

EXHIBIT "CMC-7"

AFFIDAVIT OF CATHERINE MARGARET CONNEELY SWORN 3 JUNE 2022

COURT DETAILS

Court	Supreme Court of New South Wales
Division	Equity
List	General
Registry	Sydney
Case number	2021/00179305

TITLE OF PROCEEDINGS

First plaintiff	PP New Pty Ltd ACN 088 406 437
Second plaintiff	KordaMentha Shelf Co (APMSPSAF) Pty Ltd ACN 642 981 799

CERTIFICATE IDENTIFYING EXHIBIT

This is the exhibit marked "CMC-7" referred to in the affidavit of Catherine Margaret Conneely sworn before me on 3 June 2022.

Signature of witness



Name of witness

Samantha Brandon

Address of witness

5 Martin Place, Sydney, NSW 2000, Australia

Capacity of witness

Solicitor



Issued: 22 June 2021 3:21 PM

JUDGMENT/ORDER

COURT DETAILS

Court	Supreme Court of NSW
Division	Equity
List	Equity General
Registry	Supreme Court Sydney
Case number	2021/00179305

TITLE OF PROCEEDINGS

First Plaintiff	PP New Pty Ltd ACN 088406437
Second Plaintiff	KordaMentha Shelf Co (APMSPSAF) Pty Ltd
First Defendant	.

DATE OF JUDGMENT/ORDER

Date made or given	22 June 2021
Date entered	22 June 2021

TERMS OF JUDGMENT/ORDER

ORDERS:

Her Honour, Ward CJ in Eq, makes the following orders:

1. Make Orders in accordance with the Short Minutes of Order provided to the Court, initialled and dated by her Honour today.

The Court orders that:

1 On the solicitors for the Plaintiffs undertaking to pay the requisite filing fee and any other fees (if any), the Plaintiffs have leave to file in Court, returnable instant:

- (a) the Summons dated 22 June 2021;
- (b) the affidavit of Bernard Colin Walrut affirmed 22 June 2021;
- (c) the second affidavit of Bernard Colin Walrut affirmed 22 June 2021; and
- (d) the affidavit of Catherine Margaret Conneely sworn 22 June 2021.

2 Pursuant to section 70 of the Trustee Act 1925 (NSW) (Trustee Act) KordaMentha Shelf Co (APMSPSAF) ACN 642 981 799 Pty Ltd of Level 31, 525S Collins Street, Melbourne VIC 3000 (New Trustee) be appointed in substitution for PP New Pty Ltd ACN 088 406 437 as trustee of the APM Security Plan Sickness & Accident Fund ABN 57 413 197 086 (Fund) trust (Trust).

3 Pursuant to section 71 of the Trustee Act that all property held on trust for the Fund under the Trust (Property) be vested in the New Trustee, including but not limited to:

- (a) 289,200 fully paid ordinary shares in Amcor Plc shares;
- (b) 289,200 fully paid ordinary shares in Orora Ltd shares;
- (c) lot 15 in deposited plan 9417 being the property located at 69 Victory Parade, Tascott NSW 2250;
- (d) lot 16 in deposited plan 9417 being the property located at 67 Victory Parade, Tascott NSW 2250; and

(e) cash assets held in the following bank accounts:

(i) bank accounts with Bank Australia for Customer Number 2055554 (in the name of Apm Sick.& Accident Fund), having numbers:

(A) 19237311;

(B) 138010423;

(C) 138010430;

(D) 138010445;

(E) 138010482;

(F) 138011168;

(G) 138011169;

(H) 138011166;

(I) 138011167; and

(J) 138011186;

(ii) bank accounts with St George Bank having numbers 000 0392345349, 000 0393455671, 000 0393754611 and 059144771 (in the name of APM Sickness and Accident Fund); and/or

(iii) bank accounts otherwise in the name of the Fund, or managed by or on behalf of the Fund.

4 Pursuant to section 81 of the Trustee Act, section 90 of the Civil Procedure Act 2005 (NSW) and rule 36.1 of the Uniform Civil Procedure Rules 2005 (NSW), the New Trustee is authorised to undertake the following course of action (Course of Action):

(a) provide notice to current and past members of the Fund (Members), creditors, claimants and contributories or potential creditors, claimants and contributories of the Fund (Claimants) and the persons who have been acting as officeholders on behalf of the Fund (together, Interested Persons) (Notice):

(i) of the orders made in this proceeding;

(ii) seeking information and documentation about the Fund and Trust;

(iii) seeking notification of any claims in respect of the Property; and

(iv) seeking the Interested Persons' opinion about the winding up of the Fund or any alternatives to winding up the Fund.

(b) issue the Notice by:

(i) sending the Notice to the known email addresses of the Interested Persons;

(ii) sending the Notice to known addresses of the Interested Persons;

(iii) publishing the Notice on KordaMentha's website being www.kordamentha.com; and

(iv) publishing the Notice in The Australian and the Sydney Morning Herald;

(c) provide the Interested Persons with not less than 28 days' notice from publication of the Notice in the Sydney Morning Herald and The Australian so as to obtain professional advice and representation in respect of any matters the subject of the Notice;

(d) after the expiration of the 28 day notice period from publication of the Notice in the Sydney Morning Herald and The Australian, bring a further application to the Court seeking directions for the convening of a meeting of the Interested Persons to consider the Fund's future (and any other consequential directions to facilitate this);

(e) for the purposes of subparagraphs (a) to (d) above:

(i) conduct a review of the books and records of the Fund and any additional information obtained after issuing the Notice;

(ii) identify the Interested Persons;

(iii) liaise with the Interested Persons and financial institutions; and

(iv) identify the Property and liabilities of the Fund, including any Property held in the name of individuals or other third parties on behalf of the Fund;

(f) obtain professional representation for the purposes of subparagraphs (a) to (e) above;

5 Pursuant to section 85 of the Trustee Act, the First Plaintiff is relieved from any personal liability for breach of trust by reason only of commencement of this proceeding.

6 Pursuant to section 93 of the Trustee Act, the First Plaintiff's costs and expenses of and incidental to this proceeding are to be paid on an indemnity basis out of the assets of the Trust.

7 Pursuant to section 93 of the Trustee Act, the Second Plaintiff's costs and expenses of and incidental to this proceeding are to be paid on an indemnity basis out of the assets of the Trust.

8 Pursuant to section 59(4) of the Trustee Act, the Second Plaintiff's future remuneration and disbursements in connection with the Course of Action are to be paid from the assets of the Trust on an indemnity basis, as and when the Second Plaintiff considers appropriate subject to order 10 below.

9 Pursuant to s.90 of the Civil Procedure Act, the Second Plaintiff make such application for advice and/or orders as it may be advised, within 120 days of the issuing of a Notice as contemplated by order 4(a) above, and any person claiming an interest in the affairs or property of the Fund and/or Trust shall be entitled to seek leave to appear in any such proceeding.

10 Pursuant to s.90 of the Civil Procedure Act, at least every 6 months from the date hereof until further or other order, the Second Plaintiff make application to the Court for review of its remuneration and disbursements paid in accordance with order 8 in the prior 6 month period.

11 The Second Plaintiff have leave to apply to Ward CJ in Eq in chambers to amend or vary the terms of orders 3, 4 or 9 if any circumstances so require.

SEAL AND SIGNATURE



Signature	J.Dermoudy (L.S.)
Capacity	Chief Clerk
Date	22 June 2021

If this document was issued by means of the Electronic Case Management System (ECM), pursuant to Part 3 of the Uniform Civil Procedure Rules (UCPR), this document is taken to have been signed if the person's name is printed where his or her signature would otherwise appear.



Issued: 4 November 2021 3:08 PM

JUDGMENT/ORDER

COURT DETAILS

Court	Supreme Court of NSW
Division	Equity
List	Equity General
Registry	Supreme Court Sydney
Case number	2021/00179305

TITLE OF PROCEEDINGS

First Applicant	PP New Pty Ltd ACN 088406437
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First Respondent	.
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DATE OF JUDGMENT/ORDER

Date made or given	2 November 2021
Date entered	4 November 2021

TERMS OF JUDGMENT/ORDER

ORDERS:

Her Honour, Ward CJ in Eq, makes the following orders:

1. Make orders in accordance with the Short Minutes of Order provided to the Court, initialled and dated by her Honour today.

Short Minutes of Order:

1. The Second Plaintiff (New Trustee) has leave to file in Court the affidavit of Catherine Margaret Conneely sworn 28 October 2021 and the affidavit of Catherine Margaret Conneely sworn 2 November 2021.

2. Pursuant to section 81 of the Trustee Act 1925 (NSW) (Trustee Act), and sections 61 and 90 of the Civil Procedure Act 2005 (NSW) (Civil Procedure Act) and rules 2.1 and 36.1 of the Uniform Civil Procedure Rules 2005 (NSW), New Trustee is authorised to undertake the following course of action (Second Course of Action):

(a) provide notice (Second Notice) to the current and past members of the APM Security Plan Sickness & Accident Fund ABN 57 413 197 086 (Fund), creditors, claimants and contributories or potential creditors, claimants and contributories of the Fund, and the persons who have been acting as officeholders on behalf of the Fund (together, Interested Persons):

- (i) of the orders made in respect of this application and any reasons for judgment;
- (ii) of New Trustee's intention to issue the Report (as defined in sub-paragraph (c) below) to Interested Persons and convene and hold a meeting (First Meeting) of Interested Persons by 31 December 2021, unless adjourned in accordance with sub-paragraph (e) below;
- (iii) seeking any additional information and documentation about the Fund and the Fund trust (Trust);

(iv) seeking notification of any claims in respect of any property (Property) held on trust for the Fund under the Trust; and
(v) seeking their opinion about the winding up of the Fund or any alternatives to winding up the Fund;

(b) issue the Second Notice by:

(i) sending the Second Notice to the known email addresses of the Interested Persons;
(ii) sending the Second Notice to the known postal addresses of the Interested Persons;
(iii) publishing the Second Notice on <https://www.kordamentha.com/creditors/apm-security-plan-sickness-accident-fund> (the New Trustee Website); and
(iv) publishing the Second Notice in the The Australian, the Sydney Morning Herald and the Daily Telegraph;

(c) prepare and issue a report to Interested Persons (Report) via email to known email addresses of Interested Persons and downloadable from the New Trustee Website, which Report is to include information about the following:

(i) the appointment of New Trustee as trustee of the Fund;
(ii) the Fund's history, current status, property, affairs, and financial circumstances;
(iii) New Trustee's investigations into the affairs of the Fund and work undertaken since its appointment;
(iv) an outline of options concerning the future of the Fund and, if and to the extent that New Trustee considers it appropriate, any recommendation(s) and the reasons for any such recommendation(s);
(v) notice of the First Meeting (which must be provided not less than two weeks before the scheduled date of the First Meeting); and
(vi) a proxy form to vote at the First Meeting in respect of the future of the Fund and any other resolutions that New Trustee considers appropriate for this purpose;

(d) hold the First Meeting via video teleconference;

(e) if required, adjourn the First Meeting (Adjourned First Meeting) for a period of no more than 45 business days and prepare and issue a supplementary report to Interested Persons (Supplementary Report), subject to the following:

(i) any Supplementary Report is to be issued to Interested Persons via email to known email addresses of Interested Persons and downloadable from the New Trustee Website, and is to include:

(A) notice of the Adjourned Meeting (which must be provided not less than two weeks before the scheduled date of the Adjourned Meeting); and
(B) a proxy form to vote at the Adjourned Meeting in respect of the future of the Fund and any other resolutions New Trustee considers appropriate for this purpose; and

(ii) the Adjourned Meeting is to be held via video teleconference;

(f) following the First Meeting or any Adjourned Meeting, make an application to the Court to report on the outcome of the meeting(s), and seek directions and orders for the future of the Fund, further conduct of the management of the Fund, and/or the determination of any questions arising in connection with the Trust and/or the Fund;

(g) for the purposes of the above sub-paragraphs:

(i) conduct any further review of the books and records of the Fund and any additional information obtained after issuing the Second Notice;
(ii) liaise with the Interested Persons, financial institutions and any other persons associated with the Fund; and

(iii) identify the Property and liabilities of the Fund, including any Property held in the name of individuals or other third parties on behalf of the Fund;

(h) open new accounts (each a New Account) in the name of the Fund with St George Bank for each of the following accounts (each a Bank Australia Account) presently held with Bank Australia in the name of the Fund:

- (i) transaction account 7311;
- (ii) term deposit 0423;
- (iii) term deposit 0430;
- (iv) term deposit 0445;
- (v) term deposit 0482;
- (vi) term deposit 1168;
- (vii) term deposit 1169;
- (viii) term deposit 1166;
- (ix) term deposit 1167; and
- (x) term deposit 0486;

(i) transfer the funds held in each Bank Australia Account into the corresponding New Account;

(j) in respect of the New Accounts and the following accounts in the name of the Fund presently held with St George Bank, to the extent the account is a term deposit, reinvest the term deposit as required:

- (i) transaction account 4771;
- (ii) term deposit 5349;
- (iii) term deposit 5671; and
- (iv) term deposit 4611;

(k) obtain professional representation and advice for the purposes of sub-paragraphs (a) to (j) above.

3. Pursuant to section 7 of the Court Suppression and Non-publication Orders Act 2010 (NSW), on the grounds that the order is necessary to prevent prejudice to the proper administration of justice and otherwise necessary in the public interest and that public interest significantly outweighs the public interest in open justice, until further order of the Court, the following documents (Documents):

(a) pages 80, 223, 226, 229, 232, 233, 234, 235 and 237 of exhibit marked "BCW-1" to the affidavit of Bernard Colin Walrut affirmed 22 June 2021; and

(b) confidential exhibit marked "CMC-4" to the affidavit of Catherine Margaret Conneely sworn 28 October 2021,

are to be marked "confidential" on the Court file and are not to be provided or disclosed to any person other than:

(a) New Trustee and the officers and staff of KordaMentha; and

(b) the legal advisors of the New Trustee.

4. Pursuant to section 85 of the Trustee Act, New Trustee is relieved from any personal liability for breach of trust in connection with the reinvestment of the following term deposits:

(a) St George Bank term deposit 5349;

(b) St George Bank term deposit 4611; and

(c) Bank Australia term deposit 0445.

5. Pursuant to section 93 of the Trustee Act, New Trustee's costs and expenses of and incidental to this application are to be paid on an indemnity basis out of the assets of the Trust.

6. Pursuant to section 59(4) of the Trustee Act, New Trustee's future remuneration and disbursements in connection with the Second Course of Action are to be paid from the assets of the Trust on an indemnity basis, as and when New Trustee considers appropriate, subject to order 8 below.

7. Pursuant to section 90 of the Civil Procedure Act, New Trustee make such application for advice and/or orders as it may be advised, within 120 days of holding the First Meeting or Adjourned First Meeting as contemplated by order 2 above, and any Interested Persons shall be entitled to seek leave to appear in any such proceeding.

8. Vary Order 10 of the orders made on 22 June 2021 to require the Second Plaintiff to make application to the Court for review of its remuneration and disbursements paid in accordance with:

(a) Order 8 of the orders made on 22 June 2021; and

(b) Order 6 above,

within four weeks after the Court determines the application referred to at Order 2(f) above.

9. Pursuant to section 90 of the Civil Procedure Act that, at least every six months from the date hereof until further or other order, New Trustee make an application to the Court for review of its remuneration and disbursements paid in accordance with order 6 in the prior six-month period.

10. New Trustee have leave to apply to Ward CJ in Eq in chambers on five (5) days' notice to amend or vary the terms of orders 2 and 7, or if any circumstances so require.

SEAL AND SIGNATURE



Signature Chris D'Aeth
Capacity Principal Registrar
Date 4 November 2021

If this document was issued by means of the Electronic Case Management System (ECM), pursuant to Part 3 of the Uniform Civil Procedure Rules (UCPR), this document is taken to have been signed if the person's name is printed where his or her signature would otherwise appear.

FURTHER DETAILS ABOUT Applicant(s)

First Applicant
Name PP New Pty Ltd
 ACN 088406437
Address Level 2
 109 Burwood Road
 HAWTHORN VIC 3122

Telephone
Fax
E-mail

Client reference

Legal representative for plaintiffs

Name	Bernard Colin Walrut
Practicing certificate number	51098
Address	Norton Rose Fulbright Australia Level 5 60 Martin Place SYDNEY NSW 2000
DX address	
Telephone	
Fax	
Email	aaron.kam@nortonrosefulbright.com
Electronic service address	aaron.kam@nortonrosefulbright.com

FURTHER DETAILS ABOUT Respondent(s)

First Respondent

Name .
Address



Issued: 11 May 2022 5:01 PM

JUDGMENT/ORDER

COURT DETAILS

Court	Supreme Court of NSW
Division	Equity
List	Equity General
Registry	Supreme Court Sydney
Case number	2021/00179305

TITLE OF PROCEEDINGS

First Applicant	KordaMentha Shelf Co (APMSPSAF) Pty Ltd ACN 642981799
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First

DATE OF JUDGMENT/ORDER

Date made or given	6 May 2022
Date entered	11 May 2022

TERMS OF JUDGMENT/ORDER

TERMS OF ORDERS

1. Pursuant to section 63 of the Trustee Act 1925 (NSW) (Trustee Act) it is the Court's opinion, advice and direction to New Custodian Trustee, as trustee of the APM Security Plan Sickness & Accident Fund ABN 57 413 197 086 (Fund) trust (Custodian Trust), that it would be justified in:

(a) bringing proceedings to wind up the Fund in accordance with the draft originating process at pages 1 to 5 of the Exhibit CMC-5 to the affidavit of Catherine Margaret Conneely sworn 24 March 2022 (Winding Up Proceedings);

(b) selling the property held under the Custodian Trust (Property); and

(c) transferring the sale proceeds of the Property and any other funds held by New Custodian Trustee under the Custodian Trust (Proceeds) to the liquidators of the Fund (Liquidators).

2. Order pursuant to section 81 of the Trustee Act, or alternatively sections 61 and 90 of the Civil Procedure Act 2005 (NSW) (CPA) and/or rules 2.1 and 36.1 of the Uniform Civil Procedure Rules 2005 (NSW) (UCPR), that New Custodian Trustee is authorised to undertake the following course of action (Third Course of Action), to:

(a) bring the Winding Up Proceedings;

(b) provide notice (Third Notice) to current and past members of the Fund, creditors, claimants and contributories or potential creditors, claimants and contributories of the Fund and the persons who have been acting as officeholders on behalf of the Fund (Interested Persons) of:

(i) the orders made in respect of this application and any reasons for judgment;

(ii) the Winding Up Proceedings; and

(iii) any orders or directions made by the Court in the Winding Up Proceedings;

(c) issue the Third Notice by:

(i) sending the Third Notice to the email addresses of Interested Persons known to New Custodian Trustee;

- (ii) sending the Third Notice to the postal addresses of Interested Persons known to New Custodian Trustee; and/or
- (iii) publishing the Third Notice and the documents referred to in the Third Notice on the following website: <https://www.kordamentha.com/creditors/apm-security-plan-sickness-accident-fund>;
- (d) sell the Property;
- (e) to the extent necessary, bring proceedings seeking the Court's opinion, advice and direction in relation to the sale of any of the Property;
- (f) transfer the net amount of the Proceeds to the Liquidators, after paying all expenses incurred in respect of the Third Course of Action and retaining such other amount as to New Custodian Trustee appears to be reasonably necessary for satisfying any other liability or contingent liability of the Custodian Trust; and
- (g) obtain professional representation and advice for the purposes of sub-paragraphs (a) to (f) above.

3. Vary order 3 of the orders made by Ward CJ in Eq in these proceedings on 22 June 2021 (22 June 2021 Orders) to include (without limitation) the vesting of the following Property:

- (a) cash assets held in the following bank accounts:
 - (i) bank accounts with Bank Australia for Customer Number 2055527 (in the name of APM Picnic Fund) (Picnic Fund Accounts), having numbers:
 - (A) 19238146; and
 - (B) 138010463.

4. Vary order 2(h) of the orders made by Ward CJ in Eq in these proceedings on 2 November 2021 (2 November 2021 Orders) by:

- (a) replacing "St George Bank" with "Macquarie Bank Ltd";
- (b) after the word "for" inserting the words "any account held in the name of, or associated with, the Fund (each an Existing Account) including without limitation"; and
- (c) deleting the words "(each a Bank Australia Account)".

5. Vary order 2(i) of the 2 November 2021 Orders by replacing the words "Bank Australia Account" with "Existing Account".

6. Pursuant to section 81 of the Trustee Act, or alternatively sections 61 and 90 of the CPA and/or rules 2.1 and 36.1 of the UCPR, order, nunc pro tunc, that New Custodian Trustee is entitled to issue the report to Interested Persons dated 24 November 2020 (Report) without providing notice to Interested Persons of its intention to issue the Report in accordance with order 2(a)(ii) of the 2 November 2021 Orders.

7. Pursuant to section 85 of the Trustee Act, order that New Custodian Trustee be relieved from any personal liability for breach of trust in connection with New Custodian Trustee's decision not to provide notice to Interested Persons of its intention to issue the Report to Interested Persons in accordance with order 2(a)(ii) of the 2 November 2021 Orders.

8. Pursuant to section 81 of the Trustee Act, or alternatively sections 61 and 90 of the CPA and/or rules 2.1 and 36.1 of the UCPR, order, nunc pro tunc, that New Custodian Trustee be entitled to open an account (account number 289288003) with Macquarie Bank Limited (Macquarie Account).

9. Pursuant to section 85 of the Trustee Act, order that New Custodian Trustee be relieved from any personal liability for breach of trust in connection with New Custodian Trustee's decision to open the Macquarie Account.

10. Pursuant to section 7 of the Court Suppression and Non-publication Orders Act 2010 (NSW), on the grounds that the order is necessary to prevent prejudice to the proper administration of justice and otherwise necessary in the public interest and that public interest significantly outweighs the public interest in open justice, until further order of the Court, order that Confidential Exhibit "CMC-6" to the affidavit of Catherine Margaret Conneely sworn 24 March 2022 be kept confidential and not be provided or disclosed to any person other than:

- (a) New Custodian Trustee and the officers and staff of KordaMentha; and
(b) the legal advisors of New Custodian Trustee.

11. Pursuant to section 93 of the Trustee Act, order that New Custodian Trustee's costs and expenses of and incidental to this application be paid on an indemnity basis out of the assets of the Trust.

12. Pursuant to section 59(4) of the Trustee Act, order that New Custodian Trustee's future remuneration and disbursements in connection with the Third Course of Action be paid from the assets of the Trust on an indemnity basis, as and when New Custodian Trustee considers appropriate, subject to paragraph 13 below.

13. Pursuant to section 90 of the Trustee Act, order that at least six months from the date hereof until further or other order, New Custodian Trustee make an application to the Court for review of its remuneration and disbursements paid in accordance with paragraph 12 above in the prior six month period.

14. Liberty to apply on three days' notice to the Corporations List Judge.

SEAL AND SIGNATURE



Signature Chris D'Aeth
Capacity Principal Registrar
Date 11 May 2022

If this document was issued by means of the Electronic Case Management System (ECM), pursuant to Part 3 of the Uniform Civil Procedure Rules (UCPR), this document is taken to have been signed if the person's name is printed where his or her signature would otherwise appear.

FURTHER DETAILS ABOUT Applicant(s)

First Applicant
Name KordaMentha Shelf Co (APMSPSAF) Pty Ltd
 ACN 642981799
Address Level 31
 525S Collins Street
 MELBOURNE VIC 3000
Telephone
Fax
E-mail
Client reference

Legal representative

Name Bernard Colin Walrut
Practicing certificate number 51098
Address Level 11
 5 Martin Place
 SYDNEY NSW 2000
DX address
Telephone
Fax

Email	aaron.kam@ashurst.com
Electronic service address	aaron.kam@ashurst.com

FURTHER DETAILS ABOUT (s)



Issued: 6 May 2022 12:44 PM

JUDGMENT/ORDER

COURT DETAILS

Court	Supreme Court of NSW
Division	Equity
List	Corporations List
Registry	Supreme Court Sydney
Case number	2022/00130874

TITLE OF PROCEEDINGS

First Plaintiff	KordaMentha Shelf Co (APMSPSAF) Pty Ltd ACN 642 981 799
Corporation subject of the proceeding	KordaMentha Shelf Co (APMSPSAF) Pty Ltd ACN 642 981 799

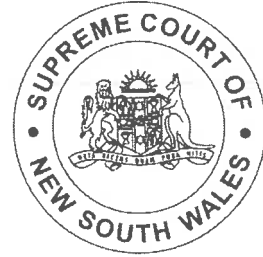
DATE OF JUDGMENT/ORDER

Date made or given	6 May 2022
Date entered	6 May 2022

TERMS OF JUDGMENT/ORDER

1. Order that the plaintiff have leave to file the originating process dated 6 May 2022 returnable instant.
2. Order that any requirement that this originating process be served on any person be dispensed with.
3. Order that the plaintiff have leave to read in support of this originating process the following affidavits filed in proceedings 2021/00179305:
 - (a) affidavit of Bernard Colin Walrut affirmed on 22 June 2021;
 - (b) affidavit of Catherine Margaret Conneely sworn on 22 June 2021;
 - (c) affidavit of Catherine Margaret Conneely sworn on 28 October 2021; and
 - (d) affidavit of Catherine Margaret Conneely sworn on 2 November 2021.
4. Order pursuant to section 583(c)(ii) or alternatively section 583(c)(i) of the Corporations Act 2001 (Cth) (Act) and/or in the inherent jurisdiction of the Court that the APM Security Plan Sickness & Accident Fund ABN 57 413 197 086 (Fund) be wound up.
5. Order pursuant to section 583 of the Act and/or in the inherent jurisdiction of the Court that each of the following applies to the winding up of the Fund: Chapter 5 of the Act and Corporations Regulations 2001 (Cth) (Regulations), Schedule 2 to the Act, being the Insolvency Practice Schedule (Corporations) 2016 (IPSC), the Insolvency Practice Rules (Corporations) 2016 (IPRC) and the Supreme Court (Corporations) Rules 1999 (NSW) (Corporations Rules) (together, Relevant Provisions), subject to the adaptations set out in the Schedule to this Order.
6. Order that Catherine Margaret Conneely and Scott David Harry Langdon of KordaMentha, Level 5, Chifley Tower, 2 Chifley Square, Sydney NSW 2000 be appointed joint and several liquidators of the Fund (Liquidators).
7. Order, if and to the extent necessary, pursuant to section 532(2) of the Act and/or in the inherent jurisdiction of the Court, that leave be granted to the Liquidators to be appointed as liquidators of the Fund.
8. The Plaintiffs costs of this application are its costs in the winding up.
9. Liberty to apply on three days' notice to the Corporations List Judge.

SEAL AND SIGNATURE



Signature D. Cafarelli (L.S.)
Capacity Chief Clerk
Date 6 May 2022

If this document was issued by means of the Electronic Case Management System (ECM), pursuant to Part 3 of the Uniform Civil Procedure Rules (UCPR), this document is taken to have been signed if the person's name is printed where his or her signature would otherwise appear.

KordaMentha rates

National

Applicable from 29 June 2020

FY 2021

Classification	\$ per hour*
Principal Appointee/Partner/Executive Director	725
Director	675
Associate Director 1	625
Associate Director 2	575
Manager	525
Senior Executive Analyst	475
Executive Analyst	425
Senior Business Analyst	375
Business Analyst	325
Administration	150

*Exclusive of GST

KordaMentha disbursement policy

Disbursements incurred from third party suppliers are charged at the cost invoiced. KordaMentha does not add any margin to disbursements incurred through third parties.

There are no charges for internal KordaMentha disbursements, such as internal photocopy use, telephone calls or facsimiles, except for bulk printing and postage that is performed internally, which are calculated on a variable cost recovery basis.

In relation to any employee allowances, being kilometre allowance and reasonable travel allowance, the rate of the allowance set by KordaMentha is at or below the rate set by the Australian Taxation Office.

If a KordaMentha 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.

Certain services provided by Forensic Technology may require the processing of electronically stored information into specialist review platforms. Where these specific Forensic Technology resources are utilised, the fee will be based on units (e.g. number of laptops), size (e.g. per gigabyte) and/or period of time (e.g. period of hosting).

GST is applied to disbursements as required by law.

KordaMentha disbursement internal rates and allowances

Description	Charge*
Envelopes and postage (varies due to size and destination)	\$1.15 to \$2.73 per envelope – Australia \$2.63 to \$3.62 per DL envelope – overseas
Printing (internal print runs)	\$0.06 per page
ASIC charges for appointments and notifiable events (updated 1 July 2020)	These amounts will be charged at cost, if known at the time it is charged, or at an estimated amount, if known at the time it is charged, or at the last issued estimated amount or actual cost, as advised by ASIC. The current actual cost and estimated cost amounts are as detailed below: \$77.00 per appointee or notifiable event for FY18 at cost – advised by ASIC Jan 2019 \$97.42 per appointee or notifiable event for FY19 at cost – advised by ASIC Jan 2020 \$115.00 per appointee or notifiable event for FY20 and FY21 at estimated amount – advised by ARITA Jun 2019
Travel Reimbursement	\$0.60 per kilometre
Meal per diem, etc.	Up to \$92.70 per day per staff member (unless other arrangements made)
RelativityOne fee	User licence fees (including analytics) \$150 per user per month
	Data hosting \$22.50 per GB per month
	Repository workspace \$7.50 per GB per month
	Cold storage \$5.65 per GB per month
	<i>Note: only one of Data hosting, Repository workspace or Cold storage cost will be charged at any one time</i>
Dataroom fee (varies based on MB size)	0–300 MB \$1,000 per month
	300–1000 MB \$1,000 + \$2.50/MB per month
	1000–5000 MB \$2,750 + \$1.25/MB per month
	5000+ MB \$7,750 + \$0.60/MB per month

*Exclusive of GST, reviewed annually on 1 July. Postage is based on standard weight – amounts above that will be at cost. Dataroom rates applicable at the time of establishment are fixed for the duration of the dataroom. If lower rates are negotiated, then they will apply to datarooms established from that point in time.

KordaMentha classifications

Classification	Guide to level of experience
Principal Appointee/Partner/ Executive Director	Registered/Official Liquidator/Trustee, his or her Partners. Specialist skills brought to the administration. Generally in excess of 10 years' experience.
Director	More than eight years' experience and more than three years as a Manager. Answerable to the appointee, but otherwise responsible for all aspects of an administration. Controls staffing and their training.
Associate Director 1	Six to eight years' experience with well developed technical and commercial skills. Will have conduct of minor administrations and experience in control of a small to medium team of staff. Assists with the planning and control of medium to large administrations.
Associate Director 2	Five to seven years' experience with well developed technical and commercial skills. Will have conduct of minor administrations and experience in control of a small to medium team of staff. Assists with the planning and control of medium to large administrations.
Manager	Four to six years' experience. Will have had conduct of minor administrations and experience in control of one to three staff. Assists with the planning control of medium to large administrations.
Senior Executive Analyst	Three to four years' experience. Assists planning and control of small to medium administrations as well as performing some of the more difficult tasks on larger administrations.
Executive Analyst	Two to three years' experience. Required to control the tasks on small administrations and is responsible for assisting tasks on medium to large administrations.
Senior Business Analyst	Graduate with one to two years' experience. Required to assist in day-to-day tasks under supervision of more senior staff.
Business Analyst	Undergraduate or graduate with up to one year experience. Required to assist in day-to-day tasks under supervision of more senior staff.
Administration	Appropriate skills, including books and records management and accounts processing particular to the administration.

KordaMentha rates

National

Applicable from 5 July 2021

FY 2022

Classification	\$ per hour*
Principal Appointee/Partner/Executive Director	725
Director	675
Associate Director 1	625
Associate Director 2	575
Manager	525
Senior Executive Analyst	475
Executive Analyst	425
Senior Business Analyst	375
Business Analyst	325
Administration	150

**Exclusive of GST*

KordaMentha disbursement policy

Disbursements incurred from third party suppliers are charged at the cost invoiced except for ASIC charges when only an estimated amount is known or the future storage and destruction of books and records, which is charged at the actual rate at the time of the resolution. KordaMentha does not add any margin to disbursements incurred through third parties. There are no charges for internal KordaMentha disbursements, such as internal photocopy use, telephone calls or facsimiles, except for bulk printing and postage that is performed internally, which are calculated on a variable cost recovery basis.

In relation to any employee allowances, being kilometre allowance and reasonable travel allowance, the rate of the allowance set by KordaMentha is at or below the rate set by the Australian Taxation Office.

If a KordaMentha 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. Certain services provided by Forensic Technology may require the processing of electronically stored information into specialist review platforms. Where these specific Forensic Technology resources are utilised, the fee will be based on units (e.g. number of laptops), size (e.g. per gigabyte) and/or period of time (e.g. period of hosting).

GST is applied to disbursements as required by law.

KordaMentha disbursement internal rates and allowances applicable from 27 July 2021

Description	Charge*
Envelopes and postage (varies due to size and destination)	\$1.15 to \$2.73 per envelope – Australia \$2.85 to \$4.17 per DL envelope – overseas
Printing (internal print runs)	\$0.06 per page
Travel Reimbursement	\$0.60 per kilometre
Meal per diem, etc.	Up to \$92.70 per day per staff member (unless other arrangements made)
Storage and destruction of books and records of the entity and the external administration	Storage - \$3.95 per box per annum Cost of box establishment - \$6.68 per box Destruction - \$5.65 per box
RelativityOne fee	To be determined by size and complexity
Dataroom fee (varies based on MB size)	0–250 MB \$500 per month
	251–1000 MB \$500 + \$0.90/MB per month
	1001–2000 MB \$1,175 + \$0.40/MB per month
	2001–4000 MB \$1,499 + \$0.30/MB per month
	4001+ MB \$2,099 + \$0.25/MB per month

**Exclusive of GST, reviewed annually on 1 July. Postage is based on standard weight – amounts above that will be at cost. Dataroom rates applicable at the time of establishment are fixed for the duration of the dataroom. If lower rates are negotiated, then they will apply to datarooms established from that point in time.*

KordaMentha classifications

Classification	Guide to level of experience
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Associate Director 2	Five to seven years' experience with well developed technical and commercial skills. Will have conduct of minor administrations and experience in control of a small to medium team of staff. Assists with the planning and control of medium to large administrations.
Manager	Four to six years' experience. Will have had conduct of minor administrations and experience in control of one to three staff. Assists with the planning control of medium to large administrations.
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Business Analyst	Undergraduate or graduate with up to one year experience. Required to assist in day-to-day tasks under supervision of more senior staff.
Administration	Appropriate skills, including books and records management and accounts processing particular to the administration.

APM Security Plan Sickness & Accident Fund

ABN 57 413 197 086

Summary of key work performed

For the period 22 June 2021 to 1 November 2021

Administration/risk mitigation

- Engaging AJ Gallagher to undertake an assessment of all insurance policies and arranging insurance cover for the Point Clare properties.
- Attending to the collection of books and records from Opal and other sources.
- Scanning and delimiting of books and records in the document management platform, Relativity.
- Liaising with NRF in respect of the titles of the Point Clare properties and other legal issues not related to the Second Application.
- Regular team meetings to discuss status of New Trustee appointment and work flow.
- Filing of documents and attendance to other administrative tasks.
- Liaising with media outlets in respect of the initial advert to Interested Persons.
- Maintaining the webpage containing information for Interested Persons.

Litigation/legal

- Liaising with and assisting NRF in respect of the preparation of the Second Application in respect of a meeting of Interested Persons.
- Considering and developing the Second Course of Action.
- Preparing the Third Conneely Affidavit.
- Considering, reviewing and collating relevant information and documentation for the exhibits to the Third Conneely Affidavit.

Assets

- Determining strategy in respect of identifying, transferring, insuring and maintaining the property of the Fund.
- Provide notice of appointment to various financial institutions, including St George Bank and Bank Australia.
- Liaising with financial institutions to identify accounts in the name of the Fund and update signatories.
- Review accounts and term deposits in the name of the Fund and liaise with the financial institutions in respect of reinvestment of term deposits and other management where required.
- Provide notice of appointment to Link and Computershare.
- Liaise with share registries for the transfer of shares into the New Trustee.
- Notice of appointment to essential services and utility providers, Central Coast Council and Revenue NSW.
- Liaising with NSW Land Registry Services and the previous trustee in relation to a replacement title for the Point Clare properties.
- Liaising with NSW Land Registry and other stakeholders in respect of the transfer of title of the Point Clare Properties.
- Liaising with the caretakers of the Point Clare Properties engaged by the previous trustee to confirm the state of the Point Clare Properties.
- Ascertaining the annual holding costs for the Point Clare Properties.
- Engaging Preston Rowe Paterson to prepare a valuation of the Point Clare Properties.
- Consider jetty of Point Clare properties and various other impacts on valuation.

Interested Persons

- Establishing and maintaining a dedicated email for any queries from Interested Persons and responding to the queries.
- Answering phone queries from Interested Persons and providing updates in respect of the appointment of the New Trustee.
- Considering responses to the Notice from Interested Persons and requesting Interested Persons provide any information they have in respect of the Fund in support of their claim for historical membership of the Fund.
- Reviewing and considering additional information provided by Interested Persons.
- Categorising the various types of Interested Persons identified in New Custodian Trustee's investigations and creating a list of Interested Persons.
- Preparing Notice of Appointment to Interested Persons.
- Organising the publishing of Notice of Appointment on the New Custodian Trustee Website, in the Australia, the Sydney Morning Herald and the Daily Telegraph.
- Organising the physical mailing and emailing of the Notice to all known Interested Persons.
- Preparing and maintaining a register of Interested Persons and relevant information provided.

Statutory compliance

- Reviewing the books and records of the Fund for the purposes of identifying potential members and assets of the Fund.
- Investigating the discrepancy between the number of Orora Shares apparently held by PP New prior to New Custodian Trustee's appointment (289,200) and the amount of shares as advised by Link (231,360).
- Providing notice of New Custodian Trustee's appointment to the Australian Taxation Office (ATO) and requesting details of the Fund's tax obligations, legal status and last lodged tax returns.
- Making a subsequent freedom of information request to the ATO and reviewing the documents received in response to that request so as to determine any amounts owing to the Fund by the ATO and the quantum of any tax liability.

Trading

- General accounting tasks, including, processing receipts, attending to bank account reconciliations, and processing receipts and payments onto New Custodian Trustee's accounting system, Insol.
- Liaise with various service providers to the Point Clare properties to ensure ongoing maintenance as required.

APM Security Plan Sickness & Accident Fund

ABN 57 413 197 086

Second course of action

Summary of key work performed

For the period 2 November 2021 to 5 May 2022

Administration/risk mitigation

- Maintaining appropriate insurance policies for the Point Clare properties.
- Attending to the collection and scanning of additional books and records obtained into the document management platform, Relativity.
- Liaising with NRF and Ashurst in respect of various issues not relating to the Third Application, including the tax status of the Fund.
- Regular team meetings to discuss status of New Trustee appointment and work flow.
- Filing of documents and attendance to other administrative tasks.
- Liaising with media outlets in respect of placing adverts to Interested Persons.
- Maintaining the webpage containing information for Interested Persons.

Litigation/legal

- Liaising with and assisting Ashurst in respect of the preparation of the Third Application in respect of the appointment of liquidators.
- Considering and developing the Third Course of Action.
- Preparing the Fourth Conneely Affidavit.
- Considering the issues which are likely to develop in the winding up of the Fund.
- Considering, reviewing and collating relevant information and documentation for the exhibits to the Fourth Conneely Affidavit.

Assets

- Arranging for the opening of accounts with St George Bank for the purpose of opening the New Accounts.
- Subsequently arranging for the opening of a new account with Macquarie due to delays with St George Bank.
- Considering and renewing various term deposits with St George Bank.
- Procuring the transfer of the Point Clare properties from the previous trustee to the New Trustee.
- Assisting NRF and Ashurst with preparation of an application to Revenue NSW requesting a concessional rate of duty in respect of the transfer.
- Continuing to pursue the transfer of the Shares from PP New to the New Trustee and liaising with Computershare and Link in respect of the transfer.
- Continuing review of annual holding costs for the Point Clare Properties.

Interested Persons

- Maintaining a dedicated email for any queries from Interested Persons and responding to the queries.
- Answering phone queries from Interested Persons and providing updates in respect of the appointment of the New Trustee.
- Considering responses to the Notice from Interested Persons and requesting Interested Persons provide any information they have in respect of the Fund in support of their claim for historical membership of the Fund.
- Reviewing and considering additional information provided by Interested Persons.
- Categorising the various types of Interested Persons identified in New Custodian Trustee's investigations and creating a list of Interested Persons.
- Preparing a detailed report to Interested Persons pursuant to the Second Order.
- Considering responses to the report to Interested persons.
- Organising the physical mailing and emailing of the report to all known Interested Persons.
- Preparing and maintaining a register of Interested Persons and relevant information provided.
- Preparation of documents relating to the First Meeting, including speaking notes and relevant presentations.
- Convening and holding the First Meeting.

Statutory compliance

- Reviewing further books and records of the Fund for the purposes of identifying potential members and assets of the Fund.
- Investigating the background of the Fund, including the history, the Committee and other officeholders, the Rules and the historical financial position, and preparing the 24 November Report.
- Conducting preliminary investigations into the possibility of misappropriation of the Fund's assets by reviewing the historical financial statements of the Fund.
- Reviewing the Books and Records to identify additional property of the Fund, namely, the Picnic Fund Accounts which have a combined balance of approximately \$37,000.
- Providing notice of New Custodian Trustee's appointment to the Australian Taxation Office (ATO) and requesting details of the Fund's tax obligations, legal status and last lodged tax returns.
- Engaging accountants to prepare financial statements for the Fund.
- Making a subsequent freedom of information request to the ATO and reviewing the documents received in response to that request so as to determine any amounts owing to the Fund by the ATO and the quantum of any tax liability.

Trading

- General accounting tasks, including, processing receipts, attending to bank account reconciliations, and processing receipts and payments onto New Custodian Trustee's accounting system, Insol.
- Liaise with various service providers to the Point Clare properties to ensure ongoing maintenance as required.

APM Security Plan Sickness & Accident Fund

First Course of Action

Remuneration report

Name	Title	Standard rate	ADMINISTRATION & RISK MITIGATION		LITIGATION/LEGAL		STATUTORY COMPLIANCE		ASSETS		TRADING		INTERESTED PERSONS		TOTAL	
			Hours	\$	Hours	\$	Hours	\$	Hours	\$	Hours	\$	Hours	\$	Hours	\$
Kate Conneely	Partner	725.00	1.7	1,232.50	8.7	6,307.50	0.8	580.00	7.7	5,582.50	0.2	145.00	13.1	9,497.50	32.2	23,345.00
Scott Langdon	Partner	725.00	6.7	4,857.50	-	-	-	-	-	-	-	-	-	-	6.7	4,857.50
Sophia Spiliotopoulos	Director	675.00	22.0	14,850.00	2.3	1,552.50	11.5	7,762.50	3.0	2,025.00	2.8	1,890.00	12.4	8,370.00	54.0	36,450.00
Kate Gavathas	Director	675.00	-	-	-	-	-	-	17.0	11,475.00	-	-	-	-	17.0	11,475.00
Roman Barbera	Associate Director	575.00	0.6	345.00	-	-	-	-	-	-	-	-	-	-	0.6	345.00
Roman Barbera	Manager	525.00	0.6	315.00	-	-	-	-	-	-	-	-	-	-	0.6	315.00
Kyle Carless	Associate Director	575.00	-	-	-	-	-	-	-	-	0.3	172.50	-	-	0.3	172.50
Sam Stewart	Senior Executive Analyst	475.00	4.3	2,042.50	-	-	-	-	-	-	-	-	-	-	4.3	2,042.50
Elyse Diamond	Senior Business Analyst	375.00	17.6	6,600.00	14.4	5,400.00	38.0	14,250.00	51.3	19,237.50	11.3	4,237.50	78.3	29,362.50	210.9	79,087.50
Elyse Diamond	Business Analyst	325.00	9.2	2,990.00	-	-	6.2	2,015.00	9.1	2,957.50	1.6	520.00	6.8	2,210.00	32.9	10,692.50
Damien Rosario	Senior Business Analyst	375.00	0.4	150.00	-	-	-	-	-	-	-	-	-	-	0.4	150.00
Joanie Zhang	Business Analyst	325.00	0.3	97.50	-	-	9.6	3,120.00	-	-	-	-	-	-	9.9	3,217.50
Khang Nguyen	Business Analyst	325.00	-	-	-	-	0.3	97.50	-	-	-	-	-	-	0.3	97.50
Alice Zhu	Business Analyst	325.00	-	-	-	-	0.3	97.50	-	-	-	-	-	-	0.3	97.50
Clarisse Lemos	Business Analyst	325.00	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Jesslyn Dharmasaputra	Business Analyst	325.00	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Tiffany Shirley (Bremmell)	Administration	150.00	0.8	120.00	-	-	-	-	-	-	-	-	-	-	0.8	120.00
Marsha Garrison	Administration	150.00	0.2	30.00	-	-	-	-	-	-	-	-	-	-	0.2	30.00
Diana D'Amato	Administration	150.00	4.8	720.00	-	-	-	-	-	-	-	-	-	-	4.8	720.00
Amy Gibbons	Administration	150.00	0.1	15.00	-	-	-	-	-	-	-	-	-	-	0.1	15.00
Naomi Abela	Administration	150.00	0.3	45.00	-	-	-	-	-	-	-	-	-	-	0.3	45.00
Zendie De Guzman	Administration	150.00	-	-	-	-	0.8	120.00	-	-	-	-	-	-	0.8	120.00
Glen Reeves	Administration	150.00	0.4	60.00	-	-	-	-	-	-	-	-	-	-	0.4	60.00
Total remuneration			70.0	34,470.00	25.4	13,260.00	67.5	28,042.50	88.1	41,277.50	16.2	6,965.00	110.6	49,440.00	377.8	173,455.00

APM Security Plan Sickness & Accident Fund

Second Course of Action

Remuneration report

Name	Title	Standard rate	ADMINISTRATION & RISK MITIGATION		LITIGATION/LEGAL		STATUTORY COMPLIANCE		ASSETS		TRADING		INTERESTED PERSONS		TOTAL	
			Hours	\$	Hours	\$	Hours	\$	Hours	\$	Hours	\$	Hours	\$	Hours	\$
Kate Conneely	Partner	725.00	1.4	1,015.00	14.6	10,585.00	8.5	6,162.50	7.5	5,437.50	-	-	8.5	6,162.50	40.5	29,362.50
Scott Langdon	Partner	725.00	0.8	580.00	2.6	1,885.00	-	-	1.6	1,160.00	-	-	1.7	1,232.50	6.7	4,857.50
Sophia Spiliotopoulos	Director	675.00	1.7	1,147.50	7.2	4,860.00	4.5	3,037.50	1.2	810.00	2.2	1,485.00	6.0	4,050.00	22.8	15,390.00
Kate Gavathas	Director	675.00	-	-	-	-	-	-	3.8	2,565.00	-	-	-	-	3.8	2,565.00
Roman Barbera	Associate Director	575.00	0.3	172.50	-	-	-	-	-	-	-	-	-	-	0.3	172.50
Roman Barbera	Manager	525.00	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Kyle Carless	Associate Director	575.00	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Sam Stewart	Senior Executive Analyst	475.00	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Elyse Diamond	Senior Business Analyst	375.00	0.5	187.50	9.4	3,525.00	20.3	7,612.50	11.7	4,387.50	5.3	1,987.50	16.2	6,075.00	63.4	23,775.00
Elyse Diamond	Business Analyst	325.00	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Damien Rosario	Senior Business Analyst	375.00	0.2	75.00	-	-	-	-	-	-	-	-	-	-	0.2	75.00
Joanie Zhang	Business Analyst	325.00	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Khang Nguyen	Business Analyst	325.00	-	-	-	-	0.3	97.50	-	-	-	-	-	-	0.3	97.50
Alice Zhu	Business Analyst	325.00	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Clarisse Lemos	Business Analyst	325.00	-	-	-	-	1.6	520.00	-	-	-	-	-	-	1.6	520.00
Tiffany Shirley (Bremmell)	Business Analyst	150.00	1.2	180.00	-	-	-	-	-	-	-	-	-	-	1.2	180.00
Marsha Garrison	Administration	150.00	1.1	165.00	-	-	-	-	-	-	-	-	-	-	1.1	165.00
Diana D'Amato	Administration	150.00	0.3	45.00	-	-	-	-	-	-	-	-	-	-	0.3	45.00
Amy Gibbons	Administration	150.00	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Naomi Abela	Administration	150.00	0.2	30.00	-	-	-	-	-	-	-	-	-	-	0.2	30.00
Zendie De Guzman	Administration	150.00	-	-	-	-	0.2	30.00	-	-	-	-	-	-	0.2	30.00
Jesslyn Dharmasaputra	Administration	325.00	-	-	-	-	0.1	32.50	-	-	-	-	-	-	0.1	32.50
Glen Reeves	Administration	150.00	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total remuneration			7.7	3,597.50	33.8	20,855.00	35.5	17,492.50	25.8	14,360.00	7.5	3,472.50	32.4	17,520.00	142.7	77,297.50

APM Security Plan Sickness & Accident Fund

First Course of Action

Disbursement report

Disbursements

	\$
Externally provided professional services	
Legal Fees	112,410.91
Insurance	2,702.02
Valuation fees	2,000.00
Accounting fees	
Total Externally provided professional services	117,112.93
Externally provided non-professional disbursements	
Accommodation	-
Advertising	5,478.82
AirFare	-
ASIC Lodgement	276.00
Catering	-
Cleaning / Laundry	-
Company Search/PPSR	-
Copying and Printing	9,149.65
Courier	-
Data Room	-
Document Management	-
Entertainment (Client)	-
Entertainment (Staff)	-
Fax	-
I.T. assets <\$1,000	-
Insurance	-
Meals	-
Miscellaneous	-
Other Travel - Hire car, petrol, train or ferry	-
Parking	-
Postage	166.88
Projected Expenses	-
Searches	-
Stationery	-
Storage of B&R	-
Taxi	-
Telephone	-
Tips	-
Title Search	-
Tolls	-
Total Externally provided non-professional disbursements	15,071.35

Internal disbursements

Communications - Internet & Fax	-
Forensic Consumables	-
Internal Copying and Printing	-
Kilometres Travelled	-
Per Diem	-
Postage - Internal	-
Forensic Software Clearwell	-
Forensic Software Fixed Price Computer Imaging	-
Data Analytics Fee	-

Data Room Fees	-
Forensic Software Other	-
KM Development Management	-
KM Investment Management	-
KM Sales and Marketing Commission	-
Forensic Software Fixed Price Mobile Imaging	-
Forensic Software Nuix	-
Forensic Software Other Device Imaging	-
Other Income	-
Real Estate Advisory Fees	-
Forensic Software Relativity	-
Relativity One Hosting Fees	956.02
Relativity One Processing Fees	-
Relativity One User Fees	3,150.00
Success Fee	-
Total Internal disbursements	4,106.02
Total disbursements	136,290.30

APM Security Plan Sickness & Accident Fund

Second Course of Action

Disbursement report

Disbursements

	\$
Externally provided professional services	
Legal Fees	482,737.56
Insurance	-
Valuation fees	-
Accounting fees	45,000.00
Total Externally provided professional services	527,737.56
Externally provided non-professional disbursements	
Accommodation	-
Advertising	8,522.28
AirFare	-
ASIC Lodgement	-
Catering	-
Cleaning / Laundry	-
Company Search/PPSR	-
Copying and Printing	1,571.82
Courier	-
Data Room	-
Document Management	-
Entertainment (Client)	-
Entertainment (Staff)	-
Fax	-
I.T. assets <\$1,000	-
Insurance	-
Meals	-
Miscellaneous	-
Other Travel - Hire car, petrol, train or ferry	-
Parking	-
Postage	-
Projected Expenses	-
Searches	-
Stationery	-
Storage of B&R	55.94
Taxi	-
Telephone	-
Tips	-
Title Search	-
Tolls	-
Total Externally provided non-professional disbursements	10,150.04

Internal disbursements

Communications - Internet & Fax	-
Forensic Consumables	-
Internal Copying and Printing	-
Kilometres Travelled	-
Per Diem	-
Postage - Internal	-
Forensic Software Clearwell	-
Forensic Software Fixed Price Computer Imaging	-
Data Analytics Fee	-
Data Room Fees	-
Forensic Software Other	-
KM Development Management	-
KM Investment Management	-
KM Sales and Marketing Commission	-
Forensic Software Fixed Price Mobile Imaging	-
Forensic Software Nuix	-
Forensic Software Other Device Imaging	-
Other Income	-
Real Estate Advisory Fees	-
Forensic Software Relativity	-
Relativity One Hosting Fees	2,240.55
Relativity One Processing Fees	-
Relativity One User Fees	8,850.00
Success Fee	-

Total Internal disbursements	11,090.55
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Total disbursements	548,978.15
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Practice Statement Insolvency 5: Remuneration reporting

Approved: 24 November 2020 (Version 2)

This Practice Statement provides guidance to Members on:

- the information to be provided to creditors in respect of Remuneration for all Administrations, excluding appointment as a Controller
- the information to be provided for the approval of Internal Disbursements for all Administrations, excluding appointment as a Controller and
- guidance on information to be provided to the Court when seeking approval of Remuneration.

This guidance is compliant with the ARITA Code and the requirements of the relevant Legislation.

This version of the PSI is effective from 31 March 2021. Earlier adoption of this PSI is permitted.

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Refer also to

- Code of Ethics
- COPP: Insolvency Services, section 5
- PSI8: Remuneration
- PSI7: Disbursements and Expenses

5.1 Interpretation and Definitions

Members must refer to Sections 3 and 4 of the COPP: Introduction for how the Practice Statement is to be interpreted and applied.

Definitions that apply to the Standard are at Section 6 of the COPP: Introduction.

5.2 Reporting points

There may potentially be four different points where information about Remuneration is reported to creditors:

1. Pre-appointment proposed basis of remuneration disclosure to directors/individual Insolvents in director or debtor led Appointments
2. Initial Remuneration Notice to creditors (with the first communication)
3. Remuneration Approval Report to creditors (before approval of Remuneration)
4. Reporting to creditors about outcomes and Remuneration drawn (optional).

In some instances, a Member may choose to seek approval of Remuneration in the same report as the Initial Remuneration Notice. This is acceptable as long as all reporting requirements are included.

Members can choose to report back to creditors about outcomes and Remuneration drawn. Where there are insufficient funds to meet the cost of this additional report, Members do not have to do so.

Members should note the specific legal requirements in relation to Remuneration Claim Notices for personal insolvency Administrations.

More than one request for the approval of Remuneration may be made during the conduct of an Administration.

5.3 Timing of information

The table below summarises the timing of the provision of information for each Remuneration basis. Full details of reporting requirements appears at 5.4 below.

Basis of Remuneration	Pre-appointment proposed basis of remuneration	Initial Remuneration Notice (IRN) - First communication after Appointment	Remuneration Approval Report (RAR) - after appointment or during Administration	During the Administration (Remuneration Approval Report (RAR) or report on remuneration drawn)
Time based	Advice on the Remuneration basis that is proposed to be used for the administration and an estimate of the cost (not mandatory). Applicable to director or Debtor led appointments only.	Advice on the basis chosen and rates (if time based). Estimate of fees (must be provided) and comparison to the pre-appointment estimate, (if one was provided). The method for the calculation of internal and external disbursements.	Report on work undertaken and request approval of quantum. Comparison to initial estimate of fees provided to creditors in IRN.	Report on work undertaken and request further approvals (if required).
Prospective Fee (time based)			Request for approval for time based charging to a capped amount. Comparison to initial estimate of fees provided to creditors in IRN.	Report on work undertaken and request further approvals (if required).
Fixed fee			Request for approval of the quantum. Comparison to initial estimate of fees provided to creditors in IRN.	Report on achievement of milestones for the drawing of Remuneration.
Percentage			Request for approval of the arrangement. Comparison to initial estimate of fees provided to creditors in IRN.	Report on the factors underlying the entitlement to claim the Remuneration.
Contingency				Report on the achievement of the contingency event or otherwise.
Note: Mixed Fee Arrangements: There will be circumstances where a Member will seek approval for a different basis of Remuneration for a particular aspect of an appointment or finalisation of the appointment; the appropriate information (refer 5.4 below) will need to be provided at the time of seeking the creditors’ approval of that arrangement.				

5.4 Information to be provided

Refer also to

- COPP: Insolvency Services, section 5
- PSI8: Remuneration
- PSI7: Disbursements

	Basis of Fee Approval				
	Time – Retrospective	Time – Prospective	Fixed	Percentage	Contingent
Pre-appointment proposed basis of remuneration (to directors/individual Insolvent in debtor led appointments only) (Refer Appendix 1 for template)	• A brief explanation of the types of methods that can be used to calculate Remuneration • The particular method or methods that the Member intends to use to calculate Remuneration in the Administration • An explanation why the Member considers this method to be suitable for the Administration • The scale of hourly rates to be applied (where Remuneration will be sought on a time basis) • An explanation that: - the actual Remuneration drawn in the Administration will be that approved by the Approving body after the Approving body is provided with a Remuneration report in accordance with the applicable Legislation and ARITA Code of Professional Practice; - creditors will be advised of the basis proposed to directors/individual Insolvent; and - if the directors/individual Insolvent or other Entity has made, or will be making, an Upfront Payment for the purposes of the Member's Remuneration, approved Remuneration over and above this amount can be paid from the assets of the Administration.				

	Basis of Fee Approval				
	Time – Retrospective	Time – Prospective	Fixed	Percentage	Contingent
Pre-appointment proposed basis of remuneration (to directors/individual Insolvent in debtor led appointments only) (continued)	- There is no mandatory requirement to provide an estimate of cost of the Administration to the directors/individual Insolvent, but where an estimate of the cost of the Administration is provided, it has to be in writing to the directors/individual Insolvent as part of the pre-appointment disclosure, clearly detailing any variables which may affect the estimate. - Advise the director/individual Insolvent that: - creditors will be advised of the estimate provided to the directors/individual Insolvent; - the actual Remuneration may exceed that estimate and this higher amount can be approved by the Approving body; and - if the estimate provided differs to any subsequent estimate provided to creditors, an explanation of the variance will be provided to creditors.				
Initial Remuneration Notice (IRN) (Refer Appendix 2 for template)	The following information is provided to creditors regarding Remuneration in their first communication with creditors pursuant to IPR 70-35 for all Administrations except Appointments as a Controller: - a brief explanation of the types of methods that can be used to calculate Remuneration - the particular method or methods that the Member intends to use to calculate Remuneration in the Administration - why the Member considers this method to be suitable for the Administration - an estimate of the expected amount of the Administrator's Remuneration and any factors that will affect that estimate - details of any estimate or fee provided to directors/individual Insolvent prior to the appointment; and - if the estimate or fee provided to the directors/individual Insolvent is now different to the estimate provided in the IRN, an explanation of the change from the pre-appointment information provided. - details of the basis of recovering any internally generated Disbursements that will be charged to the Administration (e.g. Page rate for photocopying done internally) - details of the basis of recovering any external disbursements that will be charged to the Administration (e.g. at cost)				
	If a Member is intending to use time based Remuneration (either retrospectively or prospectively), they have to also provide the scale of rates that will be used, including qualifications and experience generally of staff at each level.				

	Basis of Fee Approval				
	Time – Retrospective	Time – Prospective	Fixed	Percentage	Contingent
Remuneration Approval Report (RAR) (Refer Appendix 3 for template) <i>Note: This table includes requirements from the Corporations Act/ Bankruptcy Act and COPP: Insolvency Services for a RAR</i>	Details of the Remuneration claimed ARITA's recommended Remuneration Approval Report (RAR) template, as adapted for the facts and circumstances of the particular Administration, should be used as the means of giving creditors the information they need to make an informed decision at the meeting as to the reasonableness of the Remuneration. It is a guide for time based Remuneration claims (retrospective and prospective) and may assist with other bases of Remuneration claims. If broadly followed, the proposed format constitutes good practice.				
	Where a time based Remuneration claim for retrospective fees is being made, the Member will need to report to the relevant Approving body on: - a description of work performed, broken down into the major tasks - the amount of time spent on each major task - the costs of each major task - the classification of staff engaged on the Administration for each major task	Where a time based Remuneration claim for prospective fees is being made, the Member will need to report to the relevant Approving body on: - a summary description of the major tasks still remaining to be done for the period that the Remuneration is sought (e.g. to completion or other relevant milestone); - an explanation of the estimated fees remaining to complete the Administration (or to the next major	Where a fixed fee is claimed, the Member will need to report to the relevant Approving body on: - the amount of the fixed fee proposed; - the basis upon which the fee has been calculated (work to be undertaken and the costs for each category of work and scope of work) in the same manner as for prospective fees; - the services to be provided for the fixed fee amount	Where a percentage based claim is made, information must be provided to the relevant Approving body to enable it to make an informed assessment of whether the percentage is reasonable. The Member will need to report to the relevant Approving body on: - the percentage proposed; - the nature and estimated value of the individual assets realised or to be realised (or if the percentage	If a contingency arrangement within the scope of the COPP: Insolvency Services is proposed, there will need to be full disclosure of the proposed arrangement to the relevant Approving body, including: - exactly what the arrangement is contingent upon; - how achievement of the contingency will be assessed; - what the Member's Remuneration will be, or range of Remuneration, in

	Basis of Fee Approval				
	Time – Retrospective	Time – Prospective	Fixed	Percentage	Contingent
Remuneration Approval Report (RAR) (continued)	when it is proposed that the fees be drawn. The Member needs to make a declaration that that the work in progress report for the Administration has been reviewed to ensure that Remuneration is only being claimed for necessary and proper work.	milestone) including the estimated fees for each major task; - a monetary ‘cap’ on the Remuneration; - when it is proposed that the fees be drawn (for example, monthly).	in sufficient detail for the Approving body to make an informed decision about why the fee is reasonable; - what services will not be included in the fixed fee and the basis of charging for these excluded services; and - the milestones as to when Remuneration will be drawn from the Administration. Note: a Member must not draw fixed fee Remuneration up-front (COPP: Insolvency Services 3.2.5). A Member seeking a fixed fee basis for Remuneration needs to include in the	is to be applied to another factor, the value of that factor); - the formula to be applied for calculation of the Remuneration; - what services are to be provided for this percentage amount and the tasks that will comprise this work; - what work has been, or is intended to be outsourced that would normally be carried out by the Member or their staff and whether this outsourced work will be billed separately or included in the percentage based	the event that the contingency is or is not achieved; - why a contingency arrangement is in the best interests of creditors; and - when the Remuneration will be drawn. If a Member is intending to make a claim for Remuneration on a contingency basis, it is recommended that disclosure is made and approval received from creditors prior to the work commencing.

	Basis of Fee Approval				
	Time – Retrospective	Time – Prospective	Fixed	Percentage	Contingent
Remuneration Approval Report (RAR) (continued)			quote for the fixed fee the: - costs of all statutory investigations; - costs of reporting to the creditors and Regulators; - cost of issuing letters of demand for preferences; and - costs of meeting all statutory obligations. Example Acceptable exclusions - litigation for recovery of preference payments. - litigation for insolvent trading. If a Member is intending to make a	Remuneration claim; - the milestones as to when the Remuneration will be drawn from the Administration; and - the expected range of possible Remuneration outcomes. Full disclosure to creditors of the terms of the arrangement, and the expected Remuneration outcome, or range of possible outcomes to minimise any perception of conflict of interest. If a Member is intending to make a claim for Remuneration on a percentage basis, it is recommended that	

	Basis of Fee Approval				
	Time – Retrospective	Time – Prospective	Fixed	Percentage	Contingent
Remuneration Approval Report (RAR) (continued)			claim for Remuneration on a fixed fee basis, this must be done at the first opportunity after the Member is appointed. The only exceptions to this are where a Member chooses to make a claim for a fixed fee to enable finalisation of the Administration, or for a specific aspect of the Administration.	this be done at the first opportunity after the Member is appointed. An exception to this is where a Member chooses to make a claim for Remuneration on a percentage basis to undertake a particular task (eg. litigation).	
	Include the following in RAR for all Remuneration types: • A declaration that the Remuneration claimed is necessary and proper. • Comparison of the estimated Remuneration previously provided with the actual Remuneration approval sought and provide an explanation for any variance. • Statement of Remuneration claim – The Member should clearly: ○ state the precise terms of the agreement(s) sought from the committee or the resolution(s) sought from creditors including the amount to be approved and when the Remuneration will be drawn. Separate statements of Remuneration claim are required for each distinct Remuneration period (e.g. retrospective and prospective); and ○ set out the total Remuneration previously determined.				

	Basis of Fee Approval				
	Time – Retrospective	Time – Prospective	Fixed	Percentage	Contingent
Remuneration Approval Report (RAR) (continued)	• A statement as to whether they anticipate that there will be any further request for approval of Remuneration in the future. • An estimated total amount, or range of total amounts, of the Remuneration for the external administration must be provided. • An explanation on the likely impact of Remuneration on the dividends (if any) to creditors. • Details of any Remuneration recoverable from external sources must be provided. This would include upfront or indemnity payments from directors or other parties, FEG Remuneration payments, Assetless Administration Fund funding, payments from secured creditors and litigation or creditor funding. • Include the following information on Disbursements: ○ general information on the different classes of Disbursements (or refer to the information provided in the IRN); ○ a declaration that the Disbursements were necessary and proper; ○ in relation to Internal Disbursements to be paid to the Firm: - what the Disbursement was for; - the quantity and rate (only for Internal Disbursements); and - the amount to be claimed; and ○ details of the basis of any internal Disbursements that will be charged to the Administration in the future (eg. Page rate for photocopying done internally). ○ payments direct to third parties from the Administration bank account and Disbursements (with no profit) only need to be clearly included in the receipts and payments (as long as who the payment was made to and what the payment is for is identifiable). If not clearly identifiable in the receipts and payments, they need to be detailed in the body of the report.				

	Basis of Fee Approval				
	Time – Retrospective	Time – Prospective	Fixed	Percentage	Contingent
Remuneration Approval Report (RAR) (continued)	○ Information on the resolutions that will be put to creditors for the approval of Internal disbursements/the basis of future Internal disbursements to a Capped amount. • A general report providing the creditors with information about the progress of the Administration, detailing matters resolved and those matters still outstanding. The general report should assist creditors with understanding: • matters that may have contributed to the Remuneration claim; • complexities or difficulties that have been faced by the Member; • goals that have been achieved since the last report; • outcomes including explanations as to why that outcome was better or worse than originally predicted; and • future tasks to be undertaken and why they need to be done. • A summary of receipts and payments to and from the Administration bank account must be provided. The receipts and payments summary should be prepared up to a date that is as close as possible to the date on which the notice and report is given to creditors. The summary should be clearly labelled as being prepared 'as at' a particular date or for a specified period. If large or exceptional receipts and payments are received or made after the report is prepared but before the meeting at which the Remuneration claim is to be considered, the Member should provide additional information to committee members or creditors at the meeting. • Where a Creditor information sheet on Remuneration is available, the information sheet or information on how to access it must be provided (if not previously provided). • Details on how to obtain further information. • For personal insolvency Administrations only, a statement advising creditors/the individual insolvent of their right to request a Remuneration Claim Notice, within 20 business days after receiving the Remuneration Approval Report.				

	Basis of Fee Approval				
	Time – Retrospective	Time – Prospective	Fixed	Percentage	Contingent
Future reporting and/or further Remuneration Approval Reports	Any further Remuneration Approval Reports for retrospective fees on time basis have the same reporting requirements as the first RAR. In addition, the Approving body must be advised on: • Remuneration already drawn under prior approval(s); • comparison of actual fees to the estimated fees provided in the initial or subsequent advice to creditors. If there has been prior prospective Remuneration previously approved, provide a detailed explanation as to why further Remuneration approval is being sought, including why the prospective Remuneration amount approved has been exceeded (if	Any further fee Remuneration Approval Reports for prospective fees on a time basis have the same reporting requirements as the first RAR. In addition, the Approving body must be advised on: • Remuneration already drawn under the prospective approval; • a detailed explanation as to why further Remuneration approval is being sought, including why the prospective Remuneration amount previously approved has been exceeded (if applicable) and explain any tasks that still remain to be completed and the expected cost of those tasks.	Once a fee is fixed for an agreed task, set of tasks or the conduct of the Administration, it remains fixed and a Member must not seek further approval if the original estimate is wrong (COPP: Insolvency Services 3.2.5). After approval of a fixed fee, Remuneration reporting will focus on the progress of the work in the Administration, for example by way of explaining milestone achievements, and the work still to be done.	Future reporting to creditors will need to focus on the factors underlying the entitlement to claim the Remuneration, for example by way of reporting on asset realisations and the percentage taken from those realisations to pay Remuneration.	Future reporting to creditors will need to include information on whether the Member has achieved the contingency and the effect on the calculation of the Member's Remuneration.

	Basis of Fee Approval				
	Time – Retrospective	Time – Prospective	Fixed	Percentage	Contingent
Future reporting and/or further Remuneration Approval Reports (continued)	applicable) and explain any tasks that still remain to be completed and the expected cost of those tasks. If possible, an explanation as to what further fee approvals may be sought in the future, even if prospective fee approval is not being sought at this time. If prospective fee approval is being sought, refer to that column for guidance on reporting requirements.	The above applies even if the Member is only seeking an increase in the previously set capped amount. If the Member is seeking an increase in the capped amount or an additional prospective fee approval amount, they will need to provide the Approving body with an explanation as to the reason for the change in the capped amount. If a Member wishes to change the rate scale other than as agreed, the Member will need to seek Approving body approval and provide the Approving body with an explanation as to the reason for the change in the rate scale.			

	Basis of Fee Approval				
	Time – Retrospective	Time – Prospective	Fixed	Percentage	Contingent
	Mixed Bases If a mix of bases are proposed to be used, the Member will need to clearly set out what basis applies to what tasks and report on each different basis using the above guidance.				

5.5 Sources of Funding

Refer also to

- COPP: Insolvency Services, section 5.9

5.5.1 FEG payments

Funding received in relation to Fair Entitlements Guarantee (FEG) to facilitate a FEG distribution to employees may be a limited or partial funding agreement. As such, where higher fees are incurred than the amount agreed with FEG there is no restriction in the administration being charged for the shortfall on the basis that all Remuneration claimed is necessary and properly incurred in accordance with ARITA's Code.

While the money received from FEG is not subject to Approving Body approval and can be paid directly to the Appointee, any shortfall must be appropriately approved in accordance with the relevant legislation prior to drawing. In seeking creditor approval for any shortfall, Members must provide separate disclosure of the total time charged, FEG receipt(s) and any shortfall amount in the Remuneration report.

Members must ensure that they do not "double dip" in relation to FEG Remuneration and that the amount received from FEG is allocated to the Administration. To facilitate this, Members must ensure that any work undertaken in relation FEG distributions is appropriately identified in their time recording system, including an adjustment for any direct payments from FEG.

5.5.2 Assetless Administration funding

Funding received from ASIC under the AAF may be a limited or partial funding agreement. As such, if higher fees are incurred than the amount agreed with ASIC there is no restriction in the administration being charged for the shortfall on the basis that all Remuneration claimed is necessary and properly incurred in accordance with ARITA's Code.

Members should refer to RG 109 for ASIC guidance on whether approval is required for funding from the AAF.

If approval is not required, any shortfall must be appropriately approved in accordance with the Corporations Act prior to drawing. In seeking creditor approval for any shortfall, Members must provide separate disclosure of the total time charged, ASIC receipt(s) and any shortfall amount in the Remuneration Approval Report.

Members must ensure that they do not "double dip" in relation to this Remuneration and that the amount received from ASIC is allocated to the Administration. To facilitate this, Members must ensure that any work undertaken for ASIC in relation the AAF is appropriately identified in their time recording system, including an adjustment for any direct payments from ASIC.

5.5.3 Litigation funding

Remuneration from litigation funding from any source, must be:

- paid into and drawn from the Administration bank account; and
- disclosed and approved in accordance with the requirements of the COPP: Insolvency Services.

5.5.4 Creditor funding

Remuneration from funding by creditors provided for any purpose, must be:

- paid into and drawn from the Administration bank account; and
- disclosed and approved in accordance with the requirements of the COPP: Insolvency Services.

5.5.5 Secured creditor funding

Where secured assets are realised in the course of an Administration, except for Appointments as a Controller, any Remuneration in relation to the realisations, including funds withheld from realisations or payments made directly by the Secured Creditor, must be:

- paid into and drawn from the Administration bank account; and
- disclosed and approved in accordance with the requirements of the COPP: Insolvency Services.

5.6 Templates

There are three templates provided in this Practice Statement:

1. Pre-appointment proposed basis of remuneration disclosure (Appendix 1)
2. Initial Remuneration Notice to creditors (Appendix 2)
3. Remuneration Approval Report to creditors (Appendix 3)

The recommended format for a report to creditors could be used by Members seeking retrospective and/or prospective determination of Remuneration on a time basis, although aspects of the report may be useful for other Remuneration bases.

This report might not be suitable for reporting on Remuneration for an appointment as a Controller, and Members are encouraged to seek guidance from their appointor as to the required format of their Remuneration reporting.

Reports have to be tailored to the particular circumstances of each Administration.

Members have to exercise their professional judgment when putting together a report to committee members or creditors.

It is recommended that the Remuneration Approval Report accompany, or be combined with, a general report that the Member is preparing for committee members or creditors. For example, where a voluntary administrator is seeking the determination of Remuneration at the meeting to consider the company's future and the Member is already under an obligation to prepare Voluntary Administrator's report under IPR Corp 75-225, the Remuneration Approval Report should be provided to creditors at the same time.

Committee members or creditors might not be familiar with insolvency procedures and are not being remunerated for their time. Therefore, providing more information does not necessarily

inform creditors in a more effective manner than providing less: it is the relevance and quality of the information, rather than the quantity, that is the key.

It is good practice for committee members or creditors to be made aware that all supporting documentation may be viewed if requested, provided sufficient notice is given to the Member.

5.7 Court applications

Applications to the Court may be made where approval of Remuneration is unable to be obtained from the Committee of Inspection (if there is one) or the creditors.

An application to the Court will require an affidavit. A list of matters that could be considered for inclusion in the affidavit material is included at Appendix 4.

5.8 Version information

Version number	Approved date	Effective date
Version 1	16 September 2019	1 January 2020
Version 2	24 November 2020	31 March 2021

Appendix 1: Template – Pre-appointment proposed basis of Remuneration disclosure

This is the suggested format for the pre-appointment advice to directors/individual Insolvents regarding the proposed basis of Remuneration. This advice is to be used for all Appointments made by directors/Debtors, this specifically excludes Controllers, members' voluntary liquidations or any Appointment made by the court.

This template has been prepared on the basis that no fixed fee or quote has been provided by the Member – only an estimate. If a fixed fee or quote has been provided, you will need to customise this template accordingly.

Remuneration advice

[Insolvent]

ACN [ACN] (if applicable)

Introduction

You have requested that I consent to act as *[appointment type]* for the above company. This information sheet is to assist you with understanding how remuneration is calculated and paid in a *[administration type]*.

Whilst I may provide you with an estimate of the cost of the *[administration type]* in this document, I advise that the actual remuneration drawn will be subject to the approval of the creditors, committee of creditors or court, after I have provided a remuneration approval report.

If I have provided you with an estimate of the cost of the administration, this information will be provided to creditors in my initial remuneration notice. However, the actual remuneration that is approved by creditors may exceed this estimate and this higher amount can be approved by the creditors, a committee of the creditors (called a Committee of Inspection) or the court. If the estimate that I provide to creditors differs to the estimate that I have provided to you, I will provide an explanation to creditors for the variance. *[if no estimate is provided, delete this paragraph – any estimates provided verbally should be confirmed in writing]*

If you have paid or are paying money up front, or are providing me with an indemnity, for the purposes of my remuneration, you should be aware that approved remuneration may exceed this amount and can be paid from the assets of the *[administration type]*. *[if no indemnity or Upfront Payment, this paragraph can be deleted.]*

Remuneration Methods

There are four basic methods that can be used to calculate the remuneration charged in a *[administration type]*. They are:

- A. Time based / hourly rates:** This is the most common method. The total fee charged is based on the hourly rate charged for each person who carried out the work multiplied by the number of hours spent by each person on each of the tasks performed.
- B. 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 *[appointment type]* will finalise an administration for a fixed fee.
- C. Percentage:** The total fee charged is based on a percentage of a particular variable, such as the gross proceeds of assets realisations.
- D. Contingency:** The fee is structured to be contingent on a particular outcome being achieved.

Method proposed

Given the nature of this administration, I propose that my remuneration will be calculated on *[insert basis]*. This is because:

- *[Provide reasoning for the fee calculation method chosen.]*

Examples of reasoning for choosing time based Remuneration:

- *It ensures that creditors are only charged for work that is performed.*
- *I will be required to perform a number of tasks which do not relate to the realisation of assets, for example responding to creditor enquiries, reporting to ASIC, distributing funds in accordance with the provisions of the Corporations Act or the Bankruptcy Act.*
- *I am unable to estimate with certainty the total amount of fees necessary to complete all tasks required in the Administration.*
- *I have a time recording system that can produce a detailed analysis of time spent on each type of task by each individual staff member utilised in the administration;*
- *time based remuneration calculates fees upon a basis of time spent at the level appropriate to the work performed;*
- *the method provides full accountability in the method of calculation]*

Details of the hourly rates are included below. *[delete if hourly rates are not being used]*

Creditors will be advised of the proposed basis of remuneration in my initial remuneration advice to them.

Estimate of the cost of the administration

[If you are providing the directors/individual Insolvent with an estimate of the cost of the administration, that information should be provided here. If an estimate is not being provided, this section can be deleted.]

I estimate that this administration will cost approximately \$*[amount]* to complete, subject to the following variables which may have a significant effect on this estimate and that I am unable to determine until I have commenced the *[administration type]*:

- *[list variables here]*

Explanation of Hourly Rates

[Use the following guidance for time based remuneration only. Not required for other bases of remuneration.]

The rates for my 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 in the administration. The hourly rates charged encompass the total cost of providing professional services and should not be compared to an hourly wage.

Title ²	Description ³	Hourly Rate (excl GST)
Appointee		\$
Director		\$
Senior Manager		\$
Manager		\$
Supervisor		\$
Senior		\$
Intermediate		\$
Secretary		\$
Clerk		\$
Junior		\$
[Notes: 1. Delete these notes from the completed table. 2. Each firm should develop a table which is appropriate for their firm using the columns set down in the above table. 2. These are example titles only. Each firm should use the titles appropriate to their firm. 3. Information that should be incorporated in the description column includes years of experience, qualifications, education, staff supervised etc.]		

Acknowledgement

To acknowledge that you have received and understood the information that I have provided to you, please sign and date this document and return it to me on or before making the appointment.

Sign:

Name:

Date:

Appendix 2: Template – Initial Remuneration Notice

Initial Remuneration Notice

Insolvent Name ([Basis of appointment])

ACN/Estate reference

The purpose of the Initial Remuneration Notice is to provide you with information about how I propose my remuneration for undertaking the *[administration type]* will be set.

1 Remuneration Methods

There are four basic methods that can be used to calculate the remuneration charged by an insolvency practitioner in an *[administration type]*. They are:

- A. Time based / hourly rates:** This is the most common method. The total fee charged is based on the hourly rate charged for each person who carried out the work multiplied by the number of hours spent by each person on each of the tasks performed.
- B. 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 *[appointment type]* will finalise an administration for a fixed fee.
- C. Percentage:** The total fee charged is based on a percentage of a particular variable, such as the gross proceeds of assets realisations.
- D. Contingency:** The fee is structured to be contingent on a particular outcome being achieved.

2 Method chosen

Given the nature of this administration, I propose that my remuneration be calculated on *[insert basis]*. This is because:

- *[Provide reasoning for the fee calculation method chosen.]*

Examples of reasoning for choosing time based Remuneration:

- *It ensures that creditors are only charged for work that is performed.*
- *I am required to perform a number of tasks which do not relate to the realisation of assets, for example responding to creditor enquiries, reporting to ASIC, distributing funds in accordance with the provisions of the Corporations Act or the Bankruptcy Act.*
- *I am unable to estimate with certainty the total amount of fees necessary to complete all tasks required in the Administration.*
- *I have a time recording system that can produce a detailed analysis of time spent on each type of task by each individual staff member utilised in the administration;*
- *time based remuneration calculates fees upon a basis of time spent at the level appropriate to the work performed;*
- *the method provides full accountability in the method of calculation.*

If you have chosen a basis other than time based remuneration, you will have to provide reasons for the basis that you have chosen.]

3 Explanation of Hourly Rates

[Use the following guidance for time based remuneration only. Not required for other bases of remuneration.]

The rates for my 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 in the administration. The hourly rates charged encompass the total cost of providing professional services and should not be compared to an hourly wage.

Title ²	Description ³	Hourly Rate (excl GST)
Appointee		\$
Director		\$
Senior Manager		\$
Manager		\$
Supervisor		\$
Senior		\$
Intermediate		\$
Secretary		\$
Clerk		\$
Junior		\$
<i>[Notes:</i> <i>1. Delete these notes when the table is completed.</i> <i>2. Each firm should develop a table which is appropriate for their firm using the columns set down in the above table.</i> <i>2. These are example titles only. Each firm should use the titles appropriate to their firm.</i> <i>3. Information that should be incorporated in the description column includes years of experience, qualifications, education, staff supervised etc.]</i>		

4 Estimated remuneration

[The Act requires that you provide an estimate of the expected amount of remuneration for the Administration (corporate and personal) – IPR 70-35. You can provide a range.]

I estimate that this *[administration/estate]* will cost approximately \$XXX to \$XXX to complete, subject to the following variables which may have a significant effect on this estimate and that I am unable to determine at this early stage:

- *[list variables here]*

[If you provided an estimate to the directors/Debtor prior to your appointment, provide details here, otherwise delete this paragraph] Prior to my appointment, I provided an estimate of the cost of the administration to the directors. [Comment on the estimate provided to directors/individual Insolvent in the Pre-appointment proposed basis of remuneration. Example: This estimate is consistent with the estimate provided to the [directors/[Debtor Name]] prior to my appointment OR This estimate varies from the estimate provided to [the directors/[Debtor Name]] prior to my appointment for the following reasons:

- *(provide reasons).]*

[If you have received an Upfront Payment or Indemnity, insert the details here, otherwise delete this paragraph] I received an [up-front payment OR indemnity] to contribute to the estimated costs. [Insert basic details of party providing up-front payment or indemnity and amount]. This has been disclosed in my declaration of relevant relationships and indemnities. Approved remuneration may exceed the amount of this [up-front payment OR indemnity] and can be paid from the assets of the administration after approval by creditors or the Court.

5 Disbursements

Disbursements are divided into three types:

- **External professional services** - these are recovered at cost. An example of an externally provided professional service is legal fees. It does not include insolvency services, as insolvency services are claimed as remuneration.
- **External non-professional costs** – these are recovered at cost. Examples of external non-professional expenses include travel, accommodation and search fees.
- **Firm non-professional costs** – such as photocopying, printing and postage. These costs, if charged to the Administration, would generally be charged at cost; though some expenses such as telephone calls, photocopying and printing may be charged at a rate which recoups both variable and fixed costs. The recovery of these costs must be on a reasonable commercial basis.

I am not required to seek creditor approval for expenses paid to third parties or for disbursements where I am recovering a cost incurred on behalf of the administration, but I must account to creditors. I must be satisfied that these expenses and disbursements are appropriate, justified and reasonable.

I am required to obtain creditor's consent for the payment of a disbursement where I, or a related entity of myself, may directly or indirectly obtain a profit. In these circumstances, creditors will be asked to approve my 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 <i>[Suggestion only – delete or add as appropriate]</i>	Rate (excl GST)
External professional services	At Cost
External non-professional services	At Cost
Firm non-professional costs	
Phone calls	At Cost
Binding	\$XX per bind
Faxes	\$XX per page
Photocopying	\$XX per page
Stationery – folders	\$XX per folder
Stationery – filing index	\$XX per set
Staff per diem travel allowance	\$XX per day
Staff vehicle use	\$XX per km

Scale applicable for the financial year ending 30 June 20[xx]

[Date of issue]

Appendix 3: Template – Remuneration Approval Report

Remuneration Approval Report

[Company]

ACN [ACN]

1. Summary

If this is not a VA:

I am asking creditors to approve my remuneration of \$X [and disbursements of \$D].

OR If this is for a VA:

I am asking creditors to approve the following remuneration and disbursements:

	Remuneration	Disbursements
Voluntary Administration	\$	\$
If a DOCA is accepted	\$	\$
If company is liquidated	\$	\$

If there is more than one resolution being sought add this sentence for all administrations: *Details of remuneration and disbursements can be found in sections 3 and 4 of this report.*

[Creditors will be asked to pass resolutions at the meeting on [date] OR I am asking creditors to approve my remuneration via a proposal without a meeting.]

[Creditors have previously approved my remuneration of \$Y [and disbursements of \$D2].

If there was a previous administration type (eg. VA preceding a CVL) then provide a breakdown of the previously approved remuneration and disbursements for each administration.

Consider whether a small table may be more suitable where there have been multiple administrations. For example:

Creditors have previously approved my remuneration [and disbursements] of:

	Remuneration	Disbursements
Liquidation	\$	\$
Previous voluntary administration	\$	\$

I estimate that the total cost of this [appointment type] will be \$EST [amount or range]. *[This is consistent with the previous estimates that I provided to you OR this has increased/decreased from my previous estimate because of [detailed reasons]]*

[This is my final remuneration approval request OR I expect that there will be [...explain what further remuneration approval requests will be made, including if possible likely timing of future requests and why approval will be sought. For example: At this stage I am only seeking approval of initial remuneration to allow me to commence my investigations and attend to my statutory duties. I will be seeking further approval of remuneration when I send out my three-month report

to creditors. At that time, I will have a better understanding of actions that I will need to take in the liquidation.].

2. Declaration

I have undertaken an assessment of this remuneration *[and disbursement]* claim in accordance with the law and applicable professional standards. I am satisfied that the remuneration *[and disbursements]* claimed is necessary and proper.

Only for retrospective time-based claims - *I have reviewed the work in progress report for the [appointment type] to ensure that remuneration is only being claimed for necessary and proper work performed and [have made the following adjustments: (list adjustments made) OR no adjustment was necessary.*

3. Remuneration sought

The remuneration I am asking creditors to approve is as follows:

Table to specify components of remuneration resolutions to be put to meeting. Adjust information provided if claim is not on a time basis – information provided should reflect components of remuneration resolution(s) at Schedule C. Have regard to guidance in the Code and PSIs about information to be provided for different basis.

[Table format for administrations other than Vas (option for VA below)(amend as necessary):]

For	Period	Amount	Rates to apply	When it will be drawn
Work I have already done	[date] to [date]	\$X (excluding GST)	Provided in my IRN sent to creditors on [IRN date]	[specify periods at which propose to withdraw funds to pay remuneration. eg. Immediately, when funds are available or at the end of the [administration type]]
Future work	[date] to [date]	\$X (excluding GST)	[if remuneration is time based, specify the hourly rates that will be applied and any uplift to be applied in the future]	[specify periods at which propose to withdraw funds to pay remuneration. eg. monthly or at the end of the [administration type]]
	TOTAL	[\$TOTAL] (excluding GST)		

[Table format for VAs (amend as necessary):]

I will only seek approval of resolutions for the DOCA if creditors agree to the proposal offered. Similarly, I will only seek approval of the resolution for the liquidation if creditors vote to place the company into liquidation.

For	Period	Amount	Rates to apply	When it will be drawn
Work I have already done	[date] to [date2]	\$X (excluding GST)	Provided in my IRN sent to	[specify periods at which propose to

For	Period	Amount	Rates to apply	When it will be drawn
			creditors on [IRN date]	withdraw funds to pay remuneration. eg. Immediately, when funds are available or at the end of the [administration type]]
Future work to meeting date	[date2] to [meeting date]	\$X (excluding GST)	[if remuneration is time based, specify the hourly rates that will be applied and any uplift to be applied in the future]	[specify periods at which propose to withdraw funds to pay remuneration. eg. Immediately, when funds are available or at the end of the [administration type]]
Voluntary Administration total		\$		
Future work from meeting to execution of DOCA	[meeting date] to execution of DOCA	\$X (excluding GST)	[if remuneration is time based, specify the hourly rates that will be applied and any uplift to be applied in the future]	[specify periods at which propose to withdraw funds to pay remuneration. eg. Immediately, when funds are available or at the end of the [administration type]]
Future work - DOCA	Execution of DOCA to finalisation of DOCA	\$X (excluding GST)		
DOCA total		\$		
Future work – Liquidation	[meeting date] to finalisation of liquidation	\$X (excluding GST)	[if remuneration is time based, specify the hourly rates that will be applied and any uplift to be applied in the future]	[specify periods at which propose to withdraw funds to pay remuneration. eg. Immediately, when funds are available or at the end of the [administration type]]
Liquidation total		\$		

Notes (delete before finalising report):

1. Only need to provide schedule of rates if time based and rates have changed from what has previously been provided to creditors (for example in the IRN).
2. The totals of the three components in the VA table should match with the totals in the summary at section 1.

Details of the [work already done OR future work that I intend to do OR work already done and future work that I intend to do] are included at Schedule A.

Only if remuneration is on a time basis - Schedule B includes a breakdown of time spent by staff members on each major task for work I have already done.

Actual resolutions to be put to the meeting are included at Schedule C for your information. These resolutions also appear in the [proxy form for the meeting/proposal form] provided to you.

4. Disbursements sought [only include if approval of disbursements are sought]

I am not required to seek creditor approval for costs paid to third parties or where I am recovering a cost incurred on behalf of the administration, but I must provide details to creditors. Details of these amounts are included in the attached Receipts and Payments (Refer Part 9 below).

Note: If the receipts and payments do not clearly show payments to third parties or payments to the appointee as reimbursement of a cost incurred on behalf of the administration – they will need to be disclosed in a separate schedule and the information above changed.

I am required to obtain creditor's consent for the payment of a disbursement where I, or a related entity of myself, may directly or indirectly obtain a profit.

For more information about disbursements, please refer to the Initial Remuneration Notice sent to you on [IRN date].

The disbursements I would like creditors to approve is as follows *[amend as necessary]*:

For	Period	Amount
Disbursements I have already incurred	[date] to [date]	\$
Future disbursements	[date] to [date or point in time eg. End of administration]	\$
	TOTAL	\$(TOTAL)

Details of the disbursements incurred and future disbursements are included at Schedule D. Actual resolutions to be put to the meeting are also included at Schedule D. These resolutions also appear in the *[proxy form for the meeting/proposal form]* provided to you.

5. Previous remuneration approvals [only include if you have previously had remuneration approved]

The following remuneration approvals have previously been provided by creditors *[or by the Court or by the Committee of Inspection or (for personal insolvency) by the Inspector-General in Bankruptcy]*:

Period	For	Approving body <i>[optional if different approving bodies]</i>	Amount Approved	Amount paid
[date] to [date]	[Work already done OR Future work]		\$	\$
[date] to [date]	[Work already done OR Future work]		\$	\$
[date] to [date]	[Work already done OR Future work]		\$	\$
TOTAL remuneration previously approved			\$	

If there has been a prior administration that has transitioned to this administration, you should include details of the remuneration of the prior administration. You can either incorporate it into the above table with a subtotal for each administration, or include a separate table.

I am now seeking approval of a further \$X in remuneration which will bring total remuneration claimed in this [appointment type] to \$X.

Only include if remuneration has previously been approved prospectively: *A full explanation is at Schedule [X].*

6. Likely impact on dividends

[Explain the likely impact of the remuneration claim on the dividend (if any) to creditors. It is a statutory requirement to provide this information for all external administrations.]

It is suggested that the report discuss:

- *the general priorities in an administration / liquidation*
- *that any dividend will ultimately be impacted by the realisations achieved by the appointee and the value of creditor claims admitted to participate in the dividend and*
- *that the fees for the work performed to achieve realisations has priority.*
- *comment on the uncertainty.*

Suggested wording:

The Corporations Act sets the order for payment of claims against the company and it provides for remuneration of the [Appointee Type] to be paid in priority to other claims. This ensures that when there are sufficient funds, the [Appointee Type] receives payment for the work done to recover assets, investigate the company's affairs, report to creditors and ASIC and distribute any available funds. Even if creditors approve my remuneration, this does not guarantee that I will be paid, as I am only paid if sufficient assets are recovered.

Any dividend to creditors will also be impacted by the amount of assets that I am able to recover and the amount of creditor claims that are admitted to participate in any dividend, including any claims by priority creditors such as employees.

There are not expected to be sufficient funds to pay a dividend to unsecured creditors. OR I am unable to provide a dividend estimate of any certainty at this stage of the [Appointment Type]. If I do declare a dividend, any creditor whose claim has not yet been admitted will be contacted and asked to submit a proof of debt.

OR

The Corporations Act sets the order for payment of claims against the company and it provides for remuneration of the [Appointee Type] to be paid in priority to other claims. This ensures that when there are sufficient funds, the [Appointee Type] receives payment for the work done to recover assets, investigate the company's affairs, report to creditors and ASIC and distribute any available funds.

Based on:

- realisations to date,

- estimated future realisations,
- my estimated remuneration to complete the [Appointment Type] and
- the estimated total of creditor claims based on the company's records and claims lodged now,

I estimate that a dividend of between [X] and [X] cents in the dollar will be paid in the [Appointment Type]. However, this is subject to a range of variables, particularly the future realisations and creditor claims.]

7. Funding received for remuneration and disbursements

If you have not received any funding from external sources – you do not need to include this section of the report.

Any funding obtained from external sources, such as up-front payments, indemnities, litigation funding, creditor funding, Assetless Administration Fund (AAF), Fair Entitlement Guarantee (FEG) funding etc, details of that funding should be provided in this section of the report.

Remuneration that is going to be paid from external sources (other than payments under the FEG or the AAF) must still be disclosed and approved in the usual way prior to the funding being applied to pay remuneration. This section of the report is about disclosure of the funding received.

8. Report on Progress of the Administration

While not strictly part of the Remuneration request, it is important that Members provide progress reports to place the Remuneration claim in context.

It may well be that this information has already been incorporated into a general report to creditors or the Voluntary Administrator's Report. If you include it in a separate report or letter, you do not have to include it here. Rather the Remuneration Approval Report will be supplemental to the main report.

9. Summary of Receipts and Payments

A summary of the receipts and payments for the [appointment type] as at [date] is at Schedule [X] to this report.

If this report is being sent out after lodgement of an annual administration return (Form 5602), include the following statement (IPS 70-5):

An annual administration return was lodged with ASIC on [date] which also provides information on the conduct of the administration.

10. [Personal insolvency only - Remuneration Claim Notice and review of remuneration (include if applicable)

I advise that the regulated debtor and/or creditor may elect to receive a remuneration claim notice ('RCN'). The election must be made within 20 business days after receiving this report. I ask that any such requests be made to [postal address or email address]. Creditors and/or the

regulated debtor have 20 business days after receiving a RCN to request the Inspector-General in Bankruptcy to review the remuneration claimed by me.]

11. Queries

If you have any queries in relation to the information in this report, please contact my staff on [details].

You can also access information which may assist you on the following websites *[delete ASIC or AFSA as applicable]*:

- ARITA at www.arita.com.au/creditors
- [ASIC at www.asic.gov.au (search for INFO 85).
- AFSA at www.afsa.gov.au (search for “remuneration information sheet”).]

Further supporting documentation for my remuneration claim can be provided to creditors on request.

Attachments:

Schedule A – Details of work

Schedule B – Time spent by staff on each major task

Schedule C – Resolutions

Schedule D - Disbursements

Schedule [X] - Explanation where remuneration previously approved

Schedule [X] – Summary of receipts and payments

Schedule A – Details of work

Example formats are provided for voluntary administrations (assumes 5 resolutions to cover the period from appointment to end of liquidation – edit as required), an appointment with a prospective and retrospective resolution and an appointment with one resolution. Use the example format appropriate for your appointment type – choose only one of the example formats. Example tasks for each task area is included at the end of this section – insert appropriate tasks for the administration into the table.

Where you are accounting for remuneration on a time basis and claiming retrospective and prospective remuneration, you need to include separate listings of tasks. With the new format, they are provide in the same table, but there is a separate column of tasks for each resolution.

Task listings must be provided notwithstanding the method of setting remuneration used. Where a basis other than time is used, it will not be necessary to provide hours spent and it may not be necessary to have periods for work already done and future work (for example, if a fixed fee is used, it may be one fixed fee for the entire Administration). Members should customise the example formats as necessary.

[Example – VA – for tasks refer to example listing of tasks at the end of this section]

		Tasks				
		Work already done	Future work to meeting date	If DOCA approved		If coy wound up
				Future work from meeting to ex of DOCA	DOCA work	Liquidation work
Period		[date 1] to [date 2]	[date 2] to [meeting date]	[meeting date] to execution of DOCA	From execution of DOCA to finalisation of DOCA	[meeting date] to finalisation of liquidation
Amount (ex GST)		[\$]	[\$]	[\$]	[\$]	[\$]
Task Area	General Description					
Assets		[X] hours \$	[\$]	[\$]	[\$]	[\$]
	Sale of business as a going concern	<i>[insert applicable tasks from list of example tasks for each Task Area – customise general descriptions and tasks as needed]</i>	<i>[insert applicable tasks from list of example tasks for each Task Area – customise general descriptions and tasks as needed]</i>	<i>[insert applicable tasks from list of example tasks for each Task Area – customise general descriptions and tasks as needed]</i>	<i>[[insert applicable tasks from list of example tasks for each Task Area – customise general descriptions and tasks as needed]</i>	<i>[insert applicable tasks from list of example tasks for each Task Area – customise general descriptions and tasks as needed]</i>
	Plant and equipment					
	Sale of real property					

		Tasks				
		Work already done	Future work to meeting date	If DOCA approved		If coy wound up
				Future work from meeting to ex of DOCA	DOCA work	Liquidation work
	Assets subject to specific charges					
	Debtors					
	Stock					
	Other assets					
	Leased assets					
Creditors		[X] hours \$	[\$]	[\$]	[\$]	[\$]
	Creditor enquiries, requests and directions					
	Security interest claims					
	Secured creditor					
	Reports to creditors					
	Dealing with Proofs of debt					
	Meeting of creditors					
	Proposals to creditors					
	Proofs of debts					
	Shareholder enquiries					
Employees		[X] hours \$	[\$]	[\$]	[\$]	[\$]
	Employee enquiries					
	Fair Entitlement Guarantee					
	Entitlements					
	Employee dividend distribution					
	Workers compensation					
	Other employee issues					

		Tasks				
		Work already done	Future work to meeting date	If DOCA approved		If coy wound up
				Future work from meeting to ex of DOCA	DOCA work	Liquidation work
Trade on		[X] hours \$	[\$]	[\$]	[\$]	[\$]
	Trade on management					
	Processing receipts and payments					
	Budgeting and financial reporting					
Investigation		[X] hours \$	[\$]	[\$]	[\$]	[\$]
	Conducting investigation					
	Examinations					
	Litigation/Recoveries					
	ASIC reporting					
Dividend		[X] hours \$	[\$]	[\$]	[\$]	[\$]
	Processing proofs of debt (POD)					
	Dividend procedures					
Administration		[X] hours \$	[\$]	[\$]	[\$]	[\$]
	Correspondence					
	Document maintenance, file review, checklist					
	Insurance					
	Bank account administration					
	ASIC forms and lodgements					
	ATO and other statutory reporting					
	Finalisation					
	Planning / Review					

		Tasks				
		Work already done	Future work to meeting date	If DOCA approved		If coy wound up
				Future work from meeting to ex of DOCA	DOCA work	Liquidation work
	Books and records / storage					
Other professional services provided by the firm		[X] hours \$	[\$]	[\$]	[\$]	[\$]
	<i>[insert description of services undertaken]</i>	<i>[insert details of included tasks e.g. tax, general accounting etc]</i>	<i>[insert details of included tasks e.g. tax, general accounting etc]</i>	<i>[insert details of included tasks e.g. tax, general accounting etc]</i>	<i>[insert details of included tasks e.g. tax, general accounting etc]</i>	<i>[insert details of included tasks e.g. tax, general accounting etc]</i>

[Example – External administrations other than VA with retrospective and prospective approval - for tasks refer to example listing of tasks at the end of this section]

		Tasks	
		Work already done	Future work
Period		[date 1] to [date 2]	[date 2] to [date 3]
Amount (ex GST)		[\$]	[\$]
Task Area	General Description		
Assets		[X] hours \$	[\$]
	Sale of business as a going concern	<i>[insert applicable tasks from list of example tasks for each Task Area – customise general descriptions and tasks as needed]</i>	<i>[insert applicable tasks from list of example tasks for each Task Area – customise general descriptions and tasks as needed]</i>
	Plant and equipment		
	Sale of real property		
	Assets subject to specific charges		
	Debtors		
	Stock		
	Other assets		

		Tasks	
		Work already done	Future work
	Leased assets		
Creditors		[X] hours \$	[\$]
	Creditor enquiries, requests and directions		
	Security interest claims		
	Secured creditor		
	Reports to creditors		
	Dealing with Proofs of debt		
	Meeting of creditors		
	Proposals to creditors		
	Proofs of debts		
	Shareholder enquiries		
Employees		[X] hours \$	[\$]
	Employee enquiries		
	Fair Entitlement Guarantee		
	Entitlements		
	Employee dividend distribution		
	Workers compensation		
	Other employee issues		
Trade on		[X] hours \$	[\$]
	Trade on management		
	Processing receipts and payments		
	Budgeting and financial reporting		
Investigation		[X] hours \$	[\$]
	Conducting investigation		
	Examinations		
	Litigation/Recoveries		
	ASIC reporting		
Dividend		[X] hours \$	[\$]

		Tasks	
		Work already done	Future work
	Processing proofs of debt (POD)		
	Dividend procedures		
Administration		[X] hours \$	[\$]
	Correspondence		
	Document maintenance, file review, checklist		
	Insurance		
	Bank account administration		
	ASIC forms and lodgements		
	ATO and other statutory reporting		
	Finalisation		
	Planning / Review		
	Books and records / storage		
Other professional services provided by the firm		[X] hours \$	[\$]
	<i>[insert description of services undertaken]</i>	<i>[insert details of included tasks e.g. tax, general accounting etc]</i>	<i>[insert details of included tasks e.g. tax, general accounting etc]</i>

[Example- Only one remuneration approval sought – retrospective or prospective- for tasks refer to example listing of tasks at the end of this section]

		[Work already done/Future work]
Period		[date 1] to [date 2]
Amount (ex GST)		[\$]
Task Area	General Description	
Assets		[X] hours [only if retrospective] \$
	Sale of business as a going concern	[insert applicable tasks from list of example tasks for each Task Area – customise general descriptions and tasks as needed]
	Plant and equipment	
	Sale of real property	
	Assets subject to specific charges	
	Debtors	
	Stock	
	Other assets	
	Leased assets	
Creditors		[X] hours [only if retrospective] \$
	Creditor enquiries, requests and directions	
	Security interest claims	
	Secured creditor	
	Reports to creditors	
	Dealing with Proofs of debt	
	Meeting of creditors	
	Proposals to creditors	
	Proofs of debts	
	Shareholder enquiries	
Employees		[X] hours [only if retrospective] \$
	Employee enquiries	
	Fair Entitlement Guarantee	
	Entitlements	
	Employee dividend distribution	
	Workers compensation	
	Other employee issues	
Trade on		[X] hours [only if retrospective] \$
	Trade on management	
	Processing receipts and payments	
	Budgeting and financial reporting	
Investigation		[X] hours [only if retrospective] \$
	Conducting investigation	
	Examinations	
	Litigation/Recoveries	
	ASIC reporting	
Dividend		[X] hours [only if retrospective] \$
	Processing proofs of debt (POD)	
	Dividend procedures	

		[Work already done/Future work]
Administration		[X] hours [only if retrospective] \$
	Correspondence	
	Document maintenance, file review, checklist	
	Insurance	
	Bank account administration	
	ASIC forms and lodgements	
	ATO and other statutory reporting	
	Finalisation	
	Planning / Review	
	Books and records / storage	
Other professional services provided by the Firm		[X] hours [only if retrospective] \$
	<i>[insert description of services undertaken]</i>	<i>[insert details of included tasks e.g. tax, general accounting etc]</i>

List of example tasks

The table included in the report for the particular Administration should properly reflect the work done / to be done on that appointment. Inclusion of the full typical list of tasks from the General Description column for all appointments is not appropriate and is not a proper reflection of the work undertaken / to be undertaken on the appointment. That column is indicative only and should be amended to suit the particular appointment. Use specific details (i.e., detailing specific asset or class of asset realisations).

Task Area	General Description	Includes [Suggestion Only - delete or add details as appropriate to the work done]
Assets	Sale of Business as a Going Concern	Preparing an information memorandum Liaising with purchasers Internal meetings to discuss/review offers received
	Plant and Equipment	Liaising with valuers, auctioneers and interested parties Reviewing asset listings
	Sale of Real Property	Liaising with valuers, agents, and strata agent Attendance at auction
	Assets subject to specific charges	All tasks associated with realising a charged asset
	Debtors	Correspondence with debtors Reviewing and assessing debtors' ledgers Liaising with debt collectors and solicitors
	Stock	Conducting stock takes Reviewing stock values Liaising with purchasers
	Other Assets	Tasks associated with realising other assets
	Leasing	Reviewing leasing documents Liaising with owners/lessors Tasks associated with disclaiming leases
Creditors	Creditor Enquiries, Requests & Directions	Receive and respond to creditor enquiries Maintaining creditor request log Review and prepare initial correspondence to creditors and their representatives Documenting Considering reasonableness of creditor requests Obtaining legal advice on requests

Task Area	General Description	Includes <i>[Suggestion Only - delete or add details as appropriate to the work done]</i>
		Documenting reasons for complying or not complying with requests or directions Compiling information requested by creditors
	Retention of Title Claims	Search to the PPSR register Notify PMSI creditors identified from PPSR register Receive initial notification of creditor's intention to claim Provision of retention of title claim form to creditor Receive completed retention of title claim form Maintain retention of title file Meeting claimant on site to identify goods Adjudicate retention of title claim Forward correspondence to claimant notifying outcome of adjudication Preparation of payment vouchers to satisfy valid claim Preparation of correspondence to claimant to accompany payment of claim (if valid)
	Secured creditor reporting	Notifying PPSR registered creditors of appointment Preparing reports to secured creditor Responding to secured creditor's queries
	Creditor reports	Preparing Statutory Report by Liquidator OR Voluntary Administrator's report, investigation, meeting and general reports to creditors
	Dealing with proofs of debt	Receipting and filing POD when not related to a dividend Corresponding with OSR and ATO regarding POD when not related to a dividend
	Meeting of Creditors	Preparation of meeting notices, proxies and advertisements Forward notice of meeting to all known creditors Preparation of meeting file, including agenda, certificate of postage, attendance register, list of creditors, reports to creditors, advertisement of meeting and draft minutes of meeting. Preparation and lodgement of minutes of meetings with ASIC Responding to stakeholder queries and questions immediately following meeting
	Proposals to Creditors	Preparing proposal notices and voting forms Forward notice of proposal to all known creditors Reviewing votes and determining outcome of proposal Preparation and lodgement of proposal outcome with ASIC
	Shareholder enquiries	Initial day one letters ITAA Section 104-145(1) declarations Responding to any shareholder legal action
Employees	Employees enquiries	Receive and follow up employee enquiries via telephone Maintain employee enquiry register Review and prepare correspondence to creditors and their representatives via facsimile, email and post Preparation of letters to employees advising of their entitlements and options available Receive and prepare correspondence in response to employee's objections to leave entitlements
	FEG	Correspondence with FEG Preparing notification spreadsheet Preparing FEG quotations Completing FEG questionnaires
	Calculation of entitlements	Calculating employee entitlements

Task Area	General Description	Includes <i>[Suggestion Only - delete or add details as appropriate to the work done]</i>
		Reviewing employee files and company's books and records Reconciling superannuation accounts Reviewing awards Liaising with solicitors regarding entitlements
	Employee dividend	Correspondence with employees regarding dividend Correspondence with ATO regarding SGC proof of debt Calculating dividend rate Preparing dividend file Advertising dividend notice Preparing distribution Receipting POD Adjudicating POD Ensuring PAYG is remitted to ATO
	Workers compensation claims	Review insurance policies Receipt of claim Liaising with claimant Liaising with insurers and solicitors regarding claims Identification of potential issues requiring attention of insurance specialists Correspondence with insurer regarding initial and ongoing workers compensation insurance requirements Correspondence with previous brokers
	Other employee issues	Correspondence with Child Support Correspondence with Centrelink
Trade On	Trade on management	Liaising with suppliers Liaising with management and staff Attendance on site Authorising purchase orders Maintaining purchase order registry Preparing and authorising receipt vouchers Preparing and authorising payment vouchers Liaising with superannuation funds regarding contributions, termination of employees' employment Liaising with OSR regarding payroll tax issues
	Processing receipts and payments	Entering receipts and payments into accounting system
	Budgeting and financial reporting	Reviewing company's budgets and financial statements Preparing budgets Preparing weekly financial reports Finalising trading profit or loss Meetings to discuss trading position
Investigation	Conducting investigation	Collection of company books and records Correspondence with ASIC to receive assistance in obtaining reconstruction of financial statements, company's books and records and Report on Company Affairs and Property Reviewing company's books and records Review and preparation of company nature and history Conducting and summarising statutory searches Preparation of comparative financial statements Preparation of deficiency statement Review of specific transactions and liaising with directors regarding certain transactions Liaising with directors regarding certain transactions Preparation of investigation file Lodgement of investigation with the ASIC Preparation and lodgement of supplementary report if required

Task Area	General Description	Includes <i>[Suggestion Only - delete or add details as appropriate to the work done]</i>
	Examinations	Preparing brief to solicitor Liaising with solicitor(s) regarding examinations Attendance at examination Reviewing examination transcripts Liaising with solicitor(s) regarding outcome of examinations and further actions available
	Litigation / Recoveries	Internal meetings to discuss status of litigation Preparing brief to solicitors Liaising with solicitors regarding recovery actions Attending to negotiations Attending to settlement matters
	ASIC reporting	Preparing statutory investigation reports Preparing affidavits seeking non-lodgement assistance Liaising with ASIC
Dividend	Processing proofs of debt (POD)	Preparation of correspondence to potential creditors inviting lodgement of POD Receipt of POD Maintain POD register Adjudicating POD Request further information from claimants regarding POD Preparation of correspondence to claimant advising outcome of adjudication
	Dividend procedures	Preparation of correspondence to creditors advising of intention to declare dividend Advertisement of intention to declare dividend Obtain clearance from ATO to allow distribution of company's assets Preparation of dividend calculation Preparation of correspondence to creditors announcing declaration of dividend Advertise announcement of dividend Preparation of distribution Preparation of dividend file Preparation of payment vouchers to pay dividend Preparation of correspondence to creditors enclosing payment of dividend
Administration	Correspondence	
	Document maintenance/file review/checklist	First month, then six monthly administration reviews Filing of documents File reviews Updating checklists
	Insurance	Identification of potential issues requiring attention of insurance specialists Correspondence with insurer regarding initial and ongoing insurance requirements Reviewing insurance policies Correspondence with previous brokers
	Bank account administration	Preparing correspondence opening and closing accounts Requesting bank statements Bank account reconciliations Correspondence with bank regarding specific transfers
	ASIC Forms and lodgements	Preparing and lodging ASIC forms including 505, 5602/5603, 911 etc Correspondence with ASIC regarding statutory forms
	ATO and other statutory reporting	Notification of appointment Preparing BAS Completing STP reporting obligations

Task Area	General Description	Includes [<i>Suggestion Only - delete or add details as appropriate to the work done</i>]
	Finalisation	Notifying ATO of finalisation Cancelling ABN / GST / PAYG registration Completing checklists Finalising WIP
	Planning / Review	Discussions regarding status of administration
	Books and records / storage	Dealing with records in storage Sending job files to storage

Additional matters particular to Personal Insolvency Administrations may include:

Task Area	General Description	Includes [<i>Suggestion Only - delete or add details as appropriate to the work done</i>]
Assets [hours] [\$ x]	Income assessments	Liaising with the Bankrupt during each contribution assessment period in relation to particulars of income derived during the period, including as to number of dependants and circumstances etc Assessing the Bankrupt in accordance with the Bankruptcy Act and serving assessment Monitoring the income of the Bankrupt during the course of the bankruptcy, including as to any change in circumstances Receipting income contributions.
	Non-divisible property	Assessing personal property of the Bankrupt Assessing value of car, tools of trade and realising excess
	Family issues	Assessing value of family home and contributions to its purchase etc. Determine security over home and current equity, including current payments under mortgage. Arrange for sale of home including discussions with non-bankrupt spouse as to their equity Arrange for vacant possession and sale Assess possible family law or other claims by spouse.
Investigation [hours] [\$x]	Collection of books and records, statement of affairs etc of Bankrupt	Reviewing books & records Obtain Statement of Affairs from Bankrupt(s) and review and pursue further inquiries, searches Preparation of and issuing of demand notices under the Act to various entities – business partners, family members etc associated with the Bankrupt(s). Liaising with Official Receiver as to issue of notices. Analysing books and documents received.
	Searches	Carrying out searches of Land Titles Office, ASIC, etc. Assess bank accounts and notify banks etc, including as to payment of Bankrupt's salary and access to funds for living expenses etc
	Transactions	Review of transactions which may be voidable under the Act, in particular in relation to transfer to family members, or trusts. Assess superannuation of the Bankrupt and circumstances of prior and current payments into fund.
	Conduct issues	Assess conduct of Bankrupt as to extension of bankruptcy.

Task Area	General Description	Includes [Suggestion Only - delete or add details as appropriate to the work done]
		Lodge Objection to Discharge including preparation of relevant reasons and grounds. Assessing and reporting possible offences to AFSA.
Administration [hours] [\$x]	AFSA reporting	Preparing of and lodgement of Annual Estate Returns with AFSA Reconciliation and calculation of Realisations and Interest Charge Lodgement of Realisation and Interest Charge Return

Schedule B - Time spent by staff on each major task (work already done) *[only include if remuneration is on a time basis]*

Employee ¹	Position	\$ /hour (ex GST)	Total actual hours	Total (\$)	Task Area						
					Assets hrs/\$	Creditors hrs/\$	Employees hrs/\$	Trade on hrs/\$	Investigation hrs/\$	Dividend hrs/\$	Administration hrs/\$
	Appointee										
	Appointee										
Total (ex GST)				\$	X	X	X	X	X	X	X
GST				\$							
Total (Incl GST)				\$							
Avg hourly rate (ex GST)				\$	X	x	X	X	X	X	X

The below table sets out work performed by other professional services provided by the firm for the *[period]* *[if applicable]*

Employee ¹	Position	\$ /hour (ex GST)	Total actual hours	Total (\$)	Non-insolvency service		
					Service 1 hrs / \$	Service 2 hrs / \$	Service 3 hrs / \$
Total (ex GST)				\$	X	X	X
GST				\$			
Total (Incl GST)				\$			
Avg hourly rate (ex GST)				\$	X	X	x

Schedule C - Resolutions

Full and exact statements, including precise dollar amounts, of all Remuneration resolutions for which approval is being sought are to be included here. There needs to be a clear period for when the remuneration relates to, a specific amount or cap, and when the remuneration will be drawn.

The resolutions passed at the meeting may be amended by the creditors, but the resolution outlined here should be what is proposed in the first instance to a meeting, included in a special proxy or sent via a proposal to creditors.

It is recommended that each agreement or resolution sought be clearly labelled to enable easy reference to the table at section 3 of the report and Schedule A (e.g. Work already done, Future work ...).

A separate description of work already done/future work (i.e. as at Schedule A) must be provided for retrospective and prospective remuneration (though it can be incorporated into one table with separate columns).

Separate resolutions should be provided for each period of retrospective and prospective remuneration. If one resolution is put, each period of retrospective and prospective remuneration has to be separately identifiable in the resolution. Any resolution(s) must be consistent with the table at section 3 of the report.

A resolution on remuneration must not be bundled with any other resolution.

A separate Remuneration Approval Report is NOT required for retrospective and prospective remuneration or each resolution sought.

Retrospective fee resolutions must clearly state the terms of the agreement sought, including:

- the amount to be approved;
- the period that the remuneration approval relates to; and
- when the remuneration will be drawn.

Prospective fee resolutions must clearly state the terms of the agreement sought, including:

- the period that the remuneration approval relates to;
- the monetary cap on the remuneration;
- an explanation as to what the cap represents; and
- when it is proposed that the fees be drawn.

Example resolutions:

Retrospective

"That the remuneration of the [Appointee Type] for the period [start date] to [end date], calculated at hourly rates as detailed in the report to creditors of [date], is approved for payment in the sum of \$[amount excluding GST], plus GST of \$[GST amount], and that the [Appointee Type] can draw the remuneration immediately or as required."

Prospective

"That the future remuneration of the [Appointee Type] from [start date] to [end date or point in time] is determined at a sum equal to the cost of time spent by the [Appointee Type] and their

partners and staff, calculated at the hourly rates as detailed in the report to creditors of [date], up to a capped amount of \$[capped amount], exclusive of GST, and that the [Appointee Type] can draw the remuneration on a monthly basis or as required”.

Prospective with rate increase

That the future remuneration of the [Appointee type] from [date] to [date or point in time] is determined at a sum equal to the cost of time spent by the [Appointee type] and their partners and staff, calculated at the hourly rates as detailed in the report to creditors of [date] that may be increased at a rate of [number]% at 1 July each year (rounded to the nearest \$10), up to a capped amount of \$[capped amount], exclusive of GST, and that the liquidator can draw the remuneration on a monthly basis or as required”.

Schedule D - Disbursements *[Only required if approval is being sought for disbursements]*

Example formats are provided for voluntary administrations (assumes 5 potential resolutions to cover the period from appointment to end of liquidation – edit as required) and an appointment with a prospective and retrospective resolution. Use the example format appropriate for your appointment type.

[Example VA]

	Disbursements already incurred (approve actual amount)		Future disbursements (approve basis to a capped amount)			
			Future disbursements to meeting date	If DOCA approved		If coo wound up
				Future disbursements from meeting to ex of DOCA	DOCA disbursements	Liquidation disbursements
Period	[date 1] to [date 2]		[date 2] to [meeting date]	[meeting date] to execution of DOCA	From execution of DOCA to finalisation of DOCA	[meeting date] to finalisation of liquidation
Amount (ex GST)		\$	[\$] (CAP)	[\$] (CAP)	[\$] (CAP)	[\$] (CAP)
Disbursement type <i>[examples only – amend as appropriate]</i>	Basis					
Photocopying, printing			<i>[insert basis]</i>			
ASIC Charges for appointments and notifiable events	Refer below		Refer below			
Travel reimbursement			<i>[insert basis]</i>			
Meals allowance			<i>[insert basis]</i>			
Stationery – folder			<i>[insert basis]</i>			
Stationery – filing index			<i>[insert basis]</i>			

Note: staff payments have been included in this table. Firms need to decide whether to obtain approval of these or not. If a staff member is a related entity of the Appointee (eg. spouse, child etc), approval will be required.

Note, you do not need to have future approval of Internal Disbursements in advance. However, you do need to disclose the basis that future Internal Disbursements will be charged on if you intend to make a claim in the future.

ASIC Industry Funding Levy *[only if seeking recovery of ASIC IFM]*

[Provide sufficient information to creditors to enable them to understand what the amount is for and how it has been calculated in accordance with PS17: Disbursements and expenses.]

Resolutions

[Include disbursement resolutions here]

[Example external administration with retrospective and prospective disbursements – not VA]

	Disbursements already incurred (approve actual amount)		Future disbursements (approve basis to a capped amount)
Period	[date 1] to [date 2]		[\$] (CAP)
Amount (ex GST)		\$	
Disbursement type <i>[examples only – amend as appropriate]</i>	Basis		Basis
Photocopying, printing			<i>[insert basis]</i>
ASIC Charges for appointments and notifiable events	Refer below		Refer below
Travel reimbursement			<i>[insert basis]</i>
Meals allowance			<i>[insert basis]</i>
Stationery – folder			<i>[insert basis]</i>
Stationery – filing index			<i>[insert basis]</i>

Note: staff payments have been included in this table. Firms need to decide whether to obtain approval of these or not. If a staff member is a related entity of the Appointee (eg. spouse, child etc), approval will be required.

Note, you do not need to have future approval of Internal Disbursements in advance. However, you do need to disclose the basis that future Internal Disbursements will be charged on if you intend to make a claim in the future.

ASIC Industry Funding Levy *[only if seeking recovery of ASIC IFM]*

[Provide sufficient information to creditors to enable them to understand what the amount is for and how it has been calculated in accordance with PS17: Disbursements and expenses.]

Resolutions

[Include disbursement resolutions here]

Schedule [X] – Explanation where remuneration previously approved *[only required if previous prospective remuneration has been approved]*

[Where you have had previous prospective approval of remuneration, and you are seeking further approval for the same period or tasks, you need to provide an explanation as to why you are seeking further remuneration approval. This is because prospective approvals are estimates to a capped amount and you are now seeking a further approval beyond that cap and you need to explain why.

When you initially asked for approval of the prospective amount, you indicated what tasks you were going to do for that prospective remuneration. You need to explain to creditors what was done, and if you haven't done everything you said you were going to do, or it is costing more than you thought it was going to cost – why that is the case.

If you have had more than one prior prospective approval, you should provide an explanation for all prior prospective approvals and why further approval is now required.

When you do not need to provide an explanation for previous approvals:

- *You have only ever sought approval on a retrospective basis*
- *You are not seeking approval for the same period as a previous approval (unless it covers the same tasks)*
- *You are not seeking approval for the same tasks as a previous approval (unless it covers the same period).*

The example provided below is to assist Members with preparing their RARs. It are not intended to cover every situation and Members should use their professional experience to ensure that the RAR is suitable for the particular Administration and provides the creditors with the information they need to make an informed decision on the remuneration approval request.

Example wording to provide a detailed explanation of differences between current and previous prospective approvals.

At the creditors meeting of [date] OR via proposal dated [date], creditors approved my prospective remuneration of \$[amount]. To date, I have drawn \$[amount] and applied it in payment of my remuneration. My remuneration has exceeded this cap and in this report I am now seeking approval of a further capped amount of \$[total] to enable me to complete the liquidation

To assist creditors with understanding how total remuneration has and/or will be incurred, this table shows remuneration to date, including the current claim(s), divided by task categories.

Task	Fees already approved as at [date] \$	Approval sought for work already done \$	Approval sought for future work \$	Total per task \$@
Assets				
Creditors				

Employees				
Trade On				
Investigation				
Dividend				
Administration				
TOTAL *				
Total remuneration previously approved [%]				
Difference (see table below for further explanation) [#]				
Payment reconciliation:				
TOTAL * (incl. amount claimed now)				[= Total above]
Amount paid to date				
Amount outstanding (incl amount claimed now)				
Notes (delete before sending) * This total should reconcile with the totals provided in the Summary (i.e. being the total of past remuneration approvals together with the current approval(s) sought irrespective of whether paid yet or not) % Approvals (being prior approvals before this request) must reconcile to next table. @ Total (prior approvals and this approval) must reconcile to next table. # Difference must reconcile to amount in next table				

In this table I compare, on a task basis, the difference between my previous remuneration report and this report, together with explanations for the difference.

Task	Fees already approved as at [date] \$	Total per task (from previous table) \$	Difference \$	Reasons for differences
Assets				
Creditors				
Employees				
Trade On				
Investigation				
Dividend				
Administration				
TOTAL	%	@	#	
Refer notes from previous table (delete before sending)				

I also make the following general comments regarding the progress of the [appointment type] that have affected my previous remuneration estimate: [insert details here]

I have provided an explanation of tasks remaining to be completed, including my estimated costs to complete those tasks, to support my current remuneration approval request, at section [X] of the report and in Schedule [X]. [link to relevant section of the report and supporting schedule that you have provided to support remuneration approval request]

Schedule [X] – Summary of receipts and payments

Appendix 4: Guidance for Court applications

The following is a checklist of matters for consideration when preparing an application to Court for the approval of Remuneration.

Court remuneration approval request guide

Administration name: _____

Administration type: _____

Period that remuneration approval relates to: _____ to _____

Amount of remuneration sought: \$ _____

Amount of WIP written off: \$ _____

This checklist provides a list of information that should be provided to your solicitor for incorporation into an affidavit to accompany an application to court for approval of remuneration.

	Task
	Previous applications
☐	List details and orders relating to any earlier applications
	Liquidator's experience
☐	Details of liquidator's registration
☐	Details of liquidator's relevant experience
☐	Details of appointment
☐	Details of ARITA membership and compliance with the ARITA Code
☐	Specific reference to relevant part of the Code relating to remuneration and compliance with the principals and standards of conduct of those parts
	Experience of staff
☐	List of staff assisting on the Administration and their position
☐	Details of the tasks attended to by each staff member
☐	CVs attached for any specialist staff to demonstrate their expertise for the required tasks
	Background
☐	Explain the background of the Administration
☐	Explain the matters undertaken in the period
☐	Explain the information that was provided to creditors in the Initial Remuneration Notice, including the basis of remuneration chosen by the Administrator, the reasons why that basis was chosen, and the estimated remuneration amount disclosed to creditors.
☐	Explain if remuneration approval has previously been sought from creditors and the outcome of that request
	Recoveries
☐	Detail all recoveries made in the Administration
☐	Explain any unsuccessful recovery actions and why it was reasonable to have commenced these actions
	Planning
☐	Explain what work streams were established for the Administration and why they were appropriate.
☐	Explain work plans developed to manage each work stream and how appropriate tasks were undertaken by appropriate staff.

	Complexity
☐	Explain any complexities in the Administration which influenced the remuneration sought and required the involvement of specialised staff
	Time recording
☐	Describe the system of time recording used by the firm
☐	Describe how time recording occurs within the firm (eg contemporaneously)
☐	Detail the system of review of time charged (eg how often WIP is reviewed)
☐	Make a statement regarding outcomes of reviews of the WIP (eg In my experience, when reviewing the WIP, the appropriate staff member did the appropriate task)
☐	Explain that time is recorded to categories of tasks
☐	Explain the different categories used
☐	Explain the types of tasks undertaken in relation to each category
	Future remuneration
☐	Identify the amount claimed for prospective remuneration
☐	Identify the tasks which still need to be undertaken
	Bill of cost statements
☐	Annex the calculation of remuneration matrix from section 3.2 of remuneration approval report template
☐	Annex bill of costs for each staff member and explain the average charge out rate for each major task category, what level of staff that average rate equates to and why it is appropriate
☐	Annex bill of costs for each category of tasks and an explanation of why the tasks were required and what value they added
☐	Annex bill of costs for remuneration sought
	Time not claimed
	Note: Write offs of time charged to WIP as a result of regular review appears to be better regarded by the Court than a flat % write off prior to seeking approval
☐	Details of any time written off and the reasons why
☐	If this is the final application and work will be completed that isn't included in this application, detail work that will be done and estimated cost
	Creditor dividends
☐	Detail past dividends to creditors
☐	Detail estimated future dividends to creditors
	Percentage basis
☐	Annex a schedule which shows remuneration as a percentage of recoveries

Checklist completed by: _____

Date completed: _____

Appointee review: _____

Appointee review date: _____

This guide does not constitute legal advice. It contains a summary of basic information on the topic. It is not a substitute for legal advice. Some requirements of the law referred to may have important exceptions or qualifications. This document may not contain all of the information about the law or the exceptions and qualifications that are relevant to your circumstances. ARITA encourages you to seek professional legal advice when making an application to Court for the approval of remuneration.
Version date: July 2019

APM Security Plan Sickness & Accident Fund

ABN 57 413 197 086

Summary of work done

For the period 22 June 2021 to 1 November 2021

Staff member	Date	Rate	Hours	Cost (\$)	Milestone	Narration
Administration and risk management						
Sophia Spiliotopoulos	22/06/2021	\$675	1.5	\$1,012.50	Reports/Updates/Meetings With Stakeholders	Review notice to mill staff as prepared by Opal. Mark up and discuss with E Diamond. Email to NRF regarding same. Discussions with E Diamond and K Conneely regarding set up of email address for fund member queries.
Glen Reeves	23/06/2021	\$150	0.4	\$60.00	Other Administration	Records Management - Setup of APM (Botany Mill) Sickness & Accident Fund electronic engagement folder and applying access permissions. Includes transfer of Project Arbor documentation.
Elyse Diamond	23/06/2021	\$325	0.3	\$97.50	Insurance	Phone call with N Collins from Gallaghers discussing appointment and next steps.
Elyse Diamond	23/06/2021	\$325	0.6	\$195.00	Insurance	File note of N Collins insurance instructions. Discussing the same with K Conneely.
Kate Conneely	23/06/2021	\$725	0.1	\$72.50	Insurance	Drafting notice of appointment and lodging via Gallaghers portal.
Elyse Diamond	23/06/2021	\$325	0.3	\$97.50	New Job Set Up	Discuss insurance requirements with E Diamond. Approve notices to AJ Gallaghers.
Joanie Zhang	23/06/2021	\$325	0.3	\$97.50	New Job Set Up	Finalising new job set up and liaising with CAT on set up of bank account. Correspondence with C Ashby to confirm appointment as Trustee.
Elyse Diamond	24/06/2021	\$325	0.6	\$195.00	Reports/Updates/Meetings With Stakeholders	Set up new job in Insol.
Elyse Diamond	24/06/2021	\$325	0.4	\$130.00	Reports/Updates/Meetings With Stakeholders	Teams meeting with J Chretien of Opal in respect of the Fund and key issues for consideration.
Elyse Diamond	24/06/2021	\$325	0.6	\$195.00	Reports/Updates/Meetings With Stakeholders	Discussing initial steps, potential work program and engagement priorities with S Spiliotopoulos.
Sophia Spiliotopoulos	24/06/2021	\$675	0.5	\$337.50	Reports/Updates/Meetings With Stakeholders	Update meetings with K Conneely and S Spiliotopoulos prior to and following call with J Chretien of Opal.
Sophia Spiliotopoulos	24/06/2021	\$675	0.5	\$337.50	Reports/Updates/Meetings With Stakeholders	Planning call with J Chretien of Opal.
Roman Barbera	27/08/2021	\$525	0.6	\$315.00	Forensics & Investigations	Planning meeting with K Conneely and E Diamond prior to call with GM - Paper of Opal.
Tiffany Shirley (Bremmell)	25/06/2021	\$150	0.3	\$45.00	Word Processing	Prepare instructions and co-ordinate with LawImage on the scanning of additional hardcopy material.
Elyse Diamond	25/06/2021	\$325	0.4	\$130.00	Insurance	Mail merge/letters - E Diamond.
Elyse Diamond	25/06/2021	\$325	0.2	\$65.00	Reports/Updates/Meetings With Stakeholders	Preparing letter of appointment for Gallagher per N Collins request. Drafting answers to queries asked by N Collins via email.
Elyse Diamond	25/06/2021	\$325	0.4	\$130.00	Engagement Planning	Phone call with J Chretien from Opal organising meeting to discuss membership and rules for following week.
Sophia Spiliotopoulos	28/06/2021	\$675	0.5	\$337.50	Engagement Planning	Setting up calendar reminders for key court order deadlines including last day for publishing notification, remuneration reporting and second application.
Sophia Spiliotopoulos	28/06/2021	\$675	0.2	\$135.00	Reports/Updates/Meetings With Stakeholders	Engagement planning calls with E Diamond.
Sophia Spiliotopoulos	28/06/2021	\$675	1.0	\$675.00	Media	Review Botany Mill email address. Email to J Chretien regarding internal announcement.
Kate Conneely	28/06/2021	\$725	0.2	\$145.00	Work Program	Review court order of appointment. Discuss with E Diamond. Prepare wording and service desk request for advert to appear in AFR and The Australian, pursuant to court order requirements.
Sophia Spiliotopoulos	28/06/2021	\$675	0.5	\$337.50	Engagement Planning	Review correspondence from St George and ANZ. Discuss next steps with S Spiliotopoulos.
Sophia Spiliotopoulos	29/06/2021	\$675	1.0	\$675.00	Reports/Updates/Meetings With Stakeholders	Discuss note to Opal - review response received. Discuss call with Opal tomorrow with S Spiliotopoulos.
Elyse Diamond	29/06/2021	\$325	0.3	\$97.50	Reports/Updates/Meetings With Stakeholders	Engagement planning call with E Diamond.
Diana D'Amato	29/06/2021	\$150	1.2	\$180.00	Word Processing	Update planning call with J Chretien of Opal. K Conneely and E Diamond also on call.
Kate Conneely	29/06/2021	\$725	0.4	\$290.00	Reports/Updates/Meetings With Stakeholders	Internal engagement planning meeting with S Spiliotopoulos and K Conneely.
						Formatting adverts and getting quotes for Sophia Spiliotopoulos.
						Consideration as to [REDACTED] needed from NRF. Consider and discuss consultation with NRF with S Spiliotopoulos.

Summary of work done

For the period 22 June 2021 to 1 November 2021

Staff member	Date	Rate	Hours	Cost (\$) Milestone	Narration
Sophia Spiliotopoulos	29/06/2021	\$675	1.0	\$675.00 Media	Review and update advert. Discuss with K Conneely and E Diamond. Emails with Design regarding costs of adverts.
Sophia Spiliotopoulos	29/06/2021	\$675	1.0	\$675.00 Reports/Updates/Meetings With Stakeholders	Update email to B Walrut of NRF as required. Discuss with K Conneely.
Sophia Spiliotopoulos	29/06/2021	\$675	0.2	\$135.00 Reports/Updates/Meetings With Stakeholders	Review letter to last known auditor as prepared by E Diamond. Mark up. Email response.
Sophia Spiliotopoulos	29/06/2021	\$675	0.5	\$337.50 Engagement Planning	Engagement planning call with E Diamond.
Elyse Diamond	30/06/2021	\$325	0.3	\$97.50 Insurance	Phone call with N Collins of Gallagher providing update as to pre appointment insurance and valuation expectations.
Elyse Diamond	30/06/2021	\$325	0.8	\$260.00 Website Development	Organising website set up on KordaMentha creditors page. Discussing the same with D Rosario. Drafting proposed wording and format for K Conneely review.
Elyse Diamond	1/07/2021	\$325	0.3	\$97.50 Reports/Updates/Meetings With Stakeholders	Update meeting with S Spiliotopoulos following advert feedback and banking instructions.
Elyse Diamond	1/07/2021	\$325	0.6	\$195.00 Website Development	Liaising with D Rosario on website development and wording for warning messages.
Elyse Diamond	1/07/2021	\$325	0.2	\$65.00 Website Development	Discussing webpage and amendments with S Spiliotopoulos.
Damien Rosario	1/07/2021	\$375	0.4	\$150.00 Website Development	Create a new creditor (fund) page and update with details. Create a new media library and publish live. Includes consultation with staff and revisions to content.
Diana D'Amato	1/07/2021	\$150	0.8	\$120.00 Word Processing	Edits to adverts and making bookings for S Spiliotopoulos.
Elyse Diamond	1/07/2021	\$325	0.3	\$97.50 Reports/Updates/Meetings	Phone call with S Spiliotopoulos in respect of tasks outstanding and next steps in respect of issuing member notifications.
Elyse Diamond	1/07/2021	\$325	0.7	\$227.50 Work Program	Using Court Orders provided to update work program in respect of appointment and actions upon appointment.
Elyse Diamond	1/07/2021	\$325	0.8	\$260.00 Work Program	Further drafting of work program, specifically actions in respect of asset realisations, to be used to guide engagement, using court orders.
Sophia Spiliotopoulos	1/07/2021	\$675	0.5	\$337.50 Media	Liaise with Design as to final adverts. Obtain approval. Emails to K Conneely.
Elyse Diamond	2/07/2021	\$325	0.2	\$65.00 Website Development	Final review of website and discussing the same with D Rosario.
Diana D'Amato	2/07/2021	\$150	0.6	\$90.00 Word Processing	Uploading adverts to papers for Sophia Spiliotopoulos
Elyse Diamond	2/07/2021	\$325	0.8	\$260.00 Work Program	Further drafting of a potential work program to be used in engagement planning and in managing the affairs of the Fund.
Elyse Diamond	2/07/2021	\$325	0.1	\$32.50 Reports/Updates/Meetings With Stakeholders	Update email to K Conneely and S Spiliotopoulos on information received from J Chretien.
Scott Langdon	27/08/2021	\$725	0.8	\$580.00 Reports/Updates/Meetings	Review of emails; update.
Tiffany Shirley (Bremmell)	5/07/2021	\$150	0.1	\$15.00 Word Processing	Finalise documents - E Diamond.
Sophia Spiliotopoulos	5/07/2021	\$675	0.5	\$337.50 Reports/Updates/Meetings	Update email to K Conneely and S Langdon regarding tasks completed and required. Liaise with E Diamond.
Elyse Diamond	5/07/2021	\$375	0.7	\$262.50 Work Program	Drafting work program for engagement guidance with focus on Interested Persons notifications.
Elyse Diamond	5/07/2021	\$375	0.6	\$225.00 Work Program	Finalising drafted work program for engagement and providing to S Spiliotopoulos for review.
Elyse Diamond	5/07/2021	\$375	0.6	\$225.00 Work Program	Further drafting of work program including review of court orders to ensure all necessary timing is accounted for.
Elyse Diamond	5/07/2021	\$375	0.4	\$150.00 Reports/Updates/Meetings	Discussing next steps for member notifications and suppliers identified with S Spiliotopoulos. Compiling action list.
Sophia Spiliotopoulos	5/07/2021	\$675	0.5	\$337.50 Work Program	Begin reviewing work program as amended by E Diamond, in line with step plan initially drafted.
Sophia Spiliotopoulos	6/07/2021	\$675	0.5	\$337.50 Reports/Updates/Meetings	Phone call to provide update to K Conneely as to tasks required in respect of Fund, discuss member correspondence and next steps.
Sophia Spiliotopoulos	6/07/2021	\$675	0.2	\$135.00 Engagement Planning	Planning and next steps phone discussion with E Diamond. Review adverts in daily newspapers. Distribute by email to team.
Elyse Diamond	6/07/2021	\$375	0.5	\$187.50 Reports/Updates/Meetings With Stakeholders	Discussing next steps with S Spiliotopoulos following receipt of additional books and records.

Summary of work done

For the period 22 June 2021 to 1 November 2021

Staff member	Date	Rate	Hours	Cost (\$) Milestone	Narration
Kate Conneely	8/07/2021	\$725	0.2	\$145.00 Other Administration	Update call with S Spiliotopoulos.
Marsha Garrison	8/07/2021	\$150	0.2	\$30.00 Word Processing	Finalising forms - E Diamond.
Sophia Spiliotopoulos	8/07/2021	\$675	0.5	\$337.50 Engagement Planning	Update call with K Conneely and E Diamond to discuss update on assets, members and other matters and next steps.
Sophia Spiliotopoulos	8/07/2021	\$675	0.3	\$202.50 Reports/Updates/Meetings With Stakeholders	Update email to NRF.
Elyse Diamond	8/07/2021	\$375	0.6	\$225.00 Reports/Updates/Meetings With Stakeholders	Update meeting with K Conneely and S Spiliotopoulos on progress thus far and next steps.
Scott Langdon	27/08/2021	\$725	0.6	\$435.00 Reports/Updates/Meetings	Review of update from internal team.
Tiffany Shirley (Bremmell)	9/07/2021	\$150	0.3	\$45.00 Word Processing	Finalising letters - E Diamond.
Elyse Diamond	9/07/2021	\$375	0.8	\$300.00 Engagement Planning	Research and memo on the Fairfield Maryvale Fund wind up precedent using available books and records.
Scott Langdon	27/08/2021	\$725	0.5	\$362.50 Reports/Updates/Meetings	Review of update from internal team.
Diana D'Amato	12/07/2021	\$150	0.3	\$45.00 Word Processing	Finalising merge letters and separating out pdfs for E Diamond
Sophia Spiliotopoulos	12/07/2021	\$675	0.5	\$337.50 Engagement Planning	Phone call update with E Diamond.
Sophia Spiliotopoulos	12/07/2021	\$675	0.3	\$202.50 Engagement Planning	Review memo regarding Fairfield Maryvale fund as prepared by E Diamond. Phone call to discuss same.
Elyse Diamond	12/07/2021	\$375	0.4	\$150.00 Reports/Updates/Meetings With Stakeholders	Update meeting with S Spiliotopoulos in respect of tasks to be completed in upcoming week.
Scott Langdon	27/08/2021	\$725	0.3	\$217.50 Reports/Updates/Meetings	Review of email update.
Elyse Diamond	13/07/2021	\$375	0.4	\$150.00 Reports/Updates/Meetings With Stakeholders	Update phone call with S Spiliotopoulos in respect of member correspondence issued and replies received.
Elyse Diamond	13/07/2021	\$375	0.4	\$150.00 Reports/Updates/Meetings	Update email to team in respect of member notices issued. Update email to team in respect of Orora correspondence issued.
Elyse Diamond	14/07/2021	\$375	0.2	\$75.00 Work Program	Review of work program and updates to tasks completed.
Sophia Spiliotopoulos	15/07/2021	\$675	0.5	\$337.50 Engagement Planning	Update phone call with E Diamond.
Sophia Spiliotopoulos	15/07/2021	\$675	0.3	\$202.50 Reports/Updates/Meetings With Stakeholders	Review and mark up update email to K Conneely as prepared by E Diamond.
Elyse Diamond	15/07/2021	\$375	0.3	\$112.50 Reports/Updates/Meetings With Stakeholders	Drafting update email to team in respect of key court order tasks undertaken thus far.
Elyse Diamond	15/07/2021	\$375	0.2	\$75.00 Reports/Updates/Meetings	Discussing member correspondence next steps and ATO follow ups with S Spiliotopoulos.
Scott Langdon	27/08/2021	\$725	0.4	\$290.00 Reports/Updates/Meetings	Update on engagement; review of email.
Elyse Diamond	16/07/2021	\$375	0.8	\$300.00 Engagement Planning	Updating diagram of engagement structure and timeline of fund history per available information. Drafting step plan timeline for internal use in engagement progress tracking.
Scott Langdon	27/08/2021	\$725	0.3	\$217.50 Reports/Updates/Meetings	Review of update.
Sophia Spiliotopoulos	19/07/2021	\$675	0.2	\$135.00 Reports/Updates/Meetings With Stakeholders	Emails internally to R Barbera and E Diamond regarding books and records in Relativity.
Elyse Diamond	19/07/2021	\$375	0.4	\$150.00 Reports/Updates/Meetings With Stakeholders	Update email to NRF regarding documents in workspace.
Roman Barbera	27/08/2021	\$575	0.3	\$172.50 Forensics & Investigations	Phone call with S Spiliotopoulos in respect of books and records and review process.
Scott Langdon	27/08/2021	\$725	0.3	\$217.50 Reports/Updates/Meetings	Confer with LawImage regarding document numbering protocol, prepare import of documents into Relativity.
Sam Stewart	27/08/2021	\$475	1.3	\$617.50 Forensics & Investigations	Status update review.
Sophia Spiliotopoulos	20/07/2021	\$675	0.3	\$202.50 Reports/Updates/Meetings With Stakeholders	Attend to uploading hardcopy scanned documents to Relativity and mapping of objectively coded metadata fields
Elyse Diamond	20/07/2021	\$375	0.3	\$112.50 Reports/Updates/Meetings With Stakeholders	Update call with E Diamond to discuss members incoming correspondence, status of other tasks and upcoming meeting.
Roman Barbera	27/08/2021	\$575	0.3	\$172.50 Forensics & Investigations	Phone call with S Spiliotopoulos in respect of engagement planning and next steps.
Elyse Diamond	21/07/2021	\$375	0.7	\$262.50 Engagement Planning	Prepare amended permissions for reviewers, validate import of hard copy scanned documents.
					Drafting of memorandum in respect of actions completed thus far in regards to court orders, and next steps for second application to the court.

Summary of work done

For the period 22 June 2021 to 1 November 2021

Staff member	Date	Rate	Hours	Cost (\$) Milestone	Narration
Elyse Diamond	21/07/2021	\$375	0.6	\$225.00 Engagement Planning	Further drafting of engagement update memorandum for NRF use in preparing second application to the court.
Scott Langdon	27/08/2021	\$725	0.3	\$217.50 Reports/Updates/Meetings	Status update review.
Sophia Spiliotopoulos	22/07/2021	\$675	0.6	\$405.00 Reports/Updates/Meetings With Stakeholders	Update meeting with K Conneely and E Diamond regarding next steps ahead of further court application and update on members, books and records, assets and other issues.
Elyse Diamond	22/07/2021	\$375	0.6	\$225.00 Reports/Updates/Meetings With Stakeholders	Update meeting in respect of second application with K Conneely and S Spiliotopoulos.
Elyse Diamond	26/07/2021	\$375	0.3	\$112.50 Reports/Updates/Meetings With Stakeholders	Discussing memo for second application and books and records review with S Spiliotopoulos.
Sophia Spiliotopoulos	26/07/2021	\$675	0.3	\$202.50 Reports/Updates/Meetings With Stakeholders	Update email to NRF.
Elyse Diamond	27/07/2021	\$375	0.4	\$150.00 Reports/Updates/Meetings With Stakeholders	Discussing memorandum update on engagement with S Spiliotopoulos.
Sophia Spiliotopoulos	27/07/2021	\$675	0.5	\$337.50 Reports/Updates/Meetings With Stakeholders	Update call with E Diamond to discuss memo and work undertaken/to be undertaken ahead of next court application.
Scott Langdon	27/08/2021	\$725	0.3	\$217.50 Reports/Updates/Meetings	Status update email.
Sophia Spiliotopoulos	29/07/2021	\$675	1.0	\$675.00 Reports/Updates/Meetings With Stakeholders	Update call with E Diamond and then separately with team - K Conneely and E Diamond to discuss work undertaken to date, steps to next court application and information for NRF.
Elyse Diamond	29/07/2021	\$375	0.6	\$225.00 Reports/Updates/Meetings With Stakeholders	Update meeting with K Conneely and S Spiliotopoulos.
Tiffany Shirley (Bremmell)	30/07/2021	\$150	0.1	\$15.00 Word Processing	Finalise documents - E Diamond.
Amy Gibbons	30/07/2021	\$150	0.1	\$15.00 Word Processing	Formatting and PDF.
Scott Langdon	27/08/2021	\$725	0.3	\$217.50 Reports/Updates/Meetings	Status update email.
Kate Conneely	2/08/2021	\$725	0.3	\$217.50 Investigations	Review of new version of Rules provided by a former member, dated 2008.
Elyse Diamond	2/08/2021	\$375	0.2	\$75.00 Reports/Updates/Meetings With Stakeholders	Phone call with K Conneely in respect of APM memo and bank accounts.
Elyse Diamond	2/08/2021	\$375	0.2	\$75.00 Investigations	Email to NRF updating on new set of Rules received.
Elyse Diamond	2/08/2021	\$375	0.8	\$300.00 Reports/Updates/Meetings	Further drafting of memo for purposes of preparing second application. Reviewing memo.
Elyse Diamond	3/08/2021	\$375	0.1	\$37.50 Other Administration	Reviewing and filing KordaMentha SPV circular resolution.
Sam Stewart	27/08/2021	\$475	2.5	\$1,187.50 Forensics & Investigations	Attend to processing and upload to Relativity of member documents (Tranche 1).
Elyse Diamond	4/08/2021	\$375	0.3	\$112.50 Reports/Updates/Meetings	Phone call discussing memo and next steps with K Conneely.
Elyse Diamond	5/08/2021	\$375	1.2	\$450.00 Reports/Updates/Meetings	Updated to memo for second application per K Conneely review. Updating with ATO correspondence and concerns. Updates to net asset position and holding costs. Phone call with K Conneely with queries on the same.
Scott Langdon	27/08/2021	\$725	0.7	\$507.50 Reports/Updates/Meetings With Stakeholders	Review of update from NRF.
Elyse Diamond	9/08/2021	\$375	0.6	\$225.00 Reports/Updates/Meetings With Stakeholders	Phone call update on progress of previous week with S Spiliotopoulos.
Diana D'Amato	10/08/2021	\$150	0.2	\$30.00 Word Processing	Finalising documents for E Diamond.
Elyse Diamond	10/08/2021	\$375	0.3	\$112.50 Reports/Updates/Meetings With Stakeholders	Update phone call with S Spiliotopoulos.
Elyse Diamond	12/08/2021	\$375	0.4	\$150.00 Reports/Updates/Meetings With Stakeholders	Update phone call with S Spiliotopoulos.
Sophia Spiliotopoulos	12/08/2021	\$675	0.3	\$202.50 Reports/Updates/Meetings With Stakeholders	Update call with E Diamond.
Sophia Spiliotopoulos	12/08/2021	\$675	0.1	\$67.50 Reports/Updates/Meetings With Stakeholders	Email to NRF.
Scott Langdon	27/08/2021	\$725	0.3	\$217.50 Reports/Updates/Meetings	Review of emails.
Sophia Spiliotopoulos	16/08/2021	\$675	0.3	\$202.50 Reports/Updates/Meetings With Stakeholders	Update call with E Diamond to discuss recent inbound queries on fund and next steps (ahead of meeting with lawyers).
Elyse Diamond	16/08/2021	\$375	0.4	\$150.00 Reports/Updates/Meetings With Stakeholders	Discussing next steps update and upcoming NRF call with S Spiliotopoulos.
Sophia Spiliotopoulos	17/08/2021	\$675	0.5	\$337.50 Reports/Updates/Meetings With Stakeholders	Call with NRF, K Conneely and E Diamond regarding memo and next steps.
Sophia Spiliotopoulos	17/08/2021	\$675	0.2	\$135.00 Reports/Updates/Meetings With Stakeholders	Update call with E Diamond, as required.
Elyse Diamond	17/08/2021	\$375	0.3	\$112.50 Reports/Updates/Meetings With Stakeholders	Discussion of second application and required next steps with S Spiliotopoulos.
Naomi Abela	18/08/2021	\$150	0.2	\$30.00 Word Processing	Finalising forms - E Diamond.
Diana D'Amato	19/08/2021	\$150	0.4	\$60.00 Word Processing	Formatting report into new template for E Diamond.
Sophia Spiliotopoulos	24/08/2021	\$675	0.2	\$135.00 Reports/Updates/Meetings With Stakeholders	Email to NRF regarding queries from meeting in prior week. Email to K Conneely.
Naomi Abela	25/08/2021	\$150	0.1	\$15.00 Word Processing	Finalising forms - J Zhang.

Summary of work done

For the period 22 June 2021 to 1 November 2021

Staff member	Date	Rate	Hours	Cost (\$) Milestone	Narration
Kate Conneely	26/08/2021	\$725	0.3	\$217.50 Other Administration	Bank account correspondence with E Diamond. WIP correspondence with E Diamond.
Diana D'Amato	30/08/2021	\$150	0.1	\$15.00 Word Processing	Discuss next steps given meeting with Counsel.
Sophia Spiliotopoulos	30/08/2021	\$675	0.3	\$202.50 Reports/Updates/Meetings With Stakeholders	Insert signature into pdf for E Diamond.
Kate Conneely	31/08/2021	\$725	0.2	\$145.00 Other Administration	Review of Computershare email and form prepared by E Diamond. Telephone update call.
Sophia Spiliotopoulos	31/08/2021	\$675	0.2	\$135.00 Billings	Discussion with S Spiliotopoulos regarding meeting with Counsel on Thursday and information required for meeting.
Kate Conneely	1/09/2021	\$725	0.1	\$72.50 Other Administration	Review WIP, invoice creation form and draft invoice. Discuss with E Diamond and K Conneely.
Sophia Spiliotopoulos	2/09/2021	\$675	1.0	\$675.00 Reports/Updates/Meetings With Stakeholders	Call with B Walrut at NRF.
Elyse Diamond	6/09/2021	\$375	0.5	\$187.50 Reports/Updates/Meetings	Update meeting with counsel, NRF, K Conneely and E Diamond.
Elyse Diamond	9/09/2021	\$375	0.4	\$150.00 Reports/Updates/Meetings	Discussing next steps with S Spiliotopoulos, including report to members, ATO follow up, Certificates of Title for Pt Clare properties and estimated position statements.
Sophia Spiliotopoulos	9/09/2021	\$675	0.2	\$135.00 Reports/Updates/Meetings With Stakeholders	Discussing APM report with S Spiliotopoulos following K Conneely comments and review of next steps.
Kate Conneely	13/09/2021	\$725	0.2	\$145.00 Insurance	Update call with E Diamond.
Elyse Diamond	13/09/2021	\$375	0.2	\$75.00 Reports/Updates/Meetings	Emails regarding placement of insurance coverage. Approve coverage.
Sophia Spiliotopoulos	13/09/2021	\$675	0.3	\$202.50 Insurance	Phone call with S Spiliotopoulos in respect of report to members.
Elyse Diamond	14/09/2021	\$375	0.3	\$112.50 Reports/Updates/Meetings	Review insurance emails as between N Collins of Gallaghers and E Diamond. Email to team regarding recommendation on policy. Discuss with K Conneely.
Diana D'Amato	15/09/2021	\$150	0.2	\$30.00 Word Processing	Phone call to S Spiliotopoulos in respect of report to members, notice of meeting, proposal voting form and other documents to be included in application.
Sophia Spiliotopoulos	20/09/2021	\$675	1.0	\$675.00 Engagement Planning	Inserting signatures into pdfs for E Diamond.
Diana D'Amato	21/09/2021	\$150	0.2	\$30.00 Word Processing	Update call with E Diamond to discuss receipt of ATO FOI documents, progress of reports and other documentation required for second court application and other trading issues, including estimated position statement.
Sophia Spiliotopoulos	27/09/2021	\$675	0.5	\$337.50 Reports/Updates/Meetings With Stakeholders	Finalise letter and edits to pdf for E Diamond.
Diana D'Amato	28/09/2021	\$150	0.8	\$120.00 Word Processing	Update call with E Diamond regarding report, next steps and further work.
Elyse Diamond	8/10/2021	\$375	0.2	\$75.00 Reports/Updates/Meetings	Formatting diagrams and inserting into word report for E Diamond
Elyse Diamond	12/10/2021	\$375	0.3	\$112.50 Reports/Updates/Meetings	Discussing second application and affidavit next steps with K Conneely.
Sophia Spiliotopoulos	12/10/2021	\$675	0.5	\$337.50 Reports/Updates/Meetings With Stakeholders	Phone call with S Spiliotopoulos discussing affidavit, motion, estimated cash position and next steps.
Sophia Spiliotopoulos	14/10/2021	\$675	0.5	\$337.50 Reports/Updates/Meetings With Stakeholders	Update telephone discussion as required.
Elyse Diamond	14/10/2021	\$375	0.3	\$112.50 Reports/Updates/Meetings	Update phone call as required, including to discuss ATO issues and NRF involvement.
Scott Langdon	21/10/2021	\$725	0.3	\$217.50 Reports/Updates/Meetings With Stakeholders	Discussing NRF application and outstanding queries with S Spiliotopoulos.
Sam Stewart	25/10/2021	\$475	0.5	\$237.50 Forensics & Investigations	Review of email from internal team, status update.
Scott Langdon	22/10/2021	\$725	0.8	\$580.00 Reports/Updates/Meetings With Stakeholders	Attend to processing into Relativity of combined FOI documents on instructions of E Diamond (KordaMentha), including evidence management and tracking
Scott Langdon	27/10/2021	\$725	0.5	\$362.50 Reports/Updates/Meetings With Stakeholders	Review of draft documents from E Diamond.
			70.5	\$34,762.50	Review of emails from NRF.

Summary of work done

For the period 22 June 2021 to 1 November 2021

Staff member	Date	Rate	Hours	Cost (\$)	Milestone	Narration
Litigation/legal						
Elyse Diamond	26/07/2021	\$375	0.9	\$337.50	Litigation/Legal - General	Drafting of memo of tasks completed and next steps to assist NRF in preparation of second application in respect of member meeting.
Elyse Diamond	27/07/2021	\$375	0.8	\$300.00	Litigation/Legal - General	Further drafting of memo in respect of member correspondence, books and records review and other key issues for use in second application to the court.
Elyse Diamond	28/07/2021	\$375	0.6	\$225.00	Litigation/Legal - General	Drafting of memorandum of next steps and completed actions to accompany second application and discuss with NRF.
Elyse Diamond	29/07/2021	\$375	0.7	\$262.50	Litigation/Legal - General	Updating supporting memorandum with books and records overview highlighting 'latest first' approach.
Kate Conneely	3/08/2021	\$725	1.5	\$1,087.50	Litigation/Legal - General	Review and consider memorandum setting our New Trustee activities and steps toward second court application along with areas of advice to be obtained from NRF and Counsel. Review member listing and classifications. Mark up comments. Review and approve.
Kate Conneely	4/08/2021	\$725	0.4	\$290.00	Litigation/Legal - General	Discuss with E Diamond regarding memo and next steps for court application.
Kate Conneely	5/08/2021	\$725	0.6	\$435.00	Litigation/Legal - General	Call with E Diamond to discuss memorandum for NRF regarding issues requiring advice. Settle memorandum and send to NRF.
Kate Conneely	6/08/2021	\$725	0.2	\$145.00	Litigation/Legal - General	Review response from NRF. Call with E Diamond to discuss.
Kate Conneely	10/08/2021	\$725	0.2	\$145.00	Litigation/Legal - General	Call with S Spiliotopoulos regarding memo to NRF and next steps.
Kate Conneely	17/08/2021	\$725	1.0	\$725.00	Litigation/Legal - General	Prepare for and attend call with NRF regarding fund status and next court application.
Elyse Diamond	17/08/2021	\$375	0.6	\$225.00	Litigation/Legal - General	Meeting with B Walrut, A Kam, K Conneely and S Spiliotopoulos in respect of next application and next steps.
Kate Conneely	24/08/2021	\$725	0.2	\$145.00	Litigation/Legal - General	Review draft proposal form to accompany report to members. Emails with S Spiliotopoulos regarding proposal and report. Review email to NRF.
Kate Conneely	25/08/2021	\$725	0.4	\$290.00	Litigation/Legal - General	Discussion with B Walrut [REDACTED] and next steps. Call with E Diamond regarding same. Review email and Counsel advice. Confirm meeting with Counsel.
Elyse Diamond	26/08/2021	\$375	0.4	\$150.00	Litigation/Legal - General	Collating and providing notice documents to NRF per E Shaw request.
Kate Conneely	2/09/2021	\$725	1.3	\$942.50	Litigation/Legal - General	Prepare for and attend call with NRF and Counsel regarding court application. Follow on call with S Spiliotopoulos regarding work plan for second court application.
Elyse Diamond	2/09/2021	\$375	0.6	\$225.00	Litigation/Legal - General	Phone call with NRF and counsel in respect of second application and immediate next steps.
Kate Conneely	14/09/2021	\$725	0.3	\$217.50	Litigation/Legal - General	Brief discussion with S Spiliotopoulos regarding report to members and court application.
Kate Conneely	28/09/2021	\$725	0.3	\$217.50	Litigation/Legal - General	Finalise and send draft report to NRF for purposes of court application and [REDACTED]
Elyse Diamond	29/09/2021	\$375	0.2	\$75.00	Litigation/Legal - General	Drafting email to NRF providing draft report, proxy form and meeting notice.
Elyse Diamond	7/10/2021	\$375	0.6	\$225.00	Litigation/Legal - General	Reviewing and marking up drafted motion from NRF. Noting queries for counsel.
Elyse Diamond	7/10/2021	\$375	0.4	\$150.00	Litigation/Legal - General	Initial clean read of K Conneely affidavit to accompany motion.
Elyse Diamond	8/10/2021	\$375	0.4	\$150.00	Litigation/Legal - General	Review of K Conneely affidavit background and books and records review sections.
Elyse Diamond	8/10/2021	\$375	0.3	\$112.50	Litigation/Legal - General	Collating member listings and member notices issued per NRF document requests for K Conneely affidavit.
Elyse Diamond	8/10/2021	\$375	0.6	\$225.00	Litigation/Legal - General	Reviewing drafted affidavit of K Conneely interested persons section and collating NRF document requests.
Elyse Diamond	8/10/2021	\$375	0.3	\$112.50	Litigation/Legal - General	Review of K Conneely affidavit for second application - financial institutions and assets sections.
Elyse Diamond	11/10/2021	\$375	0.3	\$112.50	Litigation/Legal - General	Reviewing K Conneely affidavit financial institutions section, updating commentary, gathering document requests from NRF.
Elyse Diamond	11/10/2021	\$375	0.4	\$150.00	Litigation/Legal - General	Updating K Conneely affidavit with commentary on share holdings and transfers. Collating document requests on the same for NRF.

Summary of work done

For the period 22 June 2021 to 1 November 2021

Staff member	Date	Rate	Hours	Cost (\$)	Milestone	Narration
Elyse Diamond	11/10/2021	\$375	0.7	\$262.50	Litigation/Legal - General	Review of affidavit property section and collating document requests for NRF.
Elyse Diamond	11/10/2021	\$375	0.2	\$75.00	Litigation/Legal - General	Review of affidavit ATO section and collating relevant documents requested by NRF.
Elyse Diamond	11/10/2021	\$375	0.6	\$225.00	Litigation/Legal - General	Reviewing affidavit next steps section. Email to S Spiliotopoulos providing update on motion and affidavit review.
Elyse Diamond	11/10/2021	\$375	0.4	\$150.00	Litigation/Legal - General	Updating bank account summary and receipts and payments for inclusion in K Conneely affidavit.
Elyse Diamond	12/10/2021	\$375	0.4	\$150.00	Litigation/Legal - General	Considering and marking up draft motion and affidavit bank account sections - queries on flexibility to enter term deposits. Updating schedule of accounts.
Sophia Spiliotopoulos	12/10/2021	\$675	1.5	\$1,012.50	Litigation/Legal - General	Review draft notice of motion and K Conneely affidavit. Mark up. Email to team regarding changes/queries.
Elyse Diamond	13/10/2021	\$375	0.4	\$150.00	Litigation/Legal - General	Drafting schedule of queries for NRF on affidavit and motion for K Conneely consideration.
Elyse Diamond	13/10/2021	\$375	0.3	\$112.50	Litigation/Legal - General	Reviewing S Spiliotopoulos comments on affidavit and motion.
Elyse Diamond	15/10/2021	\$375	0.6	\$225.00	Litigation/Legal - General	Final review and mark up of draft motion and affidavit for NRF consideration.
Elyse Diamond	15/10/2021	\$375	0.3	\$112.50	Litigation/Legal - General	Drafting email to NRF summarising queries on second application.
Elyse Diamond	15/10/2021	\$375	0.3	\$112.50	Litigation/Legal - General	Drafting email to NRF with queries on tax status of the Fund and queries for ATO next steps.
Kate Conneely	19/10/2021	\$725	0.2	\$145.00	Litigation/Legal - General	Discussion with B Walrut regarding court application and affidavit finalisation.
Elyse Diamond	22/10/2021	\$375	0.4	\$150.00	Litigation/Legal - General	Reviewing revised drafted notice of motion from NRF. Discussing with K Conneely and email on the same.
Elyse Diamond	22/10/2021	\$375	0.3	\$112.50	Litigation/Legal - General	Compiling additional document requests for purposes of second application.
Elyse Diamond	22/10/2021	\$375	0.7	\$262.50	Litigation/Legal - General	Reviewing and marking up of NRF revised draft of K Conneely affidavit. Drafting email providing comments and queries to NRF.
Kate Conneely	22/10/2021	\$725	0.5	\$362.50	Litigation/Legal - General	Consider updated affidavit and Motion. Discuss with E Diamond. Approve for finalisation and sending to NRF.
Elyse Diamond	27/10/2021	\$375	0.4	\$150.00	Litigation/Legal - General	Reviewing NRF drafted follow up application documents - affidavit and motion.
Kate Conneely	28/10/2021	\$725	1.0	\$725.00	Litigation/Legal - General	Finalise and settle affidavit and exhibits. Various calls with NRF. Sign affidavit over Teams. Call with A Kam. Review submissions. Discuss with E Diamond and S Spiliotopoulos.
Elyse Diamond	28/10/2021	\$375	0.3	\$112.50	Litigation/Legal - General	Review of NRF drafted submissions. Correspondence with S Spiliotopoulos in respect of the same.
Sophia Spiliotopoulos	28/10/2021	\$675	0.8	\$540.00	Litigation/Legal - General	Review draft submissions from NRF and S Puttock. Emails to team - K Conneely and E Diamond. Revert back to NRF.
Kate Conneely	29/10/2021	\$725	0.2	\$145.00	Litigation/Legal - General	Call with A Kam regarding deferral of court hearing.
Kate Conneely	1/11/2021	\$725	0.4	\$290.00	Litigation/Legal - General	Call from A Kam at NRF. Consider updated short minutes of order and additional affidavit. Confirm position to NRF.
			25.40	\$13,260.00		

Summary of work done

For the period 22 June 2021 to 1 November 2021

Staff member	Date	Rate	Hours	Cost (\$)	Milestone	Narration
Assets						
Kate Conneely	23/06/2021	\$725	0.5	\$362.50	Sale Of Assets - Strategy	Call with E Diamond to discuss approach to getting in assets, appropriate insurances and identification of other assets. Discuss preparation of immediate work plan priorities and then next steps.
Kate Conneely	24/06/2021	\$725	1.4	\$1,015.00	Freehold Property	Call with E Diamond and S Spiliotopoulos to discuss immediate priorities with respect fund assets. Call with J Chretien of Opal to discuss handover of fund assets.
Elyse Diamond	24/06/2021	\$325	0.8	\$260.00	Cash On Hand & Banking	Drafting letters of appointment to Bank Australia and St George. Discussing with S Spiliotopoulos.
Elyse Diamond	24/06/2021	\$325	0.6	\$195.00	Cash On Hand & Banking	Drafting mail merge letter for all financial institutions to request details on any known accounts.
Elyse Diamond	24/06/2021	\$325	0.3	\$97.50	Other Assets	Drafting letter confirming appointment to Link Market Services.
Elyse Diamond	25/06/2021	\$325	0.7	\$227.50	Cash On Hand & Banking	Sending out bank letter mail merge to all institutions.
Elyse Diamond	25/06/2021	\$325	0.1	\$32.50	Other Assets	Finalising and sending correspondence to Link Market Services.
Elyse Diamond	28/06/2021	\$325	0.4	\$130.00	Cash On Hand & Banking	Phone call with J Sara of Westpac confirming request for account details. Re-issuing relevant correspondence.
Elyse Diamond	28/06/2021	\$325	0.3	\$97.50	Cash On Hand & Banking	Phone call with J Zhang in respect of St George possibility of updating signatories. Request for further information from M Galletta and T Shepard.
Elyse Diamond	28/06/2021	\$325	0.2	\$65.00	Cash On Hand & Banking	Discussing with M Galletta and T Shepard best approaches to managing cash at bank.
Elyse Diamond	28/06/2021	\$325	0.2	\$65.00	Cash On Hand & Banking	Drafting email correspondence to J Sara of Westpac/St George requesting assistance in obtaining access to cash at bank.
Elyse Diamond	28/06/2021	\$325	0.4	\$130.00	Cash On Hand & Banking	Schedule of responses received to bank letters issued. Filing relevant responses.
Elyse Diamond	28/06/2021	\$325	0.4	\$130.00	Cash On Hand & Banking	Review of correspondence received in response to financial institution mail merge and filing.
Elyse Diamond	29/06/2021	\$325	0.2	\$65.00	Cash On Hand & Banking	Discussing Bank Australia account requests and approach to accessing St George accounts with S Spiliotopoulos.
Elyse Diamond	29/06/2021	\$325	0.8	\$260.00	Cash On Hand & Banking	Phone call with Bank Australia customer service requesting updates to account signatories, email address to direct correspondence to and other enquiries.
Elyse Diamond	29/06/2021	\$325	0.2	\$65.00	Cash On Hand & Banking	Review of additional replies to bank notification letters issued and filing.
Elyse Diamond	29/06/2021	\$325	0.3	\$97.50	Cash On Hand & Banking	Review of email correspondence from J Sara of St George following request of historical bank statements. Discussing the same with S Spiliotopoulos.
Sophia Spiliotopoulos	29/06/2021	\$675	0.2	\$135.00	Cash On Hand & Banking	Review emails from St George Bank regarding accounts. Discuss with E Diamond. Respond to emails.
Elyse Diamond	30/06/2021	\$325	0.3	\$97.50	Cash On Hand & Banking	Phone call with Bank Australia confirming necessary signatory forms to be completed and escalating request for historical transactions.
Elyse Diamond	30/06/2021	\$325	0.4	\$130.00	Freehold Property	Phone call with NSW Land Registry Services requesting advice on how to proceed with transfer of titles of Pt Clare properties. Update to S Spiliotopoulos on the same.
Elyse Diamond	30/06/2021	\$325	0.4	\$130.00	Cash On Hand & Banking	Review of correspondence received from Bank Australia in respect of signatory updates.
Elyse Diamond	30/06/2021	\$325	0.3	\$97.50	Cash On Hand & Banking	Phone call from Bank Australia contact on the same.
Elyse Diamond	30/06/2021	\$325	0.3	\$97.50	Cash On Hand & Banking	Reviewing and filing additional responses received from bank mail merge notification.
Elyse Diamond	1/07/2021	\$325	0.3	\$97.50	Cash On Hand & Banking	Review of correspondence received from financial institutions following mail merge and filing. Updating schedule of accounts and responses.
Elyse Diamond	1/07/2021	\$325	0.6	\$195.00	Freehold Property	Phone call with NSW LRS requesting advice in respect of transfer of title. Drafting email correspondence to contact in respect of the same.
Elyse Diamond	1/07/2021	\$325	0.2	\$65.00	Freehold Property	Review of instructions received from NSW LRS and discussion of the same with S Spiliotopoulos.
Sophia Spiliotopoulos	1/07/2021	\$675	0.5	\$337.50	Freehold Property	Review response from NSW Land Registry. Discuss with E Diamond. Email to team. Phone discussion and subsequent email to A Kam of NRF regarding relevant forms and next steps.

Summary of work done

For the period 22 June 2021 to 1 November 2021

Staff member	Date	Rate	Hours	Cost (\$) Milestone	Narration
Elyse Diamond	2/07/2021	\$325	0.4	\$130.00 Cash On Hand & Banking	Drafting correspondence to Bank Australia requesting guidance on updating signatories. Finalising and sending.
Elyse Diamond	2/07/2021	\$325	0.3	\$97.50 Cash On Hand & Banking	Phone call with CAT team requesting updates on St George bank account signatories. Requesting assistance with signatory changes to Bank Australia accounts.
Elyse Diamond	5/07/2021	\$375	0.4	\$150.00 Cash On Hand & Banking	Phone call with St George requesting bank statements for known bank accounts. Reviewing the same.
Elyse Diamond	5/07/2021	\$375	0.2	\$75.00 Cash On Hand & Banking	Phone call with J Zhang in respect of updating bank account signatories for St George.
Elyse Diamond	6/07/2021	\$375	0.4	\$150.00 Cash On Hand & Banking	Review of Bank Australia advice in respect of updating signatories and gaining online viewing access.
Elyse Diamond	6/07/2021	\$375	0.4	\$150.00 Cash On Hand & Banking	Drafting signatory amendment forms for Bank Australia - all known accounts.
Elyse Diamond	6/07/2021	\$375	0.4	\$150.00 Cash On Hand & Banking	Updates to Bank Australia signatory amendment forms following receipt of additional bank statements.
Elyse Diamond	7/07/2021	\$375	0.6	\$225.00 Other Assets	Initial phone call with Link Market Services requesting guidance in respect of updating share registry.
Elyse Diamond	7/07/2021	\$375	0.8	\$300.00 Freehold Property	Drafting initial notification letters to known caretakers of the property. Requesting provision of any documentation in respect of the properties.
Elyse Diamond	7/07/2021	\$375	0.7	\$262.50 Freehold Property	Additional notification letters to Jim's Mowing and Ellwood Pest Control in respect of appointment.
Elyse Diamond	7/07/2021	\$375	0.3	\$112.50 Freehold Property	Drafting notification letter of appointment to WSG Plumbing.
Elyse Diamond	7/07/2021	\$375	0.2	\$75.00 Cash On Hand & Banking	Review of correspondence received from St George via mail.
Kate Conneely	8/07/2021	\$725	0.1	\$72.50 Cash On Hand & Banking	Review and approve notices to Bank Australia regarding change of account signatories.
Sophia Spiliotopoulos	8/07/2021	\$675	0.2	\$135.00 Cash On Hand & Banking	Review and approve Bank Australia change of signatory forms as prepared by E Diamond.
Elyse Diamond	8/07/2021	\$375	0.6	\$225.00 Cash On Hand & Banking	Reviewing letter received from Bank Australia. Updates to signatory forms on the same.
Elyse Diamond	8/07/2021	\$375	0.3	\$112.50 Cash On Hand & Banking	Discussing update to Bank Australia signatories with S Spiliotopoulos.
Elyse Diamond	8/07/2021	\$375	1.1	\$412.50 Other Assets	Phone call with Link Market Services Registrars services in respect of updating share registry. Queries in respect of appointment and unknown details. Review of correspondence forwarded from Link following call.
Elyse Diamond	8/07/2021	\$375	0.2	\$75.00 Freehold Property	Review of correspondence in respect of 11R land title process.
Elyse Diamond	8/07/2021	\$375	0.3	\$112.50 Cash On Hand & Banking	Updating schedule of bank accounts with responses received and Bank Australia details provided.
Elyse Diamond	8/07/2021	\$375	0.4	\$150.00 Cash On Hand & Banking	Finalising signatory forms for Bank Australia. Discussing with CAT team and requesting update on St George.
Elyse Diamond	9/07/2021	\$375	0.7	\$262.50 Cash On Hand & Banking	Liaising with practice management on mailout of Bank Australia documents for signatory updates. Finalising relevant correspondence and follow up phone call to Bank Australia in respect of the same.
Elyse Diamond	9/07/2021	\$375	0.8	\$300.00 Other Assets	Review of correspondence from Link Market Services and preparing relevant documentation to transfer ownership of shares.
Elyse Diamond	9/07/2021	\$375	0.3	\$112.50 Other Assets	Collating required supporting documents for update to Link Market Services share registry services.
Kate Conneely	12/07/2021	\$725	0.2	\$145.00 Other Assets	Review and consider correspondence to and from Link Market Services. Email to E Diamond regarding same. Approve letter to be issued.
Sophia Spiliotopoulos	12/07/2021	\$675	0.3	\$202.50 Tangible Fixed Assets - Other	Review and mark up letter for Link Market Services, as prepared by E Diamond. Phone call to discuss.
Elyse Diamond	12/07/2021	\$375	0.3	\$112.50 Freehold Property	Review of correspondence received from NRF [REDACTED]
Elyse Diamond	12/07/2021	\$375	0.8	\$300.00 Other Assets	Finalising correspondence to Link Market Services and updating per S Spiliotopoulos review. Providing for K Conneely approval and liaising with practice management to mail.

Summary of work done

For the period 22 June 2021 to 1 November 2021

Staff member	Date	Rate	Hours	Cost (\$) Milestone	Narration
Elyse Diamond	14/07/2021	\$375	0.6	\$225.00 Cash On Hand & Banking	Phone call with CAT team discussing next steps for term deposit maturities. Email request in respect of the same for St George.
Elyse Diamond	14/07/2021	\$375	0.6	\$225.00 Cash On Hand & Banking	Reconciliation of bank correspondence received and bank account listing, confirming term deposits held and maturity dates. Discussing with S Spiliotopoulos required next steps.
Elyse Diamond	15/07/2021	\$375	0.2	\$75.00 Freehold Property	Review of books and records in Relativity for land titles to Pt Clare properties.
Elyse Diamond	15/07/2021	\$375	0.2	\$75.00 Cash On Hand & Banking	Requesting term deposit rates update from CAT team. Discussing the same with S Spiliotopoulos.
Elyse Diamond	15/07/2021	\$375	0.1	\$37.50 Cash On Hand & Banking	Follow up email to Bank Australia querying signatory transfers.
Elyse Diamond	16/07/2021	\$375	0.3	\$112.50 Cash On Hand & Banking	Discussing St George update on accounts and new naming with J Zhang.
Elyse Diamond	16/07/2021	\$375	0.6	\$225.00 Freehold Property	Review of NRF memo [REDACTED] Review of Relativity for relevant books and records available on the same.
Elyse Diamond	19/07/2021	\$375	0.3	\$112.50 Freehold Property	Books and records search in Relativity for certificates of title.
Elyse Diamond	19/07/2021	\$375	0.4	\$150.00 Cash On Hand & Banking	Phone call with J Zhang in respect of St George bank account signatory update forms and term deposits.
Elyse Diamond	19/07/2021	\$375	0.3	\$112.50 Cash On Hand & Banking	Finalising St George signatory amendment form.
Elyse Diamond	19/07/2021	\$375	0.6	\$225.00 Freehold Property	Phone calls with caretakers of the Property in respect of current state, works to be complete and next steps. Review of correspondence forwarded by caretaker on the same.
Elyse Diamond	19/07/2021	\$375	0.6	\$225.00 Cash On Hand & Banking	Phone call with Bank Australia requesting progress update on signatory changes.
Elyse Diamond	19/07/2021	\$375	0.4	\$150.00 Freehold Property	Memo of status of property based on caretaker correspondence provided.
Elyse Diamond	20/07/2021	\$375	0.2	\$75.00 Freehold Property	Phone call with J Chretien of Opal, querying potential for Certificates of Title of properties in the safe.
Elyse Diamond	20/07/2021	\$375	0.4	\$150.00 Cash On Hand & Banking	Schedule of split cash to term deposits by institution.
Elyse Diamond	22/07/2021	\$375	0.4	\$150.00 Freehold Property	Relativity search for valuations for Pt Clare properties.
Elyse Diamond	23/07/2021	\$375	0.3	\$112.50 Freehold Property	Phone call with K Gavathas in respect of valuation of properties.
Elyse Diamond	23/07/2021	\$375	0.2	\$75.00 Cash On Hand & Banking	Email to Bank Australia requesting update in respect of signatories.
Elyse Diamond	23/07/2021	\$375	0.6	\$225.00 Other Assets	Email request to Link Market Services requesting update on progress of share transfer. Phone call in respect of the same.
Kate Gavathas	23/07/2021	\$675	2.0	\$1,350.00 Freehold Property	Reviewing prior valuation from 67 Victory Parade, Tascott, review of local market. preparing property schedule. Call to valuers and request for information regarding jetty. Preparing instruction email to valuers.
Kate Gavathas	26/07/2021	\$675	0.4	\$270.00 Freehold Property	Discussions with HTW and PRP regarding valuation request.
Elyse Diamond	26/07/2021	\$375	0.2	\$75.00 Cash On Hand & Banking	Discussing St George signatory amendment updates with J Zhang and reviewing term deposit rates provided.
Sophia Spiliotopoulos	26/07/2021	\$675	0.3	\$202.50 Freehold Property	Discussion with K Gavathas regarding valuation quotes and jetty. Email to K Gavathas with crown licence invoice.
Kate Gavathas	26/07/2021	\$675	0.4	\$270.00 Freehold Property	Review of property documents including prior valuation and preparing property schedules including key information.
Kate Gavathas	27/07/2021	\$675	0.4	\$270.00 Freehold Property	Review of quote received from PRP and follow up with HTW. Preparing and sending additional quote to Opteon property. Liaising with Opteon regarding quote and process.
Kate Gavathas	27/07/2021	\$675	0.2	\$135.00 Freehold Property	Discussions with PRP regarding quote and request to lower fee. Further liaison regarding quote information
Elyse Diamond	28/07/2021	\$375	0.6	\$225.00 Other Assets	Phone call with Link Market Services requesting update on share transfer information.
Elyse Diamond	28/07/2021	\$375	0.6	\$225.00 Cash On Hand & Banking	Phone call with Bank Australia requesting signatory form update and information in respect of ID verifications.
Kate Gavathas	28/07/2021	\$675	0.5	\$337.50 Freehold Property	Review of quotes provided by Opteon and PRP. Reviewing and assessing credentials, discussions with PRP regarding jetty, changes to LEP and value uplift and jetty licence with Crown Land.

Summary of work done

For the period 22 June 2021 to 1 November 2021

Staff member	Date	Rate	Hours	Cost (\$) Milestone	Narration
Elyse Diamond	28/07/2021	\$375	0.4	\$150.00 Cash On Hand & Banking	ID verification process for S Langdon and K Conneely with Bank Australia.
Elyse Diamond	28/07/2021	\$375	0.7	\$262.50 Cash On Hand & Banking	Review of correspondence received from Bank Australia in respect of signatory updates. Liaising with CAT team in respect of managing funds.
Elyse Diamond	28/07/2021	\$375	0.2	\$75.00 Cash On Hand & Banking	Phone call with J Zhang discussing updates to St George signatories and term deposit rates.
Kate Gavathas	29/07/2021	\$675	0.8	\$540.00 Freehold Property	Review of valuation quotes, preparing appointment memorandum and rationale.
Kate Conneely	29/07/2021	\$725	0.1	\$72.50 Freehold Property	Review memo from K Gavathas regarding appointment of valuers. Review and confirm engagement of PRP.
Kate Conneely	29/07/2021	\$725	0.1	\$72.50 Other Assets	Review and approve correspondence to Link Market Services and Computershare regarding Fund shareholdings.
Sophia Spiliotopoulos	29/07/2021	\$675	0.5	\$337.50 Freehold Property	Phone call discussion with K Gavathas regarding valuers and their quotes. Review recommendation email and memo. Email to E Diamond.
Sophia Spiliotopoulos	29/07/2021	\$675	0.4	\$270.00 Tangible Fixed Assets - Other	Review letters to Computershare and Link Market Services as prepared by E Diamond. Mark up and edit. Email to E Diamond.
Elyse Diamond	29/07/2021	\$375	0.3	\$112.50 Freehold Property	Review of correspondence received from valuers in respect of Pt Clare properties and quotes.
Elyse Diamond	29/07/2021	\$375	0.6	\$225.00 Other Assets	Reviewing letter received from Link Market Services. Drafting response letter in respect of the same.
Elyse Diamond	30/07/2021	\$375	0.2	\$75.00 Cash On Hand & Banking	Phone call with M Galletta in respect of Bank Australia accounts and third party access. Preparing valuation instruction letter. Liaising with valuer issuing correspondence and discussions regarding jetty, changes to LEP and in one line sale. Advising Opteon regarding PRP's appointment.
Kate Gavathas	30/07/2021	\$675	0.6	\$405.00 Freehold Property	Finalising letters for Link Market Services and Computershare and liaising to mail out the same. Sending correspondence via email.
Elyse Diamond	30/07/2021	\$375	0.4	\$150.00 Other Assets	Liaising with E Diamond regarding caretakers. Call to J Caldwell (caretaker) regarding access and the properties generally. Email to valuer regarding same.
Kate Gavathas	30/07/2021	\$675	0.2	\$135.00 Freehold Property	
Elyse Diamond	30/07/2021	\$375	0.3	\$112.50 Freehold Property	Phone call with K Gavathas in respect of caretakers and approach to valuation of property.
Elyse Diamond	30/07/2021	\$375	0.3	\$112.50 Cash On Hand & Banking	Reviewing St George letters of instruction.
Kate Conneely	30/07/2021	\$725	0.1	\$72.50 Freehold Property	Review and approve letters of instruction.
Kate Conneely	2/08/2021	\$725	0.3	\$217.50 Cash On Hand & Banking	Review and consider cash position and maturing term deposits. Call with E Diamond to discuss next steps and treatment of restricted / unrestricted cash.
Elyse Diamond	2/08/2021	\$375	0.2	\$75.00 Freehold Property	Phone call to J Chretien of Opal in respect of property titles.
Elyse Diamond	2/08/2021	\$375	0.8	\$300.00 Cash On Hand & Banking	Drafting memorandum on term deposits and cash at bank for consideration in making investment decisions. Drafting schedule of varying term deposit rates provided by CAT.
Elyse Diamond	2/08/2021	\$375	0.4	\$150.00 Cash On Hand & Banking	Discussing term deposits and investment decisions with CAT team. Review of forwarded correspondence from St George in respect of the same.
Elyse Diamond	2/08/2021	\$375	0.2	\$75.00 Cash On Hand & Banking	Phone call with K Conneely in respect of term deposit instructions.
Kate Gavathas	3/08/2021	\$675	0.4	\$270.00 Freehold Property	Discussions with valuer regarding inspection and valuation, access and LEP questions. discussion with caretaker.
Elyse Diamond	3/08/2021	\$375	0.2	\$75.00 Cash On Hand & Banking	Phone call with J Zhang requesting St George signatory update.
Elyse Diamond	4/08/2021	\$375	0.6	\$225.00 Other Assets	Phone call with Link Market Services requesting update on share transfer.
Kate Gavathas	5/08/2021	\$675	0.3	\$202.50 Freehold Property	Call with C Pugsley regarding inspection and access.
Elyse Diamond	6/08/2021	\$375	0.8	\$300.00 Other Assets	Phone call with Computershare requesting update on Amcor share transfer. Review of email instructions received including off market transfer form.
Elyse Diamond	9/08/2021	\$375	0.3	\$112.50 Other Assets	Review of correspondence received from Computershare. Review of instructions and obtaining relevant information required from Relativity.
Kate Conneely	10/08/2021	\$725	0.1	\$72.50 Freehold Property	Review update from K Gavathas regarding valuer inspection and site photos.

Summary of work done

For the period 22 June 2021 to 1 November 2021

Staff member	Date	Rate	Hours	Cost (\$) Milestone	Narration
Kate Conneely	10/08/2021	\$725	0.1	\$72.50 Intangible Assets	Review correspondence from Computershare. Review and approve application to transfer form. Reply to E Diamond.
Kate Gavathas	10/08/2021	\$675	0.5	\$337.50 Freehold Property	Review of information received from valuer including photos and water license.
Elyse Diamond	10/08/2021	\$375	0.4	\$150.00 Other Assets	Discussions with valuer regarding splitting jetty access and saving files to folder.
Elyse Diamond	10/08/2021	\$375	0.8	\$300.00 Other Assets	Drafting share transfer form for Computershare. Finalising with letter.
Elyse Diamond	10/08/2021	\$375	0.3	\$112.50 Freehold Property	Drafting letter to Computershare to accompany share transfer form. Liaising with practice management to mail.
Elyse Diamond	11/08/2021	\$375	0.7	\$262.50 Other Assets	Phone call with J Chretien from Opal requesting update on title deeds.
Kate Conneely	11/08/2021	\$725	0.1	\$72.50 Cash On Hand & Banking	Phone call requesting update on share transfer from Link.
Elyse Diamond	12/08/2021	\$375	0.3	\$112.50 Cash On Hand & Banking	Update discussion with E Diamond regarding access to cash held by Bank Australia and next steps to action transfers.
Elyse Diamond	12/08/2021	\$375	0.2	\$75.00 Cash On Hand & Banking	Phone call with J Zhang providing Bank Australia update, requesting St George update and term deposit next steps.
Kate Conneely	13/08/2021	\$725	0.1	\$72.50 Cash On Hand & Banking	Review of term deposit rates provided by J Zhang in respect of second maturing St George term deposit.
Kate Gavathas	13/08/2021	\$675	0.2	\$135.00 Freehold Property	Provide approvals for rollover of maturing term deposit. Discuss signatory change update with E Diamond.
Elyse Diamond	13/08/2021	\$375	0.4	\$150.00 Other Assets	Update discussion with valuer on valuation timing.
Elyse Diamond	13/08/2021	\$375	0.4	\$150.00 Cash On Hand & Banking	Phone call from Link Market Services in respect of share transfer update.
Elyse Diamond	16/08/2021	\$375	0.2	\$75.00 Freehold Property	Review of term deposit rates for maturing deposit and email recommending 90 day term deposit to K Conneely. Advising CAT to proceed upon approval.
Elyse Diamond	16/08/2021	\$375	0.8	\$300.00 Other Assets	Phone call to J Chretien in respect of title deeds for property. Discussion of invoices received by Opal.
Kate Gavathas	17/08/2021	\$675	0.5	\$337.50 Freehold Property	Phone call to Computershare requesting update on progress of share transfer.
Elyse Diamond	17/08/2021	\$375	0.1	\$37.50 Cash On Hand & Banking	Call with PRP regarding valuation, recent sales, jetty, crown land, heritage, current market status and potential uplift.
Elyse Diamond	17/08/2021	\$375	0.2	\$75.00 Freehold Property	Review of term deposit correspondence received from Bank Australia.
Elyse Diamond	17/08/2021	\$375	0.6	\$225.00 Other Assets	Collating photos of Pt Clare properties and providing to NRF for review.
Elyse Diamond	17/08/2021	\$375	0.2	\$75.00 Cash On Hand & Banking	Phone call from Link Market Services confirming Orora shares updated and holding statement issued. Review and responding to email received from Link Market Services in respect of the same.
Kate Conneely	18/08/2021	\$725	0.2	\$145.00 Cash On Hand & Banking	Phone call to CAT team advising of NRF [REDACTED]
Elyse Diamond	18/08/2021	\$375	0.4	\$150.00 Cash On Hand & Banking	Email in respect of the same.
Kate Gavathas	19/08/2021	\$675	1.0	\$675.00 Freehold Property	Call from St George regarding term deposit reinvestment. Call with E Diamond regarding same.
Elyse Diamond	19/08/2021	\$375	0.3	\$112.50 Cash On Hand & Banking	Phone call with K Conneely in respect of St George term deposit. Phone call to J Zhang in respect of the same. Updating file note on bank accounts for updated term deposit details and adding maturity date to calendar.
Elyse Diamond	20/08/2021	\$375	0.4	\$150.00 Cash On Hand & Banking	Detailed review of property valuations and preparing notes for discussion with valuer.
Kate Gavathas	20/08/2021	\$675	0.7	\$472.50 Freehold Property	Review of Bank Australia correspondence and updating term deposit listing.
Kate Conneely	23/08/2021	\$725	0.3	\$217.50 Freehold Property	Phone call with J Zhang confirming St George online banking requirements. Reviewing and filing of St George bank statements issued via mail.
Kate Gavathas	23/08/2021	\$675	0.7	\$472.50 Freehold Property	Call with PRP regarding valuation, queries and market sentiment.
Kate Gavathas	24/08/2021	\$675	0.2	\$135.00 Freehold Property	Review summary note and also draft valuation from PRP for the properties.
Elyse Diamond	25/08/2021	\$375	0.2	\$75.00 Cash On Hand & Banking	Preparing email overview of valuation and commencement of valuation memorandum noting comparables, values and comments in respect of market and jetty.
Elyse Diamond	25/08/2021	\$375	0.3	\$112.50 Cash On Hand & Banking	Liaising with valuer regarding jetty and change to valuation on as-is basis.
					Update phone call with K Conneely in respect of bank accounts and next steps.
					Phone call with J Zhang requesting update on St George bank accounts.

Summary of work done

For the period 22 June 2021 to 1 November 2021

Staff member	Date	Rate	Hours	Cost (\$) Milestone	Narration
Elyse Diamond	25/08/2021	\$375	0.8	\$300.00 Cash On Hand & Banking	Set up process for Bank Australia accounts and review of accounts access held to. Review of Bank Australia term deposit maturity dates.
Elyse Diamond	25/08/2021	\$375	0.2	\$75.00 Freehold Property	Review of drafted property valuation reports and update to asset value schedule with the same.
Elyse Diamond	25/08/2021	\$375	0.1	\$37.50 Other Assets	Review of mail received from Computershare in respect of share transfer next steps.
Elyse Diamond	25/08/2021	\$375	0.2	\$75.00 Cash On Hand & Banking	Review of St George term deposit schedule and correspondence received from bank in respect of the same. Updating schedule with new term deposit details.
Kate Gavathas	26/08/2021	\$675	0.2	\$135.00 Freehold Property	Following up with valuer regarding changes to valuation at as is value rather than change to jetty.
Elyse Diamond	26/08/2021	\$375	0.6	\$225.00 Cash On Hand & Banking	Correspondence to Bank Australia requesting instructions for rolling over term deposit.
Elyse Diamond	26/08/2021	\$375	0.2	\$75.00 Other Assets	Email to Computershare requesting update on transfer.
Elyse Diamond	27/08/2021	\$375	0.4	\$150.00 Other Assets	Review of next steps correspondence received from both Computershare and Link Market Services in respect of shareholdings.
Elyse Diamond	27/08/2021	\$375	0.2	\$75.00 Freehold Property	Phone call to Opal in respect of outstanding invoices received in respect of Pt Clare properties.
Elyse Diamond	27/08/2021	\$375	0.4	\$150.00 Cash On Hand & Banking	Phone call with J Zhang requesting St George online banking update. Checking responses to Bank Australia query.
Kate Conneely	30/08/2021	\$725	0.3	\$217.50 Cash On Hand & Banking	Emails with E Diamond regarding Bank Australia, St George term deposits. Discuss access as well as ATO response and Computershare transfers.
Elyse Diamond	30/08/2021	\$375	0.8	\$300.00 Other Assets	Phone call with Computershare in respect of share transfer.
Elyse Diamond	30/08/2021	\$375	0.3	\$112.50 Cash On Hand & Banking	Correspondence with Bank Australia requesting term deposit be rolled into 3 month term deposit. Update schedule of funds with details of the same.
Elyse Diamond	30/08/2021	\$375	0.2	\$75.00 Freehold Property	Following up Opal in respect of property titles.
Elyse Diamond	30/08/2021	\$375	0.3	\$112.50 Freehold Property	Review of various invoices received from Opal in respect of Pt Clare properties. Creating schedule of the same.
Elyse Diamond	30/08/2021	\$375	0.1	\$37.50 Cash On Hand & Banking	Correspondence with J Zhang in respect of St George set up.
Elyse Diamond	30/08/2021	\$375	0.6	\$225.00 Other Assets	Completing Computershare change of address notification and supporting documents per instructions provided.
Kate Conneely	31/08/2021	\$725	0.1	\$72.50 Cash On Hand & Banking	Call with E Diamond in respect of St George and payments to be made.
Elyse Diamond	31/08/2021	\$375	0.7	\$262.50 Cash On Hand & Banking	Confirmation of St George update with J Zhang. Discussing next steps with K Conneely. Preparing schedule of payments to be prepared from St George account with buffer.
Elyse Diamond	31/08/2021	\$375	0.4	\$150.00 Cash On Hand & Banking	Estimated position following payment batch to S Spiliotopoulos and discussing the same.
Kate Conneely	1/09/2021	\$725	0.3	\$217.50 Cash On Hand & Banking	Review and approve payments to be made.
Kate Gavathas	1/09/2021	\$675	0.4	\$270.00 Freehold Property	Liaising with valuer regarding updated valuation .
Elyse Diamond	1/09/2021	\$375	0.3	\$112.50 Cash On Hand & Banking	Drafting email to K Conneely in respect of St George balances and payments to be prepared. Supporting documents in respect of the same.
Elyse Diamond	1/09/2021	\$375	0.1	\$37.50 Freehold Property	Update email to Gallaghers regarding property valuation and next steps.
Elyse Diamond	1/09/2021	\$375	0.3	\$112.50 Cash On Hand & Banking	Phone call with J Zhang and St George in respect of accounts frozen in error and payments.
Elyse Diamond	1/09/2021	\$375	0.8	\$300.00 Cash On Hand & Banking	Preparing cash flow forecast and estimated position of Funds in lead up to second application and prior to asset realisation.
Elyse Diamond	1/09/2021	\$375	0.7	\$262.50 Cash On Hand & Banking	Further drafting of cash flow/estimated position forecast for restricted and unrestricted cash and property/fund management expenses.
Elyse Diamond	2/09/2021	\$375	0.2	\$75.00 Freehold Property	Review of valuation received and issuing to insurers for next steps.
Elyse Diamond	2/09/2021	\$375	0.1	\$37.50 Cash On Hand & Banking	Phone call with St George in respect of bank freeze to be lifted.
Kate Gavathas	3/09/2021	\$675	1.5	\$1,012.50 Freehold Property	Reviewing updated valuation including as-is values and jetty rationale. Liaising with valuer and preparing formal valuation memorandum.
Kate Gavathas	6/09/2021	\$675	0.3	\$202.50 Freehold Property	Finishing valuation memorandum.

Summary of work done

For the period 22 June 2021 to 1 November 2021

Staff member	Date	Rate	Hours	Cost (\$) Milestone	Narration
Elyse Diamond	6/09/2021	\$375	0.2	\$75.00 Cash On Hand & Banking	Review of term deposit maturity certificate and confirmation of renewal. Saving the same on file.
Elyse Diamond	7/09/2021	\$375	0.2	\$75.00 Cash On Hand & Banking	Phone call with J Zhang in respect of accounting for bank accounts. Follow up email including details of all accounts for inclusion in accounting software.
Elyse Diamond	8/09/2021	\$375	0.2	\$75.00 Freehold Property	Phone call from WSG Plumbing in respect of Pt Clare properties. Additional phone call to WSG to request reissuance of invoice.
Elyse Diamond	8/09/2021	\$375	0.1	\$37.50 Cash On Hand & Banking	Updating term deposit schedule for Bank Australia per J Zhang request.
Elyse Diamond	9/09/2021	\$375	0.6	\$225.00 Other Assets	Phone call with and subsequent email to Computershare requesting update on change of address and transfer notice.
Elyse Diamond	9/09/2021	\$375	0.1	\$37.50 Cash On Hand & Banking	Review of term deposit Insol accounting with J Zhang.
Kate Conneely	9/09/2021	\$725	0.5	\$362.50 Freehold Property	Review finalised valuation report. Review memo from K Gavathas regarding same including jetty license. Agree strategy. Discussion with E Diamond regarding insurance for properties also.
Kate Gavathas	9/09/2021	\$675	0.2	\$135.00 Freehold Property	Liaising with M Butler on property valuation and finalising memorandum for K Conneely.
Elyse Diamond	10/09/2021	\$375	0.3	\$112.50 Freehold Property	Review of insurance quote for properties provided and correspondence in respect of the same to K Conneely. Review of insurance replacement figures provided.
Elyse Diamond	10/09/2021	\$375	0.1	\$37.50 Freehold Property	Discussing building vs land value with K Gavathas for insurance placement on properties.
Elyse Diamond	10/09/2021	\$375	0.2	\$75.00 Other Assets	Phone call from Computershare requesting Shelf Co ASIC search for confirmation of directorships in transfer form.
Kate Gavathas	10/09/2021	\$675	0.1	\$67.50 Freehold Property	Liaising with E Diamond regarding insurance replacement and summation value findings.
Elyse Diamond	13/09/2021	\$375	0.2	\$75.00 Freehold Property	Discussing valuation and invoicing with K Gavathas.
Elyse Diamond	13/09/2021	\$375	0.2	\$75.00 Freehold Property	Placing insurance cover for two Pt Clare properties. Discussing the same with S Spiliotopoulos and K Conneely.
Kate Gavathas	13/09/2021	\$675	0.1	\$67.50 Freehold Property	Change to valuation invoicing, liaising with PRP and E Diamond on the requested changes.
Elyse Diamond	13/09/2021	\$375	0.3	\$112.50 Freehold Property	Review of insurance quotes for Pt Clare properties. Phone call with N Collins in respect of the same.
Kate Gavathas	14/09/2021	\$675	0.1	\$67.50 Freehold Property	Calls/email to Crown Land regarding change to water jetty licence.
Elyse Diamond	14/09/2021	\$375	0.2	\$75.00 Freehold Property	Phone call with N Collins in respect of insurance on Pt Clare properties. Email confirming the same.
Elyse Diamond	14/09/2021	\$375	0.3	\$112.50 Other Assets	Preparing Link Market Services share transfer form.
Elyse Diamond	14/09/2021	\$375	0.3	\$112.50 Other Assets	Preparing Link Market Services bank account update form for upcoming dividends.
Elyse Diamond	14/09/2021	\$375	0.2	\$75.00 Other Assets	Finalising Link Market Services correspondence for inclusion in bank account and share transfer update forms.
Sophia Spiliotopoulos	14/09/2021	\$675	0.4	\$270.00 Tangible Fixed Assets - Other	Review Link Market Services letter and background documents. Discuss changes with E Diamond.
Kate Conneely	15/09/2021	\$725	0.5	\$362.50 Freehold Property	Review update regarding jetty licence from K Gavathas. Consider. Review and approve shareholding transfer forms for Link Market Services. Review and approve supplier payments related to property.
Kate Gavathas	15/09/2021	\$675	0.3	\$202.50 Freehold Property	Liaising with Crown Land regarding jetty. review of survey and jetty license. Liaising with team on update.
Elyse Diamond	16/09/2021	\$375	0.2	\$75.00 Other Assets	Phone call with Computershare and issuing of follow up correspondence per their request.
Elyse Diamond	16/09/2021	\$375	0.1	\$37.50 Other Assets	Email correspondence following up in respect of the same.
Kate Conneely	16/09/2021	\$725	0.3	\$217.50 Freehold Property	Organising mailing and email issuing of Link Market Services correspondence. Consider further emails and survey regarding jetty for Pt Clare properties.

Summary of work done

For the period 22 June 2021 to 1 November 2021

Staff member	Date	Rate	Hours	Cost (\$) Milestone	Narration
Kate Conneely	21/09/2021	\$725	0.2	\$145.00 Other Assets	Discussion with S Spiliotopoulos regarding issues in transferring shares by Computershare. Approve letter to go.
Elyse Diamond	21/09/2021	\$375	0.2	\$75.00 Other Assets	Phone call with Computershare in respect of address update form amendments required.
Elyse Diamond	21/09/2021	\$375	0.4	\$150.00 Other Assets	Updating, finalising and issuing Computershare address forms per request.
Kate Conneely	22/09/2021	\$725	0.2	\$145.00 Freehold Property	Call with NRF regarding jetty licence. Update to K Gavathas regarding same.
Elyse Diamond	24/09/2021	\$375	0.4	\$150.00 Other Assets	Phone call from Computershare confirming the address had been updated. Requesting shareholding statement be issued. Confirming payment details for the same.
Elyse Diamond	24/09/2021	\$375	0.3	\$112.50 Freehold Property	Emails in respect of property titles from Opal. Correspondence on the same to K Conneely and K Gavathas.
Sophia Spiliotopoulos	27/09/2021	\$675	0.2	\$135.00 Freehold Property	Emails to E Diamond regarding property titles and process to begin acquiring replacements.
Elyse Diamond	27/09/2021	\$375	0.2	\$75.00 Freehold Property	Reviewing title documents update from Opal and updating team with the same.
Kate Conneely	29/09/2021	\$725	0.2	\$145.00 Freehold Property	Emails with K Gavathas and NRF regarding jetty licence and Certificates of Title for properties.
Kate Gavathas	29/09/2021	\$675	0.5	\$337.50 Freehold Property	Liaising with NRF on [REDACTED] Providing information as requested.
Elyse Diamond	29/09/2021	\$375	0.6	\$225.00 Other Assets	Review of dividend distribution details from Computershare in respect of Amcor holdings. Review of bank details to confirm the same. Update to estimated position schedule.
Kate Gavathas	30/09/2021	\$675	0.2	\$135.00 Freehold Property	Liaising with E Diamond regarding certificate of title.
Elyse Diamond	30/09/2021	\$375	0.3	\$112.50 Freehold Property	Phone call with K Gavathas on overview of counsel comments [REDACTED] and next steps.
Elyse Diamond	30/09/2021	\$375	0.2	\$75.00 Freehold Property	Update to K Conneely and S Spiliotopoulos and replacement titles and transfer next steps for Pt Clare properties.
Kate Conneely	5/10/2021	\$725	0.2	\$145.00 Freehold Property	Consider update from K Gavathas regarding certificates of tile and change in title, as well as easement or licence for jetty. Reply.
Kate Gavathas	5/10/2021	\$675	0.4	\$270.00 Freehold Property	Providing email update to team with respect to jetty reconfiguration and title deeds.
Kate Gavathas	6/10/2021	\$675	0.1	\$67.50 Freehold Property	Email to NRF regarding response to Jetty queries.
Kate Gavathas	7/10/2021	\$675	0.1	\$67.50 Freehold Property	Call with NRF to follow up on Tascott properties.
Kate Gavathas	11/10/2021	\$675	0.1	\$67.50 Freehold Property	Update with NRF regarding jetty and title.
Kate Conneely	12/10/2021	\$725	0.3	\$217.50 Cash On Hand & Banking	Review invoice from NRF. Discussions with E Diamond and S Spiliotopoulos regarding access to funds, current cash position and expenses to be paid. Discuss need to have Court orders updated.
Elyse Diamond	12/10/2021	\$375	0.3	\$112.50 Cash On Hand & Banking	Reconciliation of bank transactions for determining ability to pay legal fees. Consideration of outstanding invoices and email on the same to S Spiliotopoulos and K Conneely.
Kate Gavathas	14/10/2021	\$675	0.1	\$67.50 Freehold Property	Update email to NRF regarding Jetty and titles.
Elyse Diamond	14/10/2021	\$375	0.8	\$300.00 Cash On Hand & Banking	Updating estimated cash position forecast for actuals engagement. Forecasting ability to pay trustee fees and legal fees in upcoming periods, considering impact of second court application. Email to S Spiliotopoulos on the same.
Kate Gavathas	15/10/2021	\$675	0.3	\$202.50 Freehold Property	Review of email received from NRF [REDACTED]
Elyse Diamond	18/10/2021	\$375	0.4	\$150.00 Cash On Hand & Banking	Schedule of payments in respect of Property. Review of invoices received in prior week and updating estimated cash position schedule.
Elyse Diamond	18/10/2021	\$375	0.3	\$112.50 Other Assets	Phone call with Computershare requesting update on shareholding statement delivery.
Kate Conneely	19/10/2021	\$725	0.2	\$145.00 Freehold Property	Discussion with K Gavathas regarding Pt Clare properties and jetty licence.
Kate Gavathas	19/10/2021	\$675	0.3	\$202.50 Freehold Property	Liaising with C Puglsey of PRP regarding Crown Land and jetty licence, discussions on [REDACTED] and impact on value. Call with K Conneely regarding same and strategy. Email to team regarding update and information request.

Summary of work done

For the period 22 June 2021 to 1 November 2021

Staff member	Date	Rate	Hours	Cost (\$) Milestone	Narration
Kate Gavathas	19/10/2021	\$675	0.2	\$135.00 Freehold Property	Liaison with NRF [REDACTED]
Kate Gavathas	20/10/2021	\$675	0.3	\$202.50 Freehold Property	Further liaison with C Puglsey of PRP regarding Crown Land and jetty licence and work around solutions. Update email to team. Email to NRF regarding title transfer.
Elyse Diamond	20/10/2021	\$375	0.2	\$75.00 Cash On Hand & Banking	Collating all Bank Australia bank statements for CAT bank reconciliations.
Kate Gavathas	22/10/2021	\$675	0.1	\$67.50 Freehold Property	Update email to NRF regarding file progress and title transfer.
Kate Conneely	25/10/2021	\$725	0.2	\$145.00 Cash On Hand & Banking	Discussion with E Diamond regarding outstanding accounts and cash available. Discuss what should be paid until orders obtained. Approve WIP transfers.
Kate Conneely	26/10/2021	\$725	0.2	\$145.00 Freehold Property	Consider emails from K Gavathas. Follow up A Kam at NRF.
Kate Conneely	26/10/2021	\$725	0.1	\$72.50 Cash On Hand & Banking	Approve cash position and transfers. Discuss application with E Diamond.
Elyse Diamond	26/10/2021	\$375	0.3	\$112.50 Other Assets	Follow up email to Link Market services requesting update on transfer.
Elyse Diamond	26/10/2021	\$375	0.2	\$75.00 Other Assets	Follow up email to Computershare requesting update on issuing of holding statement.
Kate Gavathas	26/10/2021	\$675	0.2	\$135.00 Freehold Property	Follow up with C Puglsey of PRP regarding jetty issues. Follow up with NRF on title transfer.
Kate Gavathas	27/10/2021	\$675	0.3	\$202.50 Freehold Property	Review email regarding title transfer and stamp duty. Liaise with K Conneely on the same and preparing response to NRF.
Kate Conneely	28/10/2021	\$725	0.2	\$145.00 Freehold Property	Review comments from K Gavathas on PEXA verifications. Confirm Trustees to sign.
Kate Gavathas	28/10/2021	\$675	0.4	\$270.00 Freehold Property	Call with D Webber of NRF [REDACTED] Preparing email to KordaMentha team regarding steps for transfer and email to K Conneely and S Langdon for title CAF approval.
Kate Gavathas	29/10/2021	\$675	0.2	\$135.00 Freehold Property	Preparing CAF for execution. issues with change to name and liaising with D Webber.
Elyse Diamond	29/10/2021	\$375	0.2	\$75.00 Cash On Hand & Banking	Review of term deposit schedule in respect of term deposits maturing in coming week. Confirming approach to the same with K Conneely.
			88.1	\$41,277.50	

Summary of work done

For the period 22 June 2021 to 1 November 2021

Staff member	Date	Rate	Hours	Cost (\$)	Milestone	Narration
Interested Persons						
Elyse Diamond	29/06/2021	\$325	0.7	\$227.50	General - Investors	Teams meeting to discuss fund membership, rules and other issues with J Chretien of Opal and K Conneely and S Spiliotopoulos.
Kate Conneely	29/06/2021	\$725	1.0	\$725.00	General - Investors	Call with J Chretien of Opal, and S Spiliotopoulos and E Diamond to discuss membership classes and entitlement to Funds. Review and comment on proposed advertisements for newspapers. Reply to S Spiliotopoulos.
Elyse Diamond	29/06/2021	\$325	0.6	\$195.00	General - Investors	Review of NRF drafted affidavit in respect of rules and differences in membership classes. Summarising the same for reference in meeting with Opal.
Elyse Diamond	29/06/2021	\$325	0.3	\$97.50	General - Investors	Drafting correspondence to Opal requesting contact details for relevant members.
Sophia Spiliotopoulos	29/06/2021	\$675	0.2	\$135.00	General - Investors	Review schedule of last known '32' members as prepared by E Diamond for completion by Opal P & C. Discuss changes with E Diamond. Email response.
Elyse Diamond	30/06/2021	\$325	0.2	\$65.00	General - Investors	Phone call to J Chretien in respect of member contact detail requests. Email on the same.
Elyse Diamond	30/06/2021	\$325	0.1	\$32.50	General - Investors	Review of advert request received from A Kam in respect of issued advertisement. Discussing with S Spiliotopoulos.
Elyse Diamond	30/06/2021	\$325	0.3	\$97.50	General - Investors	Converting drafted advert content to word document format for review of A Kam and NRF team.
Elyse Diamond	30/06/2021	\$325	0.6	\$195.00	General - Investors	Review of all copies of rules available in books and records and finalising a schedule to compare the various benefits payable under each set of rules.
Elyse Diamond	30/06/2021	\$325	0.6	\$195.00	General - Investors	Drafting update letter notifying members known from books and records of appointment and requesting provision of any relevant information.
Kate Conneely	30/06/2021	\$725	0.3	\$217.50	General - Investors	Discuss advert for publication with E Diamond. Consider feedback from NRF. Consider website set up content. Approve via email.
Elyse Diamond	1/07/2021	\$325	0.2	\$65.00	General - Investors	Review of A Kam mark ups to advertisement and discussing with K Conneely. Update email to NRF confirming intention to proceed with amendments.
Elyse Diamond	1/07/2021	\$325	0.6	\$195.00	General - Investors	Finalising schedule of potential benefits and drafting email regarding the same to K Conneely and S Spiliotopoulos. Review of honorary members listings to confirm benefits potentially payable.
Elyse Diamond	1/07/2021	\$325	0.4	\$130.00	General - Investors	Drafting updates to background information on webpage for member attention per S Spiliotopoulos instruction.
Elyse Diamond	1/07/2021	\$325	0.2	\$65.00	General - Investors	Finalising advert content per S Spiliotopoulos instructions following NRF feedback.
Kate Conneely	1/07/2021	\$725	0.5	\$362.50	General - Investors	Review and approve advertisements for newspapers next week. Consider member information page. Emails with S Spiliotopoulos and E Diamond regarding same.
Sophia Spiliotopoulos	1/07/2021	\$675	0.5	\$337.50	General - Investors	Review and mark up letter to members. Discuss with E Diamond. Discuss with T Crawford as to mail out.
Sophia Spiliotopoulos	1/07/2021	\$675	0.5	\$337.50	General - Investors	Review summary of member benefits as prepared by E Diamond. Mark up with changes to be included. Discuss with E Diamond.
Sophia Spiliotopoulos	1/07/2021	\$675	0.5	\$337.50	General - Investors	Review KordaMentha website page for Fund. Discuss with E Diamond as to changes and inclusions. Email to D Rosario. Draft main landing page wording.
Elyse Diamond	2/07/2021	\$325	0.2	\$65.00	General - Investors	Phone call to J Chretien of Opal Paper providing update on publication of notice in newspapers, requesting update of contact details provided for members and questions in respect of Bank Australia secure mail.
Elyse Diamond	2/07/2021	\$325	0.6	\$195.00	General - Investors	Drafting a generic letter to members confirming appointment and requesting information be provided as stipulated in court orders.
Kate Conneely	2/07/2021	\$725	0.5	\$362.50	General - Investors	Settle letter to fund members. Discuss with E Diamond.
Elyse Diamond	2/07/2021	\$325	0.6	\$195.00	General - Investors	Finalising letter to known members and liaising with office support to organise mail out. Drafting internal update in respect of the same.

Summary of work done

For the period 22 June 2021 to 1 November 2021

Staff member	Date	Rate	Hours	Cost (\$)	Milestone	Narration
Elyse Diamond	2/07/2021	\$325	0.6	\$195.00	General - Investors	Reviewing books and records in Relativity to review any potential contact details available for potential members. Reviewing documents to confirm potential benefits payable to different membership classes.
Sophia Spiliotopoulos	5/07/2021	\$675	0.5	\$337.50	General - Investors	Liaising with practice management regarding mail out to members. Discussions with E Diamond regarding contact details and members schedule. Phone call with J Chretien following receipt of members listing schedule on information provided/required.
Elyse Diamond	5/07/2021	\$375	0.2	\$75.00	General - Investors	Finalising generic notice to members in respect of appointment.
Elyse Diamond	5/07/2021	\$375	0.2	\$75.00	General - Investors	Liaising with practice management in respect of potential mailout to Interested Persons.
Elyse Diamond	5/07/2021	\$375	0.7	\$262.50	General - Investors	Discussing member contact details with J Chretien. Review of listing received.
Elyse Diamond	5/07/2021	\$375	0.3	\$112.50	General - Investors	Phone call with J Chretien of Opal on queries arising from review of books and records. Reviewing documents in Relativity and in initial application exhibits for each of the 32 members provided for in 2012, searching for any known postal or email addresses or phone numbers.
Elyse Diamond	5/07/2021	\$375	0.6	\$225.00	General - Investors	Further review of books and records in Relativity for potential contact details for 32 suspected members of the Fund.
Elyse Diamond	6/07/2021	\$375	0.6	\$225.00	General - Investors	Phone call with former member in response to advertisement in newspaper.
Elyse Diamond	6/07/2021	\$375	0.6	\$225.00	General - Investors	Phone calls to any known numbers for previous committee members, leaving messages.
Elyse Diamond	6/07/2021	\$375	0.2	\$75.00	General - Investors	Phone call with previous committee member in respect of appointment.
Elyse Diamond	6/07/2021	\$375	0.7	\$262.50	General - Investors	Research on each individual with contact details not provided for in listing of 32.
Kate Conneely	6/07/2021	\$725	0.2	\$145.00	General - Investors	Call with S Spiliotopoulos regarding member correspondence and delay due to Opal miscommunication.
Elyse Diamond	6/07/2021	\$375	0.3	\$112.50	General - Investors	Reviewing adverts in newspapers and saving copies on file.
Elyse Diamond	6/07/2021	\$375	0.4	\$150.00	General - Investors	Additional phone calls to located numbers for potential members, requesting emails and mailing addresses to issue correspondence to.
Elyse Diamond	6/07/2021	\$375	0.4	\$150.00	General - Investors	Setting up schedule in excel for all incoming member correspondence.
Elyse Diamond	7/07/2021	\$375	0.4	\$150.00	General - Investors	Phone call with former committee member in respect of notice of appointment.
Elyse Diamond	7/07/2021	\$375	0.4	\$150.00	General - Investors	Review of further correspondence provided by former member. Updating schedule of correspondence accordingly.
Elyse Diamond	7/07/2021	\$375	0.6	\$225.00	General - Investors	Phone call with E Caldwell, former committee member in respect of the fund and providing updates, requesting contact details to issue further correspondence to.
Elyse Diamond	7/07/2021	\$375	0.1	\$37.50	General - Investors	Liaising with practice management in respect of potential mailout.
Elyse Diamond	7/07/2021	\$375	0.3	\$112.50	General - Investors	Phone call with J Chretien in respect of member listing, outstanding invoices on Pt Clare properties, PO Box queries and bank account queries.
Kate Conneely	8/07/2021	\$725	0.7	\$507.50	General - Investors	Prepare for and attend call with S Spiliotopoulos and E Diamond regarding member correspondence and identification as well as tasks completed, activities to be completed on expiration of 28 days and second court hearing as they affect members of the fund.
Elyse Diamond	8/07/2021	\$375	0.7	\$262.50	General - Investors	Review of additional email correspondence from potential members provided by J Chretien. Adding relevant correspondence to member schedule.
Elyse Diamond	8/07/2021	\$375	0.3	\$112.50	General - Investors	Reviewing ex-Amcor employee membership leads provided by Opal.
Elyse Diamond	8/07/2021	\$375	0.4	\$150.00	General - Investors	Reconciling correspondence received from Opal from potential members to books and records available in Relativity.
Elyse Diamond	9/07/2021	\$375	0.2	\$75.00	General - Investors	LinkedIn correspondence to known former committee member.
Elyse Diamond	9/07/2021	\$375	0.4	\$150.00	General - Investors	Phone call with J Chretien requesting update on HR provided mailing addresses and other available sources of information in respect of potential members.
Elyse Diamond	9/07/2021	\$375	0.4	\$150.00	General - Investors	Review of correspondence received into Botany Mill inbox from interested persons, saving on file, updating correspondence schedule.

Summary of work done

For the period 22 June 2021 to 1 November 2021

Staff member	Date	Rate	Hours	Cost (\$) Milestone	Narration
Sophia Spiliotopoulos	12/07/2021	\$675	0.3	\$202.50 General - Investors	Review and approve member correspondence. Discuss with E Diamond.
Elyse Diamond	12/07/2021	\$375	0.3	\$112.50 General - Investors	Phone call with J Chretien in respect of Opal HR providing mailing and email addresses for currently employed members.
Elyse Diamond	12/07/2021	\$375	0.4	\$150.00 General - Investors	Setting up member contact list still employed in mail merge format for issuing correspondence. Liaising with practice management on mailout for following day.
Elyse Diamond	12/07/2021	\$375	0.6	\$225.00 General - Investors	Responding to email from A South, former fund member. Phone call from A South and answering queries.
Elyse Diamond	12/07/2021	\$375	0.4	\$150.00 General - Investors	Phone call from S Grellis, potential former member. Review of documents received from S Grellis via email.
Elyse Diamond	12/07/2021	\$375	0.6	\$225.00 General - Investors	Reconciling member correspondence received in inbox to various books and records in Relativity to determine potential eligibility.
Elyse Diamond	12/07/2021	\$375	0.7	\$262.50 General - Investors	Drafting outgoing member correspondence letters with revised mail merge details and update to generic letter.
Elyse Diamond	12/07/2021	\$375	0.4	\$150.00 General - Investors	Updating member correspondence schedule with interested persons who made contact throughout day.
Elyse Diamond	12/07/2021	\$375	0.3	\$112.50 General - Investors	Review of correspondence received from Opal in respect of contacting Orora on former employees.
Kate Conneely	13/07/2021	\$725	0.3	\$217.50 General - Investors	Review and approve letters to Orora and Opal regarding fund memberships. Update status regarding communications with Members. Emails to E Diamond.
Sophia Spiliotopoulos	13/07/2021	\$675	0.5	\$337.50 General - Investors	Review email prepared by E Diamond to send to Orora contact regarding member details. Mark up and discuss with E Diamond as required.
Elyse Diamond	13/07/2021	\$375	0.3	\$112.50 General - Investors	Finalising mail merge to all known members. Finalising generic notification letter.
Elyse Diamond	13/07/2021	\$375	0.8	\$300.00 General - Investors	Drafting email and sending notification to all known members.
Elyse Diamond	13/07/2021	\$375	0.6	\$225.00 General - Investors	Issuing notification to other potential interested persons using details provided by Opal.
Elyse Diamond	13/07/2021	\$375	0.2	\$75.00 General - Investors	Confirming manual mailout complete with practice management.
Elyse Diamond	13/07/2021	\$375	0.4	\$150.00 General - Investors	Phone call from potential member and answering queries.
Elyse Diamond	13/07/2021	\$375	0.3	\$112.50 General - Investors	Responding to correspondence received to Botany Mill inbox in respect of notification issued.
Elyse Diamond	13/07/2021	\$375	0.6	\$225.00 General - Investors	Responding to email correspondence received from next of kin of deceased member. Reviewing books and records to confirm the deceased's membership. Phone call from individual in respect of the same.
Elyse Diamond	13/07/2021	\$375	0.7	\$262.50 General - Investors	Email response to query received from S Grellis, potential ex member. Email response to query received from M Dennis, potential ex member.
Elyse Diamond	13/07/2021	\$375	0.8	\$300.00 General - Investors	Drafting correspondence to be issued to Orora to request additional contact details of potential members.
Elyse Diamond	13/07/2021	\$375	0.6	\$225.00 General - Investors	Various phone calls received from interested persons in respect of documentation they may be able to provide to prove membership.
Elyse Diamond	14/07/2021	\$375	0.3	\$112.50 General - Investors	Review of correspondence from Opal in respect of Orora communication passed on.
Elyse Diamond	14/07/2021	\$375	0.4	\$150.00 General - Investors	Review of correspondence received into Botany Mill inbox from potential former members. Saving on file and drafting response.
Elyse Diamond	14/07/2021	\$375	0.3	\$112.50 General - Investors	Updating member correspondence schedule for emails and phone calls received throughout the day.
Elyse Diamond	14/07/2021	\$375	0.7	\$262.50 General - Investors	Email correspondence to former members working at Orora and retired. Phone calls answering queries from members.
Elyse Diamond	14/07/2021	\$375	0.6	\$225.00 General - Investors	Reconciling correspondence received from members throughout day to books and records in Relativity to determine any potential claims.
Kate Conneely	15/07/2021	\$725	0.1	\$72.50 General - Investors	Discussions with E Diamond regarding member notifications and membership claims received.

Summary of work done

For the period 22 June 2021 to 1 November 2021

Staff member	Date	Rate	Hours	Cost (\$) Milestone	Narration
Elyse Diamond	15/07/2021	\$375	0.3	\$112.50 General - Investors	Phone call with F Faust, former committee member, answering queries in respect of Fund.
Elyse Diamond	15/07/2021	\$375	0.8	\$300.00 General - Investors	Responding to further emails received into Botany Mill inbox and saving correspondence on file.
Elyse Diamond	15/07/2021	\$375	0.7	\$262.50 General - Investors	Reconciling individuals contacted and documents received to books and records in Relativity.
Elyse Diamond	15/07/2021	\$375	0.3	\$112.50 General - Investors	Updating member correspondence schedule with provided contact details.
Elyse Diamond	15/07/2021	\$375	0.2	\$75.00 General - Investors	Phone call with E Bartschi, former committee member of the Fund.
Elyse Diamond	15/07/2021	\$375	0.4	\$150.00 General - Investors	Phone call with general counsel of Orora in respect of any books and records available for the fund. Confirming no contact details available for former mill employees.
Elyse Diamond	16/07/2021	\$375	0.3	\$112.50 General - Investors	Phone call from potential former member, answering relevant queries.
Elyse Diamond	16/07/2021	\$375	0.4	\$150.00 General - Investors	Reviewing all copies of Rules for various membership eligibility conditions.
Elyse Diamond	16/07/2021	\$375	0.6	\$225.00 General - Investors	Drafting diagram flow chart of membership qualification per Rules for use in determining eligibility of claimants.
Elyse Diamond	19/07/2021	\$375	0.4	\$150.00 General - Investors	Phone call from potential member enquiring about the Fund and wind up.
Elyse Diamond	19/07/2021	\$375	0.6	\$225.00 General - Investors	Creating schedule of interested persons and relevant contact details for use in review of documentation.
Elyse Diamond	19/07/2021	\$375	0.3	\$112.50 General - Investors	Reviewing member claim forms in Relativity and reconciling to previous members who have issued correspondence.
Elyse Diamond	20/07/2021	\$375	0.6	\$225.00 General - Investors	Responding to email enquiries in inbox and reconciling individuals to books and records.
Elyse Diamond	20/07/2021	\$375	0.3	\$112.50 General - Investors	Updating member schedule for individuals making contact during the day.
Elyse Diamond	20/07/2021	\$375	0.2	\$75.00 General - Investors	Phone call with J Chretien of Opal requesting update in respect of membership enquiries.
Elyse Diamond	21/07/2021	\$375	0.4	\$150.00 General - Investors	Review of correspondence received from previous committee member, E Caldwell. Drafting response and saving on file.
Elyse Diamond	21/07/2021	\$375	0.6	\$225.00 General - Investors	Reconciling member queries in inbox to available books and records, including member claim forms in Relativity.
Kate Conneely	22/07/2021	\$725	1.0	\$725.00 General - Investors	Prepare for and attend call with S Spiliotopoulos and E Diamond on review of books and records and identification of interested persons. Discuss next steps towards second court application for members meeting. Call with A Kam at NRF regarding same.
Elyse Diamond	22/07/2021	\$375	0.4	\$150.00 General - Investors	Responding to member enquiries requesting further documentation and updating member correspondence schedule accordingly.
Elyse Diamond	23/07/2021	\$375	0.4	\$150.00 General - Investors	Responding to emails received to Botany Mill inbox from members and updating member correspondence schedule.
Elyse Diamond	23/07/2021	\$375	0.3	\$112.50 General - Investors	Reconciling members who made contact to books and records available in Relativity.
Elyse Diamond	26/07/2021	\$375	0.3	\$112.50 General - Investors	Answering member queries received to Botany Mill inbox and requesting further documentation.
Elyse Diamond	26/07/2021	\$375	0.1	\$37.50 General - Investors	Updating member correspondence schedule with information received.
Elyse Diamond	26/07/2021	\$375	0.2	\$75.00 General - Investors	Reconciliation of member queries to Relativity books and records.
Elyse Diamond	26/07/2021	\$375	0.2	\$75.00 General - Investors	Responding to member query received from V Khanh-Pham.
Elyse Diamond	26/07/2021	\$375	0.2	\$75.00 General - Investors	Reviewing correspondence provided by J Chretien in respect of honorary members and saving on file. Replying to correspondence.
Elyse Diamond	26/07/2021	\$375	0.4	\$150.00 General - Investors	Drafting member schedule for use in franchising potential types of membership. Discussing the same with S Spiliotopoulos.
Elyse Diamond	26/07/2021	\$375	1.8	\$675.00 General - Investors	Drafting member listing using names and addresses from member claim forms (data transfer from Relativity PDFs to excel).
Elyse Diamond	26/07/2021	\$375	0.6	\$225.00 General - Investors	Further transferring of data from Relativity PDFs to excel for member listing, using names and addresses from member claim forms.

Summary of work done

For the period 22 June 2021 to 1 November 2021

Staff member	Date	Rate	Hours	Cost (\$)	Milestone	Narration
Elyse Diamond	27/07/2021	\$375	0.6	\$225.00	General - Investors	Transferring of data from member claim forms in Relativity to excel schedule of members and correspondence.
Elyse Diamond	27/07/2021	\$375	0.6	\$225.00	General - Investors	Responding to member queries in inbox and updating member correspondence accordingly.
Kate Conneely	28/07/2021	\$725	0.2	\$145.00	General - Investors	Update discussion with E Diamond with respect to identification of additional potential members and honorary members. Also discuss status of transfer of bank accounts.
Elyse Diamond	28/07/2021	\$375	0.8	\$300.00	General - Investors	Finalising list of members from member claim form and liaising with practice management to mailout notice to all listed members.
Elyse Diamond	28/07/2021	\$375	0.3	\$112.50	General - Investors	Responding to email correspondence received from potential member and updating member correspondence schedule accordingly.
Elyse Diamond	28/07/2021	\$375	0.3	\$112.50	General - Investors	Phone call with E Bartschi, former member of the Fund in respect of appointment and any known information.
Kate Conneely	29/07/2021	\$725	1.5	\$1,087.50	General - Investors	Regroup with S Spiliotopoulos and E Diamond to discuss next steps concerning the fund and court application process. Discuss advertising of meeting and outline of report to members to accompany meeting notice. Discuss identification of members.
Elyse Diamond	29/07/2021	\$375	0.8	\$300.00	General - Investors	Updating member listing with Relativity document ID numbers relevant to their membership.
Elyse Diamond	29/07/2021	\$375	0.6	\$225.00	General - Investors	Further updating of member schedule with corresponding supporting documents from Relativity and linking document numbers.
Elyse Diamond	29/07/2021	\$375	0.3	\$112.50	General - Investors	Review of honorary member board photos received from members. Discussing the same with S Spiliotopoulos.
Elyse Diamond	29/07/2021	\$375	0.8	\$300.00	General - Investors	Further updating member listing with supporting Relativity document IDs.
Elyse Diamond	30/07/2021	\$375	0.9	\$337.50	General - Investors	Reviewing member schedule and updating with supporting Relativity document IDs as supporting documents for review purposes.
Elyse Diamond	30/07/2021	\$375	0.3	\$112.50	General - Investors	Responding to member queries in inbox and updating member correspondence schedule with information.
Elyse Diamond	2/08/2021	\$375	0.3	\$112.50	General - Investors	Updating member schedule with correspondence received over weekend.
Elyse Diamond	2/08/2021	\$375	0.7	\$262.50	General - Investors	Responding to member queries received in Botany Mill inbox. Reviewing and filing member books and records received.
Elyse Diamond	3/08/2021	\$375	0.8	\$300.00	General - Investors	Responding to emails from members in Botany Mill inbox. Filing and reviewing all books and records received.
Elyse Diamond	3/08/2021	\$375	0.3	\$112.50	General - Investors	Updating member query schedule with correspondence received from members during day.
Elyse Diamond	3/08/2021	\$375	0.9	\$337.50	General - Investors	Reviewing hyperlinked member listing provided by FTech. Testing links to supporting documentation.
Elyse Diamond	3/08/2021	\$375	0.7	\$262.50	General - Investors	Collating of member books and records and filing for FTech to add to Relativity workspace.
Elyse Diamond	3/08/2021	\$375	0.4	\$150.00	General - Investors	Phone call from member asking about options for winding up the Fund. Updating member correspondence schedule with his contact details and comments.
Elyse Diamond	4/08/2021	\$375	0.8	\$300.00	General - Investors	Responding to member queries in inbox. Filing books and records provided by members.
Elyse Diamond	4/08/2021	\$375	0.7	\$262.50	General - Investors	Responding to additional member queries in inbox following their receipt of letter. Updating member schedule with their recent details and comments.
Elyse Diamond	4/08/2021	\$375	0.2	\$75.00	General - Investors	Phone call from past member.
Elyse Diamond	5/08/2021	\$375	0.3	\$112.50	General - Investors	Phone call from member in respect of options for wind up.
Elyse Diamond	5/08/2021	\$375	0.4	\$150.00	General - Investors	Update to member listing schedule per K Conneely request.
Elyse Diamond	6/08/2021	\$375	0.3	\$112.50	General - Investors	Phone call with S Tanti, member of fund in respect of queries on initial correspondence.
Elyse Diamond	6/08/2021	\$375	0.6	\$225.00	General - Investors	Replying to member emails received into inbox. Review of books and records received and filing.
Elyse Diamond	6/08/2021	\$375	0.2	\$75.00	General - Investors	Phone call from potential member with queries.

Summary of work done

For the period 22 June 2021 to 1 November 2021

Staff member	Date	Rate	Hours	Cost (\$)	Milestone	Narration
Elyse Diamond	6/08/2021	\$375	0.8	\$300.00	General - Investors	Reconciling all potential members queries received during week to books and records in Relativity. Updating member correspondence schedule accordingly.
Elyse Diamond	9/08/2021	\$375	0.4	\$150.00	General - Investors	Updating member schedule with backing documentation from Relativity.
Elyse Diamond	9/08/2021	\$375	0.6	\$225.00	General - Investors	Responding to member queries received in inbox over weekend.
Elyse Diamond	9/08/2021	\$375	0.3	\$112.50	General - Investors	Updating member schedule with correspondence received.
Elyse Diamond	10/08/2021	\$375	0.3	\$112.50	General - Investors	Phone call from member in respect of letter he had received.
Elyse Diamond	11/08/2021	\$375	0.8	\$300.00	General - Investors	Phone call from wife of former member enquiring about funeral benefits and honorary membership. Responding to emails received in member enquiry inbox.
Elyse Diamond	11/08/2021	\$375	0.3	\$112.50	General - Investors	Updating member correspondence schedule with revised and new contact details received.
Elyse Diamond	11/08/2021	\$375	0.3	\$112.50	General - Investors	Reconciling member correspondence received to books and records in Relativity.
Elyse Diamond	12/08/2021	\$375	0.3	\$112.50	General - Investors	Phone call from former employee of mill in respect of potential membership.
Elyse Diamond	12/08/2021	\$375	0.6	\$225.00	General - Investors	Responding to member queries in inbox and updating member correspondence schedule accordingly. Reconciling information to books and records in Relativity.
Elyse Diamond	16/08/2021	\$375	0.8	\$300.00	General - Investors	Responding to member queries received in inbox over weekend. Review of documents provided by members, saving on file and uploading to Relativity.
Elyse Diamond	16/08/2021	\$375	0.6	\$225.00	General - Investors	Review of Relativity for books and records to support previous member information received. Updating member correspondence schedule accordingly.
Elyse Diamond	16/08/2021	\$375	0.3	\$112.50	General - Investors	Phone call from wife of former member. Updating member correspondence schedule with details.
Elyse Diamond	17/08/2021	\$375	0.2	\$75.00	General - Investors	Phone call from member in respect of fund queries. Responding to emails received in inbox.
Elyse Diamond	17/08/2021	\$375	0.6	\$225.00	General - Investors	Reconciling member phone call information to books and records and updating correspondence schedule accordingly.
Elyse Diamond	18/08/2021	\$375	0.4	\$150.00	General - Investors	Phone call from member in respect of former employment. Phone call from widow of former member.
Elyse Diamond	18/08/2021	\$375	0.1	\$37.50	General - Investors	Responding to email received in inbox from wife of member.
Elyse Diamond	18/08/2021	\$375	0.4	\$150.00	General - Investors	Reconciling member names contacted during day to books and records and updating member schedule accordingly.
Elyse Diamond	19/08/2021	\$375	0.6	\$225.00	Circulars/Reports To Creditors	Consolidating precedent templates for s439A and liquidators report as basis for report to members.
Elyse Diamond	19/08/2021	\$375	0.8	\$300.00	Circulars/Reports To Creditors	Further consolidating of precedent of report to members and discussing the same with S Spiliotopoulos.
Elyse Diamond	19/08/2021	\$375	0.3	\$112.50	General - Investors	Responding to member queries in inbox. Updating member listing with new details.
Elyse Diamond	19/08/2021	\$375	0.2	\$75.00	General - Investors	Phone call from past member's widow.
Elyse Diamond	25/08/2021	\$375	0.8	\$300.00	Circulars/Reports To Creditors	Drafting of update report to members per initial court order.
Elyse Diamond	25/08/2021	\$375	0.6	\$225.00	Circulars/Reports To Creditors	Drafting initial structure of report to members per discussions with S Spiliotopoulos and NRF discussion call.
Elyse Diamond	25/08/2021	\$375	0.7	\$262.50	Circulars/Reports To Creditors	Drafting of background to appointment section.
Elyse Diamond	26/08/2021	\$375	0.6	\$225.00	Circulars/Reports To Creditors	Drafting meeting section of report to members.
Elyse Diamond	26/08/2021	\$375	0.6	\$225.00	Circulars/Reports To Creditors	Drafting report to members section on history of the fund.
Elyse Diamond	26/08/2021	\$375	0.4	\$150.00	Circulars/Reports To Creditors	Additional writing of history of fund section in draft report to members.
Elyse Diamond	26/08/2021	\$375	0.4	\$150.00	Circulars/Reports To Creditors	Drafting report to members section on events leading up to appointment of New Trustee.
Elyse Diamond	26/08/2021	\$375	0.4	\$150.00	Circulars/Reports To Creditors	Drafting structure of section on New Trustee progress.
Elyse Diamond	27/08/2021	\$375	0.6	\$225.00	Circulars/Reports To Creditors	Writing section of report to members on voting proposal form. Drafting structure in report for options on winding up of the Fund.
Elyse Diamond	27/08/2021	\$375	0.8	\$300.00	Circulars/Reports To Creditors	Drafting section of report to members on progress of New Trustee based on memo to NRF.
Kate Conneely	6/09/2021	\$725	0.8	\$580.00	Circulars/Reports To Creditors	First high level review of structure of report to interested persons.

Summary of work done

For the period 22 June 2021 to 1 November 2021

Staff member	Date	Rate	Hours	Cost (\$) Milestone	Narration
Elyse Diamond	10/09/2021	\$375	0.4	\$150.00 Circulars/Reports To Creditors	Updating history of fund section of report to members following discussion with K Conneely and S Spiliotopoulos.
Elyse Diamond	10/09/2021	\$375	0.3	\$112.50 Circulars/Reports To Creditors	Drafting report to members section on committee members and other officeholders over time.
Elyse Diamond	10/09/2021	\$375	0.3	\$112.50 Circulars/Reports To Creditors	Refining drafted report section on the Fund's rules. Reconciling versions of the Rules to books and records in Relativity.
Elyse Diamond	10/09/2021	\$375	0.3	\$112.50 Circulars/Reports To Creditors	Report to members - drafting commentary on events leading up to the appointment of New Trustee and requirement for court application.
Elyse Diamond	10/09/2021	\$375	0.2	\$75.00 Circulars/Reports To Creditors	Drafting commentary in report to members in respect of historical financial position per available books and records.
Elyse Diamond	13/09/2021	\$375	0.6	\$225.00 Circulars/Reports To Creditors	Reviewing books and records in Relativity for confirmation of previous committee members for inclusion in report to members. Filing relevant documents in respect of the same as supporting documents.
Elyse Diamond	13/09/2021	\$375	0.3	\$112.50 Circulars/Reports To Creditors	Commentary in report to members on proposed format of meeting of members.
Sophia Spiliotopoulos	14/09/2021	\$675	0.2	\$135.00 General - Investors	Telephone update discussion with E Diamond in regards to K Conneely preliminary comments on report to members, and requirements going forward.
Elyse Diamond	15/09/2021	\$375	0.2	\$75.00 General - Investors	Responding to email from member in respect of the fund. Updating correspondence schedule with updated contact details.
Elyse Diamond	15/09/2021	\$375	0.3	\$112.50 General - Investors	Drafting potential notice of member meeting per S Spiliotopoulos request.
Elyse Diamond	15/09/2021	\$375	0.2	\$75.00 General - Investors	Drafting proposed advert for meeting of members per S Spiliotopoulos request.
Elyse Diamond	15/09/2021	\$375	0.2	\$75.00 Circulars/Reports To Creditors	Updating draft report to members with details on progress of New Trustee.
Elyse Diamond	15/09/2021	\$375	0.2	\$75.00 Circulars/Reports To Creditors	Drafting update report to members commentary on alternative of continuing fund in some capacity.
Elyse Diamond	16/09/2021	\$375	0.2	\$75.00 Circulars/Reports To Creditors	Drafting report to members commentary on winding up of the fund option and next steps.
Sophia Spiliotopoulos	16/09/2021	\$675	3.5	\$2,362.50 General - Investors	Working through documents prepared by E Diamond for review, ahead of next application, including report of New Trustee to members, draft advert, notice of meeting. Mark up and provide commentary, particularly as in line with orders.
Elyse Diamond	16/09/2021	\$375	0.6	\$225.00 Circulars/Reports To Creditors	Review of drafted proposal voting form and notice of meeting following discussion with S Spiliotopoulos.
Kate Conneely	17/09/2021	\$725	0.3	\$217.50 General - Shareholders	Brief review of current draft of report. Call with E Diamond to discuss.
Elyse Diamond	17/09/2021	\$375	0.6	\$225.00 Circulars/Reports To Creditors	Reviewing report to members and working through comments made by S Spiliotopoulos.
Elyse Diamond	17/09/2021	\$375	0.3	\$112.50 Circulars/Reports To Creditors	Updating report to members section on meeting per S Spiliotopoulos comments.
Elyse Diamond	20/09/2021	\$375	0.6	\$225.00 Circulars/Reports To Creditors	Discussing report to members with S Spiliotopoulos and updating following discussions.
Sophia Spiliotopoulos	21/09/2021	\$675	1.5	\$1,012.50 General - Investors	Review, amend and mark up report by New Trustee as prepared by E Diamond. Liaise with E Diamond on changes and additions. Discuss with K Conneely.
Kate Conneely	21/09/2021	\$725	0.1	\$72.50 General - Investors	Discussion with S Spiliotopoulos regarding report to members and next court application.
Elyse Diamond	21/09/2021	\$375	0.4	\$150.00 Circulars/Reports To Creditors	Updating corporate structure diagrams and timeline for inclusion in report to members.
Elyse Diamond	21/09/2021	\$375	0.3	\$112.50 Circulars/Reports To Creditors	Updating definitions of key terms in report to members.
Elyse Diamond	21/09/2021	\$375	0.6	\$225.00 Circulars/Reports To Creditors	Receipts and payments summary annexure for report to members. Formatting of financial statements for inclusion as annexure.
Kate Conneely	23/09/2021	\$725	1.4	\$1,015.00 General - Investors	Review proxy form and notice of meeting. Complete review of draft report. Provide comments and feedback for consideration. Brief discussion with E Diamond regarding same.
Elyse Diamond	23/09/2021	\$375	0.3	\$112.50 General - Investors	Responding to member email in Botany Mill inbox. Updating member schedule with details received.

Summary of work done

For the period 22 June 2021 to 1 November 2021

Staff member	Date	Rate	Hours	Cost (\$)	Milestone	Narration
Elyse Diamond	23/09/2021	\$375	0.3	\$112.50	Circulars/Reports To Creditors	Discussing APM Report to members, notice of meeting and voting form with K Conneely and S Spiliotopoulos.
Elyse Diamond	24/09/2021	\$375	0.3	\$112.50	Circulars/Reports To Creditors	Updating proposal voting form per K Conneely comments.
Elyse Diamond	24/09/2021	\$375	0.8	\$300.00	Circulars/Reports To Creditors	Editing, refining and updating report to members following K Conneely feedback.
Elyse Diamond	24/09/2021	\$375	0.7	\$262.50	Circulars/Reports To Creditors	Drafting recommendation of wind up section per K Conneely request.
Elyse Diamond	24/09/2021	\$375	0.4	\$150.00	Circulars/Reports To Creditors	Updating notice of meeting to make clearer for reader. Discussing same with K Conneely.
Kate Conneely	27/09/2021	\$725	0.7	\$507.50	General - Investors	Brief review of updated report to interested persons. Email with S Spiliotopoulos. Review updated report in full. Provide final comments on draft for issuance to NRF.
Sophia Spiliotopoulos	27/09/2021	\$675	2.0	\$1,350.00	General - Investors	Review report to members, comments from K Conneely and E Diamond changes. Discuss with E Diamond. Emails to team with updates on progress.
Elyse Diamond	28/09/2021	\$375	0.4	\$150.00	Circulars/Reports To Creditors	Discussing updates to report to members with S Spiliotopoulos and actioning the same.
Elyse Diamond	28/09/2021	\$375	0.6	\$225.00	Circulars/Reports To Creditors	Finalising and inserting annexures into draft report to members for NRF review.
Elyse Diamond	28/09/2021	\$375	0.3	\$112.50	Circulars/Reports To Creditors	Finalising notice of meeting and proxy form for inclusion in NRF review.
Elyse Diamond	29/09/2021	\$375	0.2	\$75.00	General - Investors	Responding to email received from interested person and updating tracking schedule.
Kate Conneely	30/09/2021	\$725	0.1	\$72.50	General - Investors	Review update from NRF [REDACTED]
Elyse Diamond	6/10/2021	\$375	0.2	\$75.00	General - Investors	Phone call with former member requesting update on trusteeship progress.
Kate Conneely	8/10/2021	\$725	0.5	\$362.50	General - Investors	Brief review of documents provided by NRF regarding affidavit. Call with E Diamond to discuss timing of court application for convening of meeting.
Elyse Diamond	8/10/2021	\$375	0.7	\$262.50	General - Investors	Creating full list of potential members by cleansing data of existing member category listings and filtering for duplicates.
Kate Conneely	11/10/2021	\$725	0.2	\$145.00	Trade On Accounting	Review and approve payments.
Elyse Diamond	11/10/2021	\$375	0.4	\$150.00	General - Investors	Replying to emails received in inbox from members. Updating schedule with updated contact details provided. Adding correspondence to NRF document request.
Kate Conneely	12/10/2021	\$725	0.2	\$145.00	General - Investors	Discussion with S Spiliotopoulos regarding second court application and report to interested persons.
Elyse Diamond	13/10/2021	\$375	0.2	\$75.00	General - Investors	Responding to email received in Botany Mill inbox from member. Updating correspondence schedule and adding to NRF document request.
Sophia Spiliotopoulos	14/10/2021	\$675	0.8	\$540.00	General - Investors	Review and mark up report to Interested Persons as prepared by E Diamond. Discuss with E Diamond.
Kate Conneely	15/10/2021	\$725	1.8	\$1,305.00	General - Investors	Consider notice of motion and Conneely affidavit as well as documents for exhibiting. Provide comment and instruction on next steps for New Trustee. Approve emails to be sent to NRF. Emails with E Diamond regarding same.
Kate Conneely	19/10/2021	\$725	0.2	\$145.00	General - Investors	Discussion with S Spiliotopoulos regarding finalization of report to members. Discuss follow up with NRF.
Elyse Diamond	19/10/2021	\$375	0.4	\$150.00	General - Investors	Phone call with widow of former member enquiring about status of fund and nature of honorary membership. Updating details of member in member listing.
Sophia Spiliotopoulos	19/10/2021	\$675	0.2	\$135.00	General - Investors	Update email to A Kam of NRF regarding report to members. Email to K Conneely and E Diamond once response received.
Kate Conneely	20/10/2021	\$725	0.4	\$290.00	General - Investors	Review comments from NRF [REDACTED]. Provide feedback to E Diamond and S Spiliotopoulos regarding next steps.
Elyse Diamond	20/10/2021	\$375	0.7	\$262.50	Circulars/Reports To Creditors	Review of [REDACTED] from NRF, accepting and updating changes where required. Review and finalisation of notice of meeting.
Elyse Diamond	21/10/2021	\$375	0.2	\$75.00	Circulars/Reports To Creditors	Reviewing and updating drafted proposal voting form [REDACTED]
Kate Conneely	21/10/2021	\$725	0.3	\$217.50	General - Investors	Discussion with S Spiliotopoulos regarding finalisation of draft member report and updated affidavit. Emails with S Spiliotopoulos and E Diamond regarding same.
Elyse Diamond	21/10/2021	\$375	0.9	\$337.50	General - Investors	Phone calls with several former members who heard of appointment through word of mouth. Providing update and taking contact details. Updating member listing with relevant details.

Summary of work done

For the period 22 June 2021 to 1 November 2021

Staff member	Date	Rate	Hours	Cost (\$)	Milestone	Narration
Sophia Spiliotopoulos	21/10/2021	\$675	0.6	\$405.00	General - Investors	Review report and annexures, comparing NRF mark ups and comments. Email to team.
Sophia Spiliotopoulos	21/10/2021	\$675	0.6	\$405.00	General - Investors	Telephone discussion with K Conneely regarding review. Telephone discussion with A Kam of NRF regarding draft notice of motion and affidavit, and next iteration of report. Email to A Kam providing documents. Email to internal team with update.
Elyse Diamond	22/10/2021	\$375	0.2	\$75.00	General - Investors	Phone call with member and adding details to consolidated member listing.
Elyse Diamond	1/11/2021	\$375	0.2	\$75.00	General - Investors	Replying to emails in Botany Mill fund inbox.
			110.80	49,585.00		

Summary of work done

For the period 22 June 2021 to 1 November 2021

Staff member	Date	Rate	Hours	Cost (\$) Milestone	Narration
Statutory compliance					
Sophia Spiliotopoulos	22/06/2021	\$675	1.0	\$675.00 Appointment	Review set up forms and other documents upon appointment.
Sophia Spiliotopoulos	22/06/2021	\$675	0.5	\$337.50 Appointment	Listen to court hearing regarding appointment of replacement custodian trustee.
Sophia Spiliotopoulos	24/06/2021	\$675	3.0	\$2,025.00 Appointment	Review and discuss day one documents with E Diamond. Mark up. Discussions regarding action point listing. Update discussions with K Conneely.
Elyse Diamond	28/06/2021	\$325	0.6	\$195.00 Filing / Books & Records	Phone call with R Barbera in respect of books and records. Organising LawImage scanning of books and records and requesting relevant updates to Relativity.
Elyse Diamond	28/06/2021	\$325	0.8	\$260.00 Ato Correspondence	Drafting correspondence to ATO notifying of appointment and requesting provision of information relating to tax lodgements and legal status. Discussion of the same with S Spiliotopoulos and updating correspondence accordingly.
Sophia Spiliotopoulos	28/06/2021	\$675	0.2	\$135.00 Ato Correspondence	Review initial notification letter to ATO as prepared by E Diamond. Telephone discussion regarding same.
Joanie Zhang	28/06/2021	\$325	0.3	\$97.50 Cat Processing	Assisted RST with various issues in respect of bank accounts.
Elyse Diamond	29/06/2021	\$325	0.4	\$130.00 Filing / Books & Records	Review of books and records in Relativity for most recent member listings.
Elyse Diamond	29/06/2021	\$325	0.1	\$32.50 Ato Correspondence	Lodging ATO correspondence via business portal.
Elyse Diamond	29/06/2021	\$325	0.2	\$65.00 Filing / Books & Records	Locating and reviewing most recent set of rules, being from 2005.
Elyse Diamond	29/06/2021	\$325	0.4	\$130.00 Filing / Books & Records	Drafting letter to last known auditors, DA Strati & Associates, requesting provision of books and records.
Elyse Diamond	29/06/2021	\$325	0.8	\$260.00 Filing / Books & Records	Data transfer of member listing in books and records (dated June 2012) to excel.
Elyse Diamond	29/06/2021	\$325	0.8	\$260.00 Filing / Books & Records	Review of rules and other books and records to confirm relevant benefits potentially payable to members.
Elyse Diamond	29/06/2021	\$325	0.6	\$195.00 Filing / Books & Records	Creating excel summary schedule of benefits potentially payable per K Conneely request.
Joanie Zhang	29/06/2021	\$325	0.2	\$65.00 Cat Processing	Liaised St George regarding to pre-appointment accounts.
Elyse Diamond	30/06/2021	\$325	0.2	\$65.00 Filing / Books & Records	Phone call with DA Strati & Associates in respect of books and records request.
Elyse Diamond	30/06/2021	\$325	0.1	\$32.50 Filing / Books & Records	Finalising and issuing letter via email to DA Strati & Associates requesting books and records.
Elyse Diamond	30/06/2021	\$325	0.4	\$130.00 Filing / Books & Records	Finalising schedule of most recent member listing using books and records available in Relativity. Providing for S Spiliotopoulos review and confirming details required for each person for inclusion in schedule. Sending to Opal with request to provide relevant contacts
Elyse Diamond	30/06/2021	\$325	0.4	\$130.00 Filing / Books & Records	Phone call with D Strati of DA Strati & Associates in respect of the fund and its financial history/position.
Elyse Diamond	1/07/2021	\$325	0.3	\$97.50 Ato Correspondence	Phone call from D Stati from DA Strati & Associates in respect of auditors' knowledge of tax status and returns.
Elyse Diamond	1/07/2021	\$325	0.1	\$32.50 Filing / Books & Records	Phone call with R Barbera requesting update on books and records scanning and delimiting.
Sophia Spiliotopoulos	5/07/2021	\$675	1.5	\$1,012.50 Appointment	Review bundle of documents provided by J Chretien regarding fund, Pt Clare properties and other relevant documents. Email of queries and next steps to E Diamond. Discuss with E Diamond.
Elyse Diamond	5/07/2021	\$375	0.8	\$300.00 Filing / Books & Records	Reviewing bank statements and invoices provided by J Chretien in books and records. Creating schedule of additional accounts and suppliers discovered and cross referencing to previous books and records.
Elyse Diamond	5/07/2021	\$375	0.6	\$225.00 Filing / Books & Records	Further review of documents received to KordaMentha office from Opal Paper including paid and unpaid invoices, compiling list of suppliers to contact in respect of appointment.
Elyse Diamond	6/07/2021	\$375	0.4	\$150.00 Filing / Books & Records	Reviewing further documents provided by previous member via email. Updating file with documents and updating correspondence schedule.

Summary of work done

For the period 22 June 2021 to 1 November 2021

Staff member	Date	Rate	Hours	Cost (\$) Milestone	Narration
Elyse Diamond	6/07/2021	\$375	0.8	\$300.00 Filing / Books & Records	Reviewing additional books and records provided by J Chretien, including paid bills, unpaid bills and bank statements.
Joanie Zhang	6/07/2021	\$325	0.1	\$32.50 Cat Processing	Followed up St George regarding to pre-appointment account issues.
Elyse Diamond	7/07/2021	\$375	0.3	\$112.50 Filing / Books & Records	Phone call with R Barbera in respect of books and records update from LawImage for remaining boxes. Review of correspondence received from LawImage in respect of the same.
Elyse Diamond	7/07/2021	\$375	0.8	\$300.00 Ato Correspondence	Phone call from ATO in respect of appointment and tax advice. Escalating correspondence with ATO and drafting file note on the same.
Elyse Diamond	7/07/2021	\$375	0.4	\$150.00 Filing / Books & Records	Using books and records provided by J Chretien to draft list of contacts to provide notification to.
Elyse Diamond	12/07/2021	\$375	0.4	\$150.00 Filing / Books & Records	Locating and saving down books and records available in respect of Fairfield Maryvale precedent.
Elyse Diamond	14/07/2021	\$375	0.8	\$300.00 Ato Correspondence	Follow up phone call to ATO in respect of appointment query and obtaining tax records.
Elyse Diamond	14/07/2021	\$375	0.2	\$75.00 Filing / Books & Records	Phone call with R Barbera on LawImage update.
Elyse Diamond	15/07/2021	\$375	0.2	\$75.00 Filing / Books & Records	Review of correspondence in respect of LawImage updates and revised quotes.
Joanie Zhang	16/07/2021	\$325	0.2	\$65.00 Cat Processing	Liaised with banks to obtain indicative term deposit rates.
Elyse Diamond	19/07/2021	\$375	0.4	\$150.00 Filing / Books & Records	Discussing books and records upload process with R Barbera. Starting review of books and records of the Fund.
Joanie Zhang	19/07/2021	\$325	0.4	\$130.00 Cat Processing	Prepared Authority to Operate Form and sent it to St George for review. Updated the job details in Insol
Sophia Spiliotopoulos	20/07/2021	\$675	5.0	\$3,375.00 Investigations	Review of books and records uploaded to Relativity in respect of the fund. Discussions with E Diamond.
Elyse Diamond	20/07/2021	\$375	1.4	\$525.00 Filing / Books & Records	Reviewing books and records in Relativity, flagging for relevance.
Elyse Diamond	20/07/2021	\$375	0.9	\$337.50 Filing / Books & Records	Continuing review of books and records in Relativity, flagging for relevance and marking issues.
Elyse Diamond	20/07/2021	\$375	0.7	\$262.50 Filing / Books & Records	Reviewing books and records of the Fund and flagging for relevance/marking key issues.
Elyse Diamond	20/07/2021	\$375	0.9	\$337.50 Filing / Books & Records	Reviewing additional books and records of the Fund and flagging for relevance/marking key issues.
Joanie Zhang	20/07/2021	\$325	0.3	\$97.50 Cat Processing	Liaised St George regarding to account name update queries.
Elyse Diamond	21/07/2021	\$375	1.2	\$450.00 Filing / Books & Records	Prepared required bank form and sent it to RST for appointees' approvals.
Elyse Diamond	21/07/2021	\$375	0.7	\$262.50 Filing / Books & Records	Reviewing of books and records made available in respect of the Fund, marking relevance and flagging key issues such as member details identified.
Elyse Diamond	21/07/2021	\$375	0.8	\$300.00 Filing / Books & Records	Reviewing additional books and records of the Fund.
Elyse Diamond	21/07/2021	\$375	0.9	\$337.50 Filing / Books & Records	Reviewing books and records of the Fund and flagging for relevance/marking key issues.
Elyse Diamond	21/07/2021	\$375	0.9	\$337.50 Filing / Books & Records	Further review of books and records of the Fund and flagging for relevance/marking key issues. Downloading key documents.
Joanie Zhang	21/07/2021	\$325	0.3	\$97.50 Cat Processing	Sent account name amendment request to St George.
Joanie Zhang	22/07/2021	\$325	0.1	\$32.50 Cat Processing	Sent indicative term deposit rates to RST.
Elyse Diamond	26/07/2021	\$375	0.3	\$112.50 Ato Correspondence	Phone call with ATO escalating correspondence and request for information.
Joanie Zhang	26/07/2021	\$325	0.2	\$65.00 Cat Processing	Liaised St George in regards to pre-appointment account issues
Elyse Diamond	27/07/2021	\$375	0.9	\$337.50 Investigations	Review of books and records in Relativity, marking for relevance and flagging key issues.
Elyse Diamond	27/07/2021	\$375	0.8	\$300.00 Investigations	Further doc review in Relativity and flagging for relevance/marking key issues.
Elyse Diamond	28/07/2021	\$375	0.7	\$262.50 Investigations	Document review of books and records in Relativity, flagging for relevance, marking key issues.
Elyse Diamond	29/07/2021	\$375	0.3	\$112.50 Ato Correspondence	Phone call with ATO in respect of updating complaint on correspondence.

Summary of work done

For the period 22 June 2021 to 1 November 2021

Staff member	Date	Rate	Hours	Cost (\$) Milestone	Narration
Elyse Diamond	29/07/2021	\$375	0.6	\$225.00 Investigations	Finalising document review in Relativity and saving down key documents. Flagging all books and records for relevance and marking for key topics they relate to.
Joanie Zhang	29/07/2021	\$325	0.3	\$97.50 Cat Processing	Liaised banks to obtain term deposit rates.
Joanie Zhang	30/07/2021	\$325	0.8	\$260.00 Cat Processing	Liaised Bank Australia regarding to pre-appointment account issues.
Elyse Diamond	2/08/2021	\$375	0.8	\$300.00 Ato Correspondence	Call with ATO requesting updates on progress of correspondence issued.
Elyse Diamond	2/08/2021	\$375	0.7	\$262.50 Investigations	Review of new Rules received from member and comparison to previous sets. Internal update on the same.
Joanie Zhang	2/08/2021	\$325	0.3	\$97.50 Cat Processing	Liaise with banks to obtain rates and roll Term Deposit as per RST request.
Elyse Diamond	3/08/2021	\$375	0.7	\$262.50 Investigations	Liaise St George in regards to pre-appointment account queries
Elyse Diamond	3/08/2021	\$375	0.4	\$150.00 Filing / Books & Records	Review of Relativity books and records and marking relevance of member claim supporting receipts.
Elyse Diamond	3/08/2021	\$375	0.4	\$150.00 Investigations	Phone call with R Barbera discussing possibilities for linking books and records to members. Email to FTech in respect of the same.
Elyse Diamond	5/08/2021	\$375	0.8	\$300.00 Investigations	Discussing linking of member listing to Relativity with S Stewart. Providing updated document numbers per F Tech request for inclusion in schedule.
Elyse Diamond	5/08/2021	\$375	0.4	\$150.00 Investigations	Building schedule of all ATO payments made and notices received from books and records, confirming total PAYG payments made.
Elyse Diamond	5/08/2021	\$375	0.6	\$225.00 Investigations	Review of books and records to confirm all outstanding income tax returns for the Fund. Drafting schedule reconciling lodgements.
Joanie Zhang	6/08/2021	\$325	0.2	\$65.00 Cat Processing	Updating PAYG payment schedule with document IDs from Relativity for cheque stubs supporting documents .
Elyse Diamond	6/08/2021	\$375	0.7	\$262.50 Ato Correspondence	Followed up St George in regards to term deposit and pre-appointment account queries
Elyse Diamond	6/08/2021	\$375	0.4	\$150.00 Investigations	Phone call with ATO following up complaint on request for information.
Elyse Diamond	9/08/2021	\$375	0.6	\$225.00 Ato Correspondence	Reviewing and finalising of memo to NRF and reviewing response received.
Elyse Diamond	9/08/2021	\$375	0.7	\$262.50 Ato Correspondence	Phone call from ATO complaint contact in respect of request for documents request.
Elyse Diamond	10/08/2021	\$375	0.6	\$225.00 Investigations	Phone call enquiry from ATO request for documents team in respect of initial query.
Elyse Diamond	10/08/2021	\$375	0.8	\$300.00 Investigations	Manual transfer of data from honorary membership board in Botany Mill to excel.
Elyse Diamond	10/08/2021	\$375	0.6	\$225.00 Investigations	Scribing information from photos of honorary employee board of Botany Mill to excel.
Joanie Zhang	11/08/2021	\$325	0.1	\$32.50 Cat Processing	Further scribing of information from Botany Mill honorary employee board to excel.
Elyse Diamond	12/08/2021	\$375	0.7	\$262.50 Investigations	Liaised St George to obtain term deposit rates
Joanie Zhang	12/08/2021	\$325	0.2	\$65.00 Cat Processing	Further transcribing of data from long term employee honour board.
Elyse Diamond	13/08/2021	\$375	0.8	\$300.00 Investigations	Sent term deposit confirmation and calendar reminder to RST.
Joanie Zhang	13/08/2021	\$325	0.4	\$130.00 Cat Processing	Further data manual entry to excel for honorary membership board.
Elyse Diamond	16/08/2021	\$375	0.3	\$112.50 Ato Correspondence	Liaised St George in regards to pre-appointment account access
Elyse Diamond	17/08/2021	\$375	0.6	\$225.00 Creditors' Meeting	Rolled over term deposit as requested by RST
Elyse Diamond	17/08/2021	\$375	0.3	\$112.50 Ato Correspondence	Phone call to ATO requesting update on complaint.
Kate Conneely	18/08/2021	\$725	0.2	\$145.00 Ato Correspondence	Drafting of potential proposal/voting form for members use in a potential member meeting after consideration of court in second application. Discussing the same with S Spiliotopoulos.
Elyse Diamond	18/08/2021	\$375	0.3	\$112.50 Ato Correspondence	Email correspondence to ATO in respect of document request. Updating file note on ATO correspondence in respect of the same.
Elyse Diamond	18/08/2021	\$375	0.7	\$262.50 Ato Correspondence	Review and consider FOI request. Review tax records held. Discuss.
Elyse Diamond	19/08/2021	\$375	0.8	\$300.00 Investigations	Phone call from ATO in respect of freedom of information form required.
Elyse Diamond	19/08/2021	\$375	0.3	\$112.50 Creditors' Meeting	Completion of freedom of information form per ATO request. Finalising and issuing the same via email.

Summary of work done

For the period 22 June 2021 to 1 November 2021

Staff member	Date	Rate	Hours	Cost (\$) Milestone	Narration
Joanie Zhang	19/08/2021	\$325	0.2	\$65.00 Cat Processing	Liaised St George in regards to term deposit issues.
Joanie Zhang	20/08/2021	\$325	0.3	\$97.50 Cat Processing	Liaised St George in regards to term deposit and pre-appointment account issues
Sophia Spiliotopoulos	24/08/2021	\$675	0.3	\$202.50 Creditors' Meeting	Review proxy/proposal form as prepared by E Diamond and mark up. Email to K Conneely regarding same.
Joanie Zhang	24/08/2021	\$325	0.2	\$65.00 Cat Processing	Liaised St George in regards to pre-appointment account issue.
Joanie Zhang	25/08/2021	\$325	0.3	\$97.50 Cat Processing	Prepared required St George form and sent the request to St George to have the pre-appointment account added to online banking platform
Elyse Diamond	30/08/2021	\$375	0.4	\$150.00 Ato Correspondence	Follow up correspondence to ATO on FOI request. Correspondence to ATO in respect of letter on outstanding tax balance.
Joanie Zhang	31/08/2021	\$325	0.2	\$65.00 Cat Processing	Sent pre-appointment account view-only access confirmation to RST.
Joanie Zhang	1/09/2021	\$325	0.2	\$65.00 Cat Processing	Liaised St George in regards to transaction issues.
Joanie Zhang	2/09/2021	\$325	0.4	\$130.00 Cat Processing	Liaised St George in regards to transaction issues.
Zendie De Guzman	3/09/2021	\$150	0.2	\$30.00 Cat Processing	Save confirmation and post payment into Insol.
Joanie Zhang	3/09/2021	\$325	0.3	\$97.50 Cheques/Transfers	Processed payments online and sent confirmation to RST.
Elyse Diamond	6/09/2021	\$375	0.3	\$112.50 Filing / Books & Records	Phone call on books and records update and LawImage with R Barbera.
Elyse Diamond	7/09/2021	\$375	0.3	\$112.50 Ato Correspondence	Phone call to ATO FOI team requesting update on progress of correspondence.
Joanie Zhang	8/09/2021	\$325	0.5	\$162.50 Cat Processing	Added all cheque account and term deposit details into Insol.
Elyse Diamond	9/09/2021	\$375	0.2	\$75.00 Ato Correspondence	Email to ATO FOI team asking for update on request.
Elyse Diamond	9/09/2021	\$375	0.8	\$300.00 Investigations	Transfer of financial report data from FY13 and FY14 reports to excel for review and inclusion in reports to members.
Elyse Diamond	9/09/2021	\$375	0.3	\$112.50 Office Of State Revenue Correspondence	Drafting correspondence to crown land office requesting update on Pt Clare properties.
Joanie Zhang	13/09/2021	\$325	0.1	\$32.50 Cat Processing	Processed receipts into Insol.
Elyse Diamond	13/09/2021	\$375	0.4	\$150.00 Ato Correspondence	Review of and responding to ATO FOI request update. Phone call to ATO in respect of the same.
Joanie Zhang	14/09/2021	\$325	0.2	\$65.00 Cat Processing	Processed receipts into Insol.
Zendie De Guzman	15/09/2021	\$150	0.4	\$60.00 Cat Processing	Save confirmation and post payment into Insol.
Joanie Zhang	15/09/2021	\$325	0.8	\$260.00 Cheques/Transfers	Processed payments online and sent confirmation to RST.
Elyse Diamond	17/09/2021	\$375	0.4	\$150.00 Ato Correspondence	Reviewing, downloading and filing FOI request documents. Responding to email from ATO in respect of the same.
Elyse Diamond	17/09/2021	\$375	0.8	\$300.00 Investigations	Data transfer of running ATO account balance from FOI PDF documents to excel for use in investigations.
Elyse Diamond	17/09/2021	\$375	0.6	\$225.00 Investigations	Further document review of items received from ATO including all historical lodgements and forms.
Joanie Zhang	17/09/2021	\$325	0.2	\$65.00 Cat Processing	Liaised St George in relation to term deposit issues.
Kate Conneely	20/09/2021	\$725	0.3	\$217.50 Ato Correspondence	Brief review of ATO emails. Discuss response with E Diamond and reconciliation of taxation position that is required.
Elyse Diamond	20/09/2021	\$375	0.8	\$300.00 Ato Correspondence	Review of and summarising of documents received in ATO FOI request. Discussing the same with S Spiliotopoulos.
Elyse Diamond	20/09/2021	\$375	0.3	\$112.50 Ato Correspondence	Update on ATO documents sought through and next steps. File note on the same.
Elyse Diamond	20/09/2021	\$375	0.2	\$75.00 Filing / Books & Records	Books and records request to DA Strati & Associates, former auditors following on from previous correspondence.
Joanie Zhang	27/09/2021	\$325	0.1	\$32.50 Cat Processing	Liaised St George in regards to bank statement issues.
Joanie Zhang	29/09/2021	\$325	0.2	\$65.00 Cat Processing	Liaised St George in regards to term deposit statements.
Joanie Zhang	8/10/2021	\$325	0.2	\$65.00 Cat Processing	Liaised St George in regards to account issues.
Khang Nguyen	12/10/2021	\$325	0.3	\$97.50 Cheques/Transfers	Processed payment online and send out confirmation email.
Zendie De Guzman	12/10/2021	\$150	0.2	\$30.00 Cat Processing	Save confirmation and post payment into Insol.
Elyse Diamond	15/10/2021	\$375	0.7	\$262.50 Ato Correspondence	Reviewing ATO documents on tax status and confirming all payments made to ATO in respect of the Fund. Reconciling books and records on tax returns and accounts to the PAYG instalments issued by the ATO.

Summary of work done

For the period 22 June 2021 to 1 November 2021

Staff member	Date	Rate	Hours	Cost (\$)	Milestone	Narration
Elyse Diamond	18/10/2021	\$375	0.1	\$37.50	Filing / Books & Records	Requesting ATO FOI documents be added to Relativity for review purposes.
Joanie Zhang	27/10/2021	\$325	0.6	\$195.00	Bank Reconciliation	Reconciled the bank reconciliation for the period and sent missing receipts and payments to RST.
Alice Zhu	29/10/2021	\$325	0.3	\$97.50	Cheques/Transfers	Processed payment online and send out confirmation email.
Joanie Zhang	1/11/2021	\$325	0.2	\$65.00	Cat Processing	Requested Term deposit rates from St George
			67.0	\$27,750.00		

Summary of work done

For the period 22 June 2021 to 1 November 2021

Staff member	Date	Rate	Hours	Cost (\$)	Milestone	Narration
Trading						
Elyse Diamond	24/06/2021	\$325	0.6	\$195.00	Land Tax	Drafting letter of appointment to NSW Land Registry and Land Tax Office.
Elyse Diamond	24/06/2021	\$325	0.3	\$97.50	Local Councils	Drafting letter notifying of appointment to Central Coast council.
Elyse Diamond	24/06/2021	\$325	0.4	\$130.00	Office Of State Revenutotal Correspondence	Drafting and sending letter to Crown Office in respect of Pt Clare properties.
Elyse Diamond	25/06/2021	\$325	0.1	\$32.50	Local Councils	Finalising and sending notification letter to local council of Pt Clare properties.
Elyse Diamond	25/06/2021	\$325	0.2	\$65.00	Land Tax	Finalising and sending NSW Land Registry and land tax letters confirming appointment.
Elyse Diamond	7/07/2021	\$375	0.3	\$112.50	Suppliers - Services	Drafting notification letter to Energy Australia in respect of appointment and known accounts held.
Sophia Spiliotopoulos	8/07/2021	\$675	0.8	\$540.00	Suppliers - Services	Review initial notifications as prepared by E Diamond in respect of the Pt Clare properties (5). Mark up. Email response to E Diamond.
Elyse Diamond	8/07/2021	\$375	0.6	\$225.00	Suppliers - Services	Notification and request letters amendments following discussions with S Spiliotopoulos and K Conneely, particular focus on caretaker letters.
Elyse Diamond	9/07/2021	\$375	0.7	\$262.50	Suppliers - Services	Finalising mailout to additional suppliers identified and issuing correspondence via email.
Kyle Carless	1/09/2021	\$575	0.1	\$57.50	Trade On Accounting	Review payment.
Elyse Diamond	1/09/2021	\$375	0.8	\$300.00	Trade On Accounting	Preparing payment forms for New Trustee fees prior to appointment and partial payment to NRF for fees incidental to first application.
Elyse Diamond	7/09/2021	\$375	0.7	\$262.50	Trade On Accounting	Insol pre appointment receipts for funds in transaction accounts as at appointment date.
Elyse Diamond	7/09/2021	\$375	0.8	\$300.00	Trade On Accounting	Reconciling cheque payments deducted from Bank Australia accounts post appointment to previous invoices paid. Separating out supporting documents for inclusion in reconciliation of accounts.
Elyse Diamond	7/09/2021	\$375	0.8	\$300.00	Trade On Accounting	No action payments to account for cheque payments cashed after appointment date.
Elyse Diamond	8/09/2021	\$375	0.8	\$300.00	Trade On Accounting	Preparing payment in Insol for various Pt Clare property related invoices.
Elyse Diamond	8/09/2021	\$375	0.8	\$300.00	Trade On Management	Finalising a monthly cash flow forecast for property and trust related expenses for the fund.
Elyse Diamond	9/09/2021	\$375	0.3	\$112.50	Trade On Accounting	Finalising and issuing receipts and no action payments for approvals.
Elyse Diamond	9/09/2021	\$375	0.4	\$150.00	Suppliers - Services	Phone call with Energy Australia requesting actioning of updated contact details on account relating to Pt Clare properties.
Sophia Spiliotopoulos	9/09/2021	\$675	0.5	\$337.50	Trade On Accounting	Review asset realisation and no action receipt forms as prepared by E Diamond.
Elyse Diamond	10/09/2021	\$375	0.1	\$37.50	Suppliers - Services	Correspondence to Energy Australia following request for further information.
Elyse Diamond	14/09/2021	\$375	0.3	\$112.50	Trade On Accounting	Preparing Insol payment form for insurance cover on Pt Clare properties.
Elyse Diamond	14/09/2021	\$375	0.3	\$112.50	Trade On Accounting	Discussing property related payments to be made with S Spiliotopoulos. Discussing Energy Australia invoices. Updating per discussion.
Elyse Diamond	14/09/2021	\$375	0.1	\$37.50	Trade On Accounting	Discussing pre appointment term deposit account receipt processes with J Zhang.
Elyse Diamond	14/09/2021	\$375	0.3	\$112.50	Trade On Accounting	Updating estimated cash position forecast in respect of invoices to be paid in payment batch.
Sophia Spiliotopoulos	14/09/2021	\$675	0.5	\$337.50	Trade On Management	Review estimated cash position schedule and supporting schedules as prepared by E Diamond. Provide feedback to E Diamond via email with respect to changes/updates.
Kyle Carless	15/09/2021	\$575	0.2	\$115.00	Trade On Accounting	Review batch payment.
Elyse Diamond	15/09/2021	\$375	0.1	\$37.50	Trade On Accounting	Phone call with WSG Plumbing requesting update to invoice to be addressed to New Trustee.
Elyse Diamond	17/09/2021	\$375	0.2	\$75.00	Trade On Management	Updating estimated cash position forecast with additional council rates and water rates received.
Elyse Diamond	30/09/2021	\$375	0.8	\$300.00	Trade On Management	Updating estimated position forecast of APM funds per S Spiliotopoulos comments and additional potential payments identified. Reconciling to June 2021 balances.
Elyse Diamond	7/10/2021	\$375	0.2	\$75.00	Trade On Management	Updating estimated cash position file with invoices received in respect of Pt Clare properties.

Summary of work done

For the period 22 June 2021 to 1 November 2021

Staff member	Date	Rate	Hours	Cost (\$)	Milestone	Narration
Elyse Diamond	11/10/2021	\$375	0.8	\$300.00	Trade On Accounting	Preparing payment of invoices relating to properties including valuation fees and council rates. Updating estimated position statement with the same.
Sophia Spiliotopoulos	11/10/2021	\$675	0.2	\$135.00	Trade On Accounting	Review payments as prepared by E Diamond.
Elyse Diamond	11/10/2021	\$375	0.2	\$75.00	Suppliers - Services	Setting up E-notices for suppliers in respect of the Pt Clare properties.
Sophia Spiliotopoulos	12/10/2021	\$675	0.5	\$337.50	Trade On Management	Review estimated outcome position as prepared by E Diamond. Telephone discussion regarding same. Email to K Conneely with update.
Elyse Diamond	21/10/2021	\$375	0.2	\$75.00	Suppliers - Services	Correspondence with Energy Australia requesting continuation of service and updated contact details.
Sophia Spiliotopoulos	26/10/2021	\$675	0.1	\$67.50	Suppliers - Services	Discuss Energy Australia query with E Diamond.
Elyse Diamond	27/10/2021	\$375	0.6	\$225.00	Trade On Accounting	Paying invoices in respect of legal and trustee fees.
Elyse Diamond	27/10/2021	\$375	0.1	\$37.50	Suppliers - Services	Correspondence with Energy Australia to confirm continuation of existing accounts.
Sophia Spiliotopoulos	28/10/2021	\$675	0.2	\$135.00	Trade On Accounting	Review payment forms, as prepared by E Diamond.
			16.0	\$6,820.00		
			Total	377.80	173,455.00	

Tax Invoice

Invoice No: 00984474
Date: 1/09/2021
Client Code: KORDAMENTHA
Valuer: Matthew Stanton
Your Ref:

KordaMentha Shelf Co (APMSPSAF) Pty Ltd ATF
APM Security Plan Sickness & Accident Fund
c/- KordaMentha
Level 5, 2 Chifley Square
Sydney, NSW 2000

Attention: Kate Gavathas

Email:
Fax: 02 8257 3099
Phone: 02 8257 3042

Details

Valuation of: 69 & 67 Victory Parade, Tascott 2250, NSW

\$2000.00



**Preston
Rowe
Paterson**

International
Property Consultants
and Valuers

ABN: 70 137 496 845

Preston Rowe Paterson Newcastle & Central Coast

Registered Office

98 Hannell Street
WICKHAM NSW 2293

Telephone: 02 4922 0600
Facsimile: 02 4922 0688
Email: newcastle@prp.com.au
Internet: <http://www.prp.com.au>

Terms: 14 Days

GST \$200.00

Total Inc GST \$2200.00

Deposit Paid \$0.00

Balance Due **\$2200.00**



Payment Options

By electronic payment

Bank: Newcastle Permanent
BSB: 650-300
Acct No: 987 588 905
Please quote ref: 00984474



By Cheque

Invoice No: **00984474**
Amount Payable: \$2200.00
Client Code: KORDAMENTHA

Please make cheques payable to:
Preston Rowe Paterson Newcastle & Central Coast

Remittance Advice



By Credit Card

VISA ☐ Mastercard ☐

Card Holder's Name: CCV:

Card Number: Expiry Date:

Signature:

TAX INVOICE (New Policy)

Arthur J. Gallagher & Co (Aus) Limited
 ABN 34 005 543 920
 AFSL 238312
 Level 12, 80 Pacific Highway
 NORTH SYDNEY NSW 2060
 T: 02 9242 2000
 F: 02 9424 1800
 E: sydney@ajg.com.au
 W: ajg.com.au

APM Security Plan Sickness & Accident Fund (Trustees Appointed)
 c/- KordaMentha
 Level 5, 2 Chifley Square
 SYDNEY NSW 2000

Client Reference

APMS001

Invoice Number

I234989

Date

14/09/21

Account Executive

Neil Collins
 E: neil.collins@ajg.com.au
 T: +61 2 9424 1811

Insured: APM Security Plan Sickness & Accident Fund (Trustees)

Insured With: QBE Insurance (Australia) Limited GPO Box 705 BRISBANE
 QLD 4001

Policy Number: 2021 RiskCover Expiring: 22/06/22

Insurance Class: RiskCover Domestic

Period of Cover: 22/06/21 to 22/06/22 At 4pm Local Time

Covering: HH

TOTAL DUE

\$2,949.68

Payment due by

28/09/21

Important Notice:

Should you require information regarding our important relationships, privacy and how we earn our remuneration, please visit the Gallagher website: ajg.com.au
 See important insurance notices overleaf and documents enclosed.

Premium	1,958.39
Fire Levy	318.24
U/W GST	227.66
Stamp Duty	225.39
Brokers Fee	200.00
Br Fee GST	20.00
Total	2,949.68

Remittance Advice

Our postal address:	PO Box 1898 NORTH SYDNEY NSW 2059
Invoice: I234989	Client: APM Security Plan Sickness & Accident Fund (Trustees Appointed)
Policy No: 2021 RiskCover	Client Ref: APMS001

Our Ref:	21090324/0224
Account Executive:	Neil Collins
Amount Due:	\$2,949.68

PAYMENT OPTIONS



By BPAY®

Contact your financial institution to arrange payment from your account

Bill Code: 43984
 Ref: 10002349898



Electronic Funds Transfer

Direct Deposit BSB - 033819
 Account No - 224225960
 Use for Online payments only



Pay by Credit Card

By Phone: Please call **1800 226 012**
 By Web: Go to www.ajg.com.au/client-portal
 A surcharge will apply of:
 0.76% for Visa and Mastercard, or
 1.87% for American Express, incl. GST.



Billpay Code: 0844
 Ref: 9234 1000 2349 8910



*844 9234 000001000234989 10
 Pay in person at any Post Office

necollins

Notice to Intending Insureds

Your duty of disclosure

Before you enter into an insurance contract with an insurer, you have a duty under the Insurance Contracts Act 1984 to disclose information to the insurer. The Duty of Disclosure applies until the insurer agrees to insure you or renew your insurance. The Duty of Disclosure also applies before you extend, vary or reinstate your insurance.

If you are applying for or renewing insurance in relation to your motor vehicle, home building and/or contents, residential strata, travel, personal accident or sickness and/or consumer credit products, you must answer the specific questions asked by the insurer truthfully and accurately. In answering those questions, you must tell the insurer all information that's known to you and that a reasonable person would be expected to provide in answer to the questions.

At renewal, the insurer may ask you to advise it of any changes to something you have previously disclosed, or may give you a copy of the information you previously disclosed and ask you to advise the insurer if there has been a change. If you do not tell the insurer about a change, you will be taken to have told the insurer there is no change.

If you are applying for or renewing any other insurance, you must tell the insurer all information that is known to you, that a reasonable person could be expected to know or that is relevant to the insurer's decision to insure you and on what terms. You do not need to tell the insurer anything:

- that reduces the risk it insures you for;
- is common knowledge;
- that the insurer knows or should know; or
- which the insurer waived your duty to tell it about.

Non-disclosure

If you fail to comply with your Duty of Disclosure, the insurer may cancel your contract or reduce the amount it will pay you if you make a claim, or both. If your failure to comply with the Duty of Disclosure is fraudulent, the insurer may refuse to pay a claim and treat the contract as if it never existed.

Complaints and dispute resolution procedures

We are committed to providing quality services to our clients. This commitment also extends to giving you easy access to people and processes that can resolve a service issue or complaint.

If you are concerned about the services provided by us, any product we have arranged or how we have handled your Personal Information, please contact your broker or the branch manager of your local branch. We will acknowledge your complaint immediately in writing or by telephone.

If, within 5 days, your broker or the relevant branch manager is unable to resolve your complaint to your satisfaction, you may ask that the matter be referred to the Gallagher **Risk & Compliance Team** who can be contacted directly on:

- **Email:** privacy@ajg.com.au (for privacy related complaints) or complaints@ajg.com.au (for any other complaints)
- **Telephone:** 1800 068 000

If your complaint is referred to the Risk & Compliance Team, we will acknowledge receipt of your complaint in writing within 24 hours. We will then investigate the matter and attempt to resolve your complaint in accordance with our disputes and complaints management policy. We will advise you of the outcome of our review of your complaint within 45 days of when you first made your complaint.

If the issue still has not been resolved to your satisfaction, you can lodge a complaint with the Australian Financial Complaints Authority, or AFCA. AFCA provides fair and independent financial services complaint resolution that is free to consumers.

- **Website:** www.afca.org.au
- **Email:** info@afca.org.au
- **Telephone:** 1800 931 678 (free call)
- **In writing to:** Australian Financial Complaints Authority, GPO Box 3, Melbourne VIC 3001

For further information about how we handle complaints or disputes please contact your broker, our Authorised Representative or visit our website www.ajg.com.au.

Cancellation/Policy Amendments

Our remuneration is payable on the terms of our invoice and is considered fully earned at the time that we issue the invoice. If your insurance contract is cancelled or varied before the expiry of the period of insurance, you will be paid any refunded pro-rata premium received from the insurer. We will retain all of our commission, fees and other remuneration in full in the event of any early cancellation or variation of your insurance contract or adjustment of premium. We may charge an additional fee for processing your request to cancel or vary your insurance contract and you agree that this fee may be offset against any premium pro-rata refund you are entitled to.

Premium Funding

If your premium is over \$500 you may wish to pay by monthly instalments using our recommended premium funders. Gallagher may receive a commission of up to a maximum of 5% under some premium funding arrangements for providing this referral. Gallagher may also be entitled to a bonus paid as a percentage of the premiums funded and a share of profit in respect of referrals made to Monument Premium Funding. We recommend that you read the premium funding contract to understand the implications in the event that you cancel your insurance policy before its expiry.

Schedule of Insurance

Class of Policy:	RiskCover Domestic	Policy No:	2021 RiskCover
The Insured:	APM Security Plan Sickness & Accident Fund (Trustees)	Invoice No:	I234989
		Our Ref:	21090324

2021 RISKCOVER. DOMESTIC INSURANCE

DATE OF APPOINTMENT: 22.06.21

INSOLVENCY PRACTITIONER: KordaMentha, Sydney

APPOINTEE (S): Kate Conneely, Mark Korda, Mark Mentha, Scott Langdon

TYPE OF APPOINTMENT: Trustee of Trust

INSURED NAME: APM Security Plan Sickness & Accident Fund (Trustees Appointed)

PERIOD OF COVER: 22.06.21 to 22.06.22 at 4pm local time

INTERESTED PARTY:

BUSINESS DESCRIPTION: Property Owner Residential

UNDERWRITTEN BY: QBE Insurance Group Limited (ABN 28 008 485 014) trading as QBE Insurance

POLICY WORDING: QM943-1215, Landlords Accidental Damage Residential. Plus Agreed RiskCover Endorsements
QM562-0619, CHU Residential Strata Wording
Based on Difference in Conditions with above QM943-1215 Policy

LIMIT OF COVER:

MATERIAL DAMAGE:

Situation	Building Sum insured	Contents Sum insured
67 & 69 Victory Parade, Tascott NSW 2250	\$500,000	Per RiskCover

LEGAL LIABILITY: \$30,000,000 Any one Occurrence or series of Occurrences due to or arising out of one source or original cause

TERRITORIAL LIMITS: Commonwealth of Australia and New Zealand

EXCESS: \$150 each and every claim plus,
\$5,000 Jetty
\$500 additional Excess if claim due to malicious damage or theft by Tenant
\$500 additional Excess for unoccupancy periods that, are greater than 90 days for all insured events
\$500 additional malicious damage Excess for unoccupancy periods, that are greater than 90 days for all insured events
Should a Malicious Damage / Burglary loss occur and, it is subsequently found that the

Schedule of Insurance

Class of Policy:	RiskCover Domestic	Policy No:	2021 RiskCover
The Insured:	APM Security Plan Sickness & Accident Fund (Trustees)	Invoice No:	I234989
		Our Ref:	21090324

required security checks have not been strictly attended to; the applicable policy Excess will be \$2,500 for each claim

Additional Excesses shown above are cumulative

MAJOR EXTENSIONS:

Policy includes Flood damage up to nominated sum insured for Building & automatic provision for Contents

Buildings includes Flats, Units & Residential Strata or Group Title and includes carpets, internal blinds and curtains

Damage Caused by Tenants Cover is automatically included. It is agreed that any authorised occupant of a dwelling insured under RiskCover is deemed a "Tenant". No tenancy agreement or bond is required

Where Contents only is insured for Units/Flats, the cover includes Loss of Rent benefit in addition to the Contents sum insured of 10% of the Contents sum insured, capped at a maximum automatic benefit of \$10,000 per Unit/Flat insured

It is agreed that all such clauses within the above-mentioned policy in respect to RiskCover that restricts or reduce cover due to a premises becoming or remaining unoccupied are deleted in full

SECURITY REQUIREMENTS:

SECURITY, FIRE DETECTING & EXTINGUISHING SYSTEMS

Any System installed in the Premises must remain operational and be maintained

UNOCCUPIED OR NON OPERATIONAL (SILENT) RISKS

With regard to premises or buildings that are not in daily use for the purpose of continuing the business, the following precautions should be followed:-

1. **Physical Security**
 - You are required to secure the premises against illegal entry
 - All external doors must be locked and windows closed and securely fastened
 - It is recommended that all locks be changed on appointment
2. **Unoccupied / Non Operational (Silent) Risks**

For periods of unoccupancy (in excess of 30 Days) security checks are to be organised and actioned by the Client on the following basis:-

 - Domestic. Monthly Security Checks
 - The services of a Professional Security Company should be considered
 - All waste should be removed and properly maintained
 - Conditions relating to Security/Fire Detecting and Extinguishing Systems still apply

DEFINITIONS:

INFERIOR CONSTRUCTION

- Brick with wood frame
- Wood with wood frame
- Wood with steel frame
- Iron with wood frame
- Asbestos cement wall or roof

Schedule of Insurance

Class of Policy:	RiskCover Domestic	Policy No:	2021 RiskCover
The Insured:	APM Security Plan Sickness & Accident Fund (Trustees)	Invoice No:	I234989
		Our Ref:	21090324

INSULATED SANDWICH PANEL (ISP) - DEFINITION IS AS BELOW:

Insulated Sandwich Panel:

EPS panel construction consists of an outer covering of sheet metal and core filled with an insulating medium, such as rigid expanded polystyrene, polyurethane (PUR) foam, expanded composite phenolic foam or other forms of filling.

PIR panel construction consists of an outer covering of sheet metal and core filled with rigid thermal insulation polyisocyanurate.

A location will be classed under this category where 20% or more of the structure is ISP, and includes:

- buildings which are partially lined with ISP panel; or
- buildings which have utilised ISP panel for aesthetic purposes

QBE SANCTION ENDORSEMENT:

You're not insured under any section of this Policy where a claim payment breaches any sanction, prohibition or restriction under United Nations resolutions or the trade or economic sanctions, laws or regulations of Australia, the European Union, United Kingdom or United States of America, or any local autonomous sanctions.

LABOUR HIRE EXCLUSION:

This policy does not cover liability in respect of Personal Injury or Property Damage in connection with any persons employed or used by any labour hire provider who is not licensed in accordance with the relevant state laws relating to labour hire licensing.

NON-COMPLIANT CLADDING EXCLUSION:

This policy does not cover liability in respect of Personal Injury or Property Damage arising directly or indirectly out of, caused by, or in connection with any insulation and finishing system, wall panelling, cladding or facade material:

1. That is not compliant, or does not conform; or
2. That is installed, applied or used in a manner that does not comply, with all relevant provisions of the Building Code of Australia; the National Construction Code of Australia; Australian Standards; approved conditions of use of application; or any other applicable law or regulation, including any replacement thereof.

BINDER:

In respect to RiskCover, and particularly those sections of cover provided by the insurer QBE Insurance Group Limited trading as QBE Insurance ("QBE"), Arthur J. Gallagher & Co (Aus) Limited ("AJG") trading as Arthur J. Gallagher - Insolvency and Turnaround has agreed a binding arrangement in order to efficiently bind automatic hold covered arrangements and contracts of insurance ("policies"). For certain risks, QBE has provided AJG with set premium rates to be applied. In respect to binding policies for such risks for our Insolvency Clients, AJG acts on behalf of QBE. In respect to the risk and claims advice AJG provides, AJG acts on behalf of our Insolvency Clients.

ADDITIONAL ADVICE:

Our Tax Invoice includes and separately states our Fee for our services; we will also receive commission from the Insurer.

It is agreed that this policy is not renewable and it will expire on the date shown on the Schedule at 4.00pm. If cover is

Schedule of Insurance

Class of Policy:	RiskCover Domestic	Policy No:	2021 RiskCover
The Insured:	APM Security Plan Sickness & Accident Fund (Trustees	Invoice No:	I234989
		Our Ref:	21090324

required after the expiry date and time, we will consider any application by you to extend this contract beyond the current expiry date.

OUTLINE OF COVER ONLY:

The Schedule of Insurance provides an outline of cover only. Please carefully read your Product Disclosure Statement (PDS) and/or Policy, Policy Schedule and Endorsements where applicable for the complete details of cover.

TAX INVOICE

p (03) 9079 9147 e accounts@lawimage.com

ABN 35 093 871 660

INVOICE # : **M0069551**

LIVE ORDER # : **LI-53134**

Attn: Roman Barbera

QUOTE INVOICE LETTER AND NUMBER AT PAYMENT

BILL TO

**Korda Mentha - Sydney
Level 5, 2 Chifley Square
Sydney NSW 2000**

ORDERED BY

INVOICE DATE

PAGE

Roman Barbera

26/07/2021 Page 1 of 1

SHIP TO

Korda Mentha - Sydney
Level 5, 2 Chifley Square
Sydney NSW 2000

MATTER NO. / MATTER NAME / SOLICITOR REF/ DATE ORDERED

P10436/ Project Arbor

QTY	ITEM NO.	DESCRIPTION	UNIT PRICE	DISC %	AMOUNT
7,595	194M	Scanning - B&W and Colour	\$0.12		\$911.40
1,695	193F	Scanning - On Glass	\$0.25		\$423.75
5	194E	Scanning - Large	\$5.00		\$25.00
9,295	209C	Document Delimiting	\$0.10		\$929.50
6,775	209J	Document Coding - Date and Title	\$1.00		\$6,775.00
1	206	Load File Prep	\$85.00		\$85.00

PAYMENT STRICTLY WITHIN 30 DAYS

SUB TOTAL **\$9,149.65**

Please make this invoice payable to:

Cheque Law Image Services (Aust) Pty Ltd

FREIGHT **\$0.00**

GPO Box 2073 Melbourne VIC 3001 | DX 257 Melbourne

GST **\$914.97**

EFT Bendigo Bank | BSB 633 000 | Account Number 11657 3494

Credit Card Please call 03 9079 9147. Surcharge is applicable on credit card payments.

TOTAL AMOUNT \$10,064.62

Please ensure that a remittance advice is emailed to accounts @lawimage.com quoting invoice number & amount.

APM Security Plan Sickness & Accident Fund

ABN 57 413 197 086

Summary of work done

For the period 2 November 2021 to 5 May 2022

Staff member	Date	Rate	Hours	Cost (\$)	Milestone	Narration
Administration and risk management						
Sophia Spiliotopoulos	4/11/2021	\$675	0.2	\$135.00	Reports/Updates/Meetings With Stakeholders	Email to update team regarding hearing earlier in the week, outcome and next steps.
Scott Langdon	10/11/2021	\$725	0.8	\$580.00	Reports/Updates/Meetings With Stakeholders	Discuss with E Diamond regarding timing.
Tiffany Shirley (Bremmell)	22/11/2021	\$150	0.7	\$105.00	Word Processing	Review of email from NRF.
Tiffany Shirley (Bremmell)	23/11/2021	\$150	0.3	\$45.00	Word Processing	Design work on newspaper advert to Interested Persons.
Sophia Spiliotopoulos	23/11/2021	\$675	0.2	\$135.00	Engagement Planning	Finalising design work on report to Interested Persons.
Roman Barbera	23/11/2021	\$575	0.3	\$172.50	Forensics & Investigations	Emails regarding Relativity access to R Barbera of FOR IT.
Damien Rosario	25/11/2021	\$375	0.1	\$37.50	Website Development	Prepare Relativity user account changes post move to Ashurst.
Kate Conneely	26/11/2021	\$725	0.4	\$290.00	Reports/Updates/Meetings With Stakeholders	Upload document to KordaMentha webpage and publish live.
Marsha Garrison	6/12/2021	\$150	0.9	\$135.00	Word Processing	Call with B Walrut at Ashurst regarding file transfers and next steps. Emails with M Trethowan at Opal also. Emails with A Mufford at NRF regarding same.
Kate Conneely	7/12/2021	\$725	0.8	\$580.00	Reports/Updates/Meetings With Stakeholders	Formatting meeting for Interested Persons PowerPoint.
Sophia Spiliotopoulos	14/12/2021	\$675	0.5	\$337.50	Engagement Planning	Call with B Walrut at Ashurst regarding next steps, determination of status of interested persons, actuarial assessment as well as two next court applications.
Naomi Abela	22/12/2021	\$150	0.1	\$15.00	Word Processing	Engagement planning call with E Diamond following meeting of members and discussions with B Walrut of Ashurst.
Marsha Garrison	12/01/2022	\$150	0.2	\$30.00	Word Processing	Finalise letter - E Diamond.
Tiffany Shirley (Bremmell)	14/01/2022	\$150	0.2	\$30.00	Word Processing	Finalise letter - E Diamond.
Naomi Abela	19/01/2022	\$150	0.1	\$15.00	Word Processing	Finalise signed minutes - E Diamond.
Kate Conneely	19/01/2022	\$725	0.2	\$145.00	Other Administration	Finalise report - E Diamond.
Sophia Spiliotopoulos	24/01/2022	\$675	0.2	\$135.00	Billings	General matter update and administration of files.
Diana D'Amato	2/02/2022	\$150	0.1	\$15.00	Word Processing	Review WIP and invoice creation forms prepared by E Diamond. Discuss.
Sophia Spiliotopoulos	21/02/2022	\$675	0.2	\$135.00	Engagement Planning	Insert signatures into pdf for E Diamond
Damien Rosario	30/03/2022	\$375	0.1	\$37.50	Website Development	Update call with E Diamond, as required.
Sophia Spiliotopoulos	7/04/2022	\$675	0.1	\$67.50	Billings	Upload Orders documents to the KordaMentha website and publish live.
Elyse Diamond	8/04/2022	\$375	0.3	\$112.50	Billings	Review billing as prepared by E Diamond.
Elyse Diamond	12/04/2022	\$375	0.2	\$75.00	Billings	Preparing New Trustee invoice for the first quarter 2022.
Diana D'Amato	28/04/2022	\$150	0.2	\$30.00	Word Processing	Payment of New Trustee fees.
Sophia Spiliotopoulos	2/05/2022	\$675	0.3	\$202.50	Reports/Updates/Meetings With Stakeholders	Finalise documents for E Diamond .
			7.7	\$3,597.50		Discuss engagement update with E Diamond, including accounts from Rothsays, receipts and payments.

Summary of work done

For the period 2 November 2021 to 5 May 2022

Staff member	Date	Rate	Hours	Cost (\$)	Milestone	Narration
Litigation/legal						
Kate Conneely	2/11/2021	\$725	1.0	\$725.00	Litigation/Legal - General	Swear third affidavit. Attend hearing with Justice Ward. Post hearing discussion with B Walrut of NRF. Call with S Spiliotopoulos regarding next steps for calling of meeting.
Sophia Spiliotopoulos	2/11/2021	\$675	0.5	\$337.50	Litigation/Legal - General	Attendance via telephone at hearing before Justice Ward.
Elyse Diamond	2/11/2021	\$375	0.5	\$187.50	Litigation/Legal - General	Court hearing in respect of meeting of members and asset proposals.
Kate Conneely	5/11/2021	\$725	0.3	\$217.50	Litigation/Legal - General	Consider email from A Kam at NRF regarding outcome of court hearing. Confirm position and next steps.
Scott Langdon	5/11/2021	\$725	1.1	\$797.50	Litigation/Legal - General	Review of K Conneely's second affidavit.
Kate Conneely	8/11/2021	\$725	0.3	\$217.50	Litigation/Legal - General	Review reasons for judgement as provided by NRF. Respond to email from NRF.
Sophia Spiliotopoulos	8/11/2021	\$675	0.3	\$202.50	Litigation/Legal - General	Review reasons for judgement as sent through by A Kam of NRF.
Sophia Spiliotopoulos	23/11/2021	\$675	0.3	\$202.50	Litigation/Legal - General	Email regarding taxation status to B Walrut of Ashurst.
Kate Conneely	22/12/2021	\$725	0.5	\$362.50	Litigation/Legal - General	Give consideration to affidavit material required for next court hearing. Collate relevant information. Briefly discuss application along with remuneration application and payment of NRF with E Diamond.
Kate Conneely	10/01/2022	\$725	0.4	\$290.00	Litigation/Legal - General	Call with B Walrut regarding remuneration application and winding up application.
Kate Conneely	11/01/2022	\$725	0.7	\$507.50	Litigation/Legal - General	Call with Ashurst to discuss taxation status and next steps for court applications. Further call with E Diamond to discuss action items.
Kate Conneely	11/01/2022	\$725	0.5	\$362.50	Litigation/Legal - General	Consider draft tax note from Ashurst regarding correct tax treatment of the Fund and PAYG instalments.
Elyse Diamond	11/01/2022	\$375	0.8	\$300.00	Litigation/Legal - General	Call with Ashurst on tax advice note and next steps. Reviewing draft tax advice issued by Ashurst.
Kate Conneely	14/01/2022	\$725	0.6	\$435.00	Litigation/Legal - General	Call with A Kam at Ashurst. Review email RFI from Ashurst for court application and affidavit. Discuss with E Diamond. Review compiled records. Call with E Diamond to discuss.
Elyse Diamond	14/01/2022	\$375	0.4	\$150.00	Litigation/Legal - General	Collating documents required by Ashurst for second application to the court.
Kate Conneely	25/01/2022	\$725	1.7	\$1,232.50	Litigation/Legal - General	Review notice of motion and affidavit. Mark up comments and queries. Call with S Spiliotopoulos to discuss areas of focus. Review comments of E Diamond and S Spiliotopoulos. Approve sending to Ashurst.
Sophia Spiliotopoulos	25/01/2022	\$675	1.5	\$1,012.50	Litigation/Legal - General	Review notice of motion and affidavit. Mark up. Discussion with K Conneely. Emails to team, including to E Diamond with next steps.
Elyse Diamond	25/01/2022	\$375	0.4	\$150.00	Litigation/Legal - General	Review of drafted application following wind up. Review and mark up of draft motion.
Elyse Diamond	27/01/2022	\$375	0.3	\$112.50	Litigation/Legal - General	Finalising application and motion comments for Ashurst.
Kate Conneely	28/01/2022	\$725	0.3	\$217.50	Litigation/Legal - General	Consider taxation advice and note from Ashurst.
Kate Conneely	1/02/2022	\$725	0.7	\$507.50	Litigation/Legal - General	Call with Counsel and Ashurst to discuss affidavit and next steps. Post conference update with S Spiliotopoulos.
Sophia Spiliotopoulos	14/02/2022	\$675	0.1	\$67.50	Litigation/Legal - General	Email follow up with A Kam regarding application draft.
Kate Conneely	15/02/2022	\$725	0.1	\$72.50	Litigation/Legal - General	Consider and respond to note from Ashurst regarding adjournment of directions hearing.
Kate Conneely	18/02/2022	\$725	0.2	\$145.00	Litigation/Legal - General	Call with A Kam at Ashurst.
Kate Conneely	21/02/2022	\$725	0.1	\$72.50	Litigation/Legal - General	Update to S Spiliotopoulos regarding status of court application.
Elyse Diamond	21/02/2022	\$375	1.3	\$487.50	Litigation/Legal - General	Review of Ashurst drafted affidavit and motion. Document request gathering. Updating for queries, review of comments from T Shepard.
Kate Conneely	22/02/2022	\$725	0.5	\$362.50	Litigation/Legal - General	Consider note from Ashurst. Review updated affidavit and notice of motion. Emails to T Shepard seeking advice. Email to S Spiliotopoulos and E Diamond regarding same.
Sophia Spiliotopoulos	24/02/2022	\$675	1.0	\$675.00	Litigation/Legal - General	Review affidavit as drafted. Review emails from K Conneely and T Shepard. Discussions with T Shepard. Review Corporations Act sections that are relevant and then telephone discussion with A Kam of Ashurst. Follow up with email updating team.
Kate Conneely	24/02/2022	\$725	0.3	\$217.50	Litigation/Legal - General	Consider feedback from T Shepard on ancillary provision amendments. Consider note from S Spiliotopoulos and confirm next steps to finalise application.

Summary of work done

For the period 2 November 2021 to 5 May 2022

Staff member	Date	Rate	Hours	Cost (\$) Milestone	Narration
Kate Conneely	25/02/2022	\$725	0.3	\$217.50 Litigation/Legal - General	Settle further amendments to affidavit and confirm approach with E Diamond. Approve sending to Ashurst.
Elyse Diamond	25/02/2022	\$375	0.9	\$337.50 Litigation/Legal - General	Final review of affidavit and notice of motion, document request review and consolidating information for application. Discussing the same with K Conneely.
Kate Conneely	28/02/2022	\$725	0.2	\$145.00 Litigation/Legal - General	Call with B Walrut at Ashurst.
Sophia Spiliotopoulos	28/02/2022	\$675	0.3	\$202.50 Litigation/Legal - General	Phone call with A Kam of Ashurst regarding notice of motion and affidavit for upcoming order, and email to team regarding same.
Kate Conneely	3/03/2022	\$725	0.2	\$145.00 Litigation/Legal - General	Call with S Spiliotopoulos regarding updated affidavit and NSW revenue office application status.
Sophia Spiliotopoulos	3/03/2022	\$675	3.0	\$2,025.00 Litigation/Legal - General	Review notices of motion and affidavit. Mark up. Discussions and emails with K Conneely and E Diamond.
Kate Conneely	4/03/2022	\$725	0.6	\$435.00 Litigation/Legal - General	Review two new notices of motion as well as updates to affidavit, given substantive change in approach. Email to E Diamond and S Spiliotopoulos regarding progression to next steps and finalisation of application.
Elyse Diamond	4/03/2022	\$375	0.8	\$300.00 Litigation/Legal - General	Review of revised draft of K Conneely affidavit and the two notice of motions. Mark ups of the same.
Elyse Diamond	4/03/2022	\$375	0.2	\$75.00 Litigation/Legal - General	Consolidating additional Ashurst doc requests for inclusion in application.
Kate Conneely	7/03/2022	\$725	0.3	\$217.50 Litigation/Legal - General	Settle final comments on affidavit and documents requested; reply to Ashurst.
Kate Conneely	8/03/2022	\$725	0.6	\$435.00 Litigation/Legal - General	Consider response from Ashurst to NOM application. Emails and calls with A Kam at Ashurst.
Kate Conneely	10/03/2022	\$725	0.4	\$290.00 Litigation/Legal - General	Review updated affidavit and NOM. Send to E Diamond to compile additional documents.
Kate Conneely	11/03/2022	\$725	0.1	\$72.50 Litigation/Legal - General	Approve release of documents and edits on affidavit to Ashurst. Emails with E Diamond.
Elyse Diamond	11/03/2022	\$375	1.2	\$450.00 Litigation/Legal - General	Full read of affidavit and notice of motions, note on the same to K Conneely and S Spiliotopoulos, note on the same to S Langdon. Marking up documents, gathering document requests, and returning to Ashurst.
Scott Langdon	11/03/2022	\$725	1.5	\$1,087.50 Litigation/Legal - General	Review of affidavit and winding up application.
Elyse Diamond	14/03/2022	\$375	0.3	\$112.50 Litigation/Legal - General	Review of affidavit comments received from S Langdon, review of email correspondence from Ashurst in respect of directions hearing.
Kate Conneely	14/03/2022	\$725	0.1	\$72.50 Litigation/Legal - General	Confirm instructions to Ashurst regarding adjournment.
Kate Conneely	17/03/2022	\$725	0.3	\$217.50 Litigation/Legal - General	Consider amendments to affidavit and notices of motion. Review email from A Kam at Ashurst.
Elyse Diamond	17/03/2022	\$375	0.6	\$225.00 Litigation/Legal - General	Review of Ashurst updated affidavit and NOMs. Discussing the same with S Spiliotopoulos. Marking up affidavit.
Kate Conneely	18/03/2022	\$725	0.2	\$145.00 Litigation/Legal - General	Settle final amendments to affidavit and notices of motion. Review emails from E Diamond and S Spiliotopoulos. Confirm approval to proceed.
Elyse Diamond	18/03/2022	\$375	0.2	\$75.00 Litigation/Legal - General	Email to Ashurst in respect of Court application and affidavit.
Kate Conneely	21/03/2022	\$725	0.2	\$145.00 Litigation/Legal - General	Call with B Walrut at Ashurst regarding counsel advice and court application.
Kate Conneely	22/03/2022	\$725	0.2	\$145.00 Litigation/Legal - General	Sign off on final amendments to affidavit and application. Call with S Spiliotopoulos.
Elyse Diamond	22/03/2022	\$375	0.3	\$112.50 Litigation/Legal - General	Review of revised affidavit for court application, email on the same.
Sophia Spiliotopoulos	22/03/2022	\$675	0.2	\$135.00 Litigation/Legal - General	Review final turn of affidavit and notices. Email to team and lawyers.
Kate Conneely	23/03/2022	\$725	0.3	\$217.50 Litigation/Legal - General	Settle final draft of affidavit. Confirm instructions to Ashurst.
Elyse Diamond	23/03/2022	\$375	0.3	\$112.50 Litigation/Legal - General	Updating member schedule for inclusion in affidavit, gathering final document request.
Kate Conneely	24/03/2022	\$725	0.4	\$290.00 Litigation/Legal - General	Review and swear affidavit.
Kate Conneely	29/03/2022	\$725	0.1	\$72.50 Litigation/Legal - General	Discussion with E Diamond regarding finalisation of counsel advice and timing of filing.
Elyse Diamond	29/03/2022	\$375	0.2	\$75.00 Litigation/Legal - General	Call with Ashurst - update on counsel advice.
Kate Conneely	30/03/2022	\$725	1.0	\$725.00 Litigation/Legal - General	Review draft counsel advice, updated NOM and Ashurst note. Review response from E Diamond. Confirm response to Ashurst and treatment of cash.

Summary of work done

For the period 2 November 2021 to 5 May 2022

Staff member	Date	Rate	Hours	Cost (\$)	Milestone	Narration
Elyse Diamond	30/03/2022	\$375	0.7	\$262.50	Litigation/Legal - General	Review of Counsel advice in respect of winding up application, email to Ashurst on the same.
Kate Conneely	6/04/2022	\$725	0.2	\$145.00	Litigation/Legal - General	Consider amendments to counsel advice. Emails with Ashurst regarding same.
Kate Conneely	7/04/2022	\$725	0.2	\$145.00	Litigation/Legal - General	Discussion with A Kam regarding relisting of matter before Hammerschlag J. Approve invoice.
Kate Conneely	11/04/2022	\$725	0.1	\$72.50	Litigation/Legal - General	Update on hearing with S Spiliotopoulos.
Kate Conneely	26/04/2022	\$725	0.2	\$145.00	Litigation/Legal - General	Call with B Walrut of Ashurst.
Kate Conneely	28/04/2022	\$725	0.2	\$145.00	Litigation/Legal - General	Review updates from Ashurst regarding upcoming hearing and consents to act. Approve execution. Pay Ashurst.
			33.80	\$20,855.00		

Summary of work done

For the period 2 November 2021 to 5 May 2022

Staff member	Date	Rate	Hours	Cost (\$) Milestone	Narration
Assets					
Kate Gavathas	2/11/2021	\$675	0.1	\$67.50 Freehold Property	Follow up with NRF on title transfer.
Kate Gavathas	3/11/2021	\$675	0.1	\$67.50 Freehold Property	Follow up with D Webber of NRF.
Elyse Diamond	5/11/2021	\$375	0.5	\$187.50 Cash On Hand & Banking	Review of current term deposits and requesting relevant reinvestment into 3 months terms.
Elyse Diamond	8/11/2021	\$375	0.3	\$112.50 Cash On Hand & Banking	Discussing trading bank accounts and transition to St George with S Spiliotopoulos and A Zhu.
Kate Gavathas	8/11/2021	\$675	0.2	\$135.00 Freehold Property	Follow up with NRF. Call to C Pugsly of PRP regarding the proposed shared jetty structure.
Sophia Spiliotopoulos	8/11/2021	\$675	0.5	\$337.50 Cash On Hand & Banking	Discussion with E Diamond regarding bank accounts to be opened with St George. Discuss liaisons with CAT team. Email to K Conneely with update.
Elyse Diamond	9/11/2021	\$375	0.4	\$150.00 Cash On Hand & Banking	Review of St George transaction account set up. Reviewing Bank Australia term deposits and maturity dates of the same. Researching term deposit breakage fees.
Kate Gavathas	10/11/2021	\$675	0.1	\$67.50 Freehold Property	Review correspondence provided by NRF regarding CAF.
Elyse Diamond	10/11/2021	\$375	0.2	\$75.00 Cash On Hand & Banking	Following up with CAT team in respect of fund transfers from Bank Australia to St George.
Kate Conneely	10/11/2021	\$725	0.3	\$217.50 Freehold Property	Collate ID documents requested by NRF for VOI identification for PEXA.
Kate Conneely	11/11/2021	\$725	0.1	\$72.50 Freehold Property	VOI with NRF for purposes of certificates of title.
Kate Conneely	11/11/2021	\$725	0.2	\$145.00 Freehold Property	Consider comments from K Gavathas regarding Crown Lands and value of jetty licence. Agree timeline to action based on members' meeting.
Kate Gavathas	11/11/2021	\$675	0.2	\$135.00 Freehold Property	Call with C Pugsly of PRP regarding jetty configuration, Crown Land and value add, liaising regarding Central Coast market and movements. Email to team regarding conversation.
Kate Gavathas	16/11/2021	\$675	0.4	\$270.00 Freehold Property	Review of purchaser declaration and change of trustee notification to Revenue NSW regarding duty payable for title change. Assessing accuracy of property details.
Kate Conneely	17/11/2021	\$725	0.3	\$217.50 Cash On Hand & Banking	Discussion with E Diamond regarding bank accounts and switch to St George. Approve term deposit maturing. Call with T Shepard regarding transition and need for assistance from St George.
Elyse Diamond	17/11/2021	\$375	0.4	\$150.00 Cash On Hand & Banking	Organising St George term deposit rollover, following up opening of St George bank account, updates on the same to K Conneely.
Kate Gavathas	18/11/2021	\$675	0.2	\$135.00 Freehold Property	Liaising with NRF regarding finalisation of the draft duty submission and purchaser declaration for the transfer documents.
Kate Conneely	18/11/2021	\$725	0.2	\$145.00 Freehold Property	Briefly consider NRF paper on duty relief and issuance of titles. Reply to K Gavathas.
Elyse Diamond	18/11/2021	\$375	0.4	\$150.00 Freehold Property	Review of NRF property issues memo for use in transfer of title.
Kate Conneely	19/11/2021	\$725	0.2	\$145.00 Cash On Hand & Banking	St George bank account opening forms. Approved term deposit forms also. Discussion with E Diamond regarding account opening delays and payment of invoices.
Elyse Diamond	19/11/2021	\$375	0.2	\$75.00 Cash On Hand & Banking	Executing additional St George documents required for term deposit rollover and transaction account setup.
Kate Conneely	23/11/2021	\$725	0.2	\$145.00 Freehold Property	Call with A Kam regarding stamp duty waiver submission and transfer of titles update.
Kate Conneely	29/11/2021	\$725	0.2	\$145.00 Freehold Property	Complete declaration for stamp duty waiver submission. Emails with NRF regarding same.
Kate Conneely	29/11/2021	\$725	0.2	\$145.00 Cash On Hand & Banking	Discussion with E Diamond regarding St George account opening status. Confirm proceed with Bank Australia payments. Update head of Risk regarding same.
Elyse Diamond	29/11/2021	\$375	0.2	\$75.00 Cash On Hand & Banking	CAT correspondence in respect of St George. Discussing Bank Australia with S Spiliotopoulos.
Elyse Diamond	30/11/2021	\$375	0.3	\$112.50 Cash On Hand & Banking	Investigating Bank Australia payment issues and discussing the same with K Conneely.
Elyse Diamond	3/12/2021	\$375	0.4	\$150.00 Other Assets	Correspondence to Bank Australia.
Elyse Diamond	3/12/2021	\$375	0.4	\$150.00 Other Assets	Emails to Link Market Services and Computershare requesting updates on share transfer to new entities.

Summary of work done

For the period 2 November 2021 to 5 May 2022

Staff member	Date	Rate	Hours	Cost (\$) Milestone	Narration
Kate Conneely	7/12/2021	\$725	0.2	\$145.00 Cash On Hand & Banking	Call with Bank Australia to resolve banking access / authorisation issues. Call with E Diamond regarding same.
Elyse Diamond	7/12/2021	\$375	0.6	\$225.00 Cash On Hand & Banking	Phone calls with Bank Australia on updating signatories and gaining access for S Langdon.
Kate Conneely	8/12/2021	\$725	0.1	\$72.50 Cash On Hand & Banking	Discussing the same with K Conneely. Email to CAT for St George update.
Scott Langdon	13/12/2021	\$725	1.1	\$797.50 Cash On Hand & Banking	Work with S Langdon to resolve Bank Australia access issues.
Elyse Diamond	13/12/2021	\$375	0.4	\$150.00 Other Assets	Bank of Australia call - set up account.
Scott Langdon	14/12/2021	\$725	0.5	\$362.50 Cash On Hand & Banking	Correspondence with Link Market Services in respect of transfer of shares, requesting update.
Elyse Diamond	14/12/2021	\$375	0.8	\$300.00 Cash On Hand & Banking	Bank of Australia call - set up account.
Kate Conneely	21/12/2021	\$725	0.3	\$217.50 Cash On Hand & Banking	St George update from CAT. Update on Bank Australia. Setting up S Langdon account and updating team on the same.
Elyse Diamond	21/12/2021	\$375	0.2	\$75.00 Cash On Hand & Banking	Calls with S Spiliotopoulos and Bank Australia regarding access to funds held on account.
Kate Conneely	22/12/2021	\$725	0.2	\$145.00 Cash On Hand & Banking	Attempt to make payment on invoices.
Elyse Diamond	22/12/2021	\$375	0.4	\$150.00 Cash On Hand & Banking	Request to Bank Australia on increasing transaction limit. Review of additional NRF payment and preparing NAP in Insol.
Elyse Diamond	29/12/2021	\$375	0.2	\$75.00 Cash On Hand & Banking	Approve correspondence to be sent to Bank Australia regarding change to transfer limit.
Kate Conneely	10/01/2022	\$725	0.2	\$145.00 Cash On Hand & Banking	Drafting and lodging letter requesting update to transaction amount for Bank Australia.
Elyse Diamond	10/01/2022	\$375	0.3	\$112.50 Cash On Hand & Banking	Review of Bank Australia correspondence in respect of VIP tokens required to increase transaction limit.
Elyse Diamond	11/01/2022	\$375	0.2	\$75.00 Other Assets	Call with E Diamond to set up further payment approvals on Bank Australia accounts.
Elyse Diamond	12/01/2022	\$375	0.3	\$112.50 Cash On Hand & Banking	VIP Setup with K Conneely and on behalf of S Langdon for Bank Australia to increase transaction limit.
Kate Gavathas	14/01/2022	\$675	0.3	\$202.50 Freehold Property	Email to Link Market Services requesting update on share transfer.
Elyse Diamond	14/01/2022	\$375	0.2	\$75.00 Cash On Hand & Banking	Drafting letter to St George and Bank Australia requesting historic bank statements.
Elyse Diamond	14/01/2022	\$375	0.6	\$225.00 Cash On Hand & Banking	Review of RP data, landchecker and valuations regarding prior sale history of properties and liaising with K Conneely.
Kate Gavathas	17/01/2022	\$675	0.2	\$135.00 Freehold Property	Finalising transaction limit lifting with Bank Australia.
Kate Conneely	17/01/2022	\$725	0.1	\$72.50 Cash On Hand & Banking	Drafting APM file note on assets and potential deterioration following member enquiry.
Kate Conneely	17/01/2022	\$725	0.3	\$217.50 Freehold Property	Reviewing financial statements. Discussing the same with K Conneely.
Elyse Diamond	17/01/2022	\$375	0.2	\$75.00 Cash On Hand & Banking	Review of title and update to K Conneely, S Spiliotopoulos and E Diamond regarding inconsistency with RP data. Review of dealing number to locate sale history.
Kate Conneely	20/01/2022	\$725	0.3	\$217.50 Freehold Property	Attempt to resolve issues with Bank Australia payment limits.
Kate Conneely	20/01/2022	\$725	0.6	\$435.00 Cash On Hand & Banking	Consider title information provided by K Gavathas, and discrepancies between databases.
Kate Gavathas	21/01/2022	\$675	0.1	\$67.50 Freehold Property	Discuss with K Gavathas and discuss path to clarify.
Kate Conneely	24/01/2022	\$725	0.2	\$145.00 Cash On Hand & Banking	Discussing APM bank accounts with K Conneely. Phone call confirming mail out of documents with Bank Australia.
Kate Conneely	25/01/2022	\$725	0.2	\$145.00 Cash On Hand & Banking	Consider email from NRF regarding Revenue NSW application. Emails with Ashurst regarding same.
Sophia Spiliotopoulos	25/01/2022	\$675	0.2	\$135.00 Freehold Property	Call with Bank Australia regarding change to account payment limits. Update to E Diamond.
Elyse Diamond	25/01/2022	\$375	0.3	\$112.50 Freehold Property	Liaising with K Conneely regarding transfer of title change to Ashurst.
Kate Gavathas	25/01/2022	\$675	0.1	\$67.50 Freehold Property	Process payments to NRF.

Summary of work done

For the period 2 November 2021 to 5 May 2022

Staff member	Date	Rate	Hours	Cost (\$)	Milestone	Narration
Kate Conneely	27/01/2022	\$725	0.3	\$217.50	Cash On Hand & Banking	Further calls and emails to attempt to resolve lack of progress by St George on account openings and funds transfers.
Kate Conneely	1/02/2022	\$725	0.3	\$217.50	Cash On Hand & Banking	Follow up regarding St George account opening issues; call with B Walrut at Ashurst to discuss amendment to affidavit and orders to accommodate a further change in financiers.
Kate Conneely	2/02/2022	\$725	0.1	\$72.50	Freehold Property	Review and respond to email regarding services at Pt Clare properties.
Kate Conneely	2/02/2022	\$725	0.3	\$217.50	Cash On Hand & Banking	Engage with T Shepard regarding resolution of Westpac account opening issues. Review timeline of events. Emails with Ashurst regarding content for affidavit. Process payments.
Elyse Diamond	2/02/2022	\$375	0.2	\$75.00	Cash On Hand & Banking	Rollover of term deposit with St George.
Kate Gavathas	2/02/2022	\$675	0.6	\$405.00	Freehold Property	Review of dataroom information including historical transfer details and chronological timeline of events. Review of RP data and LandChecker to ascertain transaction history. Assessment of historic titles.
Elyse Diamond	3/02/2022	\$375	0.4	\$150.00	Cash On Hand & Banking	Review and upload of Bank Australia statements. Follow up of St George for bank statements.
Kate Conneely	14/02/2022	\$725	0.1	\$72.50	Cash On Hand & Banking	Approve term deposit rollover.
Kate Conneely	22/02/2022	\$725	0.2	\$145.00	Cash On Hand & Banking	Discussion with S Spiliotopoulos regarding new bank accounts identified as relating to the Fund.
Sophia Spiliotopoulos	1/03/2022	\$675	0.2	\$135.00	Freehold Property	Email to A Kam of Ashurst regarding status of Revenue NSW submission.
Elyse Diamond	3/03/2022	\$375	0.1	\$37.50	Other Assets	Follow up correspondence to Computershare requesting update on share transfer.
Elyse Diamond	10/03/2022	\$375	0.6	\$225.00	Other Assets	Review of correspondence from Link Market Services and Computershare. Obtaining relevant ID verifications, sourcing company certificate, drafting letter to accompany transfer requests
Kate Gavathas	11/03/2022	\$675	0.2	\$135.00	Freehold Property	Liaising with E Diamond regarding status of fund, review of report.
Elyse Diamond	14/03/2022	\$375	0.4	\$150.00	Other Assets	Further review of share transfer requirements, organising certification of documents, finalising cover letter to accompany documents
Sophia Spiliotopoulos	14/03/2022	\$675	0.3	\$202.50	Tangible Fixed Assets - Other	Review and amend Link Market Services and Computershare letters as prepared by E Diamond.
Kate Conneely	15/03/2022	\$725	0.2	\$145.00	Freehold Property	Review and approve expenses associated with Pt Clare properties.
Kate Conneely	16/03/2022	\$725	0.2	\$145.00	Freehold Property	Review and approve Ashurst to sign requisition for Revenue NSW. Review and make land tax payments.
Kate Gavathas	21/03/2022	\$675	1.0	\$675.00	Freehold Property	Market review to assess local agents, and views on agent submissions, campaigns, timings and price.
Kate Conneely	22/03/2022	\$725	0.2	\$145.00	Cash On Hand & Banking	Consider email from E Diamond regarding consolidation of accounts. Call with E Diamond regarding reconciliation of Bank Australia and consolidation of term deposits.
Elyse Diamond	22/03/2022	\$375	0.2	\$75.00	Other Assets	Review of correspondence from Computershare, gathering relevant documents for share transfer.
Elyse Diamond	22/03/2022	\$375	0.2	\$75.00	Cash On Hand & Banking	Email to K Conneely and S Spiliotopoulos on bank accounts and approach to transfer, phone call on the same with K Conneely.
Kate Conneely	23/03/2022	\$725	0.1	\$72.50	Other Assets	Sign share transfer declaration form for New Trustee.
Kate Conneely	23/03/2022	\$725	0.1	\$72.50	Freehold Property	Consider update from Ashurst regarding Revenue NSW update on duties assessment.
Kate Conneely	24/03/2022	\$725	0.1	\$72.50	Cash On Hand & Banking	Reply.
Kate Conneely	28/03/2022	\$725	0.1	\$72.50	Sale Of Assets - Strategy	Review and approve payments.
Kate Conneely	9/04/2022	\$725	0.2	\$145.00	Freehold Property	Consider commentary from K Gavathas regarding local agents in Tascott area and factors to consider for selection of selling agent.
Kate Conneely	12/04/2022	\$725	0.1	\$72.50	Freehold Property	Document ID uploads for Ashurst. Arrange for CAF to be signed.
Kate Conneely	12/04/2022	\$725	0.2	\$145.00	Freehold Property	Discussion with E Diamond regarding outstanding accounts for Pt Clare properties.
Kate Conneely	14/04/2022	\$725	0.1	\$72.50	Freehold Property	VOI for Pexa with Ashurst; reply to confirmation of hearing email.
Kate Conneely	14/04/2022	\$725	0.1	\$72.50	Freehold Property	Review and approve expenses for payment.

Summary of work done

For the period 2 November 2021 to 5 May 2022

Staff member	Date	Rate	Hours	Cost (\$)	Milestone	Narration
Elyse Diamond	27/04/2022	\$375	0.4	\$150.00	Other Assets	Phone call with Link Market Services requesting guidance on transfer of shares.
Elyse Diamond	29/04/2022	\$375	0.4	\$150.00	Other Assets	Drafting email correspondence to Link Market Services requesting alternative transfer method at instructions of phone call.
Elyse Diamond	3/05/2022	\$375	0.6	\$225.00	Other Assets	Review and finalisation of request for transfer to Computershare, gathering documents requested in respect of the same, letter to Computershare to accompany documents
Elyse Diamond	3/05/2022	\$375	0.2	\$75.00	Freehold Property	Review of correspondence from Ashurst regarding title transfer.
			25.8	\$14,360.00		

Summary of work done

For the period 2 November 2021 to 5 May 2022

Staff member	Date	Rate	Hours	Cost (\$)	Milestone	Narration
Interested Persons						
Elyse Diamond	5/11/2021	\$375	0.3	\$112.50	General - Investors	Responding to emails received into Botany Mill inbox throughout week.
Elyse Diamond	8/11/2021	\$375	0.3	\$112.50	General - Investors	Responding to member emails in inbox and noting new contact details in listing.
Elyse Diamond	18/11/2021	\$375	0.8	\$300.00	Circulars/Reports To Creditors	Reviewing and updating report to members in preparation for meeting.
Elyse Diamond	18/11/2021	\$375	0.7	\$262.50	Circulars/Reports To Creditors	Updating notice of meetings and proxy forms in preparation for meeting of creditors.
Elyse Diamond	18/11/2021	\$375	0.6	\$225.00	Circulars/Reports To Creditors	Drafting newspaper advert for meeting of members pursuant to second application.
						Review and settle final draft of report to members, notice of meeting, proxy and advert.
Kate Conneely	19/11/2021	\$725	1.0	\$725.00	General - Investors	Calls with B Walrut at Ashurst regarding same. Email to E Diamond and Sophia regarding finalisation.
Scott Langdon	21/11/2021	\$725	1.2	\$870.00	Circulars/Reports To Creditors	Review of report to members.
						Review report to members and annexures. Review draft advertisements as prepared by E Diamond. Email to team.
Sophia Spiliotopoulos	22/11/2021	\$675	1.5	\$1,012.50	General - Investors	Review and approve adverts for AFR, SMH and Daily Telegraph. Review and approve final report to members, proxy form and notice of meeting. Calls with E Diamond and S Spiliotopoulos to discuss.
Kate Conneely	22/11/2021	\$725	1.0	\$725.00	General - Investors	Review of report to members.
Scott Langdon	22/11/2021	\$725	0.5	\$362.50	Circulars/Reports To Creditors	Drafting advertisement content for SMH, Australian and Daily Telegraph. Requesting ad space for each and liaising with Design for final product.
Elyse Diamond	22/11/2021	\$375	0.8	\$300.00	General - Investors	Reviewing report to interested persons, adding in voting explanation, adding more up to date information.
Elyse Diamond	22/11/2021	\$375	0.7	\$262.50	Circulars/Reports To Creditors	Finalising proxy form and notice of meeting.
Elyse Diamond	22/11/2021	\$375	0.3	\$112.50	Circulars/Reports To Creditors	Collating mailing details for members for issuing report, discussing same with practice management to liaise on mail out.
Elyse Diamond	22/11/2021	\$375	0.6	\$225.00	Circulars/Reports To Creditors	Discussion B Walrut regarding report and property licence transfers.
Kate Conneely	24/11/2021	\$725	0.2	\$145.00	General - Investors	Issuing report to members via email, confirming issuing via mail with external provider.
Elyse Diamond	25/11/2021	\$375	0.2	\$75.00	Circulars/Reports To Creditors	Collating adverts placed in papers and saving on file.
Elyse Diamond	25/11/2021	\$375	0.3	\$112.50	General - Investors	Phone calls from interested persons in respect of meeting, emails to several parties on the same.
Elyse Diamond	26/11/2021	\$375	0.8	\$300.00	General - Investors	Give consideration to meeting agenda and speaking notes / content for upcoming investor meeting. Call with S Spiliotopoulos to discuss.
Kate Conneely	29/11/2021	\$725	0.3	\$217.50	General - Investors	Several member phone calls enquiring about meeting of interested persons. Taking contact details, details of membership and answering queries.
Elyse Diamond	29/11/2021	\$375	0.8	\$300.00	General - Investors	Responding to member enquiries in Botany Mill inbox, filing any books and records received from former members.
Elyse Diamond	29/11/2021	\$375	0.4	\$150.00	General - Investors	Update discussion with S Spiliotopoulos on responses to interested persons' proposal.
Kate Conneely	30/11/2021	\$725	0.3	\$217.50	General - Investors	Discuss meeting logistics and next steps.
Kate Conneely	1/12/2021	\$725	0.2	\$145.00	General - Investors	Bank Australia account set up issues - work with E Diamond to have accounts activated to make payments.
Elyse Diamond	1/12/2021	\$375	0.6	\$225.00	General - Investors	Phone calls from members enquiring about the meeting and next steps. Replying to emails received. Updating attendance tracker for meeting.
						Call and email with S Spiliotopoulos regarding speaking notes and presentation for member/interested persons meeting. Consider call from member (Trish) and queries raised.
Kate Conneely	2/12/2021	\$725	0.4	\$290.00	General - Investors	Updating member attendance register with emails received in preparation for meeting.
Elyse Diamond	2/12/2021	\$375	0.4	\$150.00	General - Investors	Responding to emails confirming attendance noted.
Elyse Diamond	2/12/2021	\$375	0.3	\$112.50	General - Investors	Reviewing and saving on file voting forms received.
Elyse Diamond	2/12/2021	\$375	0.8	\$300.00	General - Investors	Several phone calls with Interested Persons in respect of upcoming meeting. Issuing emails on the same.
Sophia Spiliotopoulos	2/12/2021	\$675	1.5	\$1,012.50	General - Investors	Review speaking notes and slides as prepared by E Diamond. Email to team.

Summary of work done

For the period 2 November 2021 to 5 May 2022

Staff member	Date	Rate	Hours	Cost (\$)	Milestone	Narration
Elyse Diamond	3/12/2021	\$375	0.1	\$37.50	General - Investors	Review of email from J Chretien in respect of additional invoices received and member enquiries.
Kate Conneely	6/12/2021	\$725	0.3	\$217.50	General - Investors	Discussion with S Spiliotopoulos regarding member meeting for Thursday.
Elyse Diamond	6/12/2021	\$375	0.9	\$337.50	General - Investors	Phone calls with various interested persons, answering queries about meeting, assets, distribution process. Responding to emails on the same, replying confirming receipt to voting forms.
Sophia Spiliotopoulos	6/12/2021	\$675	0.5	\$337.50	General - Investors	Review slides and speaking notes ahead of meeting. Discuss with E Diamond.
Kate Conneely	7/12/2021	\$725	1.0	\$725.00	General - Investors	Review presentation and speaking notes for member meeting on Thursday. Provide comments. Discuss with E Diamond. Call with Sophia regarding same.
Sophia Spiliotopoulos	7/12/2021	\$675	1.0	\$675.00	General - Investors	Review speaking notes and slides, as prepared by E Diamond and incorporating B Walrut comments, of Ashurst. Emails to team.
Kate Conneely	8/12/2021	\$725	0.8	\$580.00	General - Investors	Finalise speaking notes and presentation for member meeting.
Sophia Spiliotopoulos	9/12/2021	\$675	1.0	\$675.00	General - Investors	Meeting of interested persons.
Kate Conneely	9/12/2021	\$725	2.5	\$1,812.50	General - Investors	Prepare for and host Interested Persons meeting. Further calls with Interested Persons post meeting to confirm status and outcome of meeting. Post meeting call with B Walrut of Ashurst regarding next steps and court application.
Sophia Spiliotopoulos	9/12/2021	\$675	0.5	\$337.50	General - Investors	Preparation ahead of meeting of members.
Elyse Diamond	10/12/2021	\$375	0.4	\$150.00	General - Investors	Responding to emails received from Interested Persons following the meeting.
Elyse Diamond	22/12/2021	\$375	0.6	\$225.00	General - Investors	Responding to emails received from members. Returning missed phone calls and recording contact details, discussing next steps with former members.
Elyse Diamond	12/01/2022	\$375	0.8	\$300.00	General - Investors	Responding to APM emails received into inbox from members.
Kate Conneely	14/01/2022	\$725	0.5	\$362.50	General - Investors	Review and consider minutes of meeting. Mark up and finalise.
Elyse Diamond	9/02/2022	\$375	0.3	\$112.50	General - Investors	Responding to emails received into APM fund inbox. Updating member schedule.
Elyse Diamond	15/02/2022	\$375	0.1	\$37.50	General - Investors	Phone call with previous member providing update on the fund.
Elyse Diamond	15/03/2022	\$375	0.4	\$150.00	General - Investors	Phone call from APM member requesting update on Fund, responding to email queries.
Elyse Diamond	23/03/2022	\$375	0.3	\$112.50	General - Investors	Phone calls with interested persons, updating schedule for the same.
Elyse Diamond	24/03/2022	\$375	0.8	\$300.00	General - Investors	Responding to email queries received into APM enquiry inbox, returning missed phone calls, updating member listing for the same.
Elyse Diamond	30/03/2022	\$375	0.3	\$112.50	General - Investors	Responding to email queries received from APM Interested Persons.
Elyse Diamond	7/04/2022	\$375	0.1	\$37.50	General - Investors	Responding to email query from interested person.
Elyse Diamond	14/04/2022	\$375	0.4	\$150.00	General - Investors	Responding to email queries and requests for updates received into Botany Mill Fund inbox, returning phone calls on the same.
Elyse Diamond	26/04/2022	\$375	0.6	\$225.00	General - Investors	Returning member emails in Botany Mill inbox.
Elyse Diamond	29/04/2022	\$375	0.4	\$150.00	General - Investors	Email to interested person providing update, returning phone calls on the same, updating member listing.
			32.40	17,520.00		

Summary of work done

For the period 2 November 2021 to 5 May 2022

Staff member	Date	Rate	Hours	Cost (\$)	Milestone	Narration
Statutory compliance						
Kate Conneely	23/11/2021	\$725	0.3	\$217.50	Ato Correspondence	Call with B Walrut of Ashurst to discuss need to comprehensively review tax position of Trust / Fund, and areas of focus identified. Call with S Spiliotopoulos regarding email to Ashurst.
Elyse Diamond	1/12/2021	\$375	1.2	\$450.00	Creditors' Meeting	Drafting speaking notes for meeting of Interested Persons to be held following week. Incorporating requirements of court order into speaking notes. Discussing the same with S Spiliotopoulos.
Elyse Diamond	2/12/2021	\$375	1.1	\$412.50	Creditors' Meeting	Drafting presentation slides for use in meeting of interested persons. Discussing the same with S Spiliotopoulos.
Clarisse Lemos	3/12/2021	\$325	0.1	\$32.50	Cat Processing	Process receipts and payments into Insol.
Elyse Diamond	3/12/2021	\$375	0.9	\$337.50	Creditors' Meeting	Updating voting schedule of proposal forms received, saving proposals on file, confirming receipt of items to members, requesting forms from members indicating their attendance
Elyse Diamond	6/12/2021	\$375	0.7	\$262.50	Creditors' Meeting	Further drafting of meeting notes for general Q&A and slides.
Elyse Diamond	6/12/2021	\$375	0.3	\$112.50	Creditors' Meeting	Updating attendance and voting register with additional forms returned.
Elyse Diamond	7/12/2021	\$375	0.6	\$225.00	Creditors' Meeting	Phone calls with interested persons in respect of meeting. Reviewing voting forms received and replying to email queries.
Kate Conneely	8/12/2021	\$725	0.3	\$217.50	Creditors' Meeting	Emails with B Walrut Interested Persons meeting. Consider comments on speaking notes. Send to E Diamond for incorporation.
Elyse Diamond	8/12/2021	\$375	0.7	\$262.50	Creditors' Meeting	Email out of link to all members requesting meeting link. Issuing tabled documents. Issuing link to Ashurst to organise meeting room.
Elyse Diamond	8/12/2021	\$375	0.5	\$187.50	Creditors' Meeting	Receipting voting forms, responding to emails on the same. Updating attendance register.
Elyse Diamond	8/12/2021	\$375	0.4	\$150.00	Creditors' Meeting	Finalising meeting documents for meeting of interested persons, including speaking notes and slides.
Elyse Diamond	9/12/2021	\$375	1.1	\$412.50	Creditors' Meeting	Attendance at meeting of Interested Persons, including set up and running of slides. Note taking for minute purposes.
Elyse Diamond	9/12/2021	\$375	1.4	\$525.00	Creditors' Meeting	Finalisation and preparation of meeting documents for meeting of Interested Persons. Setting up meeting, answering phone calls and emails pre meeting from interested persons.
Kate Conneely	12/01/2022	\$725	1.0	\$725.00	Income Assessment	Review and approve letters to financial institutions requesting bank statements for reconstruction of accounts. Calls with E Diamond regarding records available. Give consideration to book keeping and taxation requirements.
Elyse Diamond	12/01/2022	\$375	0.4	\$150.00	Other Statutory Compliance	Review of books and records for documents available for tax returns. Email to K Conneely on the same. Collating ATO documents.
Elyse Diamond	12/01/2022	\$375	0.6	\$225.00	Creditors' Meeting	APM meeting register and attendance registers.
Kate Conneely	13/01/2022	\$725	2.2	\$1,595.00	Income Assessment	Review Fund income tax returns and financial statements. Brief review of ATO documents for provision to accountants. Call with N Petrakis from Rothsay accountants. Prepare and send briefing note to Rothsay. Emails and calls with E Diamond regarding same.
Elyse Diamond	13/01/2022	\$375	0.8	\$300.00	Creditors' Meeting	Drafting minutes for APM meeting of Interested Persons.
Kate Conneely	14/01/2022	\$725	0.3	\$217.50	Investigations	Consider memorandum prepared regarding potential dissipation of assets since commencement of caretaker mode. Review and discuss next steps with E Diamond.
Kate Conneely	20/01/2022	\$725	0.2	\$145.00	Income Assessment	Emails with N Petrakis regarding book keeping and income tax returns. Arrange conference calls.
Kate Conneely	21/01/2022	\$725	0.2	\$145.00	Office Of State Revenue Correspondence	Close out position with NRF on Revenue NSW application. Follow up discussion with Ashurst regarding court applications.
Kate Conneely	24/01/2022	\$725	1.0	\$725.00	Income Assessment	Prepare for and attend call with Rothsay Accountants regarding book keeping, audit and income tax return preparation. Debrief call with S Spiliotopoulos and E Diamond.

Summary of work done

For the period 2 November 2021 to 5 May 2022

Staff member	Date	Rate	Hours	Cost (\$)	Milestone	Narration
Sophia Spiliotopoulos	24/01/2022	\$675	0.5	\$337.50	Income Assessment	Kick off call with Rothsay regarding tax returns FY15-FY21. K Conneely and E Diamond also in attendance.
Elyse Diamond	24/01/2022	\$375	0.6	\$225.00	Income Assessment	Rothsay call discussing APM Fund tax status, income tax returns and next steps.
Kate Conneely	25/01/2022	\$725	0.3	\$217.50	Income Assessment	Discuss provision of financial information to Rothsay with S Spiliotopoulos. Review and approve email to be sent to Rothsay.
Sophia Spiliotopoulos	25/01/2022	\$675	1.0	\$675.00	Income Assessment	Review Relativity. Summarise email for Rothsay on books and records. Organise access to Relativity for external accountants. Email to team.
Kate Conneely	28/01/2022	\$725	0.2	\$145.00	Income Assessment	Briefly consider proposal for services from Rothsay. Reply to Nick.
Kate Conneely	1/02/2022	\$725	0.1	\$72.50	Income Assessment	Approve engagement of Rothsay Accountants.
Sophia Spiliotopoulos	1/02/2022	\$675	0.4	\$270.00	Income Assessment	Review outline of work and quotation as prepared by Rothsay. Prepare response to N Petrakis and discuss with K Conneely and E Diamond. Email as required.
Sophia Spiliotopoulos	3/02/2022	\$675	0.6	\$405.00	Income Assessment	Review email from N Petrakis of Rothsay, organise access for team on Relativity. Email response to N Petrakis with update on bank statements. Liaising with E Diamond. Email to new team members with Relativity instructions.
Kate Conneely	4/02/2022	\$725	0.2	\$145.00	Income Assessment	Consider email from NRF regarding taxation status and materials. Respond.
Kate Conneely	7/02/2022	\$725	0.4	\$290.00	Income Assessment	Review email from S Spiliotopoulos regarding audit and assurance letter of engagement, and tax return letter of engagement. Consider comments. Review and sign.
Elyse Diamond	14/02/2022	\$375	0.4	\$150.00	Income Assessment	Phone call with S Spiliotopoulos in respect of accountant required documents. Gathering the same and providing to Rothsay.
Sophia Spiliotopoulos	14/02/2022	\$675	0.2	\$135.00	Income Assessment	Review email from N Petrakis of Rothsay and discuss with E Diamond regarding obtaining bank statements as required.
Elyse Diamond	17/02/2022	\$375	0.2	\$75.00	Income Assessment	Correspondence with accountant providing additional documents for tax returns.
Kate Conneely	22/02/2022	\$725	0.2	\$145.00	Income Assessment	Consider emails from Rothsay regarding status of book keeping and preparation of financial statements. Discuss with S Spiliotopoulos.
Sophia Spiliotopoulos	22/02/2022	\$675	0.5	\$337.50	Income Assessment	Review Rothsay email. Telephone discussion with N Petrakis. Email to team.
Elyse Diamond	23/02/2022	\$375	0.5	\$187.50	Office Of State Revenue Correspondence	Review of NRF Revenue NSW correspondence. Forwarding to Ashurst for review.
Kate Conneely	1/03/2022	\$725	0.4	\$290.00	Income Assessment	Prepare for and attend call with Rothsay Accountants regarding status of completion of accounts and transition to audit stage.
Elyse Diamond	1/03/2022	\$375	0.9	\$337.50	Income Assessment	Check in call with Rothsay in respect of tax returns, outstanding documents, preparation of accounts.
Sophia Spiliotopoulos	1/03/2022	\$675	1.0	\$675.00	Income Assessment	Phone discussion with Rothsay as to status of accounting work and next steps. K Conneely and E Diamond also in call. Discussions with E Diamond following call.
Elyse Diamond	3/03/2022	\$375	0.3	\$112.50	Office Of State Revenue Correspondence	Review of correspondence received in respect of land tax, email on the same to S Spiliotopoulos, discussing payment
Kate Conneely	8/03/2022	\$725	0.1	\$72.50	Income Assessment	Emails with Nick at Rothsay regarding missing information.
Kate Conneely	9/03/2022	\$725	0.2	\$145.00	Income Assessment	Update discussion with E Diamond in respect of missing information and account finalisation.
Elyse Diamond	9/03/2022	\$375	0.3	\$112.50	Income Assessment	Correspondence to Opal requesting assistance in allocating accounts for tax return.
Clarisse Lemos	9/03/2022	\$325	0.3	\$97.50	Opening/Closing Bank Accounts	Arrange to open a new account with Macquarie Bank.
Clarisse Lemos	9/03/2022	\$325	0.1	\$32.50	Cat Processing	Deleted Form 5601 tasks in Insol.
Elyse Diamond	10/03/2022	\$375	0.4	\$150.00	Income Assessment	Phone call with J Chretien of Opal in respect of account allocations for tax return
Kate Conneely	11/03/2022	\$725	0.3	\$217.50	Income Assessment	Review responses from J Chretien regarding queries to account. Review updated agenda items from E Diamond. Approve sending to Rothsay.
Elyse Diamond	11/03/2022	\$375	0.3	\$112.50	Income Assessment	Update email to tax accountants providing all relevant documents gathered.
Elyse Diamond	11/03/2022	\$375	0.9	\$337.50	Income Assessment	Mark up of Rothsay agenda, drafting correspondence on the same. Gathering requested documents, discussing the same with Opal.
Elyse Diamond	14/03/2022	\$375	0.1	\$37.50	Investigations	Review of correspondence received from Opal in respect of suspect payment.
Clarisse Lemos	15/03/2022	\$325	0.1	\$32.50	Cat Processing	Process receipts and payments into Insol.

Summary of work done

For the period 2 November 2021 to 5 May 2022

Staff member	Date	Rate	Hours	Cost (\$) Milestone	Narration
Elyse Diamond	17/03/2022	\$375	0.2	\$75.00 Income Assessment	Phone call with Rothsay in respect of document request and allocation of income.
Elyse Diamond	17/03/2022	\$375	0.4	\$150.00 Income Assessment	Review of Rothsay request, sourcing relevant bank statements, requesting missing bank statement from St George.
Elyse Diamond	18/03/2022	\$375	0.4	\$150.00 Income Assessment	Review of books and records for cheque stubs and invoices for tax purposes, review of books and records for bank statements. Collating documents and issuing to Rothsay.
Clarisse Lemos	22/03/2022	\$325	0.1	\$32.50 Cat Processing	Process receipts and payments into Insol.
Clarisse Lemos	22/03/2022	\$325	0.3	\$97.50 Bank Reconciliation	Extracted banking history and reconciled the bank account up to 21/03/2022.
Zendie De Guzman	24/03/2022	\$150	0.2	\$30.00 Cat Processing	Save confirmation and post payment into Insol.
Khang Nguyen	24/03/2022	\$325	0.3	\$97.50 Cheques/Transfers	Processed payment online and send out confirmation email.
Clarisse Lemos	24/03/2022	\$325	0.2	\$65.00 Cheques/Transfers	Processed payments online and sent confirmations.
Elyse Diamond	30/03/2022	\$375	0.4	\$150.00 Income Assessment	Collating documents per Rothsay request, update email on the same.
Kate Conneely	1/04/2022	\$725	0.2	\$145.00 Income Assessment	Review email from N Petrakis at Rothsay with draft P&L, BS and FAR. Consider accounts and reply. Review and approve invoice for payment.
Sophia Spiliotopoulos	4/04/2022	\$675	0.3	\$202.50 Investigation Reports	Review email from Rothsay. Email to E Diamond with query.
Clarisse Lemos	6/04/2022	\$325	0.2	\$65.00 Receipts/Banking	Liaising with St George to obtain FY21 bank statements and forwarding it to RST.
Clarisse Lemos	6/04/2022	\$325	0.1	\$32.50 Cat Processing	Amending transaction date in Insol.
Kate Conneely	12/04/2022	\$725	0.3	\$217.50 Annual Reporting Obligations	Consider E Diamond queries regarding draft accounts; review and compare to original accounts. Agree response to Rothsay.
Elyse Diamond	12/04/2022	\$375	0.8	\$300.00 Income Assessment	Detailed review of APM draft financial statements provided by Rothsay.
Elyse Diamond	12/04/2022	\$375	0.3	\$112.50 Income Assessment	Drafting note on financial statement review to K Conneely and S Spiliotopoulos. Discussing with S Spiliotopoulos.
Kate Conneely	14/04/2022	\$725	0.1	\$72.50 Income Assessment	Settle response to Rothsay.
Elyse Diamond	14/04/2022	\$375	0.7	\$262.50 Income Assessment	Discussing financial statement queries with S Spiliotopoulos. Phone call to Rothsay on the same, email summarising queries and requesting call to discuss.
Jesslyn Dharmasaputra	26/04/2022	\$325	0.1	\$32.50 Cat Processing	Process receipts and payments into Insol.
Elyse Diamond	28/04/2022	\$375	0.4	\$150.00 Other Statutory Compliance	Review of drafted liquidator consents to act, email to Ashurst on the same, executing and returning documents.
Elyse Diamond	29/04/2022	\$375	0.8	\$300.00 Income Assessment	Reviewing Rothsay revised statements, drafting comments and queries on the same, liaising for time to discuss with Rothsay.
Clarisse Lemos	2/05/2022	\$325	0.1	\$32.50 Cat Processing	Process receipts and payments into Insol.
Elyse Diamond	2/05/2022	\$375	0.3	\$112.50 Income Assessment	Discussions with Rothsay in respect of drafted statements.
			35.5	\$17,492.50	

Summary of work done

For the period 2 November 2021 to 5 May 2022

Staff member	Date	Rate	Hours	Cost (\$)	Milestone	Narration
Trading						
Elyse Diamond	30/11/2021	\$375	0.8	\$300.00	Trade On Accounting	Receipt of dividend revenue into Insol, payment forms for two NRF fee invoices in Insol.
Sophia Spiliotopoulos	2/12/2021	\$675	0.3	\$202.50	Trade On Accounting	Review receipts and payments as prepared by E Diamond.
Sophia Spiliotopoulos	21/12/2021	\$675	0.5	\$337.50	Trade On Accounting	Review payment batch in Bank Australia and supporting documents as required. Discuss authorisation with E Diamond.
Elyse Diamond	24/01/2022	\$375	0.4	\$150.00	Trade On Accounting	Preparing APM billing, preparing payment of Trustee and legal fees.
Sophia Spiliotopoulos	25/01/2022	\$675	0.2	\$135.00	Trade On Accounting	Review payment forms as prepared by E Diamond.
Elyse Diamond	2/02/2022	\$375	0.6	\$225.00	Trade On Accounting	Preparing invoices for payment via Insol and Bank Australia for Jim's Mowing. Phone call to J Dalton on the same.
Elyse Diamond	15/03/2022	\$375	0.8	\$300.00	Trade On Accounting	Payment of land tax for Pt Clare properties, receipt of dividends from Amcor in Insol, reconciling bank accounts for no action payments in Bank Australia
Sophia Spiliotopoulos	15/03/2022	\$675	0.5	\$337.50	Trade On Accounting	Review no action receipts and payments as prepared by E Diamond. Discuss with K Conneely.
Elyse Diamond	22/03/2022	\$375	0.2	\$75.00	Trade On Accounting	Receipt of dividend revenue, requesting bank reconciliation.
Sophia Spiliotopoulos	22/03/2022	\$675	0.2	\$135.00	Trade On Accounting	Review receipts as prepared by E Diamond.
Elyse Diamond	24/03/2022	\$375	0.3	\$112.50	Trade On Accounting	Preparation of payment of duty to Rev NSW for transfer of title
Sophia Spiliotopoulos	24/03/2022	\$675	0.1	\$67.50	Trade On Accounting	Review and approve payment.
Elyse Diamond	5/04/2022	\$375	0.2	\$75.00	Trade On Accounting	Payment of Rothsay invoice via Bank Australia/accounting in Insol.
Sophia Spiliotopoulos	5/04/2022	\$675	0.1	\$67.50	Trade On Accounting	Review payment form, as prepared by E Diamond.
Elyse Diamond	12/04/2022	\$375	0.8	\$300.00	Trade On Accounting	Payment batch for Pt Clare property expenses - council rates, water rates and energy for both properties. Preparing payments via Insol and Bank Australia, discussing the same with S Spiliotopoulos.
Elyse Diamond	26/04/2022	\$375	0.3	\$112.50	Trade On Accounting	Review of transactions and no action payments in accounting software, updating for bank reconciliation.
Elyse Diamond	27/04/2022	\$375	0.2	\$75.00	Trade On Accounting	Review of legal invoices received. Preparing bank reconciliation, emailing same to K Conneely.
Elyse Diamond	27/04/2022	\$375	0.3	\$112.50	Trade On Accounting	Drafting payment of legal fees via Bank Australia and Insol no action payment.
Sophia Spiliotopoulos	2/05/2022	\$675	0.2	\$135.00	Trade On Accounting	Review receipts and no action payments as prepared by E Diamond.
Elyse Diamond	3/05/2022	\$375	0.4	\$150.00	Trade On Accounting	Payment of license fees due - via Bank Australia and no action payment form.
Sophia Spiliotopoulos	3/05/2022	\$675	0.1	\$67.50	Trade On Accounting	Review payment as prepared by E Diamond.
			7.5	\$3,472.50		
Total			142.70	77,297.50		

TAX INVOICE

KWIK KOPY PRINTING CENTRE: CENTRAL CITY
70 Pitt St Sydney NSW 2000
Tel: 02 8226 9200 | Fax: 02 9235 1359
Email: accounts@cc.kwikcopy.com.au
360 Print Solutions Pty Ltd. | ABN: 54 146 247 565
T/A Kwik Kopy Central City



No.2078484

CONTACT

Tracey Crawford
KordaMentha
Level 5, Chifley Tower, 2 Chifley Square
SYDNEY NSW 2000
T. 8257 3024
E. tcrawford@kordamentha.com

INVOICE DETAILS

Issue Date: 29/11/2021

Acc. Type: CHARGE

Ship Via: Post

Taken by: Caroline Gill

QUANTITY.	DESCRIPTION	VALUE Ex. GST
109	APM Security Plan Sickness & Accident Fund Report- Print 1 side on Stock 100gsm Mondri , Staple top left corner, Insert into C4 Envelopes with Return Address & Postage Paid. Mail Merge from Excel Spreadsheet.	
109	Insert into C4 Plain Face peel & seal Envelopes , Lodge at AP on Kwik Kopy account.	
109	Australia Postage	

		ROUNDING	0.02
RECEIVED BY:	DATE:	SUB-TOTAL	\$1,571.80
Terms: Please refer to terms & conditions of trade Account customers, please pay in 30 days. COD customers, please pay in full on collection of goods. Payment via Visa, Mastercard and Amex will incur a 1.5% + GST administration fee. You can deposit directly into our bank account. E. & O.E All claims and returned goods are to be accompanied by this invoice, and made within 7 days of receipt of goods		G.S.T	\$157.18
		TOTAL	\$1,729.00
		DEPOSITS	\$0.00
		AMOUNT DUE	\$1,729.00



CUSTOMER: KordaMentha
INVOICE No.: 2078484
INVOICE Tot.: \$1,729.00



PRINT



DESIGN



SIGNAGE



MARKETING

REMITTANCE ADVICE: RETURN WITH PAYMENT

360 Print Solutions Pty Ltd | Bank: ANZ | BSB: 012055 | Acc: 836071597

Method: VISA MASTERCARD CASH CHEQUE OTHER*

Pay your Invoice Online
Click here

*see terms of trading for conditions of payment by other methods

TAX INVOICE

Client Details:

APM Security Plan Sickness & Accident Fund
 Level 5, Chifley Tower
 2 Chifley Square
 Level 5, Chifley Tower 2 Chifley Square NSW 2000

kconneely@kordamentha.com

Invoice Number: INV-10805
Invoice Date: 31 Mar 2022
Reference No.
Due Date: 14 Apr 2022

Description	Amount
Client Order No:	
Job No: J12875	
Name: Preparation of financial accounts	
Consulting	
First interim bill in accordance with the terms of our engagement letter in relation to bookkeeping and preparation of financial accounts.	45,000.00
Total excluding GST	\$45,000.00
GST 10%	4,500.00
Total amount payable including GST	\$49,500.00
	<i>Less amount paid or credit applied</i> 0.00
	Amount due \$49,500.00

Pay Online:

[View and pay online now](#)

Pay by Direct Deposit:

Bank: Macquarie Bank
 Account name: Rothsay Accounting Services Pty Ltd
 BSB: 182222
 Account No: 200104883
 Payment reference: INV-10805

Thank you for your business. Please quote invoice numbers on all payments.

Invoice queries: 02 8815 5400
 Email remittance to: accounts@rothsay.com.au

APM Security Plan Sickness and Accident Fund

Summary of receipts and payments in Fund cheque accounts

22 June 2021 to 5 May 2022

	\$
Fund receipts	
Pre-appointment sweep (St George)	295,953
Pre-appointment sweep (Bank Australia)	873,558
Bank Interest	2,078.60
Dividend income	141,101
Total Fund receipts	1,312,690
Fund payments	
Rent & Rates	(6,050)
Bank Charges	(138)
Essential Services	(367)
Duties	(50)
Utilities	(1,736)
Land tax	(31,870)
Stamp Duty	(225)
Other property expenses	(5,797)
Total Fund payments	(46,233)
Other payments	
Legal Fees	(796,935)
New Trustee fees	(322,341)
New Trustee internal disbursements	(42,469)
Accounting fees	(49,500)
Insurance	(2,724)
Total other payments	(1,213,969)
Net receipts	52,488