PPSR. You should register your security interest to 'perfect' your rights. If you do not register, then you may not be able to recover your goods or receive payment if the customer becomes insolvent. You may also lose your rights to another creditor of the customer who has 'perfected' their security interest over the property.

**You should seek legal advice about the implications of the PPSA to your individual circumstances.**

For more information regarding how the PPSA may impact your business, including detailed examples and case studies, visit our website at:

SecuriSearch is an Android, iOS and Windows application allowing users to search and review the PPSA quickly and easily from a mobile device.

Visit [FerrierHodgson](http://FerrierHodgson.com) website to find out more or scan this QR Code



To download this application for an **Android device**, please scan this QR Code



To download this application for **iOS device**, please scan this QR Code



To download this application for an **Windows device**, please scan this QR Code



## Annexure H

# Creditor Rights in Voluntary Administrations

As a creditor, you have rights to request meetings and information or take certain actions:



### Right to request information

Information is communicated to creditors in a voluntary administration through reports and meetings.

In a voluntary administration, two meetings of creditors are automatically held. You should expect to receive reports and notice of these meetings:

- The first meeting is held within 8 business days of the voluntary administrator's appointment. A notice of meeting and other information for this meeting will be issued to all known creditors.
- The second, or decision, meeting is usually held within 6 weeks of the appointment, unless an extension is granted. At this meeting, creditors will get to make a decision about the company's future. Prior to this meeting the voluntary administrator will provide creditors with a notice of the meeting and a detailed report to assist in making your decision.

Important information will be communicated to creditors prior to and during these meetings. Creditors are unable to request additional meetings in a voluntary administration.

Creditors have the right to request information at any time. A voluntary administrator must provide a creditor with the requested information if their request is 'reasonable', the information is relevant to the voluntary administration, and the provision of the information would not cause the voluntary administrator to breach their duties.

A voluntary administrator must provide this information to a creditor within 5 business days of receiving the request, unless a longer period is agreed. If, due to the nature of the information requested, the voluntary administrator requires more time to comply with the request, they can extend the period by notifying the creditor in writing.

### Requests must be reasonable.

#### They are not reasonable if:

- (a) complying with the request would prejudice the interests of one or more creditors or a third party
- (b) the information requested would be privileged from production in legal proceedings
- (c) disclosure would found an action for breach of confidence
- (d) there is not sufficient available property to comply with the request
- (e) the information has already been provided
- (f) the information is required to be provided under law within 20 business days of the request
- (g) the request is vexatious

If a request is not reasonable due to (d), (e) or (f) above, the voluntary administrator must comply if the creditor meets the cost of complying with the request.

Otherwise, a voluntary administrator must inform a creditor if their information request is not reasonable and the reason why.

## Right to give directions to voluntary administrator

Creditors, by resolution, may give a voluntary administrator directions in relation to a voluntary administration. A voluntary administrator must have regard to these directions, but they are not required to comply with the directions. If a voluntary administrator chooses not to comply with a direction given by a resolution of the creditors, they must document their reasons for not complying.

An individual creditor cannot provide a direction to a voluntary administrator.

## Right to appoint a reviewing liquidator

Creditors, by resolution, may appoint a reviewing liquidator to review a voluntary administrator's remuneration or a cost or expense incurred in a voluntary administration. The review is limited to:

- remuneration approved within the six months prior to the appointment of the reviewing liquidator, and
- expenses incurred in the 12 months prior to the appointment of the reviewing liquidator.

The cost of the reviewing liquidator is paid from the assets of the voluntary administration, in priority to creditor claims. An individual creditor can appoint a reviewing liquidator with the voluntary administrator's consent, however the cost of this reviewing liquidator must be met personally by the creditor making the appointment.

## Right to replace voluntary administrator

At the first meeting, creditors have the right to remove a voluntary administrator and appoint another registered liquidator to act as voluntary administrator.

A creditor must ensure that they have a consent from another registered liquidator prior to the first meeting if they wish to seek the removal and replacement of a voluntary administrator.

Creditors also have the opportunity to replace a voluntary administrator at the second meeting of creditors:

- If creditors vote to accept a proposed deed of company arrangement, they can appoint a different registered liquidator as the deed administrator.
- If creditors vote to place the Group into liquidation, they can appoint a different registered liquidator as the liquidator.

It is however usual for the voluntary administrator to act as deed administrator or liquidator. It would be expected that additional costs would be incurred by an alternate deed administrator or liquidator to gain the level of knowledge of the voluntary administrator. These additional costs of appointing another registered liquidator are paid from the assets of the deed of company arrangement or liquidation, in priority to creditor claims.

Like with the first meeting, a creditor must ensure that they have a consent from another registered liquidator prior to the second meeting if they wish to seek to appoint an alternative registered liquidator as deed administrator or liquidator.

## **Annexure I**

### **Jewel of India Holdings Pty Limited (Administrators Appointed) ACN 141 963 813 (the Company) and Associated Entities set out in Annexure 1 (collectively the Group)**

#### **Initial Remuneration Notice**

The purpose of the Initial Remuneration Notice is to provide you with information about how the Administrators' remuneration for undertaking the administration will be set.

#### **1 Remuneration methods**

There are four basic methods that can be used to calculate the remuneration charged by an Insolvency Practitioner as follows:

##### **1.1 Time based (hourly rates)**

This is the most common method. The total fee charged is calculated by reference to the hourly or time unit rate charged for each person who carries out the work multiplied by the number of hours spent by each person on necessary work properly performed.

##### **1.2 Fixed fee**

The total fee charged is normally quoted at the commencement of the administration and is the total cost for the administration. Sometimes, a practitioner will finalise a administration for a fixed fee.

##### **1.3 Percentage**

The total fee charged is based on a percentage of a particular variable such as the gross proceeds of asset realisations.

##### **1.4 Contingency**

The insolvency practitioner's fee is contingent on achieving a particular outcome.

#### **2 Remuneration method chosen**

Given the nature of this administration, we propose that the remuneration of the Administrators be calculated using the time based method. Time based remuneration is appropriate in this administration given:

- It ensures actual time is billed at an hourly rate applicable to staff experience;
- It ensures that remuneration claimed is only for necessary work properly performed in the administration; and
- It covers tasks required to be undertaken in the administration which not only relate to asset realisations but also to reporting requirements and other tasks of an administrative or statutory nature.

#### **3 Explanation of hourly rates**

The hourly rates for our remuneration calculation are set out in the following table together with a general guide showing the qualifications and experience of staff engaged in the administration and the role they take. The hourly rates encompass the total cost of providing professional services and should not be compared to an hourly wage.

| Title                                 | Rate \$/hour | Experience   |
|---------------------------------------|--------------|--|
| Partner / Appointee                   | \$695        | The Partner / Appointee is a registered liquidator and member of CAANZ and, generally, ARITA, bringing specialist skills to the administration or insolvency task. For specific experience and other details of the appointee(s), please visit our website at <a href="http://www.ferrierhodgson.com">www.ferrierhodgson.com</a> . |
| Executive Director                    | \$650        | The Executive Director is a registered liquidator and member of CAANZ and, generally, ARITA, bringing specialist skills to the administration or insolvency task.  |
| Director                              | \$625        | Generally, minimum of 12 years' experience at least 2 years of which is to be at Manager level. University degree; member of CAANZ and, generally, ARITA, with deep knowledge and lengthy experience in relevant insolvency legislation and issues.  |
| Senior Manager                        | \$575        | Generally, more than 7 years' experience with at least 2 years as a Manager. University degree; member of CAANZ and, generally, ARITA; very strong knowledge of relevant insolvency legislation and issues.  |
| Manager                               | \$525        | Generally, 5 to 7 years' chartered accounting or insolvency management experience. University degree; member of CAANZ and, generally, ARITA; sound knowledge of relevant insolvency legislation and issues.  |
| Assistant Manager                     | \$475        | Generally, 4 to 6 years' chartered accounting or insolvency management experience. University degree; member of CAANZ; completing ARITA Insolvency Education Program. Good knowledge of relevant insolvency legislation and issues.  |
| Senior Analyst                        | \$425        | Generally, 2 to 4 years' chartered accounting or insolvency management experience. University degree; completing CAANZ's CA program. Good knowledge of basic insolvency legislation and issues.  |
| Analyst                               | \$375        | Generally, 2 to 3 years' chartered accounting or insolvency management experience. University degree, CAANZ's CA program commenced.  |
| Accountant                            | \$325        | 0 to 2 years' experience. Has completed or substantially completed, on a part-time basis, a degree in finance/accounting. Under supervision, takes direction from senior staff in completing administrative tasks.   |
| Junior Accountant                     | \$225        | 0 to 1 years' experience. Undertaking a degree part-time in finance/accounting. Under supervision, takes directions from senior staff in completing administrative tasks.  |
| Personal / Team Assistant             | \$250        | Appropriate skills including machine usage.  |
| Accounts Supervisor / Assistant       | \$225        | Generally non-qualified administrative assistant. Classification depends on experience, salary and complexity of work to be completed.   |
| Administration Supervisor / Assistant | \$175        | Completed schooling and plans to undertake further studies. Required to assist in administration and day to day field work under the supervision of more senior staff.   |

**Notes:**

- *The hourly rates are exclusive of GST.*
- *The guide to staff experience is intended only as a general guide to the qualifications and experience of staff engaged in the administration. Staff may be engaged under a classification considered appropriate for their experience.*
- *Time is recorded and charged in six-minute increments.*
- *Creditor approval will be sought prior to the application of any new rates to this administration.*

**4 Estimated remuneration**

We estimate fees for the administration of the Group's affairs to be between \$1,000,000 to \$1,500,000, plus applicable GST and disbursements.

It is difficult to provide an estimate for an administration of this nature. There are a number of factors that may impact our remuneration estimate which include the timing and complexities associated with trading the Group and any future recapitalisation and/or sale campaign.

It should be noted that if, during the course of the administration, any unanticipated issues arise, it may be necessary to revisit the fee estimate. In the event that we become aware that our costs will exceed this amount we will advise you accordingly.

**5 Disbursements**

Disbursements are divided into three types:

- Externally provided professional services. These are recovered at cost. An example is legal fees.
- Externally provided non-professional costs such as travel, accommodation and search fees. These disbursements are recovered at cost.
- Internal disbursements such as photocopying, printing and postage. These disbursements, if charged to the administration, would generally be charged at cost; although if a data room is utilised, the fee will comprise an initial setup fee and then a fee based on the duration and size of the data room or the number of users per month. Certain services provided by Ferrier Hodgson may require the processing of electronically stored information into specialist review platforms. Where these specialist resources are utilised, the fee will be based on units (e.g. number of computers), size (e.g. per gigabyte) and/or period of time (e.g. period of hosting).

We are not required to seek creditor approval for disbursements paid to third parties, but must account to creditors. However, we must be justified that these disbursements are appropriate, justified and reasonable.

We are required to obtain creditor's consent for the payment of internal disbursements where there may be a profit or advantage. Creditors will be asked to approve our internal disbursements prior to these disbursements being paid from the administration.

Details of the basis of recovering disbursements in this administration are provided below:

| Disbursement type                                 | Charges (excl GST)                  |
|---|-------------------------------------|
| Advertising                                       | At cost                             |
| ASIC industry funding model levy – metric events  | At prescribed ASIC rates            |
| Couriers  | At cost                             |
| Data room set-up                                  | \$450.00                            |
| Data room hosting – Option A                      | Variable – see separate table below |
| Data room hosting – Option B (incl 100GB of data) | \$84.95 per user per month          |
| eDiscovery services                               | Variable                            |
| Photocopying / printing (colour)                  | \$0.50 per page                     |
| Photocopying / printing (mono)                    | \$0.20 per page                     |
| Photocopying / printing (outsourced)              | At cost                             |
| Postage   | At cost                             |
| Searches  | At cost                             |
| Staff travel reimbursement                        | Up to \$100/day                     |
| Staff vehicle use                                 | At prescribed ATO rates             |
| Storage and storage transit                       | At cost                             |
| Telephone calls                                   | At cost                             |

*Note: Above rates are applicable for the financial year ending 30 June 2019. Disbursements charged at cost do not require creditor approval.*

| Data room hosting fees by size (MB) | Charges per month (excl GST) |
|-------------------------------------|------------------------------|
| 0-300                               | \$950                        |
| 300-1000                            | \$950 + \$2.50/MB            |
| 1000-5000                           | \$2,500 + \$1.25/MB          |
| 5000+                               | \$7,500 + \$0.60/MB          |

Dated this 29<sup>th</sup> day of April 2019



**James Dampney**  
Administrator