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4 August 2023

## Circular to Employees

Dear Sir/Madam

**Kalium Lakes Limited**  
**ACN 613 656 643**  
**Kalium Lakes Infrastructure Pty Ltd**  
**ACN 631 042 450**  
**Kalium Lakes Potash Pty Ltd**  
**ACN 601 436 060**  
**(All Administrators Appointed) (All Receivers and Managers Appointed)**  
**(Collectively referred to as The Companies)**

I advise that Matthew David Woods, Clint Peter Joseph and I, Martin Bruce Jones, of KPMG were appointed Voluntary Administrators of the Companies on Thursday, 3 August 2023 pursuant to Section of the Corporations Act 2001(**the Act**).

Immediately following our appointment, Robert Conry Brauer, Robert Michael Kirman and Jason Preston of McGrathNicol were appointed as Receivers and Managers of the Companies on 3 August 2023 by Westpac Administration Pty Limited (as Security Trustee) pursuant to a General Security Deed granted in its favour by the Company.

The Receivers and Managers are now in control of the Companies' assets, undertakings and operations and will conduct an urgent assessment of the financial position of the Companies as operations continue. In this regard, please direct any queries regarding operational matters to McGrathNicol, at the contact details set out below:

McGrathNicol  
Level 19, 2 The Esplanade Perth WA 6000  
Tel: +61 8 6363 7600  
Email: [blawrence@mcgrathnicol.com](mailto:blawrence@mcgrathnicol.com)

The Australian Securities & Investments Commission has produced Information Sheet 75 which provides general information to employees whose employer is in voluntary administration. A copy of that information sheet can be obtained from <https://asic.gov.au/regulatory-resources/insolvency/insolvency-for-employees/voluntary-administration-a-guide-for-employees/>.

This circular is to advise you about the status of your employment by the Companies.

### **1 Employment during the administration**

Having regard to the Receivers and Manager's appointment, you should contact the Receivers and Managers regarding the status of your employment.

### **2 Your employee entitlements at the date of the administration**

Outstanding employee entitlements, such as wages, superannuation contributions payable by the Companies, holiday pay, long service leave and retrenchment payments, are afforded a statutory priority.

Entitlements of directors and other related persons also have a statutory priority, however the priority for such persons is limited to \$2,000 for wages and superannuation contributions and \$1,500 for holiday pay and long service leave entitlements.

An employee's priority ranks after the Voluntary Administrators' costs and remuneration but ahead of ordinary unsecured creditor claims.

We are using an online platform to communicate with employee creditors and manage employee claims (**the Creditors' Portal**). If you believe that there may be outstanding entitlements owed to you by the Companies we request that you register and submit a formal proof of debt form electronically via the Creditors' Portal at the following link <https://creditors.accountants/>. A short guide on how to register, submit and manage a claim via the Creditors' Portal is enclosed for your convenience.

Alternatively, to assist in determining any employee claim you might have, please complete the enclosed Proof of Debt form, detailing your outstanding entitlements at the date of our appointment, and return it to this office as soon as possible. We will also obtain the details of your entitlements from the Companies' records to confirm the amount outstanding as at the date of our appointment.

At this stage, we are not in a position to determine whether the Companies will have sufficient funds to pay employee entitlements.

Please advise this office in writing of any change of address. If you do not, you may not receive future communications regarding the Companies and your entitlements.

### **3 Confidentiality**

While employed by the Companies or after leaving the Companies, you must not disclose (except in the proper course of your duties or as is required by law) any confidential information acquired by you about the Companies and associated businesses, its products and customers to any person or organisation, including the Companies' directors, except where written permission is granted by the Receivers and Managers, Voluntary Administrators or our authorised representatives. You must not use any confidential information in a manner which may cause injury or loss to the Companies and associated businesses.

If you leave the Companies' employment, you must return all Companies property and confidential documents.

### **4 Further information**

For further information concerning the voluntary administration process and KPMG, you may wish to visit our website at [www.kpmg.com.au](http://www.kpmg.com.au).

Should you have any questions, please contact Lachlan Wharton of this office on 08 9263 7297 or at [kaliumlakes@kpmg.com.au](mailto:kaliumlakes@kpmg.com.au).

Yours faithfully



Martin Jones  
Joint and Several Administrator

Encl.

## Annexure A

**Kalium Lakes Limited  
ACN 613 656 643  
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(All Administrators Appointed) (All Receivers and Managers Appointed)  
(Collectively referred to as The Companies)**

### 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 Companies.

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

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:
  - Companies 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 Companies 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 Companies under "Recent Interactions".
- If you cannot view the Companies listed on the landing page you may need a creditor code to link your profile to the Companies.
- Please contact the Voluntary Administrators 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 Companies creditors, click "I do not have an ABN" (individuals) and then click "continue"
- Follow the prompts and confirm you are authorised to act on behalf of the creditor.



**Step 4: View Companies and documents**

- You will be able to view the Companies on the landing page or under the “*Debtors*” tab and click “*My debtors*” or “*My claims*”. Click on “*Details*” to be directed to the Companies.
- You will be able to view any documents uploaded under the “*Documents*” tab that relate to the Companies.
- 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 Companies on the landing page or under the “*Debtors*” tab and click “*My debtors*” or “*My claims*”. Click on “*Details*” to be directed to the Companies.
- 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*”.