

# Proofs of Debt

Timbercorp Group of Companies (All Administrators Appointed)  
("the Companies")



## How to Complete a Form 535

It is a creditor's responsibility to prove their claim to our satisfaction.

When lodging proofs of debt, creditors should make sure that:

- the proof of debt form is fully completed; and
- documentary evidence, as described below, is attached to the Form 535.

### Directions for completing a Proof of Debt

1. Insert the relevant company name from the Timbercorp Group of Companies as per the attached schedule in the top blank line preceding (Administrators Appointed). If debts owing to you are from more than one Timbercorp company, please complete a separate Form 535 Proof of Debt for each company.

#### Grower Investors

- a. Please note, if you are a grower investor, the records of the Companies indicate you may be a creditor or contingent creditor of Timbercorp Securities Ltd (Administrators Appointed), therefore insert Timbercorp Securities Ltd in the top blank line preceding (Administrators Appointed)
  - b. Please refer to the 'FAQ – Grower Investors' fact sheet at [www.kordamentha.com](http://www.kordamentha.com) & [www.timbercorp.com.au](http://www.timbercorp.com.au) for further details in relation to completing your Proof of Debt.
2. Insert the matching ACN of the Timbercorp company as detailed in point 1. This information is available from the attached schedule.
  3. Following 'The Administrators of...' insert the same company name as per point 1.
  4. Insert the full name and address of the creditor, the amount owed inclusive of GST and then separately identify the GST component.
  5. Under "Particulars of the debt":
    - Insert the date the debt arose. If you only have a couple of invoices, list each invoice date. If there are more invoices than fit into the table, you can insert a date range and provide further details in an attachment (if invoices are applicable).
    - In the "Consideration" column, explain how the debt arose. Eg "services provided to the company on [date]" or "goods sold to the company on [date]" or "obligations owed under a lot management agreement or management agreement".
    - Include the amounts owed (inclusive of GST) on each invoice. If there are more invoices than fit into the table, you can insert the total owed and provide further details in an attachment. If you are a grower investor and if you are uncertain about the quantum of your claim, you may wish to nominate \$1 purely for the purpose of attending and voting at the First Meeting of Creditors. The proof of debt is only lodged for voting purposes for the First Meeting of Creditors. It will not affect any claim, or the

quantum of any claim, that a Grower Investor may have against any of the Timbercorp companies in administration.

- In the “Remarks” column, provide details as the substantiating documentation you have attached. E.g. “copies of invoice”, “copy of hire agreement”, “copy of lot statement”

6. Please make sure you attach full supporting documentation to prove your claim.

### **What do you need to attach?**

We are not able to make a determination on a claim unless sufficient documentary evidence is attached to your proof of debt. Outlined below are some examples of documents we would expect to see attached to a Form 535.

#### **Trade Creditors**

- Statements and supporting invoices(s) showing the amount of the debt;
- Purchase orders and delivery dockets if available; and
- Agreements on terms of trade

#### **Employee Debts**

- Explanation as to how the debt was calculated;
- Type of Claim (e.g. wages, annual leave, etc);
- Any correspondence relating to the debt being claimed; and
- Contract of Employment (if any).

#### **Leases**

- Copy of the lease; and
- Statement showing amounts outstanding under the lease, differentiating between amounts outstanding at the date of the appointment and any amounts due in the future.

#### **Grower Investor**

- Lot statement;
- Sub lease or licence agreement; and
- Lot management agreement or management agreement.

### **Independent Advice**

The information contained in this guide is provided to assist creditors complete their proof of debt form. As Administrators, we must act in the best interests of all creditors. As such, we are not able to provide you with advice on your particular circumstances and rights. If you have any queries in relation to your proof of debt or rights generally, we recommend you seek independent advice.

**Timbercorp Group of Companies (All Administrators Appointed) ("the Companies")**  
**Companies under Administration**

Name	ACN	Administrator 1	Administrator 2	Administrator 3
Timbercorp Finance (Vic) Pty Ltd	091 460 356	Mark Korda	Craig Shepard	
Timbercorp Finance Pty Ltd	054 581 190	Mark Korda	Craig Shepard	
Timbercorp Treasury Pty Limited	097 898 130	Mark Korda	Craig Shepard	
Elemental Funds Management Limited	128 809 254	Mark Korda	Craig Shepard	
Agri Hort Developments Pty Ltd	115 939 994	Mark Korda	Leanne Chesser	
Almond Land Pty Ltd	091 460 392	Mark Korda	Leanne Chesser	
Almond Land WA Pty Ltd	131 905 587	Mark Korda	Leanne Chesser	
Almond Management Pty Ltd	094 468 845	Mark Korda	Leanne Chesser	
Almondlot Limited	097 898 176	Mark Korda	Leanne Chesser	
Almonds Australia Pty Ltd	094 429 419	Mark Korda	Leanne Chesser	
Almonds Investment Australia Pty Ltd	094 135 501	Mark Korda	Leanne Chesser	
Avcorp Management Pty Ltd	115 774 224	Mark Korda	Leanne Chesser	
Citruscorp Management Pty Ltd	105 995 257	Mark Korda	Leanne Chesser	
Grapecorp Land Pty Ltd	119 004 741	Mark Korda	Leanne Chesser	
Grapecorp Management Pty Limited	105 995 195	Mark Korda	Leanne Chesser	
Grovelot Holdings (2003 Project) Ltd	104 445 034	Mark Korda	Leanne Chesser	
Grovelot Holdings Limited	097 725 427	Mark Korda	Leanne Chesser	
Mango Land Pty Ltd	111 278 936	Mark Korda	Leanne Chesser	
Mangocorp Management Pty Ltd	111 279 004	Mark Korda	Leanne Chesser	
OIM # 10 Pty Ltd	123 041 403	Mark Korda	Leanne Chesser	
OIM # 6 Pty Ltd	121 948 963	Mark Korda	Leanne Chesser	
OIM # 8 Pty Ltd	119 004 714	Mark Korda	Leanne Chesser	
OIM #4 Pty Ltd	115 519 607	Mark Korda	Leanne Chesser	
Timbercorp Asset Management Pty Limited	105 888 364	Mark Korda	Leanne Chesser	
Timbercorp Glasshouse Pty Ltd	125 386 316	Mark Korda	Leanne Chesser	
Timbercorp Limited	055 185 067	Mark Korda	Leanne Chesser	
Timbercorp Lot Investments Pty Ltd	125 427 492	Mark Korda	Leanne Chesser	
Timbercorp Securities Limited	092 311 469	Mark Korda	Leanne Chesser	
B.B. Olives Pty Ltd	083 992 367	Mark Korda	Mark Mentha	
Boort Estate Pty Ltd	101 679 716	Mark Korda	Mark Mentha	
Jindalee Enterprises Pty Ltd	007 774 763	Mark Korda	Mark Mentha	
Olivecorp Groves Pty Ltd	089 242 437	Mark Korda	Mark Mentha	
Olivecorp Land Pty Ltd	090 141 512	Mark Korda	Mark Mentha	
Olivecorp Management Limited	089 542 343	Mark Korda	Mark Mentha	
Olivecorp Processing Facility Pty Ltd	098 581 081	Mark Korda	Mark Mentha	
Silvagene Pty Ltd	089 242 446	Mark Korda	Mark Mentha	
Timbercorp Forestry Pty Ltd	070 952 742	Mark Korda	Mark Mentha	Clifford Rocke
Timbercorp Lands Pty Ltd	085 886 835	Mark Korda	Mark Mentha	
Timbercorp Plantations 2002 IAB Pty Ltd	100 116 827	Mark Korda	Mark Mentha	
Timbercorp Plantations Pty Ltd	094 789 554	Mark Korda	Mark Mentha	
Timbercorp Properties Limited	074 825 675	Mark Korda	Mark Mentha	