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24 November 2021

To Creditors

Dear Sir/Madam

Disability Services Australia Limited (Administrators Appointed) (the Company) ACN 002 507 655

As you are aware, Peter Gothard, James Dampney and I were appointed Administrators of the Company on 25 August 2021 pursuant to Section 436A of the Corporations Act 2001 (**the Act**).

We are now in a position to convene the second meeting of creditors of the Company in order to determine the Company's future.

The Voluntary Administrator's Report pursuant to Insolvency Practice Rules (Corporations) 2016 75-225 and Section 438A of the Act is available to download from the Creditors' Portal immediately from 11:59PM on 24 November 2021 at the following link <https://creditors.accountants/>.

If you do not have access to the internet, you can request a copy of the report to be mailed to you by contacting **Hamish Foley** of this office on (07) 3233 9726.

The Voluntary Administrator's Report includes our opinion, with supporting reasons, on each of the following matters:

- Whether it would be in the creditors' interests for the Company to execute a Deed of Company Arrangement (**DOCA**).
- Whether it would be in the creditors' interests for the Company to be wound up.
- Whether it would be in the creditors' interests for the administration to end.

The following documents in respect of the second meeting of creditors of the Company are **attached** to the report:

Report annexure	Document	Description
E	Notice of meeting of creditors (form 529)	<ul style="list-style-type: none">– Please note that the meeting is to be on 2 December 2021 commencing at 10:00AM (AEDT).– You should dial in for registration at least 30 minutes prior to the meeting.
F	Remuneration Approval Request	<ul style="list-style-type: none">– Details of time spent by category of staff at the rates applicable for such staff.– A summary of the work undertaken by the Administrators and their staff in the administration.– A summary of the likely tasks and estimated remuneration of the Deed Administrators and Liquidators, should creditors resolve that the Company execute a DOCA or be wound up.

Report annexure	Document	Description
G	Australian Restructuring, Insolvency and Turnaround Association (ARITA) Creditor Information Sheet	<ul style="list-style-type: none"> – Contains information regarding offences, recoverable transactions and insolvent trading, which may be pursued if the Company is placed into liquidation. – Creditors should review the ARITA information sheet in conjunction with sections 8 and 9 of the Administrators' report.
H	Short Guide to the Creditors' Portal	<ul style="list-style-type: none"> – We are using the Creditors' Portal to manage creditor claims and allow creditors to vote at the meeting of creditors. – This document provides guidance on how to register, submit a claim and vote at the second meeting of creditors. – A person is not entitled to vote at the meeting unless they provide particulars of the debt or claim electronically via the Creditors' Portal before the meeting. – If you submitted a proof of debt form electronically via the Creditors' Portal for the purposes of the first meeting of creditors, you do not need to submit another form for this meeting unless you seek to amend your claim. – All creditors must furnish full details of their claims, indicating whether they rank as secured, preferential or unsecured via the Creditors' Portal, and whether they claim title to any goods supplied to the Company or any lien over goods in their possession which are the property of the Company via the Creditors' Portal.
I1 – I3	Appointment of proxy (form 532)	<ul style="list-style-type: none"> – This form enables you to appoint a person to act on your behalf at the meeting. – Proxy forms submitted at the first meeting of creditors are not valid for this meeting.
I4	COI Nomination form	<ul style="list-style-type: none"> – This form allows you to nominate a representative on the Committee of Inspection.

We are using the Creditors' Portal to manage creditor claims and allow creditors to vote on resolutions put forward at the second meeting of creditors. Creditors are required to register and submit a formal proof of debt form electronically via the Creditors' Portal at the following link <https://creditors.accountants/>.

Creditors wishing to attend the second meeting will need to complete the below:

1. **Proof of debt form** - register and submit a proof of debt form electronically, if you haven't already done so, via the Creditors' Portal (<https://creditors.accountants/>) by no later than 4:00PM (AEDT) on 1 December 2021. Instructions on how to register are included at **Annexure H** in the report;
2. **Proxy form** - creditors wishing to vote at the meeting, who will not be attending by teleconference or are a company, must complete and return a Form 532 – Appointment of Proxy (**Annexure I1**) by no later than 4:00PM (AEDT) on 1 December 2021 by email to au-fmDSA@kpmg.com.au; and
3. **Teleconference details** - contact KPMG at (07) 3233 9726 or at au-fmDSA@kpmg.com.au **at least 1 business day prior to the second meeting** to obtain the teleconference dial in details to enable you to attend the virtual meeting.

Should you have any questions regarding the administration or the report, please do not hesitate to contact Hamish Foley of this office on (07) 3233 9726 or at au-fmDSA@kpmg.com.au

Yours faithfully



Gayle Dickerson
Administrator