

**Circular to Creditors**

9 January 2019

Dear Sir/Madam

**Actco-Pickering Metal Industries Pty Ltd (Administrators Appointed) ACN 090 585 434 ('the Company')  
(Formally Trading as Ridgeback Service Bodies and Trade Service Body)**

**ONLINE REPORT NOTIFICATION**

Craig Shepard and Bryan Webster were appointed Administrators of the Company on 5 December 2018 pursuant to Section 436A of the Corporations Act ('the Act'). According to the Company's records, you may be a creditor of the Company.

The Administrators' report to creditors will be issued on 14 January 2019 and will be available for download from KordaMentha's website at: [www.kordamentha.com/creditors](http://www.kordamentha.com/creditors). This report will include:

- The Administrators' report about the Company's business, property, affairs and financial circumstances.
- A statement on the Administrators' opinions on the options for the Company's future and their reasons for those opinions.
- Whether there are any transactions that appear to be voidable transactions under Part 5.7B of the Act.
- Remuneration report.
- Notice of meeting.

The Second Meeting of Creditors will be held at KordaMentha, Rialto Tower South, Level 31, 525 Collins Street, Melbourne VIC 3000, on 21 January 2019 at 2.30 pm. Formal notice of the meeting will accompany the report. Registration for the meeting will commence at 2.00 pm. Attached to this notice are the following documents for your completion after the report has been issued:

- Proof of debt (if you have not previously provided one or wish to amend your claim).
- Proxy form.

If you do not have access to the internet, you can request that a copy of the report be mailed to you.

If you have any queries or wish the report to be mailed to you, please contact this office on (03) 8623 3349 or by email at [actcopickering@kordamentha.com](mailto:actcopickering@kordamentha.com).

Yours faithfully



Bryan Webster  
Administrator

Enc.

## Form 535

### Corporations Act 2001

**Actco-Pickering Metal Industries Pty Ltd (Administrators Appointed)**  
**ACN 090 585 434 ('the Company')**

### Formal proof of debt or claim (General form)

To: The Administrators of Actco-Pickering Metal Industries Pty Ltd (Administrators Appointed) ('the Company')

1. This is to state that the Company was on 5 December 2018, and still is, justly and truly indebted:

To \_\_\_\_\_  
 (name of creditor)

Of \_\_\_\_\_  
 (address of creditor)

For \_\_\_\_\_  
 (amount owed to creditor)

And \_\_\_\_\_ cents (GST inclusive) GST Amount \_\_\_\_\_

#### Particulars of the debt are:

| Date                          | Consideration                                                                       | Amount (\$)  | Remarks                                             |
|-------------------------------|-------------------------------------------------------------------------------------|--------------|-----------------------------------------------------|
| (insert date when debt arose) | (state how the debt arose and attach supporting invoices and statements of account) | (GST amount) | (include details of voucher substantiating payment) |

2. To my knowledge or belief the creditor has not, nor has any person by the creditor's order, had or received any satisfaction or security for the sum or any part of it except for the following: (insert particulars of all securities held. If the securities are on the property of the Company, assess the value of those securities. If any bills or other negotiable securities are held, show them in a schedule in the following form).

| Date | Drawer | Acceptor | Amount (\$ ¢) | Due date |
|------|--------|----------|---------------|----------|
|------|--------|----------|---------------|----------|

3. This proof of debt may be used for the purposes of voting at any meeting, a proposal without a meeting or for distribution to creditors unless a further proof of debt is submitted by me.

- ☐ 4. I am employed by the creditor and authorised in writing by the creditor to make this statement. I know that the debt was incurred for the consideration stated and that the debt, to the best of my knowledge and belief, remains unpaid and unsatisfied. (select if applicable)
- ☐ 5. I am the creditor's agent authorised in writing to make this statement in writing. I know that the debt was incurred for the consideration stated and that the debt, to the best of my knowledge and belief, remains unpaid and unsatisfied. (select if applicable)

Dated \_\_\_\_\_

Signature \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

- ☐ I nominate to receive electronic notification of notices or documents in accordance with Section 600G of the Corporations Act at the following email address or fax number:

Email address \_\_\_\_\_

Fax number \_\_\_\_\_

# Appointment of Proxy

**Actco-Pickering Metal Industries Pty Ltd (Administrators Appointed)**  
**ACN 090 585 434 ('the Company')**

## 1. Insert full name and contact details (please print)

Given name

Surname

Company name

Telephone number

Address

## 2. Appointment of a proxy (please complete)

I/We, a creditor of the Company appoint:

\_\_\_\_\_ of \_\_\_\_\_

as my/our proxy, or in his/her absence \_\_\_\_\_, to vote at the meeting of creditors to be held on 21 January 2019 at KordaMentha, Rialto South Tower, Level 31, 525 Collins Street, Melbourne, VIC 3000 at 2:30pm or at any adjournment of that meeting.

## 3. Voting by your proxy

**Option 1:** If appointed as a **general proxy**, as he/she determines on my/our behalf. ☐

and/or

**Option 2:** If appointed as a **special proxy** for some or all resolutions, specifically in the manner set out below (please tick). ☐

| Resolution (please specify the particular resolution) | For                      | Against                  | Abstain                  | General Proxy to Vote    |
|-------------------------------------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
|                                                       | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|                                                       | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|                                                       | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

## 4. Signature section (in accordance with Sections 127 or 250D of the Corporations Act 2001)

Signature of individual or person authorised by corporate resolution to represent corporation

Print name:

The common seal was affixed hereto in the presence of:

Director

Director/Company Secretary

Dated

### Certificate of witness

**Please Note:** This certificate is to be completed only where the person giving the proxy is blind or incapable of writing. The signature of the creditor is not to be attested by the person nominated as proxy.

I \_\_\_\_\_ of \_\_\_\_\_

certify that the above instrument appointing a proxy was completed by me in the presence of and at the request of the person appointing the proxy and read to him before he attached his signature or mark to the instrument.

Signature of witness:

\_\_\_\_\_