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27 August 2021

## TO THE CREDITOR AS ADDRESSED

Dear Sir / Madam,

**Disability Services Australia Limited ACN 002 507 655**  
**DSA Mentoring Services Limited ACN 629 308 881**  
**Macquarie Employment Training Service Limited ACN 643 269 112**  
**All Administrators Appointed**

**Collectively (“the Companies” or “DSA”)**

James Dampney, Peter Gothard and I were appointed joint and several Voluntary Administrators of the Companies on Wednesday, 25 August 2021 pursuant to Section 436A of the Corporations Act 2001 (**the Act**).

The Administrators now control the Companies’ operations and are assessing the Companies’ financial position.

DSA is a long-standing social enterprise supporting over 1,500 people with a disability across New South Wales in the Hunter, Illawarra, Greater Sydney, Central West, Southern Highlands and Southern Tablelands regions. The organisation is focused on helping people develop the skills and capabilities they need to gain independence and participate in society.

We recognise the importance of this work and we will be engaging with all stakeholders in the coming days. However, the Administrators **want to reassure you that DSA’s first priority in administration remains the welfare of its participants. DSA’s management team remains in place and we will work closely with them to ensure that DSA continues to deliver services to its participants as normal during the administration (in line with the current NSW public health orders). The Administrators are undertaking an immediate assessment of the organisation.**

The ongoing care and support of participants is our first and foremost priority and we are working closely with employees, participants and their guardians, families and government bodies to ensure that the quality of care of participants is maintained whilst the administration process continues.

The purpose of this letter is to provide you with information about the administration of the Companies 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	Notice of first meeting of creditors (form 529A)	– Refer to section 1 of this letter
B	Short Guide to the Creditors' Portal	– Refer to section 1 of this letter
C	Declaration of independence, relevant relationships and indemnities	– Refer to section 2 of this letter
D	Short guide to the Personal Property Securities Act	– Refer to section 3.2 of this letter
E	Information sheet - creditor rights in voluntary administration	– Refer to section 7 of this letter
F	Initial remuneration notice	– Refer to section 8 of this letter
G	Forms to be completed:	
G1	– Appointment of proxy (form 532)	– Refer to section 1 of this letter
G2	– Nomination form – Committee of Inspection	– Refer to section 1 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 A**. Details of the meeting are as follows:

**Date:** Monday, 6 September 2021  
**Time:** 2:00pm AEST, registration from 1:30pm AEST  
**Location:** Conference Call

Due to the ongoing COVID-19 restrictions, and consistent with Government policy on gatherings, a virtual meeting will be held. Creditors wishing to attend should do so by electronic means, there will be no physical location for the meeting.

We are using a Creditors' Portal to manage creditor claims and which can also allow creditors to vote should there be resolutions put forward at the meeting of creditors. All 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 can find further guidance on how to register, submit and manage a claim at **Annexure B**.

Creditors wishing to vote at the meeting, who will not be attending in person or are a company, must complete a formal proof of debt form electronically by registering a claim on the Creditors' Portal and complete a proxy form (**Annexure G1**) no later than **4.00pm on the last business day prior to the meeting**. A completed proxy form can be scanned and emailed to:

Entity	Email address
Disability Services Australia Limited (Administrators Appointed)	<a href="mailto:AU-FMDSA@kpmg.com.au">AU-FMDSA@kpmg.com.au</a>
DSA Mentoring Services Limited (Administrators Appointed)	<a href="mailto:AU-FMDSAMENTORING@kpmg.com.au">AU-FMDSAMENTORING@kpmg.com.au</a>
Macquarie Employment Training Service Limited (Administrators Appointed)	<a href="mailto:AU-FMMET@kpmg.com.au">AU-FMMET@kpmg.com.au</a>

A person is not entitled to vote at the meeting unless they lodge particulars of the debt or claim via the Creditors' Portal before the meeting. All creditors must upload to the Creditors' Portal 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 Companies or any lien over goods in their possession which are the property of the Companies.

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 Companies 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 G2**) and return it to this office no later than **4.00pm on the day prior to the meeting** by email to:

Entity	Email address
Disability Services Australia Limited (Administrators Appointed)	<a href="mailto:AU-FMDSA@kpmg.com.au">AU-FMDSA@kpmg.com.au</a>
DSA Mentoring Services Limited (Administrators Appointed)	<a href="mailto:AU-FMDSAmentoring@kpmg.com.au">AU-FMDSAmentoring@kpmg.com.au</a>
Macquarie Employment Training Service Limited (Administrators Appointed)	<a href="mailto:AU-FMMET@kpmg.com.au">AU-FMMET@kpmg.com.au</a>

## 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 C**.

## 3 Trading

As noted above, the Administrators' first priority remains the welfare of its participants, ensuring that DSA continues to deliver services to its participants as normal and that the quality of care of participants is maintained (in line with the current NSW public health orders) whilst the administration process continues.





The Administrators request suppliers contact Jackson Adcock of this office via email at [AU-FMDSAproviders@kpmg.com.au](mailto:AU-FMDSAproviders@kpmg.com.au) prior to cancelling any services provided to the Companies.

Accordingly, the Administrators intend to trade on the Companies 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 Companies in respect of goods supplied and / or services rendered up to 24 August 2021.
- Please open a new account in the name of the relevant entity in Administration with the suffix "(Administrators Appointed)" for the supply of authorised goods and services to the Administrators.
- From 25 August 2021, 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.

Authoriser name	Authorisation limit	Signature
Gayle Dickerson	Unlimited	
James Dampney	Unlimited	
Peter Gothard	Unlimited	
James Dickson	\$25,000	
Ian Sutherland	\$25,000	Ian Sutherland

If there are any outstanding or unfulfilled orders placed by the Companies prior to our appointment, including those under which there are goods in transit, please contact Jackson Adcock of this office on (07) 3233 9481 or via email at [AU-FMDSAproviders@kpmg.com.au](mailto:AU-FMDSAproviders@kpmg.com.au) to obtain written confirmation that the order should proceed.

You may be aware that payment of unsecured creditors' accounts as at Tuesday, 24 August 2021, is postponed pending the outcome of a 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 Companies, 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 Companies' assets, please contact Jackson Adcock of this office via email at [AU-FMDSAproviders@kpmg.com.au](mailto:AU-FMDSAproviders@kpmg.com.au) as a matter of urgency. See further information at **Annexure D**.

### 3.3 Contracts / agreements

The Administrators expressly refrain from personally adopting any of the Companies' 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 Companies

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 Companies' 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 Companies. You cannot commence or continue a proceeding against the Companies without our written consent or the leave of the Court.

#### **5 Employees**

We have written separately to employees regarding the appointment of the Administrators.

Employees can access a copy of the FAQs at <https://home.kpmg/au/en/home/creditors/disability-services-australia.html>. If employees have any questions, they should email at [ask@dsa.org.au](mailto:ask@dsa.org.au) or the Administrators via email at [AU-FMDSAemployees@kpmg.com.au](mailto:AU-FMDSAemployees@kpmg.com.au).

#### **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 Companies' business, property, affairs and financial circumstances.

A second meeting of creditors will be held on or before 28 September 2021 unless the Court extends this date. It is at this meeting that creditors will consider the Administrators' report and consider resolutions regarding the Companies' future.

#### **7 Creditor rights**

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

- Making reasonable requests for a meeting or information;
- Giving directions to the Administrator; and
- Appointing a reviewing Liquidator or replacing the Administrator.

#### **8 Administrators' remuneration**

For the purposes of the Companies' 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 F** 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 Companies' affairs as follows:

Entity	Fee estimate (\$) GST Excl.
Disability Services Australia Limited (Administrators Appointed)	1,200,000
DSA Mentoring Services Limited (Administrators Appointed)	50,000
Macquarie Employment Training Services (Administrators Appointed)	150,000

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 administrations, via email. Once you have registered as a user on the Creditors' Portal, you will be prompted to verify your identity and tick the box under the electronic communication heading should you elect to receive future correspondence regarding the administrations via email. Alternatively, email [AU-FMDSA@kpmg.com.au](mailto:AU-FMDSA@kpmg.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 entity in administration to which their claim applies; and
- The email address at which the creditor is to receive future correspondence.

## 10 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). 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:

Entity	Email address
Disability Services Australia Limited (Administrators Appointed)	<a href="mailto:AU-FMDSA@kpmg.com.au">AU-FMDSA@kpmg.com.au</a>
DSA Mentoring Services Limited (Administrators Appointed)	<a href="mailto:AU-FMDSAmessaging@kpmg.com.au">AU-FMDSAmessaging@kpmg.com.au</a>
Macquarie Employment Training Service Limited (Administrators Appointed)	<a href="mailto:AU-FMMET@kpmg.com.au">AU-FMMET@kpmg.com.au</a>

Yours faithfully,



**Gayle Dickerson**  
Administrator

Encl.

## **Annexure A**

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

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

**Disability Services Australia Limited ACN 002 507 655**  
**DSA Mentoring Services Limited ACN 629 308 881**  
**Macquarie Employment Training Service Limited ACN 643 269 112**  
**All Administrators Appointed**

#### **Collectively (“the Companies”)**

1. Notice is given that on Wednesday, 25 August 2021, the Companies, under Section 436A, appointed Gayle Dickerson, James Dampney and Peter Gothard of KPMG, PO Box H67, Australia Square, SYDNEY NSW 1215 as the Administrators of the Companies.
2. Notice also is given that a meeting of the creditors of the Companies will be held at virtually on Monday, 6 September 2021 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 Companies.

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 lodge a Proof of Debt form electronically via the Creditors' Portal if one has not already been lodged) by no later than 4pm on the last business day prior to the meeting by email to [AU-FMDSA@kpmg.com.au](mailto:AU-FMDSA@kpmg.com.au), by post to PO Box H67, Australia Square, SYDNEY NSW 1215. A Proxy Form is enclosed.

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

Creditors are not entitled to vote at the meeting unless they lodge particulars of the debt or claim via the Creditors' Portal before the meeting. Please contact KPMG by email at [AU-FMDSA@kpmg.com.au](mailto:AU-FMDSA@kpmg.com.au) or by telephone to (07) 3233 9726 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.

We will be using the Creditors' Portal to conduct a poll for all resolutions put forward at the meeting of creditors.

Creditors who will be attending will be required to log in via the Creditors' Portal and attend the meeting via the teleconference facilities.

Dated this 27<sup>th</sup> day of August 2021



**Gayle Dickerson**  
**Administrator**

*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 B

**Disability Services Australia Limited ACN 002 507 655**  
**DSA Mentoring Services Limited ACN 629 308 881**  
**Macquarie Employment Training Service Limited ACN 643 269 112**  
**All Administrators Appointed**

**Collectively (“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.

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



#### Step 6: Be admitted for voting (performed by the Administrators)

- Once you have submitted a POD with supporting documentation, we will evaluate your claim to admit for voting purposes at the online meeting.
- If necessary, the Administrators will request further information with respect to your claim.
- The Administrators will announce your admission status once the online meeting commences.



#### Step 7: Appoint a proxy (required for company creditors, optional for individuals)

- If you are a company creditor or individual that is appointing the Chairperson or an alternative person to vote (alternate email to the email registered initially) please complete a proxy form attached to the report to creditors and submit **via email** to the Administrators.
- The Administrators will provide the nominated proxy holder with a unique creditor code prior to the meeting for voting purposes only.
- The nominated proxy holder will need to register on the Portal (**Step 1 to Step 3**) to be provided with access to vote at the online meeting on behalf of the creditor.



#### Step 8: Voting at the online meeting

- You will only be able to vote from the time the online meeting commences (one hour before).
- Log into the Portal and click on “Open for voting” on the landing page or the “Debtors” tab and “My debtors” and click on the relevant company.
- You will be able to view the online meeting under the “Polls” tab.
- You will be able to view the resolutions on the screen with the option to vote “in favour, against or abstain”.
- If you are a nominated proxy holder, you will be able to view the resolutions and the creditor that you are acting on behalf of.
- The chairperson will read the resolutions, allow you to vote prior to locking the resolutions.
- Please ensure you click “Submit” after placing your votes.



*Corporations Act 2001*

**Disability Services Australia Limited (Administrators Appointed) ACN 002 507 655**  
**DSA Mentoring Services Limited (Administrators Appointed) ACN 629 308 881**  
**Macquarie Employment Training Service Limited (Administrators Appointed) ACN 643 269 112**  
**(together, “the Group”)**

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

The purpose of this document is to assist creditors with understanding any relevant relationships that we have with parties who are closely connected to the Group and any indemnities or upfront payments that have been provided to us. None of the relationships disclosed in this document are such that our independence is affected.

This information is provided so you have trust and confidence in our independence and, if not, you can ask for further explanation or information and can act to remove and replace us if you wish.

This declaration is made in respect of ourselves, our partners, KPMG Australia and related parties covered by the extended definition of the firm (collectively **KPMG**).

We are Professional Members of ARITA – Australian Restructuring Insolvency and Turnaround Association. We acknowledge that we are bound by the ARITA Code of Professional Practice.

**A. Independence**

We, Gayle Dickerson, James Dampney and Peter Gothard have assessed our independence and we are not aware of any reasons that would prevent us from accepting this appointment.

There are no other relevant relationships, including personal, business and professional relationships that should be disclosed beyond those we have disclosed in this document.

**B. Circumstances of appointment**

**(i) How we were referred this appointment**

This appointment was referred to us by King & Wood Mallesons (KWM), solicitors of the Group. That firm is known to us on a professional basis.

We believe that this relationship does not result in a conflict of interest or 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.
- KPMG has not undertaken any work for KWM in respect of the Group, beyond the pre-appointment engagement by KWM as agent for the Group commencing 16 July 2021. Our role (noting we were engaged by KWM as agents for the Group) was to:
  - Review the Group’s cash flow forecasts, and the reasonableness of the underlying assumptions and confirm the group’s cash requirements.
  - Comment on the restructuring options available including the implications of the appointment of administrators to any or all of the companies in the Group
  - Prepare a contingency plan for a potential voluntary administration and to provide a consent to act.

The work that we, or KPMG, undertake for King & Wood Mallesons 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.

There is no expectation, agreement or understanding between us and King & Wood Mallesons regarding the conduct of the administration and we are free to act independently and in accordance with the law and applicable professional standards.

(ii) Did we meet with the Group, Directors or the advisors before we were appointed?

Yes  No

We had the following meetings and telephone calls with the Group's Management, Directors and Advisors between 16 July 2021 to 24 August 2021:

- 4 meetings with the Directors of the Group
  - 13 August 2021, attended by the following directors:
    - Linda Smith
    - Thomas Leahy
    - Ken Gabb
    - Gary Bailey
    - Lisa Maffina
    - Matthew Payne
  - 18 August 2021, attended by the following directors:
    - Linda Smith
  - 20 August 2021, attended by the following directors:
    - Linda Smith
    - Thomas Leahy
    - Ken Gabb
    - Gary Bailey
    - Lisa Maffina
    - Matthew Payne
  - 24 August 2021, attended by the following directors:
    - Linda Smith
- Various meetings/calls with Management of the Group to discuss information requests and to confirm factual accuracy under the scope
- Various meetings/calls with KWM to confirm factual accuracy delivered under the scope, including their attendance at meetings with the Directors as outlined above. These various meetings, telephone calls and email communications were part of the engagement outlined above.

In our opinion, these communications do not affect our independence for the following reasons:

- KPMG's advice was limited to assessing the Group's financial position, the consequences of insolvency and restructuring options.
- Advice was given to KWM as agent for the Group only. We did not advise the directors personally.

- The Courts and the applicable professional standards 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 received remuneration of \$181,818.18 (excluding GST) for this advice.

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

**C. Declaration of relationships**

Within the previous two years, have we, or KPMG, had a relationship with:		
The Group?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
	Nature of relationship	Reasons no impediment or conflict of interest or duty
	<p>As outlined in section B above, KPMG was engaged by KWM as agent for the Group to explain the various options available to the Group and the nature and consequences of an insolvency appointment, obtain enough information about the financial position of the Group to advise the Group, its officers and its advisors on the Group's solvency, plan for a potential voluntary administration and to provide a consent to act.</p> <p>This engagement took place from 16 July 2021 to 24 August 2021 and we received remuneration of \$181,818.18 (excluding GST) for this advice. The remuneration was paid by KWM to KPMG from funds held on trust from the Group.</p>	<p>In our opinion, this engagement does not affect our independence for the following reasons:</p> <ul style="list-style-type: none"> <li>— KPMG's advice was limited to assessing the Group's financial position, the consequences of insolvency and restructuring options.</li> <li>— Advice was given to the Group only. We did not advise the directors personally or others.</li> <li>— The Courts and the applicable professional standards 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.</li> </ul>

		<ul style="list-style-type: none"> <li>— The nature of the advice is such that it would not be subject to review and challenge during the administration.</li> <li>— 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.</li> <li>— The work conducted by KPMG for the planning or preparation for a prospective Appointment did not involve the provision of advice or the negotiation or conclusion of agreements or outcomes in advance of the appointment. This relationship does not result in a conflict of interest or duty as an administration of this size and scale requires planning to minimise the disruption to business activities. Appropriate planning is needed to maximise the likelihood of a successful administration for all stakeholders.</li> </ul>
The directors?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Any associates of the Group?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
	<b>Nature of relationship</b>	<b>Reasons no impediment or conflict of interest or duty</b>
	We were appointed Administrators of Disability Services Australia Limited, DSA Mentoring Services Limited and Macquarie Employment Training Service Limited, other group companies, on 25 August 2021.	The nature of the business operations mean that the administrations can be conducted more efficiently by the same external administrator.  At the time of our appointment, we were not aware of any conflicts of

		interest between the group companies.  If a conflict arises, we will inform creditors and take appropriate action to resolve the conflict.
A former insolvency practitioner appointed to the Group?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
A secured creditor entitled to enforce a security over the whole or substantially the whole of the Group's property?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
	<b>Nature of relationship</b>	<b>Reasons no impediment or conflict of interest or duty</b>
	The Commonwealth Bank of Australia holds security interests over the Group's property. We and KPMG have professional relationships with most of the major banks and lenders in Australia and with a number of staff within the CBA organisation, particularly in the credit and workout areas. We and KPMG have previously undertaken formal and informal assignments on behalf of the CBA for a number of years.	We believe that this relationship does not result in a conflict of interest or duty because KPMG's previous relationships with CBA were not in relation to the Group's and/or the directors' affairs, or related parties of the Group and/or the directors.

Do we, or KPMG, have any other relationships that we consider are relevant to creditors assessing our independence?		
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
	<b>Nature of relationship</b>	<b>Reasons no impediment or conflict of interest or duty</b>
Major unsecured creditors:  Deputy Commissioner of Taxation	Various Practitioners at KPMG are members of panels for appointments as liquidators and bankruptcy trustees.	We believe that this relationship does not result in a conflict of interest or duty because:  – Our previous relationship with Deputy Commissioner of Taxation was not in relation to the Group's and/or the directors', or related parties of the Group and/or the directors.

		<ul style="list-style-type: none"> <li>- We have a wide referral base and Deputy Commissioner of Taxation is one of many referrers of work in the past 24 months.</li> <li>- Referrals from solicitors, business advisors or accountants are commonplace and do not impact on our independence in carrying out our duties as Administrators.</li> </ul>
<p>Law firm:</p> <p>King &amp; Wood Mallesons (KWM)</p>	<p>KWM act for the Group and referred this matter to us.</p> <p>We and KPMG have had previous professional relationships with KWM's staff for a number of years. We have previously undertaken formal and informal assignments on companies referred to us by KWM.</p>	<p>We believe that this relationship does not result in a conflict of interest or duty because:</p> <ul style="list-style-type: none"> <li>- Our previous relationship with KWM was not in relation to the Group's and/or the directors', or related parties of the Group and/or the directors.</li> <li>- We have a wide referral base and KWM is one of many referrers of work in the past 24 months.</li> <li>- Referrals from solicitors, business advisors or accountants are commonplace and do not impact on our independence in carrying out our duties as Administrators.</li> </ul>

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

We have not received any upfront payments or indemnities for this appointment. This does not include any indemnities that we may be entitled to under the law.

Dated this 25<sup>th</sup> day of August 2021



**Gayle Dickerson**  
Administrator



**James Dampney**  
Administrator



**Peter Gothard**  
Administrator

**Note:**

- 1 The assessment of independence has been made based on an evaluation of the significance of any threats to independence and in accordance with the requirements of the relevant legislation and professional standards.
- 2 If circumstances change, or new information is identified, we are required under the Corporations Act or Bankruptcy Act and ARITA's Code of Professional Practice 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 creditors. For creditors' voluntary liquidations and voluntary administrations, this document and any updated versions of this document are required to be lodged with ASIC.

## Annexure D

# Short guide to the Personal Property Securities Act

### What is Personal the 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" being land and buildings or fixtures.

Personal Property generally includes all property (tangible and intangible) other than land, 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 a personal property must register to ensure they have a priority to claim 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 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.**

*This document is intended to provide commentary and general information only. It is not intended to provide legal or professional advice, is not intended as a substitute for legal or professional advice, and should not be relied upon as such. Readers of this document should seek their own legal or professional advice with respect to their own circumstances*

### How does 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 registrable 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 stock 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.

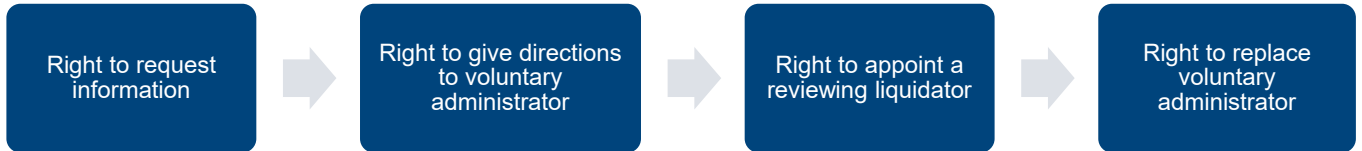
**You should seek legal advice about the implications of the PPSA to your individual circumstances.**

**SecuriSearch** is an Android, iOS and Windows application allowing users to search and review the PPSA quickly and easily from a mobile device. Visit our website at: <http://www.securisearch.com.au/>

## Annexure E

# 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:

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

**Disability Services Australia Limited ACN 002 507 655**  
**DSA Mentoring Services Limited ACN 629 308 881**  
**Macquarie Employment Training Service Limited ACN 643 269 112**  
**All Administrators Appointed**

**Collectively (“the Companies”)**

### **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.

<b>Title</b>	<b>Rate \$/hour</b>	<b>Experience</b>
Appointee / Partner	\$725.00	Registered Liquidator. Appointee bringing his or her specialist skills to the administration or insolvency task.
Director	\$630.00	Minimum of twelve years insolvency experience, at least five years at manager level, qualified accountant and capable of controlling all aspects of an administration.

Title	Rate \$/hour	Experience
Associate Director	\$595.00	More than 7 years insolvency experience, more than 3 years as a manager, qualified accountant. Answerable to the appointee but otherwise responsible for all aspects of administration. Experienced at all levels and considered very competent. Control staff and their training.
Manager	\$530.00	5-7 years, qualified accountant, with well-developed technical and commercial skills. Self-sufficiently conducts small insolvency appointments and takes a supervisory role on work streams in larger matters.
Executive	\$450.00	2-5 years. Post graduate qualification (or equivalent) would normally be completed within this period. Assists planning and control of small to medium sized jobs as well as performing some of the more difficult work on larger jobs.
Analyst	\$375.00	0-2 years. Completed an undergraduate degree. Post graduate qualification (or equivalent) will be commenced in this period. Assists senior staff members on aspects of the administration and completes administrative and statutory tasks independently.
Team Administrator	\$250.00	Appropriately experienced and undertakes support activities.

**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 Companies' affairs as follows, plus applicable GST.

Entity	Fee estimate (\$) GST Excl.
Disability Services Australia Limited (Administrators Appointed)	1,200,000
DSA Mentoring Services Limited (Administrators Appointed)	50,000
Macquarie Employment Training Services (Administrators Appointed)	150,000

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 KPMG 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:

<b>Disbursement type</b>	<b>Charges (excl GST)</b>
Advertising	At cost
ASIC industry funding model levy – metric events	At prescribed ASIC rates
Couriers	At cost
Data room hosting (incl 100GB of data + 40 users)	\$3,500 per month
Data room hosting (burst user fees above 40 users)	\$50 per user per month
Data room hosting (burst storage fees per GB above 100GB)	\$10 per GB per month
eDiscovery services	Variable
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 2022. Disbursements charged at cost do not require creditor approval.*

Dated this 27<sup>th</sup> day of August 2021



**Gayle Dickerson**  
**Administrator**

## Annexure G – Forms to be completed

Creditors should review the contents of this circular and complete the following forms by **4pm on the last business day before the meeting of creditors**:

Form/ voting	Where to submit
Appointment of proxy -(form 532) <b>(Annexure G1)</b>	<b>Email:</b> <a href="mailto:AU-FMDSA@kpmg.com.au">AU-FMDSA@kpmg.com.au</a>
COI nomination form <b>(Annexure G2)</b>	<b>Post:</b> PO Box H67, Australia Square, SYDNEY NSW 1215  After sending the Proxy form to KPMG via the email address above, the Proxy holder will be provided with registration details for the Creditors Portal 1 business day prior to the meeting to allow them to vote electronically at the meeting.
Proof of debt - (form 535)	Via Creditors' Portal  <a href="https://creditors.accountants/">https://creditors.accountants/</a>

## Annexure G1 – Appointment of proxy form

### Form 532 - Appointment of Proxy

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

Return no later than 4pm on 5 September 2021 to:

KPMG PO Box H67, Australia Square, SYDNEY NSW 1215

Tel: (07) 3233 9726

Fax: (07) 3233 3100

Email: [AU-FMDSA@kpmg.com.au](mailto:AU-FMDSA@kpmg.com.au)

#### Indebted Company:

- Disability Services Australia Limited (Administrators Appointed) ACN 074 147 434
- DSA Mentoring Services Limited (Administrators Appointed) ACN 629 308 881
- Macquarie Employment Training Service Limited (Administrators Appointed) ACN 643 269 112

Date of Appointment: 25 August 2021

#### 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. 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 via the Creditors' Portal at the joint meeting of creditors held virtually to be held on 6 September 2021 at 2:00pm AEST or at any adjournment of that meeting in accordance with the instructions in Section C below.

#### 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.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

#### D. Signature

<sup>1</sup> Dated:

<sup>2</sup> Signature:

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

## 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 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 G2 – 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 4pm on 5 September 2021 to:  
KPMG PO Box H67, Australia Square, SYDNEY NSW 1215  
Tel: (07) 3233 9726  
Fax: (07) 3233 3100  
Email: [AU-FMDSA@kpmg.com.au](mailto:AU-FMDSA@kpmg.com.au)

**Indebted Company:**

- Disability Services Australia Limited (Administrators Appointed) ACN 074 147 434
- DSA Mentoring Services Limited (Administrators Appointed) ACN 629 308 881
- Macquarie Employment Training Service Limited (Administrators Appointed) ACN 643 269 112

Date of Appointment: 25 August 2021

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

1  
*(if entitled in a personal capacity, given name and surname; if a corporate entity, full name of company, etc)*  
2 of  
*(address)*  
3 Tel: \_\_\_\_\_ 4 Email: \_\_\_\_\_

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

I/We, as named in Section A above, nominate  
1  
*(name of person nominated as member of Committee of Inspection, if one is appointed)*  
2  
*(address of person nominated as member of Committee of Inspection, if one is appointed)*  
3  
*(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**

1 Dated: \_\_\_\_\_  
2 Signature: \_\_\_\_\_  
3 Name / Capacity: \_\_\_\_\_

# 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 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”]

## 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”]