

SUPREME COURT OF QUEENSLAND

REGISTRY: BRISBANE  
NUMBER: BS 10478 OF 2011

IN THE MATTER OF EQUITITRUST LIMITED ACN 061 383 944

Applicant: **EQUITITRUST LIMITED ACN 061 383 944**

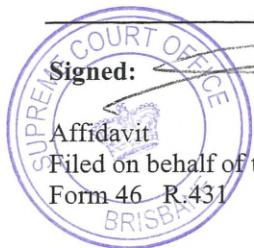
AND

Respondents: **THE MEMBERS OF THE EQUITITRUST INCOME FUND ARSN 089 079 854 AND THE MEMBERS OF THE EQUITITRUST PRIORITY CLASS INCOME FUND ARSN 089 079 729**

**AFFIDAVIT – FEES AND REMUNERATION**

I, DAVID WHYTE of Level 10, 12 Creek Street, Brisbane in the State of Queensland, Registered Liquidator, say on oath:

1. I am a Registered Liquidator and a Consultant of the firm BDO. I am an affiliate member of the Chartered Accountants Australia and New Zealand and a professional member of the Australian Restructuring Insolvency and Turnaround Association (**ARITA**).
2. By Orders of this Honourable Court made on 21 November 2011 and 23 November 2011 (the **Orders**) I was appointed:
  - (a) pursuant to sections 1101B(1) and 601NF(2) of the *Corporations Act 2001* (Cth) (the **Act**) as the receiver of the property of the Equititrust Income Fund ARSN 089 079 854 (the **EIF**) and the property of the Equititrust Priority Class Income Fund ARSN 089 079 729 (the **EPCIF**) (collectively, the **Funds**); and
  - (b) pursuant to section 601NF(1) of the Act, to take responsibility for ensuring that the Funds are wound up in accordance with the Funds' respective constitutions.
3. The Orders are documents numbered 37 and 39 on the Court's file and the Reasons for Judgment of Justice Applegarth is document number 42 on the Court's file.
4. I make this affidavit from my own knowledge and from reviewing the non-privileged books and records of the Funds and from the non-privileged files held by me in relation to, *inter alia*, the receivership of the EIF. Nothing in this Affidavit is intended to, or does, waive any privilege.
5. I now make an application for the approval of my remuneration for acting as the receiver of the property of the EIF, and as the person responsible for ensuring that the EIF is wound up in accordance with its constitution, for the period 1 May 2020 to 30 June 2021 (**the Relevant Period**).
6. This is my eleventh application for approval of my remuneration for acting as the receiver of the property of the EIF and as the person responsible for ensuring the EIF is wound up in accordance with its constitution.



Signed:

Affidavit  
Filed on behalf of the Court Appointed Receiver  
Form 46 R.431

Taken by:

GADENS LAWYERS  
Level 11, 111 Eagle Street  
BRISBANE QLD 4000  
Tel No.: 07 3231 1666  
Fax No: 07 3229 5850  
SZC:201110996

7. My first application was heard on 25 October 2012, and the Honourable Justice Mullins made an order fixing my remuneration for the period 22 November 2011 to 31 August 2012 in the amount of \$837,103.85 (inclusive of GST) (approximately \$93,000 per month).
8. My second application was heard on 12 June 2013, and the Honourable Justice Douglas made an order fixing my remuneration for the period 1 September 2012 to 30 April 2013 in the amount of \$842,843.10 (inclusive of GST) (approximately \$105,000 per month).
9. My third application was heard on 28 November 2013, and the Honourable Justice Dalton made an order fixing my remuneration for the period 1 May 2013 to 31 October 2013 in the amount of \$667,795.70 (inclusive of GST) (approximately \$111,000 per month).
10. My fourth application was heard on 3 June 2014, and the Honourable Justice P Lyons made an order fixing my remuneration for the period 1 November 2013 to 30 April 2014 in the amount of \$503,435.35 (inclusive of GST) (approximately \$84,000 per month).
11. My fifth application was heard on 5 March 2015, and the Honourable Justice Martin made an order fixing my remuneration for the period 1 May 2014 to 31 January 2015 in the amount of \$573,226.50 (inclusive of GST) (approximately \$64,000 per month).
12. My sixth application was heard on 20 November 2015, and the Honourable Justice Dalton made an order fixing my remuneration for the period 1 February 2015 to 30 September 2015 in the amount of \$356,952.20 (inclusive of GST) (approximately \$45,000 per month).
13. My seventh application was heard on 20 December 2016, and the Honourable Justice Mullins made an order fixing remuneration for the period 1 October 2015 to 31 October 2016 in the amount of \$329,503.35 (inclusive of GST) (approximately \$28,000 per month).
14. My eighth application was heard on 20 December 2017, and the Honourable Justice Mullins made an order fixing remuneration for the period 1 November 2016 to 31 October 2017 in the amount of \$318,561.65 (inclusive of GST) (approximately \$26,500 per month).
15. My ninth application was heard on 18 December 2018, and the Honourable Justice Davis made an order fixing remuneration for the period 1 November 2017 to 31 October 2018 in the amount of \$271,789.65 (inclusive of GST) (approximately \$22,500 per month).
16. My tenth application was heard on 16 June 2020, and the Honourable Justice Wilson made an order fixing remuneration for the period 1 November 2018 to 30 April 2020 in the amount of \$261,630.05 (inclusive of GST) (approximately \$14,535 per month).
17. Now produced and shown to me and marked collectively "DW-1" are true and correct copies of the Order of Justice Mullins dated 25 October 2012, the Order of Justice Douglas dated 12 June 2013, the Order of Justice Dalton dated 28 November 2013, the Order of Justice P Lyons dated 3 June 2014, the Order of Justice Martin dated 5 March 2015, the Order of Justice Dalton dated 20 November 2015, the Order of Justice Mullins dated 20 December 2016, the Order of Justice Mullins dated 20 December 2017, the Order of Justice Davis dated 18 December 2018 and the Order of Justice Wilson dated 16 June 2020.
18. In this my eleventh application, I seek orders fixing my remuneration:
  - (a) for the period 1 May 2020 to 30 June 2021 in the amount of \$211,274.25 (inclusive of GST) (approximately \$15,091.02 per month); and
  - (b) for the period from 1 July 2021 to the end of the receivership in the amount of \$275,000.00 (inclusive of GST).

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19. In support of this application, I have set out in this affidavit the background to my appointment, as well as details of the tasks that I have undertaken, both in the course of the receivership and as the person responsible for ensuring that the EIF is wound up in accordance with its constitution), for the Relevant Period, and an explanation as to why those tasks were necessary.
20. Throughout this affidavit, where I refer to "my role", I am referring to my role as receiver of the property of the EIF and as the person appointed under section 601NF(1) of the Act as the person responsible for ensuring the EIF is wound up in accordance with its constitution. Nothing in this Affidavit is intended to, or does, waive any privilege.

#### **Conduct of the winding up of the EIF**

21. By way of background, upon my appointment as receiver of the property of the EIF and as appointee under section 601NF(1) of the Act, I reviewed the non-privileged books and records of the EIF, met with the staff and senior management of Equititrust Limited ACN 061 383 944 (In Liquidation) (Receiver and Manager Appointed) (**EL**), gathered information about the assets and liabilities of the EIF and took steps to ensure that EL put in place a strategy for the orderly winding up of the EIF.
22. In my role during the Relevant Period my staff and I undertook tasks which broadly fall within the following four categories:
  - (a) Assets;
  - (b) Administration;
  - (c) Creditors; and
  - (d) Trade On.
23. While my staff and I used the above categories to record time, certain items of work could have fallen within more than one of the categories. For example, communicating with members could have been recorded under either Administration or Creditors. However, my staff and I only record each task once, and we only record the time for carrying out each task once.
24. As noted at paragraphs 7 to 16 above, I have already applied for and obtained orders fixing my remuneration for the periods 22 November 2011 to 31 August 2012, 1 September 2012 to 30 April 2013, 1 May 2013 to 31 October 2013, 1 November 2013 to 30 April 2014, 1 May 2014 to 31 January 2015, 1 February 2015 to 30 September 2015, 1 October 2015 to 31 October 2016, 1 November 2016 to 31 October 2017, 1 November 2017 to 31 October 2018 and 1 November 2018 to 30 April 2020.
25. This affidavit deals with the tasks undertaken during the Relevant Period. However, to the extent I have considered it necessary to refer to matters prior to 1 May 2020 in order to give context to the present claim for remuneration, I have done so.

#### **Schedule of work performed during the Relevant Period**

26. Particulars of the work my staff and I performed during the Relevant Period are summarised in the Schedule, which is now produced and shown to me and marked "**DW-2**".
27. The Schedule records:
  - (a) a description of each task undertaken under each of the above categories;
  - (b) the name and position of the person who performed the task;

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- (c) the date the task was undertaken;
  - (d) the length of time the task took; and
  - (e) the amount charged in regard to the task.
28. I have reviewed the Schedule on a line-by-line basis. From my knowledge of the work carried out in relation to the winding up and my supervision of the tasks undertaken by my staff, I am satisfied that the time recorded in the Schedule for each of the tasks is commensurate with what was required to be undertaken and that the records are accurate.
29. My staff and I record time on a daily basis. We enter our time in six-minute units, and we enter the details of the time spent and the description of the tasks undertaken in an electronic system. My staff and I review these time entries on a periodic basis.

#### **BDO's charge out rates**

30. Now produced and shown to me and marked "DW-3" are true and correct copies of the hourly charge out rates applicable during the Relevant Period in respect of work undertaken by BDO Business Restructuring Pty Ltd effective from 1 July 2019 and 1 January 2021 and BDO Audit effective from 1 January 2021.
31. The Partners of BDO Business Restructuring Pty Ltd are members of ARITA, and follow the ARITA Code of Professional Practice for Insolvency Practitioners (the **Code**). In particular, I have followed the Code in this receivership.
32. Now produced and shown to me and marked "DW-4" are true and correct copies of Practice Statement 5 (version 1) ("Remuneration Reporting") and Practice Statement 8 ("Remuneration") of the fourth edition of the Code which came into effect on 1 January 2020, as well as Practice Statement 5 (version 2) ("Remuneration Reporting") which applies from 31 March 2021, with respect to a practitioner's claim for remuneration. This edition of the Code was in force during a part of the Relevant Period.
33. As to the hourly charge out rates for BDO, I can say from my own knowledge and experience that these rates are commensurate with what are charged by other insolvency practitioners and accountants and indeed are less than a number of our competitors' rates.

#### **Utilisation of staff**

34. In order to ensure efficiency of cost, time and resources, where possible during the course of the receivership I have delegated tasks to employees of BDO in order to ensure compliance with statutory obligations and for accounting and reporting purposes.
35. I have supervised all the work carried out under delegation, to the extent required by each task. Due to the complexity of some of the issues involved in the winding up process, I have had to be directly involved in a number of the tasks.

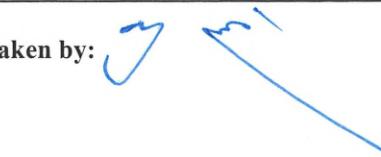
#### **Background to the receivership**

36. In order to further assist the Court, I set out in this affidavit an explanation as to why the tasks detailed in the Schedule were undertaken and why in my view these tasks were necessary for the proper administration of the receivership of the EIF. Where I have considered it appropriate, I have also deposed by way of background to the complexities that have arisen during the course of the receivership of the EIF, and in my role as appointee under section 601NF(1) of the Act.

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37. For example, some of the main factors that have added to the complexity of the receivership during the Relevant Period include:
- (a) the fact there are approximately 1,600 members in the EIF, and the need to communicate with such a large number of members;
  - (b) preparing the material in support of an "equalisation payment" to be paid to eligible members in the EIF, as detailed further below;
  - (c) seeking to progress and finalise a claim for remuneration and indemnity against the assets of the EIF by the liquidators; and
  - (d) preparing the material in support of orders finalising the receivership of the EIF.

38. The tasks undertaken in respect of each category referred to in paragraph 22 above are discussed in further detail below.

### **Assets**

39. The EIF is a "first mortgage fund", meaning that EL as RE for the EIF pooled the members' funds and provided loans to third parties. As security for these loans, EL as RE for the EIF took (*inter alia*) mortgages over real property.
40. As stated above, all but one of these loans were in default at the time of my appointment. In the course of the receivership, EL as RE for the EIF has sought to recover the moneys owing by selling the real properties pursuant to the terms of the mortgages held by EL as RE for the EIF, including taking possession of the properties with the intention of selling the properties as mortgagee exercising power of sale or appointing receivers to realise the properties.
41. Prior to 1 May 2020 (being the commencement of the Relevant Period), all of the properties that were the subject of these loans in default had been sold. During the Relevant Period, as described in more detail below, my staff and I have continued to undertake tasks primarily in respect of the equalisation payment and the liquidators' claims for indemnity from the assets of the EIF for remuneration and expenses.
42. Further details as to the steps my staff and I undertook during the Relevant Period, and the reasons we undertook this work, are set out further below.

### *Court proceedings finalised during the Relevant Period*

43. During the Relevant Period there was one proceeding on foot, being a claim against certain officers of EL. That proceeding has now been discontinued. In regard to this proceeding, during the Relevant Period I and my staff have undertaken the following tasks:
- (a) Liaising with my solicitors regarding the proceedings and generally the proposed discontinuance; and
  - (b) Instructing my solicitors to effect the discontinuance of the proceeding.

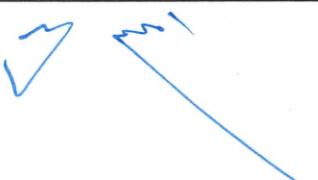
### **Administration**

44. In my role, during the Relevant Period, my staff and I undertook various tasks that can be described as falling within the category "Administration" and were recorded within this category.

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45. The remuneration claimed under this category for the Relevant Period includes work my staff and I undertook that was necessary for the proper and efficient administration of the receivership, to ensure that proper accounts and records were maintained and to effect the finalisation of the receivership.
46. The main tasks my staff and I undertook in the Relevant Period are set out further below.

*Maintaining and updating records relevant to the receivership*

47. In the Relevant Period my staff continued to maintain and input data to the MYOB records for the EIF, in order to apply receipts and payments for ASIC reporting purposes.
48. Further, in the Relevant Period, my staff and I also continued to maintain and update the EIF's financial accounts in order to keep those financial records current, with a view to producing the final accounts required to be audited on completion of the receivership (please see further below).
49. In the Relevant Period, my staff and I were also responsible for:
- (a) reviewing and reconciling invoices;
  - (b) updating cashbook entries; and
  - (c) reconciling the bank accounts.

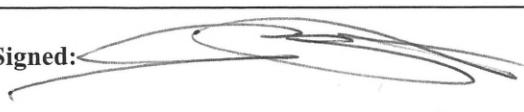
*Applications for approval of remuneration*

50. As discussed at paragraph 16 above, on 16 June 2020 my application for approval of my remuneration for the period 1 November 2018 to 30 April 2020 was heard. That was my tenth application for approval of my remuneration.
51. For the purposes of my tenth application (which was filed in this proceeding on 13 May 2020), my staff and I were required to undertake tasks including collation of time narrations that were exhibited to the affidavit I swore in support of my tenth application. I was also required to liaise with and provide instructions to my solicitors in respect of that application; in particular, in relation to the preparation of my supporting affidavit and in preparation for the hearing of the application.
52. By Order of Justice Wilson dated 16 June 2020, the costs of and incidental to my tenth application were ordered to be part of the winding up and the receivership of the EIF and are to be paid out of the assets of the EIF.
53. For the purposes of this eleventh application, my staff and I were required to undertake tasks including collation of time narrations to be exhibited to this my affidavit in support of my eleventh application. I was also required to liaise with and provide instructions to my solicitors in respect of the application; in particular, in relation to the preparation of my supporting affidavit.

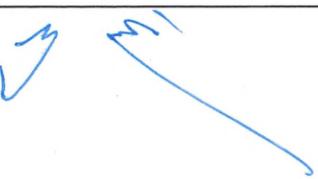
*ASIC*

54. During the course of the receivership and as appointee pursuant to section 601NF (1) of the Act, in the Relevant Period I was required to consider and ensure adherence to ASIC requirements. This included undertaking the following tasks:
- (a) preparing the receipts and payment annexures for the statutory forms;
  - (b) preparing and reviewing statutory forms for lodgement with ASIC;

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- (c) lodging statutory forms with ASIC on an on-going basis; and
- (d) liaising with ASIC in respect of statutory lodgements.

*Payments*

55. My staff and I attended to requests for payments in the course of the administration of the receivership in the Relevant Period.
56. In my role, during the Relevant Period, my staff and I were required to consider, approve and process payments in respect of a multiplicity of matters involved with the receivership, including:
  - (a) consultancy fees;
  - (b) legal fees;
  - (c) supplier costs; and
  - (d) other sundry costs.
57. These tasks are, in my view, necessary for the proper and orderly conduct of the receivership.

*Job management*

58. In the Relevant Period, my staff and I conducted internal meetings and discussions in order to discuss:
  - (a) the progression of the job;
  - (b) efficient job administration and management;
  - (c) the appropriate response to investor communications; and
  - (d) other general day-to-day management.
59. Again, I consider that such tasks are necessary for the proper administration of the receivership.

*Investor relations and communications*

60. In my opinion, in the Relevant Period it was appropriate for me to continue to advise members about what was currently occurring in relation to the winding up of the EIF.
61. In the Relevant Period my staff and I attended to answering investor enquiries, and issuing communications to members to keep members updated as to the status of the receivership, including the expected return to members.
62. During the Relevant Period, my staff and I also continued to:
  - (a) maintain and update member records with updated details as advised by members;
  - (b) correspond with members (and/or their solicitors or representatives) regarding the changes to their details, as required;
  - (c) scan and save such correspondence to the member database; and
  - (d) maintain and update the member database as necessary.

Signed:

Taken by:

63. During the Relevant Period my staff and I also liaised with the beneficiaries and/or trustees of deceased members' estates. Where appropriate we liaised with the beneficiaries and/or trustees to effect a transfer of the unitholding at the request of the investor's estate. My staff and I were required to undertake tasks including considering the request for a transfer of units, reviewing the documentation provided in support of such request, and processing such transfers.
64. For the purposes of the member communications, including my reports and letters to the members, my staff and I were required to:
- (a) collate all relevant material for these reports, including "work in progress", remuneration reports and a summary of receipts and payments;
  - (b) compile the reports; and
  - (c) attend to the issue of these reports to each member.
65. I consider that these tasks were necessary to keep members of the EIF properly informed as to the progress of the receivership and the winding up of the EIF.
66. Work undertaken in relation to communications with members may be recorded in more than one category, that is, under Creditors or Administration. However, time for carrying out each task is only recorded once.

#### *General*

67. In addition to the specific matters listed above, my staff and I also continued to perform the following tasks in the Relevant Period:
- (a) liaising with the EIF's IT consultant;
  - (b) reviewing and attending to correspondence as required;
  - (c) maintaining an appropriate filing system and filing correspondence; and
  - (d) corresponding with the NAB regarding the expiry and renewal of term deposit accounts.
68. I consider that each of these tasks was necessary for the proper administration of the receivership.

#### **Creditors**

69. In my role, my staff and I have undertaken various tasks that can be described as falling within the category "Creditors". In the Relevant Period, I:
- (a) considered, approved and corresponded with my solicitors regarding payment of legal fees;
  - (b) processed payments for legal fees, disbursements and scheme expenses;
  - (c) corresponded with the Liquidators regarding the Liquidators' Claim;
  - (d) instructing my solicitors to correspond with the Liquidators' solicitors regarding the Liquidators' Claim; and
  - (e) finalised claims of creditors of EL for indemnity from the assets of the EIF under the proof of debt process put in place by the Order made by his Honour Justice Boddice (court document 215) (the **2 April 2019 Order**). I discuss this further below.

Signed:



Taken by:

70. In addition to the above tasks, in the following paragraphs I depose to specific steps my staff and I undertook in the Relevant Period with respect to these matters.

*Communications with members of the EIF*

71. In my opinion, in the Relevant Period it was appropriate for me to continue to advise members about what was currently occurring in relation to the winding up of the EIF.
72. As stated above, during the course of the receivership and in the Relevant Period my staff and I attended to answering member enquiries and issuing communications to members to keep members updated as to the status of the receivership, including the status of the Federal Court of Australia proceedings NSD 2028 of 2013 and NSD 2025 of 2013 (referred to as the **Auditor Proceeding**), Federal Court proceeding NSD 830 of 2019 (referred to as the **Advice Proceeding**) and the expected return to members.
73. In addition, between the date of my appointment and 1 May 2020, I published thirty-five reports to members on the EL website and the EIF website, updating members regarding the ongoing winding up of the EIF.
74. During the Relevant Period, I published a report to members.
75. On 25 May 2021, I published my thirty-sixth report to members on the EL website and the EIF website updating them as to the ongoing winding up of the EIF (the **Thirty-Sixth Report**). Now produced and shown to me and marked "DW-5" is a true and correct copy of the Thirty-Sixth Report to members. The matters stated in that report are, to my knowledge, true.
76. In each report, I also provided members with a summary of:
- (a) the receipts and payments of the EIF;
  - (b) the realisation of the assets;
  - (c) the status of legal proceedings;
  - (d) the status of a proposed "equalisation payment" to members as discussed further below;
  - (e) the finalisation of the receivership;
  - (f) an updated estimate of the return to members; and
  - (g) my remuneration.
77. During the Relevant Period my staff and I were required to undertake tasks for the purposes of reporting to members, including for each report:
- (a) drafting and reviewing the report to members;
  - (b) preparing a summary of receipts and payments;
  - (c) reconciling the cash at bank and the EIF account balances;
  - (d) preparing a table summarising my remuneration; and
  - (e) considering and calculating updated estimated return to members.

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Signed:

Taken by:

78. In addition to the reports to members set out above, my staff and I were also contacted by telephone, email and post by members and their advisors. This contact required responses regarding:
- (a) the status of the receivership and the winding up of the EIF;
  - (b) updating contact details;
  - (c) confirming unit balances and distributions paid;
  - (d) the transfer of units and the documentation required to effect same;
  - (e) one query regarding the equalisation payment; and
  - (f) queries arising from the reports to members regarding the receivership.
79. As stated above, during the Relevant Period my staff and I also liaised with the beneficiaries and/or trustees of deceased members' estates in respect of the member's unitholding in the EIF. Where appropriate we liaised with the beneficiaries and/or trustees to effect a transfer of the unitholding at the request of the member's estate. My staff and I were required to undertake tasks including considering the request for a transfer of units, reviewing the documentation provided in support of such requests, seeking further documentation where required and processing such transfers.
80. In the Relevant Period my staff and I were also required to correspond with members and scan and save such correspondence to the members database, as well as maintain and update the member database as necessary, which included:
- (a) processing updates of member addresses, emails, phone numbers and bank account details as requested;
  - (b) transferring units as requested or as directed by executors of deceased estates; and
  - (c) generating unit holding statements to attend to members' unit balance enquiries.
81. As stated in paragraph 66 above, work undertaken in relation to communications with members may be recorded in more than one category, that is, under Creditors or Administration. However, time for carrying out each task is only recorded once.

#### *Equalisation Payment*

82. The equalisation payment is explained in paragraphs 47 to 101 of my affidavit – equalisation payment and finalisation of the EIF dated 13 August 2021 and in the affidavit of Linda Rickard dated 24 June 2021, filed with this Application.
83. During the Relevant Period my staff and I were required to undertake tasks to determine the equalisation payment across approximately 2,774 to 2,808 separate member accounts, including:
- (a) liaising with our IT consultant in relation to the equalisation payment methodology;
  - (b) reviewing equalisation payment calculations and member database records;
  - (c) analysing equalisation payment calculations and the process of preparing the spreadsheet for same;
  - (d) refining equalisation payment calculations;

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- (e) preparing explanatory notes for the purposes of the intended court application for directions regarding the equalisation payment;
  - (f) liaising with and providing detailed instructions to my solicitors for the purposes of preparing the intended court application for directions regarding the equalisation payment;
  - (g) updating the relevant database;
  - (h) reviewing the equalisation spreadsheet;
  - (i) updating the equalisation payment spreadsheet to reflect the current unit holdings from transfer of units to new parties since 30 April 2020; and
  - (j) providing a response to queries in regard to the equalisation payment.
84. Work undertaken in relation to the equalisation payment may have been recorded in more than one category, that is, under Creditors and/or Investigations. However, time for carrying out the task is only recorded once.

*Proof of Debt Process*

85. The Proof of Debt Process under the 2 April 2019 Order is described at paragraphs 9 to 15 of my affidavit – finalising liabilities of the EIF sworn 13 August 2021.
86. As the Proof of Debt Process was finalised before the Relevant Period, my staff and I have not performed work in regard to the Proof of Debt Process during the Relevant Period.

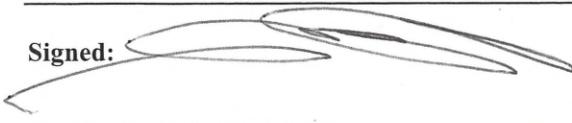
*The Liquidators' Indemnity Claim*

87. The Liquidators' Indemnity Claim is discussed in paragraphs 22 to 70 of my affidavit – finalising liabilities of the EIF dated 13 August 2021.
88. During the Relevant Period, my staff and I were required to undertake tasks in respect of the Liquidators' Indemnity Claim, including:
- (a) instructing my solicitors in respect of further correspondence sent to the Liquidators regarding the Liquidators' Indemnity Claim;
  - (b) instructing my solicitors regarding correspondence received from the Liquidators' solicitors regarding the Liquidators' Indemnity Claim;
  - (c) considering the response from the Liquidators in respect of correspondence sent to them regarding the Liquidators' Indemnity Claim; and
  - (d) instructing solicitors and Counsel regarding the Application as it relates to the Liquidators' Indemnity Claim.
89. All of the tasks set out above, were, in my view, necessary in order to properly consider the claim for indemnity by the Liquidators and were for the benefit of members of the EIF.

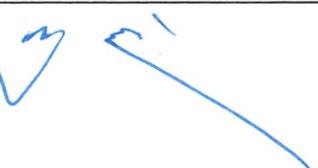
**Trade On**

90. The remuneration claimed in this application includes work my staff and I undertook in respect of the administration of the receivership and in my role overseeing the winding up of the EIF, which I would describe as “trade-on”.

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91. Generally, this “trade-on” work relates to work for the Relevant Period which is incidental to the receivership and the specific matters discussed within this affidavit, and includes:
- (a) considering and approving expenses of the EIF;
  - (b) preparing receipts and payments to accompany the lodgement of ASIC statutory forms;
  - (c) reviewing Business Activity Statements;
  - (d) reviewing and considering MYOB entries and cashbook entries;
  - (e) reconciling MYOB accounts;
  - (f) updating and reconciling receipts and payments;
  - (g) updating the EIF records with details of receipts and payments;
  - (h) reviewing and considering accounts payable;
  - (i) reviewing and approving payment of legal expenses and consultants’ expenses; and
92. Work undertaken in relation to “trade on” may be recorded in more than one category. For example, work undertaken in relation to attending to payments of expenses of the EIF may be recorded in this category, or in Administration and/or Creditors. However, the work undertaken is only recorded once.
93. All of the tasks set out above, were, in my view, necessary for the proper administration and finalisation of the receivership.

### **Investigation**

94. During the course of the receivership, and in my role, my staff and I have undertaken various tasks that can be described as falling within the category “Investigation”.
95. I did not undertake any work under this category during the Relevant Period and accordingly do not make any claim for remuneration in regard to this category.

### **Write-offs**

96. As stated at paragraph 29 above, my staff and I review time entries on a periodic basis. As a result of my review, in the Relevant Period, I have written off work in the amount of \$5,022.50 (exc GST), exclusive of GST.
97. This written-off time relates largely to additional administrative work my staff were required to undertake, and also includes work undertaken by my staff which I decided, in my role, was not appropriate to be included in this claim for remuneration.

### **Receipts and payments**

98. Exhibit "DW-6" is a true and correct copy of a receipts and payments schedule for the period of my appointment to 30 June 2021.

Signed:

Taken by:

### **Remuneration claimed as a percentage of realisations**

99. The receipts and payments included at exhibit "DW-6" record that from the date of my appointment on 21 November 2011 to 30 June 2021, the EIF has received receipts totalling \$78,767,389.75.
100. In relation to each of my applications fixing my remuneration and this application, on a percentage of realisations basis, the amount fixed or claimed comprises:
- (a) in respect of my first application for the period 22 November 2011 to 31 August 2012, in which my remuneration was fixed in the amount of \$837,103.85 (inclusive of GST) – 1.06% of the total receipts for the entire receivership;
  - (b) in respect of my second application for the period 1 September 2012 to 30 April 2013, in which my remuneration was fixed in the amount of \$842,843.10 (inclusive of GST) – 1.07% of the total receipts for the entire receivership;
  - (c) in respect of my third application for the period 1 May 2013 to 31 October 2013, in which my remuneration was fixed in the amount of \$667,795.70 (inclusive of GST) – 0.85% of the total receipts for the entire receivership;
  - (d) in respect of my fourth application for the period 1 November 2013 to 30 April 2014 in which my remuneration was fixed in the amount of \$503,435.35 (inclusive of GST) – 0.64% of the total receipts for the entire receivership;
  - (e) in respect of my fifth application for the period 1 May 2014 to 31 January 2015 in which my remuneration was fixed in the amount of \$573,226.50 (inclusive of GST) - 0.73% of the total receipts for the entire receivership;
  - (f) in respect of my sixth application for the period 1 February 2015 to 30 September 2015 in which my remuneration was fixed in the amount of \$356,952.20 (inclusive of GST) - 0.46% of the total receipts for the entire receivership;
  - (g) in respect of my seventh application, for the period 1 October 2015 to 31 October 2016 in which my remuneration was fixed in the amount of \$329,503.35 (inclusive of GST) - 0.42% of the total receipts for the entire receivership;
  - (h) in respect of my eighth application, for the period 1 November 2016 to 31 October 2017, in which my remuneration was fixed in the amount of \$318,561.65 (inclusive of GST) – 0.40% of the total receipts for the entire receivership;
  - (i) in respect of my ninth application, for the period 1 November 2017 to 31 October 2018, in which my remuneration was fixed in the amount of \$271,789.65 (inclusive of GST) – 0.35% of the total receipts for the entire receivership; and
  - (j) in respect of this application, my tenth application, for the period 1 November 2018 to 30 April 2020, in which my remuneration was fixed in the amount of \$261,630.05 (inclusive of GST) – 0.33% of the total receipts for the entire receivership;
  - (k) in respect of this application, my eleventh application, for the period 1 May 2020 to the end of the receivership, in which I seek orders fixing my remuneration in the amount of \$486,274.25 (inclusive of GST) – 0.62% of the total receipts for the entire receivership.
101. Accordingly, to date, including the amount sought in this application, my remuneration comprises 6.92% of the total receipts from the date of my appointment on 21 November 2011 to the end of the receivership.

Signed:

Taken by:

102. Given the complexities involved with this receivership, I believe that the remuneration claimed in this application for the Relevant Period is reasonable and proportionate.

#### **Finalisation of receivership**

103. Since my appointment, I have caused 46 properties to be realised, with a total gross realisation of approximately \$59.26 million.
104. There are no more properties remaining to be sold.
105. Since my appointment, I have also finalised legal proceedings in relation to the following matters:
- (a) three claims against valuers seeking damages for negligence. All of the claims have now settled, which achieved gross recoveries of approximately \$7.075 million;
  - (b) a claim against a bankrupt borrower and related parties to recover an interest in surplus proceeds from the sale of a property, which achieved gross recoveries of approximately \$2.08 million;
  - (c) a claim against a guarantor in respect of an interest in a property to recover monies owing to the EIF, which achieved gross recoveries of approximately \$1.75 million; and
  - (d) various claims against the EPF, which achieved gross recoveries of approximately \$1.28 million.
106. Cash at bank as at 30 June 2021 is approximately \$7,203,866.83.
107. To date, I have made three interim distributions to members totalling approximately \$20.582 million. The total return to members is estimated at between 12.2 cents and 12.4 cents per unit as at 30 April 2021.
108. Given the complexities involved with this receivership, I believe that the sum of \$211,274.25 inclusive of GST (approximately 15,091.02 per month) represents a fair and reasonable claim for remuneration, and that the work undertaken to which the remuneration relates was necessary for the proper conduct of the receivership pursuant to the Orders. I further believe that the amount of \$275,000.00 inclusive of GST, being my estimate of the remuneration to be incurred from 1 July 2021 to the end of the receivership, represents a fair and reasonable claim for remuneration, and that the work to be undertaken to which the remuneration relates will be necessary for the proper finalisation of the receivership.

#### *Finalisation of the receivership*

109. In addition to the above, to date my staff and I have had to perform a number of tasks specifically to further the finalisation of the receivership. These tasks include:
- (a) liaising with my solicitors regarding the finalisation of the winding up and the orders being sought pursuant to the Application filed on or about 13 August 2021;
  - (b) payment of the equalisation payment and final distribution to members (including paying any unclaimed monies to ASIC)
  - (c) producing the final accounts of the receivership;

Signed:



Taken by:



- (d) engaging and conferring with auditors to cause the financial statements of the receivership to be audited;
  - (e) corresponding with ASIC regarding the deregistration of the EIF;
  - (f) instructing my solicitors to correspond with ASIC regarding the deregistration of the EIF; and
  - (g) preparing a final report to creditors.

110. I estimate that there will also be further remuneration in finalising these applications in the amount of approximately \$250,000.00 plus GST will be incurred in performing the above tasks.

111. For this reason, I propose to seek approval of my remuneration to the end of the receivership to be capped in the amount of \$275,000.00 inclusive of GST. To the extent my remuneration is greater than this amount, I will apply a final time for the approval of that remuneration.

## **Order sought**

112. I respectfully request this Honourable Court to make orders that:

  - (a) my remuneration for the period 1 May 2020 to 30 June 2021 be fixed in the amount of \$211,274.25 inclusive of GST; and
  - (b) my remuneration for the period 1 July 2021 to the end of the receivership be capped in the amount of \$275,000.00 inclusive of GST.

113. As the receivership is now coming to an end, I expect that I will not be required to make any further application for approval of my remuneration. However, if required I will make one further application.

**ALL THE FACTS** and circumstances above deposed to are within my own knowledge save such as are deposed to from information only and my means of knowledge and sources of information appear on the face of this my Affidavit.

**SWORN** by **DAVID WHYTE** on this 13<sup>th</sup>  
day of August 2021 at Brisbane in the  
presence of:

Solicitor

Jessica O'Connor  
Solicitor

A diagram consisting of a horizontal dotted line extending from the left side of the page towards the right. A curved arrow originates from the left edge of the page and points along the dotted line towards the word "Deponent".

## SUPREME COURT OF QUEENSLAND

REGISTRY: BRISBANE  
NUMBER: BS 10478 OF 2011

## IN THE MATTER OF EQUITITRUST LIMITED ACN 061 383 944

Applicant: **EQUITITRUST LIMITED ACN 061 383 944**

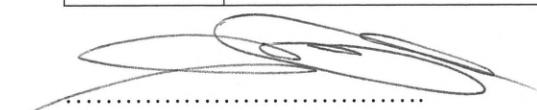
AND

Respondents: **THE MEMBERS OF THE EQUITITRUST INCOME FUND ARSN 089 079 854 AND THE MEMBERS OF THE EQUITITRUST PRIORITY CLASS INCOME FUND ARSN 089 079 729**

## INDEX TO EXHIBITS

Exhibits “DW-1” to “DW-6” to the affidavit of **DAVID WHYTE** sworn at Brisbane on this 13<sup>th</sup> day of August 2021.

Exhibit	Description	Page No.
<b>DW-1</b>	Order of Justice Mullins dated 25 October 2012, the Order of Justice Douglas dated 12 June 2013, the Order of Justice Dalton dated 28 November 2013, the Order of Justice P Lyons dated 3 June 2014, the Order of Justice Martin dated 5 March 2015, the Order of Justice Dalton dated 20 November 2015, the Order of Justice Mullins dated 20 December 2016, Order of Justice Mullins dated 20 December 2017, Order of Justice Davis 18 December 2018 and Order of Justice Wilson dated 16 June 2020	1-10
<b>DW-2</b>	Schedule of work performed by David Whyte, and his staff, during the period 1 May 2020 to 30 June 2021	11-60
<b>DW-3</b>	Hourly charge out rates for BDO Business Restructuring Pty Ltd as at 1 July 2019 and 1 January 2021 and BDO Audit from 1 January 2021	61-62
<b>DW-4</b>	Practice Statements 5 (version 1) and 8 of the ARITA Code of Professional Practice, 4 <sup>th</sup> edition dated 1 January 2020 and Practice Statement 5 (version 2) which applies from 31 March 2021	63-175
<b>DW-5</b>	Thirty-Sixth report to EIF members	176-184
<b>DW-6</b>	Copy of receipts and payments schedule for the period from 21 November 2011 to 30 June 2021	185-187



Deponent



Solicitor

Jessica O'Connor  
Solicitor

Certificate of Exhibit  
Filed on behalf of the Court Appointed Receiver  
Form 47 R.435

GADENS LAWYERS  
Level 11, 111 Eagle Street  
BRISBANE QLD 4000  
Tel No.: 07 3231 1666  
Fax No: 07 3229 5850  
SZC:201110996

*Duplicate*

"DW-1"

SUPREME COURT OF QUEENSLAND

REGISTRY: BRISBANE  
NUMBER: BS 10478 OF 2011

IN THE MATTER OF EQUITITRUST LIMITED (RECEIVERS AND MANAGERS  
APPOINTED (IN LIQUIDATION) ACN 061 383 944

Applicant: **EQUITITRUST LIMITED (RECEIVERS AND MANAGERS  
APPOINTED (IN LIQUIDATION) ACN 061 383 944**

AND

Respondents: **THE MEMBERS OF THE EQUITITRUST INCOME FUND ARSN 089  
079 854 AND THE MEMBERS OF THE EQUITITRUST PRIORITY  
CLASS INCOME FUND ARSN 089 079 729**

**ORDER**

Before: The Honourable Justice Mullins

Date: 25 October 2012

Initiating Document: Application filed 21 September 2012

THE ORDER OF THE COURT IS THAT:

1. Pursuant to subparagraph 3(d) of the Order of the Honourable Justice Applegarth made on 21 November 2011 and subparagraphs 5(c) and 6(c) of the Order of the Honourable Justice Applegarth made on 23 November 2011, the remuneration of David Whyte, for the period 22 November 2011 to 31 August 2012, be fixed in the amount of \$837,103.85 (inclusive of GST); and
  
2. The costs of and incidental to the application filed on 21 September 2012 be costs in the winding up and the receivership of the Equititrust Income Fund, to be paid out of the assets of the Equititrust Income Fund.

Signed: 

**DEPUTY REGISTRAR**



Order  
Filed on behalf of the court appointed receiver  
Form 59 R. 661

GADENS LAWYERS  
Level 11, 111 Eagle Street  
BRISBANE QLD 4000  
Tel No.: 07 3231 1666  
Fax No: 07 3229 5850  
SJC:JSK:201204781  
BNEDOCS Order of Justice Mullins dated 25 October 2012

SUPREME COURT OF QUEENSLAND

REGISTRY: BRISBANE  
NUMBER: BS 10478 OF 2011

**IN THE MATTER OF EQUITITRUST LIMITED (RECEIVERS AND MANAGERS  
APPOINTED (IN LIQUIDATION) ACN 061 383 944**

Applicant: **EQUITITRUST LIMITED (RECEIVERS AND MANAGERS  
APPOINTED (IN LIQUIDATION) ACN 061 383 944**

AND

Respondents: **THE MEMBERS OF THE EQUITITRUST INCOME FUND ARSN 089  
079 854 AND THE MEMBERS OF THE EQUITITRUST PRIORITY  
CLASS INCOME FUND ARSN 089 079 729**

**ORDER**

Before: Justice JS Douglas

Date: 12 June 2013

Initiating Document: Application filed 16 May 2013

THE ORDER OF THE COURT IS THAT:

1. Pursuant to subparagraph 3(d) of the Order of the Honourable Justice Applegarth made on 21 November 2011 and subparagraphs 5(c) and 6(c) of the Order of the Honourable Justice Applegarth made on 23 November 2011, the remuneration of David Whyte, for the period 1 September 2012 to 30 April 2013 be fixed in the amount of \$842,843.10 (inclusive of GST); and
  
2. The costs of and incidental to the application filed on 16 May 2013 be costs in the winding up and the receivership of the Equititrust Income Fund, to be paid out of the assets of the Equititrust Income Fund.

Signed:



Order

Filed on behalf of the court appointed receiver  
Form 59 R. 661

*Duplicate*

GADENS LAWYERS  
Level 11, 111 Eagle Street  
BRISBANE QLD 4000  
Tel No.: 07 3231 1666  
Fax No: 07 3229 5850  
SZC:JSK:201204781  
BNEDOCS Draft Order dated 12 June 2013 (2) (2)

*Duplicate*

SUPREME COURT OF QUEENSLAND

REGISTRY: BRISBANE  
NUMBER: BS 10478 OF 2011

IN THE MATTER OF EQUITITRUST LIMITED (RECEIVERS AND MANAGERS  
APPOINTED (IN LIQUIDATION) ACN 061 383 944

Applicant: **EQUITITRUST LIMITED (RECEIVERS AND MANAGERS  
APPOINTED (IN LIQUIDATION) ACN 061 383 944**

AND

Respondents: **THE MEMBERS OF THE EQUITITRUST INCOME FUND ARSN 089  
079 854 AND THE MEMBERS OF THE EQUITITRUST PRIORITY  
CLASS INCOME FUND ARSN 089 079 729**

**ORDER**

Before: Justice Dalton

Date: 28 November 2013

Initiating Document: Application filed 12 November 2013

THE ORDER OF THE COURT IS THAT:

1. Pursuant to subparagraph 3(d) of the Order of the Honourable Justice Applegarth made on 21 November 2011 and subparagraphs 5(c) and 6(c) of the Order of the Honourable Justice Applegarth made on 23 November 2011, the remuneration of David Whyte, for the period 1 May 2013 to 31 October 2013 be fixed in the amount of \$667,795.70 (inclusive of GST); and
2. The costs of and incidental to the application filed on 12 November 2013 be costs in the winding up and the receivership of the Equititrust Income Fund, to be paid out of the assets of the Equititrust Income Fund.

Signed:



A/  
Deputy Registrar



Order  
Filed on behalf of the court appointed receiver  
Form 59 R. 661

GADENS LAWYERS  
Level 11, 111 Eagle Street  
BRISBANE QLD 4000  
Tel No.: 07 3231 1666  
Fax No: 07 3229 5850  
SJC:JSK:201204781  
BNEDOCS Draft Order dated 28 November 2013

Duplicate

SUPREME COURT OF QUEENSLAND

REGISTRY: BRISBANE  
NUMBER: BS 10478 OF 2011

IN THE MATTER OF EQUITITRUST LIMITED ACN 061 383 944

Applicant: **EQUITITRUST LIMITED ACN 061 383 944**

AND

Respondents: **THE MEMBERS OF THE EQUITITRUST INCOME FUND ARSN 089 079 854 AND THE MEMBERS OF THE EQUITRUST PRIORITY CLASS INCOME FUND ARSN 089 079 729**

**ORDER**

Before: Justice P Lyons

Date: 3 June 2014

Initiating Document: Application filed 15 May 2014

THE ORDER OF THE COURT IS THAT:

1. Pursuant to subparagraph 3(d) of the Order of the Honourable Justice Applegarth made on 21 November 2011 and subparagraphs 5(c) and 6(c) of the Order of the Honourable Justice Applegarth made on 23 November 2011, the remuneration of David Whyte, for the period 1 November 2013 to 30 April 2014 be fixed in the amount of \$503,435.35 (inclusive of GST); and
2. The costs of and incidental to the application filed on 15 May 2014 be costs in the winding up and the receivership of the Equititrust Income Fund, to be paid out of the assets of the Equititrust Income Fund.

Signed:

  
Deputy Registrar



Order  
Filed on behalf of the court appointed receiver  
Form 59 R. 661

GADENS LAWYERS  
Level 11, 111 Eagle Street  
BRISBANE QLD 4000  
Tel No.: 07 3231 1666  
Fax No: 07 3229 5850  
SJC:JSO:201204781  
BNEDOCS Draft Order dated 3 June 2014 (2)

*Duplicate*

SUPREME COURT OF QUEENSLAND

REGISTRY: BRISBANE  
NUMBER: BS 10478 OF 2011

IN THE MATTER OF EQUITITRUST LIMITED ACN 061 383 944

Applicant: **EQUITITRUST LIMITED ACN 061 383 944**

AND

Respondents: **THE MEMBERS OF THE EQUITITRUST INCOME FUND ARSN 089 079 854 AND THE MEMBERS OF THE EQUITITRUST PRIORITY CLASS INCOME FUND ARSN 089 079 729**

**ORDER**

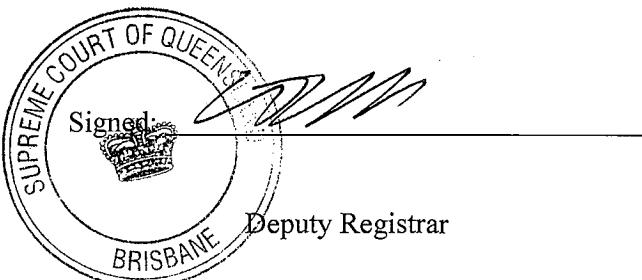
Before: Justice Martin

Date: 5 March 2015

Initiating Document: Application filed 20 February 2015

THE ORDER OF THE COURT IS THAT:

1. Pursuant to subparagraph 3(d) of the Order of the Honourable Justice Applegarth made on 21 November 2011 and subparagraphs 5(c) and 6(c) of the Order of the Honourable Justice Applegarth made on 23 November 2011, the remuneration of David Whyte, for the period 1 May 2014 to 31 January 2015 be fixed in the amount of \$573,226.50 (inclusive of GST); and
  
2. The costs of and incidental to the application filed on 20 February 2015 be costs in the winding up and the receivership of the Equititrust Income Fund, to be paid out of the assets of the Equititrust Income Fund.



Order  
Filed on behalf of the court appointed receiver  
Form 59 R. 661

GADENS LAWYERS  
Level 11, 111 Eagle Street  
BRISBANE QLD 4000  
Tel No.: 07 3231 1666  
Fax No: 07 3229 5850  
SJC:JSO:201204781  
BNEDOCS Order dated 5 March 2015

*Duplicate*

SUPREME COURT OF QUEENSLAND

REGISTRY: BRISBANE  
NUMBER: BS 10478 OF 2011

IN THE MATTER OF EQUITITRUST LIMITED ACN 061 383 944

Applicant: **EQUITITRUST LIMITED ACN 061 383 944**

AND

Respondents: **THE MEMBERS OF THE EQUITITRUST INCOME FUND ARSN 089 079 854 AND THE MEMBERS OF THE EQUITITRUST PRIORITY CLASS INCOME FUND ARSN 089 079 729**

**ORDER**

Before: Justice Dalton

Date: 20 November 2015

Initiating Document: Application filed 2 November 2015

THE ORDER OF THE COURT IS THAT:

1. Pursuant to subparagraph 3(d) of the Order of the Honourable Justice Applegarth made on 21 November 2011 and subparagraphs 5(c) and 6(c) of the Order of the Honourable Justice Applegarth made on 23 November 2011, the remuneration of David Whyte, for the period 1 February 2015 to 30 September 2015 be fixed in the amount of \$356,952.20 (inclusive of GST); and
2. The costs of and incidental to the application filed on 2 November 2015 be costs in the winding up and the receivership of the Equititrust Income Fund, to be paid out of the assets of the Equititrust Income Fund.

Signed:

*A. Bucanan*  
Deputy Registrar



Order  
Filed on behalf of the court appointed receiver  
Form 59 R. 661

GADENS LAWYERS  
Level 11, 111 Eagle Street  
BRISBANE QLD 4000  
Tel No.: 07 3231 1666  
Fax No: 07 3229 5850  
SZC:JSO:201204781  
BNEDOCS Order dated 20 November 2015

*Duplicate*

SUPREME COURT OF QUEENSLAND

REGISTRY: BRISBANE  
NUMBER: 10478 of 2011

IN THE MATTER OF EQUITITRUST LIMITED ACN 061 383 944

Applicant: **EQUITITRUST LIMITED ACN 061 383 944**

AND

Respondents: **THE MEMBERS OF THE EQUITITRUST INCOME FUND ARSN 089 079 854 AND THE MEMBERS OF THE EQUITITRUST PRIORITY CLASS INCOME FUND ARSN 089 079 729**

**ORDER**

Before: Justice Mullins

Date: 20 December 2016

Initiating Document: Application filed 2 December 2016

**THE ORDER OF THE COURT IS THAT:**

1. Pursuant to subparagraph 3(d) of the Order of the Honourable Justice Applegarth made on 21 November 2011 and subparagraphs 5(c) and 6(c) of the Order of the Honourable Justice Applegarth made on 23 November 2011, the remuneration of David Whyte, for the period 1 October 2015 to 31 October 2016 be fixed in the amount of \$329,503.35 (inclusive of GST); and
  
2. The costs of and incidental to the application filed on 2 December 2016 be costs in the winding up and the receivership of the Equititrust Income Fund, to be paid out of the assets of the Equititrust Income Fund.

Signed:

*Obriavan*  
Deputy Registrar



---

Order  
Filed on behalf of the court appointed receiver  
Form 59 R. 661

GADENS LAWYERS  
Level 11, 111 Eagle Street  
BRISBANE QLD 4000  
Tel No.: 07 3231 1666  
Fax No: 07 3229 5850  
SJC:JSO:201204781  
BNEDOCS Order dated 20 December 2016

*Duplicate*

SUPREME COURT OF QUEENSLAND

REGISTRY: BRISBANE  
NUMBER: BS 10478 OF 2011

IN THE MATTER OF EQUITITRUST LIMITED ACN 061 383 944

Applicant: **EQUITITRUST LIMITED ACN 061 383 944**

AND

Respondents: **THE MEMBERS OF THE EQUITITRUST INCOME FUND ARSN 089 079 854 AND THE MEMBERS OF THE EQUITRUST PRIORITY CLASS INCOME FUND ARSN 089 079 729**

**ORDER**

Before: Mullins J

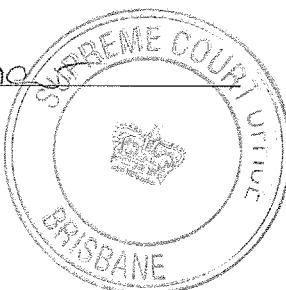
Date: 20 December 2017

Initiating Document: Application filed 30 November 2017

**THE ORDER OF THE COURT IS THAT:**

1. Pursuant to subparagraph 3(d) of the Order of the Honourable Justice Applegarth made on 21 November 2011 and subparagraphs 5(c) and 6(c) of the Order of the Honourable Justice Applegarth made on 23 November 2011, the remuneration of David Whyte, for the period 1 November 2016 to 31 October 2017 be fixed in the amount of \$318,561.65 (inclusive of GST).
  
2. The costs of and incidental to the application filed on 30 November 2017 be costs in the winding up and the receivership of the Equititrust Income Fund, to be paid out of the assets of the Equititrust Income Fund.

Signed: *OBrown*  
Deputy Registrar



Order  
Filed on behalf of the court appointed receiver  
Form 59 R. 661

GADENS LAWYERS  
Level 11, 111 Eagle Street  
BRISBANE QLD 4000  
Tel No.: 07 3231 1666  
Fax No: 07 3229 5850  
SZC:JSO:201204781  
BNEDOCS Order dated 20 December 2017

Duplicate

SUPREME COURT OF QUEENSLAND

REGISTRY: BRISBANE  
NUMBER: BS 10478 OF 2011

IN THE MATTER OF EQUITITRUST LIMITED ACN 061 383 944

Applicant: **EQUITITRUST LIMITED ACN 061 383 944**

AND

Respondents: **THE MEMBERS OF THE EQUITITRUST INCOME FUND ARSN 089 079 854 AND THE MEMBERS OF THE EQUITRUST PRIORITY CLASS INCOME FUND ARSN 089 079 729**

**ORDER**

Before: Justice Davis

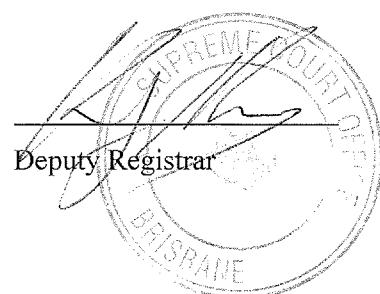
Date: 18 December 2018

Initiating Document: Application filed 30 November 2018

THE ORDER OF THE COURT IS THAT:

1. Pursuant to subparagraph 3(d) of the Order of the Honourable Justice Applegarth made on 21 November 2011 and subparagraphs 5(c) and 6(c) of the Order of the Honourable Justice Applegarth made on 23 November 2011, the remuneration of David Whyte, for the period 1 November 2017 to 31 October 2018 be fixed in the amount of \$271,789.65 (inclusive of GST).
  
2. The costs of and incidental to the application filed on 30 November 2018 be costs in the winding up and the receivership of the Equititrust Income Fund, to be paid out of the assets of the Equititrust Income Fund.

Signed:



Order  
Filed on behalf of the court appointed receiver  
Form 59 R. 661

GADENS LAWYERS  
Level 11, 111 Eagle Street  
BRISBANE QLD 4000  
Tel No.: 07 3231 1666  
Fax No: 07 3229 5850  
SJC:JSO:201204781  
BNEDOCS Order of Justice Davis (18.12.2018)

*Duplicate*

SUPREME COURT OF QUEENSLAND

REGISTRY: BRISBANE  
NUMBER: BS 10478 OF 2011

IN THE MATTER OF EQUITITRUST LIMITED ACN 061 383 944

Applicant: EQUITITRUST LIMITED ACN 061 383 944

AND

Respondents: THE MEMBERS OF THE EQUITITRUST INCOME FUND ARSN 089 079 854 AND THE MEMBERS OF THE EQUITITRUST PRIORITY CLASS INCOME FUND ARSN 089 079 729

ORDER

Before: Justice Wilson

Date: 16 June 2020

Initiating Document: Application filed 13 May 2020

THE ORDER OF THE COURT IS THAT:

1. Pursuant to subparagraph 3(d) of the Order of the Honourable Justice Applegarth made on 21 November 2011 and subparagraphs 5(c) and 6(c) of the Order of the Honourable Justice Applegarth made on 23 November 2011, the remuneration of David Whyte, for the period 1 November 2018 to 30 April 2020, be fixed in the amount of \$261,630.05 (inclusive of GST).
2. The costs of and incidental to the application filed on 13 May 2020 be costs in the winding up and the receivership of the Equititrust Income Fund, to be paid out of the assets of the Equititrust Income Fund.

Signed: \_\_\_\_\_

Deputy Registrar



---

Order  
Filed on behalf of the court-appointed receiver  
Form 59 R. 661

GADENS LAWYERS  
Level 11, 111 Eagle Street  
BRISBANE QLD 4000  
Tel No.: 07 3231 1666  
Fax No: 07 3229 5850  
SZC:CRM:201204781

# "DW-2"

**REMUNERATION REPORT - Summary of professional fees by category of work for the period 1 May 2020 to 30 June 2021**

**Equitrust Income Fund (Receiver Appointed)**

Employee	Position	Totals			Assets			Creditors			Trade On			Task Area		
		Rate	hrs	\$	hrs	\$	hrs	\$	hrs	\$	hrs	\$	hrs	\$	Administration	
David Whyte	Partner	63.5	15.2	9,652.00				1.0	635.00	1.9	1,206.50	12.3	7,810.50			
David Whyte	Partner	61.5	18.4	11,316.00				6.4	3,936.00	5.6	3,444.00	6.4	3,936.00			
Charles Haines	Associate Director	54.0	5.7	3,078.00				3.4	1,836.00			2.3	1,242.00			
Charles Haines	Associate Director	52.5	5.7	2,992.50				3.8	1,995.00			1.9	997.50			
Jayden Coulston	Senior Manager	51.5	21.5	11,072.50	0.1	51.50		18.8	9,682.00	1.0	515.00	1.6	824.00			
Jayden Coulston	Manager	46.0	36.9	16,974.00	0.6	276.00		29.0	13,340.00	1.4	644.00	5.9	2,714.00			
Ryan Whyte	Senior Accountant	34.0	103.1	35,054.00	0.2	68.00		59.3	20,162.00	41.9	14,246.00	1.7	578.00			
Jordan Devery	Accountant	28.5	29.9	8,521.50				25.8	7,353.00	0.7	199.50	3.4	969.00			
Ryan Whyte	Accountant	27.5	98.5	27,087.50	1.2	330.00		83.3	22,907.50	9.8	2,695.00	4.2	1,155.00			
Jacques de Wet	Graduate Accountant	23.0	43.0	9,890.00				43.0	9,890.00							
Liam Landigan	Graduate Accountant	23.0	70.2	16,146.00				68.3	15,709.00							
Sarah Cunningham	Accounting Assistant	23.0	3.0	690.00												
Jordan Devery	Graduate Accountant	22.5	50.6	11,385.00				46.3	10,417.50	3.9	877.50	0.4	90.00			
Liam Landigan	Graduate Accountant	22.5	96.6	21,735.00				89.7	20,182.50							
Sarah Cunningham	Accounting Assistant	22.5	6.5	1,462.50												
Jacques de Wet	Undergraduate	18.5	9.8	1,813.00				5.6	1,036.00			4.2	777.00			
Nisha Banika	Undergraduate	18.5	8.9	1,646.50				8.9	1,646.50							
Moira Hattingh	Administration Assistant	11.0	7.9	869.00	0.3	33.00										
Moira Hattingh	Administration Assistant	10.5	6.5	682.50												
<b>TOTALS</b>		<b>637.9</b>	<b>192,067.50</b>	<b>2.4</b>	<b>758.50</b>	<b>492.6</b>	<b>140,728.00</b>	<b>66.2</b>	<b>23,827.50</b>	<b>76.7</b>	<b>26,753.50</b>					
				<b>GST</b>	<b>19,206.75</b>											
<b>TOTAL INC GST</b>				<b>211,274.25</b>												
<b>AVERAGE HOURLY RATE</b>		<b>301</b>			<b>316</b>			<b>286</b>		<b>360</b>		<b>349</b>				

**Note:** All amounts exclude GST unless otherwise noted

**Disbursements for the period 1 May 2020 to 30 June 2021**

**Equititrust Income Fund (Receiver Appointed)**

<b>Expense Type</b>	<b>Amount (\$ ex GST)</b>
Searches	52.27
Postage	1,745.63
<b>TOTAL</b>	<b>1,797.90</b>
<b>GST</b>	<b>179.79</b>
<b>TOTAL INC GST</b>	<b>1,977.69</b>

Descriptor	Name	Position	Milestone	WIP_Date	Hours	Value	Narration
BR	Jayden Coulston	Senior Manager	Assets	5/05/2020	0.30	\$138.00	Review updated term deposit file note and roll-over/withdrawal request. Consider sufficiency of withdrawal request and approve. Email David Whyte to authorise.
BR	Jayden Coulston	Senior Manager	Assets	20/07/2020	0.10	\$46.00	Review and approve email to NAB re term deposit renewal rates.
BR	Jayden Coulston	Senior Manager	Assets	10/12/2020	0.20	\$92.00	Meeting with Nisha Bank re instructions to prepare summary of ECGA costs apportionment for indemnity claim.
BR	Jayden Coulston	Senior Manager	Assets	4/03/2021	0.10	\$51.50	Review and approve term deposit renewal letter.
BR	Moirah Hattingh	Administration Assistant	Assets	26/02/2021	0.30	\$33.00	Filing
BR	Ryan Whyte Accountant	Senior Accountant	Assets	20/07/2020	1.20	\$330.00	Reviewed and approved 9 letters to investors in relation to a request for a change of details/unit holding balance/confirmation of change/transfer of units/transfer of units for deceased estate.
BR	Ryan Whyte Accountant	Senior Accountant	Assets	9/03/2021	0.20	\$68.00	Prepare payment for legal fees in NYOB and NAB
BR	David Whyte Partner	Partner	Trade On	5/05/2020	0.10	\$61.50	reviewed correspondence from our solicitors and EL liquidators solicitors regarding potential claim against the fund for remuneration and expenses
BR	David Whyte Partner	Partner	Trade On	5/05/2020	0.10	\$61.50	reviewed two BAS's
BR	David Whyte Partner	Partner	Trade On	7/05/2020	0.10	\$61.50	authorised payments
BR	David Whyte Partner	Partner	Trade On	7/05/2020	0.10	\$61.50	reviewed draft letter from our solicitors to EL liquidators solicitors in respect of claims against the fund and upcoming application to finalise the receivership
BR	David Whyte Partner	Partner	Trade On	11/05/2020	0.20	\$123.00	authorised payments
BR	David Whyte Partner	Partner	Trade On	12/05/2020	0.10	\$61.50	reviewed correspondence from our solicitors regarding updated draft letter to EL liquidators solicitors in respect of claim against the fund for remuneration and expenses and finalisation of the winding up/provided instructions regarding same
BR	David Whyte Partner	Partner	Trade On	1/06/2020	0.10	\$61.50	reviewed correspondence from our solicitors regarding proposed way forward to finalise the administration and failure of EL liquidators to engage/provided instructions regarding same
BR	David Whyte Partner	Partner	Trade On	16/06/2020	0.10	\$61.50	reviewed correspondence from our solicitors and EL liquidators solicitors regarding indemnity claim/provided instructions regarding same
BR	David Whyte Partner	Partner	Trade On	16/06/2020	0.10	\$61.50	authorised payments
BR	David Whyte Partner	Partner	Trade On	18/06/2020	0.10	\$61.50	authorised payment
BR	David Whyte Partner	Partner	Trade On	18/06/2020	0.50	\$307.50	reviewed correspondence with nab and Receivers and Managers regarding bank guarantees issued on behalf of the fund and finalisation of same
BR	David Whyte Partner	Partner	Trade On	18/06/2020	0.10	\$61.50	reviewed correspondence from Receivers and Managers of EL regarding bank guarantees/send response
BR	David Whyte Partner	Partner	Trade On	22/06/2020	0.10	\$61.50	reviewed draft correspondence to EL liquidators solicitors regarding indemnity claims/payment of solicitors fees and requesting further information in respect of remuneration incurred under Boddice orders
BR	David Whyte Partner	Partner	Trade On	29/06/2020	0.10	\$61.50	authorised payments
BR	David Whyte Partner	Partner	Trade On	10/07/2020	0.20	\$123.00	authorised payments
BR	David Whyte Partner	Partner	Trade On	14/07/2020	1.10	\$676.50	reviewed correspondence from our solicitors regarding steps to be taken to finalise the administration/reviewed note and correspondence with EL liquidators/meeting to be held with our solicitors and counsel on 16 July
BR	David Whyte Partner	Partner	Trade On	16/07/2020	0.20	\$123.00	reviewed correspondence from our solicitors regarding answer to queries in respect of finalisation of administration/drafted response relating to claims against EL and proceedings on foot
BR	David Whyte Partner	Partner	Trade On	30/07/2020	0.10	\$61.50	reviewed file note regarding cash requirements for next three months/reviewed term deposit rates/reviewed letter of instruction to bank to renew term deposit and transfer funds to the working account
BR	David Whyte Partner	Partner	Trade On	10/09/2020	0.10	\$61.50	authorised payments
BR	David Whyte Partner	Partner	Trade On	12/10/2020	0.20	\$123.00	reviewed invoices/logon to internet banking/authorised payments
BR	David Whyte Partner	Partner	Trade On	12/10/2020	0.20	\$123.00	telephone call with Clark Jarrold regarding preparation of accounts to finalise administration and audit of final accounts
BR	David Whyte Partner	Partner	Trade On	12/10/2020	0.10	\$61.50	email our solicitors to be prepared and final audit of accounts
BR	David Whyte Partner	Partner	Trade On	15/10/2020	0.20	\$123.00	reviewed invoices/logon to internet banking/authorised payments
BR	David Whyte Partner	Partner	Trade On	23/10/2020	0.20	\$123.00	reviewed correspondence from our solicitors regarding queries relating to audit of financial statements/drafted response/fwd to JC and RW regarding outstanding query
BR	David Whyte Partner	Partner	Trade On	23/10/2020	0.20	\$123.00	reviewed correspondence from ASIC requesting extension of AFSL/reviewed correspondence from our solicitors/drafted response to ASIC Requesting extension of AFSL
BR	David Whyte Partner	Partner	Trade On	23/10/2020	0.20	\$123.00	reviewed six BAS's

BR	David Whyte	Partner	Trade On	26/10/2020	0.10	\$61.50	reviewed term deposit rates/forecast outgoings/authorised renewal of term deposit and release of funds
BR	David Whyte	Partner	Trade On	6/11/2020	0.10	\$61.50	authorised payments
BR	David Whyte	Partner	Trade On	25/11/2020	0.10	\$61.50	reviewed correspondence from ASIC regarding extension of AFSU/reviewed notice of extension
BR	David Whyte	Partner	Trade On	1/12/2020	0.20	\$123.00	reviewed analysis of equalisation payments for certain investors
BR	David Whyte	Partner	Trade On	14/12/2020	0.10	\$61.50	reviewed BAS
BR	David Whyte	Partner	Trade On	3/03/2021	0.10	\$63.50	reviewed two BAS's
BR	David Whyte	Partner	Trade On	3/03/2021	0.20	\$127.00	authorised payments
BR	David Whyte	Partner	Trade On	15/04/2021	0.50	\$317.50	reviewed correspondence from our solicitors regarding queries and information required to finalise court application and affidavits with a view to finalising the administration/provided instructions regarding same
BR	David Whyte	Partner	Trade On	11/05/2021	0.80	\$508.00	reviewed correspondence from our solicitors regarding finalisation of matter/reviewed two draft affidavits relating to finalisation and remuneration approval/reviewed draft letter to ASIC regarding financial reporting relief/sent response
BR	David Whyte	Partner	Trade On	28/05/2021	0.10	\$63.50	authorised payments
BR	David Whyte	Partner	Trade On	22/06/2021	0.10	\$63.50	authorised payments
BR	David Whyte	Partner	Trade On	24/06/2021	0.10	\$63.50	authorised payments
BR	Jayden Coulston	Senior Manager	Trade On	6/05/2020	0.30	\$138.00	Liaise with Ryan Whyte re outstanding IT expenses. Review payment docs and recommend payment authorisation to David Whyte.
BR	Jayden Coulston	Senior Manager	Trade On	9/10/2020	0.40	\$184.00	Review and approve 4x supplier payments and supporting documents. Email David Whyte requesting to process same.
BR	Jayden Coulston	Senior Manager	Trade On	9/10/2020	0.20	\$92.00	Liaise with Ryan Whyte re various supplier payments.
BR	Jayden Coulston	Senior Manager	Trade On	8/11/2020	0.20	\$92.00	Review and approve legal fees x 3.
BR	Jayden Coulston	Senior Manager	Trade On	2/12/2020	0.30	\$138.00	Review and approve 2x expense payments. Review and approve Oct BAS.
BR	Jayden Coulston	Senior Manager	Trade On	3/03/2021	0.40	\$206.00	Review and approve 6x invoice payments for legal and IT costs.
BR	Jayden Coulston	Senior Manager	Trade On	18/04/2021	0.30	\$154.50	Review and approve 4x supplier payments.
BR	Jayden Coulston	Senior Manager	Trade On	24/05/2021	0.10	\$51.50	Review file note and draft term deposit withdrawal instructions, update and email to David Whyte requesting approval to action.
BR	Jayden Coulston	Senior Manager	Trade On	14/06/2021	0.20	\$103.00	Review and approve 3x supplier payments.
BR	Jordan Devery	Accountant	Trade On	16/07/2020	0.70	\$157.50	Prepare file note for rollover of term deposit and letter to NAB with instructions. Calculate future expenses and recommend deposit tenor and withdrawal amount.
BR	Jordan Devery	Accountant	Trade On	31/07/2020	0.20	\$45.00	Prepare payment of monthly FinPower invoice. Review invoice and create payment in MYOB and NAB.
BR	Jordan Devery	Accountant	Trade On	31/08/2020	0.20	\$45.00	Prepare payment of FinPower Invoice in MYOB and NAB.
BR	Jordan Devery	Accountant	Trade On	10/09/2020	0.30	\$67.50	Reconcile payments in MYOB to bank account.
BR	Jordan Devery	Accountant	Trade On	10/09/2020	0.60	\$135.00	Prepare 2 FinPower payments. Send to David Whyte for approval and Nicole Flashman for processing
BR	Jordan Devery	Accountant	Trade On	11/09/2020	0.30	\$67.50	Prepare payment of Gadens invoice in MYOB and NAB
BR	Jordan Devery	Accountant	Trade On	6/10/2020	0.20	\$45.00	Review statement from FinPower and reconcile against payments in MYOB and NAB.
BR	Jordan Devery	Accountant	Trade On	26/10/2020	0.60	\$135.00	Prepare file note and letter to NAB for rollover of term deposit and withdrawal of funds. Calculate expenses for 3 month period and expected outgoings and recommend withdrawal amount.
BR	Jordan Devery	Accountant	Trade On	7/12/2020	0.20	\$45.00	Review NAB for term deposit transfer funds receipt. File letter and file note to NAB.
BR	Jordan Devery	Accountant	Trade On	17/12/2020	0.30	\$67.50	Draft letter to NAB with instructions of term deposit rollover.
BR	Jordan Devery	Accountant	Trade On	21/12/2020	0.30	\$67.50	Prepare file note for term deposit rollover. Calculate known and potential expenses for rollover period.
BR	Jordan Devery	Accountant	Trade On	17/02/2021	0.50	\$142.50	Prepare file note for term deposit rollover. Calculate known and potential expenses for rollover period.
BR	Ryan Whyte	Senior Accountant	Trade On	22/02/2021	0.20	\$57.00	Draft letter to NAB requesting rollover of term deposit with new rates advised.
BR	Ryan Whyte	Senior Accountant	Trade On	6/05/2020	0.60	\$165.00	Export WIP for April 2020 and prepare the narrations for the 10th remuneration application for the period 1 November 2018 to 30 April 2020. Send to David Whyte for review.
BR	Ryan Whyte	Senior Accountant	Trade On	7/05/2020	1.90	\$522.50	Review and update the final draft from our solicitors of David Whyte's affidavit in support of the 10th remuneration application for the period 1 November 2018 to 30 April 2020. Prepare exhibits to attach to the application.

BR	Ryan Whyte	Senior Accountant	Trade On	7/05/2020	1.30	\$357.50	Review and update the final draft from our solicitors of David Whyte's affidavit in support of the 10th remuneration application for the period 1 November 2018 to 30 April 2020. Prepare exhibits to attach to the application.
BR	Ryan Whyte	Senior Accountant	Trade On	7/05/2020	1.90	\$522.50	Review and update the final draft from our solicitors of David Whyte's affidavit in support of the 10th remuneration application for the period 1 November 2018 to 30 April 2020. Prepare exhibits to attach to the application.
BR	Ryan Whyte	Senior Accountant	Trade On	21/05/2020	0.40	\$110.00	Organise for the remuneration application supporting documents to be uploaded to the website and posted in Monday's paper for the remuneration between 1 November 2018 to 30 April 2020.
BR	Ryan Whyte	Senior Accountant	Trade On	22/05/2020	1.10	\$302.50	Organise for the notice of the remuneration application to be sent to the investors via email and post for the remuneration between 1 November 2018 to 30 April 2020.
BR	Ryan Whyte	Senior Accountant	Trade On	26/05/2020	0.60	\$165.00	Collate the necessary supporting documents for the service on members for the solicitors preparation of my affidavit for the service on members for the remuneration application for the period 1 November 2018 to 30 April 2020.
BR	Ryan Whyte	Senior Accountant	Trade On	8/06/2020	0.70	\$192.50	Review my affidavit for the service on members for the notice of the remuneration application for the period 1 November 2018 to 30 April 2020.
BR	Ryan Whyte	Senior Accountant	Trade On	9/06/2020	0.50	\$137.50	Attend our solicitors office to swear my affidavit for the service on members for the notice of the remuneration application for the period 1 November 2018 to 30 April 2020.
BR	Ryan Whyte	Senior Accountant	Trade On	3/12/2020	0.80	\$220.00	Review the liquidators claim against the fund for remuneration and disbursements and compare the details to the invoices that we have previously paid.
BR	Ryan Whyte	Senior Accountant	Trade On	19/01/2021	1.00	\$340.00	Prepare the 36th update report to investors. Export R&P to prepare the R&P and estimated return to investors.
BR	Ryan Whyte	Senior Accountant	Trade On	19/01/2021	1.10	\$374.00	Prepare the 36th update report to investors. Export the WIP to prepare the summary of remuneration. Prepare a summary of the outstanding matters.
BR	Ryan Whyte	Senior Accountant	Trade On	19/01/2021	1.00	\$340.00	Prepare the 36th update report to investors. Export the WIP to prepare the summary of remuneration. Prepare a summary of the outstanding matters.
BR	Ryan Whyte	Senior Accountant	Trade On	2/02/2021	1.20	\$408.00	Update the 36th update report to investors as per Jayden Coulston's comments.
BR	Ryan Whyte	Senior Accountant	Trade On	2/02/2021	1.10	\$374.00	Update the 36th update report to investors as per Jayden Coulston's comments.
BR	Ryan Whyte	Senior Accountant	Trade On	3/02/2021	1.60	\$544.00	Update the 36th update report to investors as per Jayden Coulston's comments.
BR	Ryan Whyte	Senior Accountant	Trade On	7/04/2021	1.40	\$476.00	Update the 36th update report to investors for the estimated return, R&P and WIP up to 31 March 2021.
BR	Ryan Whyte	Senior Accountant	Trade On	30/04/2021	1.70	\$578.00	Update the 36th update report to investors for the current legal proceedings and the delay in the winding up of the Fund.
BR	Ryan Whyte	Senior Accountant	Trade On	30/04/2021	0.90	\$306.00	Update the 36th update report to investors for the current legal proceedings and the delay in the winding up of the Fund.
BR	Ryan Whyte	Senior Accountant	Trade On	4/05/2021	0.80	\$272.00	Update the 36th update report to investors for the current legal proceedings and the delay in the winding up of the Fund.
BR	Ryan Whyte	Senior Accountant	Trade On	11/05/2021	0.20	\$68.00	Review correspondence from our solicitors regarding the application for the finalisation of the Receivership. Export the WIP for the period 1 May 2020 to 30 April 2021 and prepare for David Whyte's review.
BR	Ryan Whyte	Senior Accountant	Trade On	11/05/2021	1.90	\$646.00	Review correspondence from our solicitors regarding the application for the finalisation of the Receivership.
BR	Ryan Whyte	Senior Accountant	Trade On	12/05/2021	1.10	\$374.00	Review David's comments regarding the narrations for the remuneration application for the period 1 May 2020 to 30 April 2021. Remove the write offs and prepare the narrations to be annexed to the application.
BR	Ryan Whyte	Senior Accountant	Trade On	18/05/2021	0.80	\$272.00	Review email from our solicitors regarding the application for approval of the equalisation payments. Provide comments to Jayden Coulston regarding our solicitors queries regarding calculation of the equalisation payment.
BR	Ryan Whyte	Senior Accountant	Trade On	24/05/2021	1.70	\$578.00	Review queries from our solicitors. Review and update David Whyte's affidavit for the equalisation payment and winding up the Fund. Review the Equalisation payment spreadsheet to update the affidavit.
BR	Ryan Whyte	Senior Accountant	Trade On	24/05/2021	1.80	\$612.00	Review queries from our solicitors. Review and update David Whyte's affidavit for the equalisation payment and winding up the Fund. Review the Equalisation payment spreadsheet to update the affidavit.
BR	Ryan Whyte	Senior Accountant	Trade On	24/05/2021	0.60	\$204.00	Review queries from our solicitors. Review and update David Whyte's affidavit for the equalisation payment and winding up the Fund. Review the Equalisation payment spreadsheet to update the affidavit.
BR	Ryan Whyte	Senior Accountant	Trade On	25/05/2021	1.00	\$340.00	Update the 36th update report to investors as per David Whyte's comments.
BR	Ryan Whyte	Senior Accountant	Trade On	25/05/2021	1.00	\$340.00	Export and prepare the mailing list for sending the 36th update report to investors via email and post. Filter and sort data to send to the email and printing companies.
BR	Ryan Whyte	Senior Accountant	Trade On	3/06/2021	0.30	\$102.00	Prepare email to the printing company to organise production of the mail and post the mail for the 36th update report to investors dated 25 May 2021.
BR	Ryan Whyte	Senior Accountant	Trade On	25/05/2021	0.30	\$102.00	Prepare emails to the email company and IT consultant to send the 36th update report to investors dated 25 May 2021 via email/upload to the website.
BR	Ryan Whyte	Senior Accountant	Trade On	3/06/2021	1.20	\$408.00	Review David's comments regarding the updates to the draft affidavit for the Equalisation Payment. Prepare a test of manually calculating two deposits to prepare an estimate of manually calculating the equalisation payment for each deposit.
BR	Ryan Whyte	Senior Accountant	Trade On	4/06/2021	0.50	\$170.00	Prepare email to our solicitors regarding the updates to the Equalisation payment affidavit including the estimate of manually calculating each deposit.
BR	Ryan Whyte	Senior Accountant	Trade On	16/06/2021	0.40	\$136.00	Review and update David's affidavit for the equalisation payment as per Jayden's comments in support of the application for the winding up of the Fund.
BR	Ryan Whyte	Senior Accountant	Trade On	23/06/2021	0.70	\$238.00	Review the material provided by our solicitors regarding the application for the winding up, final distribution, equalisation payment and remuneration.

BR	Ryan Whyte	Senior Accountant	Trade On	24/06/2021	0.90	\$306.00	Review the material provided by our solicitors regarding the application for the winding up, final distribution, equalisation payment and remuneration. Update the affidavits accordingly.
BR	Ryan Whyte	Senior Accountant	Trade On	24/06/2021	1.30	\$442.00	Review the material provided by our solicitors regarding the application for the winding up, final distribution, equalisation payment and remuneration. Update the affidavits accordingly.
BR	Ryan Whyte	Senior Accountant	Trade On	25/06/2021	0.30	\$102.00	Review the material provided by our solicitors regarding the application for the winding up, final distribution, equalisation payment and remuneration. Update the affidavits accordingly.
BR	Ryan Whyte	Senior Accountant	Trade On	25/06/2021	0.70	\$238.00	Review the material provided by our solicitors regarding the application for the winding up, final distribution, equalisation payment and remuneration. Update the affidavits accordingly.
BR	Ryan Whyte	Senior Accountant	Trade On	25/06/2021	0.40	\$136.00	Review the material provided by our solicitors regarding the application for the winding up, final distribution, equalisation payment and remuneration. Update the affidavits accordingly.
BR	Ryan Whyte	Senior Accountant	Trade On	25/06/2021	1.10	\$374.00	Review the material provided by our solicitors regarding the application for the winding up, final distribution, equalisation payment and remuneration. Update the affidavits accordingly.
BR	Ryan Whyte	Senior Accountant	Trade On	25/06/2021	0.70	\$238.00	Review the material provided by our solicitors regarding the application for the winding up, final distribution, equalisation payment and remuneration. Update the affidavits accordingly.
BR	Ryan Whyte	Senior Accountant	Trade On	25/06/2021	0.70	\$238.00	Review the material provided by our solicitors regarding the application for the winding up, final distribution, equalisation payment and remuneration. Update the affidavits accordingly.
BR	Ryan Whyte	Senior Accountant	Trade On	25/06/2021	0.70	\$238.00	Review the material provided by our solicitors regarding the application for the winding up, final distribution, equalisation payment and remuneration. Update the affidavits accordingly.
BR	Ryan Whyte	Senior Accountant	Trade On	25/06/2021	0.30	\$102.00	Review the material provided by our solicitors regarding the application for the winding up, final distribution, equalisation payment and remuneration. Update the affidavits accordingly.
BR	Ryan Whyte	Senior Accountant	Trade On	28/06/2021	1.90	\$546.00	Review the material provided by our solicitors regarding the application for the winding up, final distribution, equalisation payment and remuneration. Update the affidavits accordingly and prepare calculation of the final distribution (inc setoffs).
BR	Ryan Whyte	Senior Accountant	Trade On	28/06/2021	1.00	\$476.00	Review the material provided by our solicitors regarding the application for the winding up, final distribution, equalisation payment and remuneration. Update the affidavits accordingly and prepare calculation of the final distribution (inc setoffs).
BR	Ryan Whyte	Senior Accountant	Trade On	28/06/2021	1.00	\$340.00	Review the material provided by our solicitors regarding the application for the winding up, final distribution, equalisation payment and remuneration. Update the affidavits accordingly and prepare calculation of the final distribution (inc setoffs).
BR	Ryan Whyte	Senior Accountant	Trade On	29/06/2021	0.90	\$306.00	Review the material provided by our solicitors regarding the application for the winding up, final distribution, equalisation payment and remuneration. Update the affidavits accordingly and prepare calculation of the final distribution (inc setoffs).
BR	Ryan Whyte	Senior Accountant	Trade On	29/06/2021	0.70	\$238.00	Review the material provided by our solicitors regarding the application for the winding up, final distribution, equalisation payment and remuneration. Update the affidavits accordingly and prepare calculation of the final distribution (inc setoffs).
BR	Ryan Whyte	Senior Accountant	Trade On	30/06/2021	0.80	\$272.00	Meeting with Jayden Coulston regarding calculation of the final distribution including setoffs from the Equalisation Payment in order to put in David Whyte's affidavit for the application of the winding up.
BR	David Whyte	Partner	Creditors	1/06/2020	0.30	\$184.50	reviewed correspondence from five investors regarding remuneration application and winding up/reviewed/amended draft responses
BR	David Whyte	Partner	Creditors	8/06/2020	0.10	\$61.50	reviewed correspondence from an investor regarding remuneration application/reviewed draft response
BR	David Whyte	Partner	Creditors	10/07/2020	0.10	\$61.50	reviewed correspondence from investor regarding winding up of the fund and timing of final dividend/reviewed/amended letter in response
BR	David Whyte	Partner	Creditors	22/07/2020	0.10	\$61.50	reviewed correspondence from investor regarding winding up and remuneration charged/sent response
BR	David Whyte	Partner	Creditors	27/08/2020	0.20	\$123.00	reviewed correspondence from investor regarding winding up of the fund/timing for payment of final distribution/reviewed 35th report to investors/prepared response
BR	David Whyte	Partner	Creditors	8/09/2020	0.30	\$184.50	telephone call with investor regarding winding up of the fund/finalisation and timing of same
BR	David Whyte	Partner	Creditors	9/09/2020	0.10	\$61.50	reviewed correspondence from investor regarding finalisation of job and outstanding issues to resolve/sent response
BR	David Whyte	Partner	Creditors	2/11/2020	0.50	\$307.50	reviewed correspondence from investor regarding Hall Chadwick's remuneration claims/drafted emails to a creditor, Hall Chadwick and our solicitors regarding same
BR	David Whyte	Partner	Creditors	2/11/2020	0.20	\$123.00	reviewed correspondence from creditor regarding EL liquidators remuneration claims/claims approved and rejected
BR	David Whyte	Partner	Creditors	3/11/2020	0.20	\$123.00	telephone conversation with our solicitors regarding EL liquidators claim/issues to finalise administration
BR	David Whyte	Partner	Creditors	10/11/2020	0.70	\$430.50	teleconference with EL liquidators regarding claims against the fund
BR	David Whyte	Partner	Creditors	16/11/2020	3.10	\$1,906.50	reviewed correspondence and documentation relating to EL liquidators claim/reviewed service agreement/affidavit relating to previous court application that includes background and correspondence
BR	David Whyte	Partner	Creditors	22/12/2020	0.50	\$307.50	reviewed correspondence received from Hall Chadwick/comments from JC/sent interim response/forward to our solicitors
BR	David Whyte	Partner	Creditors	29/04/2021	0.50	\$317.50	reviewed draft report to investors
BR	David Whyte	Partner	Creditors	24/05/2021	0.20	\$127.00	reviewed correspondence from EL liquidators regarding remuneration claim/reviewed service agreement/affidavit relating to previous court application that includes background and correspondence
BR	Charles Haines	Associate Director	Creditors	25/05/2021	0.30	\$190.50	reviewed/finalised report to investors
BR	Charles Haines	Associate Director	Creditors	27/05/2020	0.10	\$52.50	Review investor mail and liaise with staff
BR	Charles Haines	Associate Director	Creditors	30/06/2020	0.10	\$52.50	Review email to solicitors regarding affidavit material
BR	Charles Haines	Associate Director	Creditors	14/07/2020	0.10	\$52.50	Ph call to appointee regarding final distribution to unit holders, Hall Chadwick litigation and meeting with solicitors
BR	Charles Haines	Associate Director	Creditors	21/08/2020	0.60	\$315.00	fourteen letters to investors and change of details requests

BR	Charles Haines	Associate Director Creditors	21/08/2020	0.60	\$315.00	18 letters to investors and change of details requests
BR	Charles Haines	Associate Director Creditors	21/08/2020	0.20	\$105.00	4 letters to investors and change of details requests
BR	Charles Haines	Associate Director Creditors	21/08/2020	0.20	\$105.00	5 letters to investors and change of details requests
BR	Charles Haines	Associate Director Creditors	21/08/2020	0.10	\$52.50	4 letters to investors and change of details requests
BR	Charles Haines	Associate Director Creditors	21/08/2020	0.10	\$52.50	Investor change of details requests
BR	Charles Haines	Associate Director Creditors	14/09/2020	0.10	\$52.50	Ph call to investor regarding update
BR	Charles Haines	Associate Director Creditors	30/09/2020	0.10	\$52.50	Review and amend correspondence to investor regarding update and unit holding balance value
BR	Charles Haines	Associate Director Creditors	30/09/2020	0.10	\$52.50	Review correspondence to investor and calculations in relation to unit balance
BR	Charles Haines	Associate Director Creditors	2/11/2020	0.20	\$105.00	Review correspondence and agenda documentation regarding liquidators alleged claim against funds
BR	Charles Haines	Associate Director Creditors	4/11/2020	0.10	\$52.50	Ph call appointee regarding Hall Chadwick meeting and claims against fund
BR	Charles Haines	Associate Director Creditors	11/11/2020	0.10	\$52.50	Review settlement update file note and next steps
BR	Charles Haines	Associate Director Creditors	2/12/2020	0.10	\$52.50	Ph call investor regarding update and request for Centrelink Statement
BR	Charles Haines	Associate Director Creditors	4/12/2020	0.40	\$210.00	Review HL cost claim for adjudication costs under Boddice orders, review historical correspondence and Receiver costs to assess reasonable costs defined in Boddice orders
BR	Charles Haines	Associate Director Creditors	4/12/2020	0.20	\$105.00	Review HL cost claim for adjudication costs under Boddice orders, review historical correspondence and Receiver costs to assess reasonable costs defined in Boddice orders
BR	Charles Haines	Associate Director Creditors	7/12/2020	0.10	\$52.50	Review and update correspondence to unit holder regarding unit balance request and change of details regarding new email address
BR	Charles Haines	Associate Director Creditors	8/12/2020	0.10	\$52.50	Review two letters to investors regarding change of details, multiple unit holdings, distribution calculation, change of details additional documentation required to accompany requests
BR	Charles Haines	Associate Director Creditors	29/01/2021	0.10	\$54.00	Ph call investor regarding finalisation update
BR	Charles Haines	Associate Director Creditors	22/02/2021	0.10	\$54.00	Ph call investor regarding update
BR	Charles Haines	Associate Director Creditors	19/04/2021	0.10	\$54.00	Letter to investor regarding winding up update and review two change of details requests from investors
BR	Charles Haines	Associate Director Creditors	19/04/2021	0.20	\$108.00	Review 5 letters to investors regarding updates, unit balances and change of details requests
BR	Charles Haines	Associate Director Creditors	19/04/2021	0.10	\$54.00	Review letter to investor with update regarding 5 separate holdings, review calculation of 5 x unit holdings and general update
BR	Charles Haines	Associate Creditors	11/05/2021	0.40	\$216.00	Review letter to ASIC regarding auditing relief and finalisation and deregistration of Fund. Review associated emails and documentation
BR	Charles Haines	Associate Creditors	18/05/2021	0.20	\$108.00	Update from Appointee regarding legal proceedings and Hall Chadwick position
BR	Charles Haines	Associate Creditors	18/05/2021	0.10	\$54.00	Review email correspondence to solicitors regarding update
BR	Charles Haines	Associate Creditors	18/05/2021	0.30	\$162.00	Review investors report
BR	Charles Haines	Associate Creditors	25/05/2021	0.10	\$54.00	Three letters to investors regarding change of details and associated documentation.
BR	Charles Haines	Associate Creditors	26/05/2021	0.10	\$54.00	three letters to unit holders regarding update on finalisation and confirmation of unit balances
BR	Charles Haines	Associate Creditors	28/05/2021	0.30	\$162.00	Seven letters to investors regarding updates, change of details, and unit balance updates
BR	Charles Haines	Associate Creditors	1/06/2021	0.20	\$108.00	Review correspondence from our solicitors in relation to finalisation matters
BR	Charles Haines	Associate Creditors	1/06/2021	0.10	\$54.00	Review email regarding equalisation dividend and proceedings
BR	Charles Haines	Associate Creditors	2/06/2021	0.10	\$54.00	Review update regarding equalisation distribution
BR	Charles Haines	Associate Creditors	8/06/2021	0.20	\$108.00	Eight letters to investors regarding updates change of details and unit holding updates
BR	Charles Haines	Associate Creditors	21/06/2021	0.30	\$162.00	Review 9 change of details and investor updates, including deceased estate splitting holding into 4 investments
BR	Charles Haines	Associate Creditors	24/06/2021	0.10	\$54.00	2 letters to investors regarding unit balance updates and change of details documents
BR	Charles Haines	Associate Creditors	24/06/2021	0.20	\$108.00	Review affidavit material

TR	Jacques de Wet	Graduate Accountant	Creditors	14/12/2020	0.50	\$97.50	Searching for specific previous investor correspondence in relation to new request from investor requiring the documents.
BR	Jacques de Wet	Graduate Accountant	Creditors	15/12/2020	0.50	\$92.50	Phone call from investor in response to a confirmation of their request to change details. Access investor management database to review current investor details and advise.
BR	Jacques de Wet	Graduate Accountant	Creditors	15/12/2020	0.20	\$37.00	Review and print the investor correspondence to be signed and sent to 2 investors.
BR	Jacques de Wet	Graduate Accountant	Creditors	15/12/2020	0.30	\$55.50	Review of correspondence from investors in relation to a transfer of units request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy.
BR	Jacques de Wet	Graduate Accountant	Creditors	15/12/2020	0.30	\$55.50	Phone call from executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access investor management database to review current investor details and advise.
BR	Jacques de Wet	Graduate Accountant	Creditors	16/12/2020	0.20	\$37.00	Request of identification from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
BR	Jacques de Wet	Graduate Accountant	Creditors	16/12/2020	0.50	\$92.50	Organising and archiving files in working folders into storage/archive folders
BR	Jacques de Wet	Graduate Accountant	Creditors	16/12/2020	0.50	\$92.50	Organising and archiving files in working folders into storage/archive folders
BR	Jacques de Wet	Graduate Accountant	Creditors	16/12/2020	0.50	\$92.50	Organising and archiving files in working folders into storage/archive folders
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BR	Jacques de Wet	Graduate Accountant	Creditors	16/12/2020	0.50	\$92.50	Organising and archiving files in working folders into storage/archive folders
BR	Jacques de Wet	Graduate Accountant	Creditors	16/12/2020	0.30	\$55.50	Review letter to investor confirming transfer of units for their investment with the Fund. Access investor management database to review current details.
BR	Jacques de Wet	Graduate Accountant	Creditors	16/12/2020	0.20	\$37.00	Review and print the investor correspondence to be signed and sent to 4 investors.
BR	Jacques de Wet	Graduate Accountant	Creditors	16/12/2020	0.20	\$37.00	Prepare a letter to investor in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
BR	Jacques de Wet	Graduate Accountant	Creditors	16/12/2020	0.20	\$37.00	Call from an investor in relation to a request for an updated unit holdings balance. Review investor on the investor management database and advise.
BR	Jacques de Wet	Graduate Accountant	Creditors	16/12/2020	0.20	\$37.00	Review of correspondence from investors in relation to a transfer of units of deceased estate request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy.
BR	Jacques de Wet	Graduate Accountant	Creditors	16/12/2020	0.20	\$37.00	Prepare letter to investor confirming transfer of units for their investment with the Fund. Access investor management database to review current details.
BR	Jacques de Wet	Graduate Accountant	Creditors	16/12/2020	0.30	\$55.50	Prepare letter to investor confirming transfer of units for their investment with the Fund. Access investor management database to review current details.
BR	Jacques de Wet	Graduate Accountant	Creditors	12/01/2021	0.20	\$46.00	Prepare a letter to investor in relation to the interim distribution to investors. Access investor management database to review current details and draft letter for their request
BR	Jacques de Wet	Graduate Accountant	Creditors	12/01/2021	0.30	\$69.00	Review of correspondence from investors in relation to a transfer of units of deceased estate request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy.
BR	Jacques de Wet	Graduate Accountant	Creditors	12/01/2021	0.30	\$69.00	Review of correspondence from investors in relation to a transfer of units request. Follow internal control forms to verify sufficient documentation provided to process request as per the Fund's policy.
BR	Jacques de Wet	Graduate Accountant	Creditors	12/01/2021	0.30	\$69.00	Review of correspondence from investors in relation to a transfer of units request. Follow internal control forms to verify sufficient documentation provided to process request as per the Fund's policy.
BR	Jacques de Wet	Graduate Accountant	Creditors	12/01/2021	0.20	\$46.00	Review of correspondence from investors in relation to a transfer of units request. Follow internal control forms to verify sufficient documentation provided to process request as per the Fund's policy.
BR	Jacques de Wet	Graduate Accountant	Creditors	12/01/2021	0.30	\$69.00	Review of correspondence from investors in relation to a transfer of units request. Follow internal control forms to verify sufficient documentation provided to process request as per the Fund's policy.
BR	Jacques de Wet	Graduate Accountant	Creditors	12/01/2021	0.20	\$46.00	Review of correspondence from investors in relation to a transfer of units request. Follow internal control forms to verify sufficient documentation provided to process request as per the Fund's policy.
BR	Jacques de Wet	Graduate Accountant	Creditors	12/01/2021	0.30	\$69.00	Review of correspondence from investors in relation to a transfer of units request. Follow internal control forms to verify sufficient documentation provided to process request as per the Fund's policy.
BR	Jacques de Wet	Graduate Accountant	Creditors	12/01/2021	0.20	\$46.00	Review of correspondence from investors in relation to a transfer of units request. Follow internal control forms to verify sufficient documentation provided to process request as per the Fund's policy.
BR	Jacques de Wet	Graduate Accountant	Creditors	13/01/2021	0.20	\$46.00	Review of correspondence from investors in relation to a transfer of units request.
BR	Jacques de Wet	Graduate Accountant	Creditors	13/01/2021	0.30	\$69.00	Review letter to investor on update of the winding up of the Fund. Access investor management database to review current details.
BR	Jacques de Wet	Graduate Accountant	Creditors	13/01/2021	0.30	\$69.00	Review of correspondence from investors in relation to a change of details request.
BR	Jacques de Wet	Graduate Accountant	Creditors	14/01/2021	0.20	\$46.00	Review of correspondence provided to process request as per the Fund's policy.
BR	Jacques de Wet	Graduate Accountant	Creditors	14/01/2021	0.30	\$69.00	Review of correspondence from investors in relation to a transfer of units request. Follow internal control forms to verify sufficient documentation provided to process request as per the Fund's policy.
BR	Jacques de Wet	Graduate Accountant	Creditors	14/01/2021	0.10	\$23.00	Review of correspondence from investors seeking to update the details for their investment with the Fund.
BR	Jacques de Wet	Graduate Accountant	Creditors	14/01/2021	0.10	\$23.00	Review of correspondence from investors in relation to a transfer of units request.
BR	Jacques de Wet	Graduate Accountant	Creditors	14/01/2021	0.20	\$46.00	Review information provided by investor on phone call . Access investor management database to review current details and advise process to update.
BR	Jacques de Wet	Graduate Accountant	Creditors	14/01/2021	0.10	\$69.00	Phone call from investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
BR	Jacques de Wet	Graduate Accountant	Creditors	15/01/2021	0.10	\$23.00	Review a letter to investor in relation to unit balance and timing of distributions from the Fund. Access investor management database to review current details.
BR	Jacques de Wet	Graduate Accountant	Creditors	18/01/2021	0.20	\$46.00	Reviewed letter to an investor in relation to a unit holding balance..





BR	Jacques de Wet	Graduate Accountant	Creditors	30/03/2021	0.20	\$46.00	Prepare email and collate and send scanned documents to investors via email or post.
BR	Jacques de Wet	Graduate Accountant	Creditors	30/03/2021	0.30	\$69.00	Review a letter to executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access investor management database to review current investor details and advise.
BR	Jacques de Wet	Graduate Accountant	Creditors	30/03/2021	0.30	\$69.00	Review a letter to executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access investor management database to review current investor details and advise.
BR	Jacques de Wet	Graduate Accountant	Creditors	31/03/2021	0.20	\$46.00	Prepare email and collate and send scanned documents to investors via email or post.
BR	Jacques de Wet	Graduate Accountant	Creditors	31/03/2021	0.30	\$69.00	Prepare a letter to investor in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
BR	Jacques de Wet	Graduate Accountant	Creditors	1/04/2021	0.20	\$46.00	Review a letter to investor in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
BR	Jacques de Wet	Graduate Accountant	Creditors	1/04/2021	0.20	\$46.00	Prepared email and send scanned documents to investors via email .
BR	Jacques de Wet	Graduate Accountant	Creditors	1/04/2021	0.20	\$46.00	Call from an investor seeking an update on the winding up of the fund.
BR	Jacques de Wet	Graduate Accountant	Creditors	1/04/2021	0.40	\$92.00	Prepare a letter to investor in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
BR	Jacques de Wet	Graduate Accountant	Creditors	1/04/2021	0.40	\$92.00	Prepare 2 transaction statements to investor in relation to a request for a unit holding balance. Access investor management database, generate statement and print.
BR	Jacques de Wet	Graduate Accountant	Creditors	8/04/2021	0.20	\$46.00	Phone call from executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access investor management database, search for investor and print investor Balance.
BR	Jacques de Wet	Graduate Accountant	Creditors	8/04/2021	0.20	\$46.00	Phone call from executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access investor management database to review current investor details and advise.
BR	Jacques de Wet	Graduate Accountant	Creditors	8/04/2021	0.30	\$69.00	Prepared 1 email and send scanned documents to investors via email or post.
BR	Jacques de Wet	Graduate Accountant	Creditors	8/04/2021	0.20	\$46.00	Review letter to executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access investor management database to review current investor details and advise.
BR	Jacques de Wet	Graduate Accountant	Creditors	9/04/2021	0.20	\$46.00	Phone call from executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access investor management database to review current investor details and advise.
BR	Jacques de Wet	Graduate Accountant	Creditors	9/04/2021	0.20	\$46.00	Phone call from executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access investor management database to review current investor details and advise.
BR	Jacques de Wet	Graduate Accountant	Creditors	13/04/2021	0.20	\$46.00	Review of correspondence from investors in relation to a transfer of units request. Review internal control forms to verify sufficient documentation provided to process request as per the Fund's policy.
BR	Jacques de Wet	Graduate Accountant	Creditors	13/04/2021	0.30	\$69.00	Prepare letter to investor on update of the winding up of the Fund. Access investor management database to review current investor details.
BR	Jacques de Wet	Graduate Accountant	Creditors	15/04/2021	0.30	\$69.00	Prepare letter to investor on update of the winding up of the Fund. Access investor management database to review current investor details and draft letter for their request
BR	Jacques de Wet	Graduate Accountant	Creditors	15/04/2021	0.30	\$69.00	Prepare a letter to investor in relation to the timing of distributions from the Fund. Access investor management database to review current investor details and draft letter for their request
BR	Jacques de Wet	Graduate Accountant	Creditors	15/04/2021	0.30	\$69.00	Prepare letter to investor on update of the winding up of the Fund. Access investor management database to review current investor details.
BR	Jacques de Wet	Graduate Accountant	Creditors	15/04/2021	0.20	\$46.00	Review of correspondence from investors in relation to a transfer of units request.
BR	Jacques de Wet	Graduate Accountant	Creditors	15/04/2021	0.20	\$46.00	Print and collate the investor correspondence to be signed and sent to investors.
BR	Jacques de Wet	Graduate Accountant	Creditors	19/04/2021	0.50	\$115.00	Review of correspondence from investors in relation to a transfer of units request. Review internal control forms to verify sufficient documentation provided to process request as per the Fund's policy.
BR	Jacques de Wet	Graduate Accountant	Creditors	27/04/2021	0.20	\$46.00	Phone call from executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access investor management database to review current investor details and advise.
BR	Jacques de Wet	Graduate Accountant	Creditors	27/04/2021	0.20	\$46.00	Phone call from executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access investor management database to review current investor details and advise.
BR	Jacques de Wet	Graduate Accountant	Creditors	27/04/2021	0.30	\$69.00	Review letter to investor confirming update of details for their investment with the Fund. Access investor management database to review current investor details.
BR	Jacques de Wet	Graduate Accountant	Creditors	28/04/2021	0.20	\$46.00	Prepared email and send scanned documents to investors via email or post.
BR	Jacques de Wet	Graduate Accountant	Creditors	28/04/2021	0.40	\$92.00	Review letter to investor in response to their request to transfer units from a Super Fund to their personal name. Access investor management database to review current investor details and advise.
BR	Jacques de Wet	Graduate Accountant	Creditors	28/04/2021	0.30	\$69.00	Prepared internal control forms to verify sufficient documentation provided to process request as per the Fund's policy.
BR	Jacques de Wet	Graduate Accountant	Creditors	28/04/2021	0.30	\$69.00	Review of correspondence from investors in relation to a transfer of units request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy.
BR	Jacques de Wet	Graduate Accountant	Creditors	28/04/2021	0.30	\$69.00	Review of correspondence from investors in relation to a transfer of units request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy.
BR	Jacques de Wet	Graduate Accountant	Creditors	28/04/2021	0.20	\$46.00	Print and collate the investor correspondence to be signed and sent to 2 investors.



BR	Jacques de Wet	Graduate Accountant	Creditors	19/05/2021	0.20	\$46.00	Prepare letter to investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
BR	Jacques de Wet	Graduate Accountant	Creditors	19/05/2021	0.20	\$46.00	Review letter to investor on update of the winding up of the Fund. Access investor management database to review current details.
BR	Jacques de Wet	Graduate Accountant	Creditors	19/05/2021	0.20	\$46.00	Review letter to investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
BR	Jacques de Wet	Graduate Accountant	Creditors	21/05/2021	0.30	\$69.00	Phone call from investor seeking to update the details for their investment with the Fund. Access investor management database to review current details.
BR	Jacques de Wet	Graduate Accountant	Creditors	24/05/2021	0.20	\$46.00	Phone call from executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access investor management database to review current investor details and advise.
BR	Jacques de Wet	Graduate Accountant	Creditors	24/05/2021	0.20	\$46.00	Prepare letter to executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access investor management database to review current investor details and advise.
BR	Jacques de Wet	Graduate Accountant	Creditors	25/05/2021	0.30	\$69.00	Prepare letter to investor in response to their request to transfer units from a Super Fund to their personal name. Access investor management database to review current investor details and advise.
BR	Jacques de Wet	Graduate Accountant	Creditors	25/05/2021	0.30	\$69.00	Prepare letter to investor seeking to update the details for their investment with the Fund. Access investor management database to review current investor details and advise process to update.
BR	Jacques de Wet	Graduate Accountant	Creditors	25/05/2021	0.40	\$92.00	2 x Review letter to investor confirming transfer of units for their investment with the Fund. Access investor management database to review current details.
BR	Jacques de Wet	Graduate Accountant	Creditors	26/05/2021	0.30	\$69.00	Prepare letter to investor on update of the winding up of the Fund. Access investor management database to review current details.
BR	Jacques de Wet	Graduate Accountant	Creditors	26/05/2021	0.20	\$46.00	Review a letter to investor in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
BR	Jacques de Wet	Graduate Accountant	Creditors	26/05/2021	0.20	\$46.00	Prepare letter to investor confirming transfer of units for their investment with the Fund. Access investor management database to review current details.
BR	Jacques de Wet	Graduate Accountant	Creditors	27/05/2021	0.20	\$46.00	Review letter to investor confirming transfer of units for their investment with the Fund. Access investor management database to review current details.
BR	Jacques de Wet	Graduate Accountant	Creditors	28/05/2021	0.30	\$69.00	Prepared 3 emails and send scanned documents to investors via email or post.
BR	Jacques de Wet	Graduate Accountant	Creditors	1/06/2021	0.40	\$92.00	2 x Prepare a letter to investor in relation to the timing of distributions from the Fund. Access investor management database to review current details and draft letter for their request
BR	Jacques de Wet	Graduate Accountant	Creditors	1/06/2021	0.20	\$46.00	Prepare letter to investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
BR	Jacques de Wet	Graduate Accountant	Creditors	2/06/2021	0.20	\$46.00	Update investor correspondence register regarding the latest enquiries.
BR	Jayden Coulston	Graduate Accountant	Creditors	4/06/2021	0.40	\$92.00	Review of unread emails sent to the Fund's mailbox. Print email for letter response to be updated in the Fund's database. Review and update investor correspondence register accordingly.
BR	Jayden Coulston	Senior Manager	Creditors	6/05/2020	0.10	\$46.00	Review and approve correspondence to investor re unit balance.
BR	Jayden Coulston	Senior Manager	Creditors	8/05/2020	0.30	\$138.00	Review and approve 2 x bounced distribution payments to investors. Review supporting docs.
BR	Jayden Coulston	Senior Manager	Creditors	8/05/2020	0.20	\$92.00	Telecon with Ryan Whyte regarding reprocessing returned payments from the three interim distributions to investors in 2014 and 2015.
BR	Jayden Coulston	Senior Manager	Creditors	19/05/2020	0.10	\$46.00	Liaise with Ryan Whyte regarding updating template for investor correspondence.
BR	Jayden Coulston	Senior Manager	Creditors	21/05/2020	0.50	\$230.00	Review and approve correspondence to 5 investors re change of details, updates on winding up etc.
BR	Jayden Coulston	Senior Manager	Creditors	21/05/2020	0.10	\$46.00	Review and approve letter to investor re transfer of units request.
BR	Jayden Coulston	Senior Manager	Creditors	27/05/2020	0.10	\$46.00	Liaise with Ryan Whyte re draft investor responses.
BR	Jayden Coulston	Senior Manager	Creditors	27/05/2020	0.90	\$414.00	Review and update correspondence to all investors who responded to remuneration application. Discussion with Ryan Whyte re same. Email to David Whyte for final review/approval.
BR	Jayden Coulston	Senior Manager	Creditors	28/05/2020	0.10	\$46.00	Review and approve correspondence to investor responding to remuneration application.
BR	Jayden Coulston	Senior Manager	Creditors	8/06/2020	0.60	\$276.00	Review email from Gadens re application to finalise winding up and pay equalisation distribution. Review draft affidavit material and email Gadens regarding updating same. Liaise with Ryan Whyte re Intersoft affidavit material.
BR	Jayden Coulston	Senior Manager	Creditors	8/06/2020	0.20	\$92.00	Review and approve correspondence to investor responding to remuneration notice. Liaise with Ryan Whyte re proposed response.
BR	Jayden Coulston	Senior Manager	Creditors	9/06/2020	0.10	\$46.00	Review and approve correspondence to investor re change of details request.
BR	Jayden Coulston	Senior Manager	Creditors	10/06/2020	0.20	\$92.00	Review and approve unit balance details for multiple investment accounts.
BR	Jayden Coulston	Senior Manager	Creditors	24/06/2020	0.30	\$138.00	Review and approve transfer of units from deceased estate and 4 x interim distribution repayments to transferee.
BR	Jayden Coulston	Senior Manager	Creditors	24/06/2020	0.10	\$46.00	Review and approve letter to investor re update on unit balance and estimated final return.
BR	Jayden Coulston	Senior Manager	Creditors	25/06/2020	0.40	\$184.00	Emails to Gadens and Intersoft re equalisation payment supporting affidavit.
BR							Coulston

BR	Jayden Coulston	Senior Manager	Creditors	7/07/2020	0.70	\$322.00	Review and update/approve correspondence to 5 investors re change of details, transfer of units and unit value requests. Review supporting documents.
BR	Jayden Coulston	Senior Manager	Creditors	7/07/2020	1.30	\$598.00	Review and approve change of details and transfer of unit checklists for 9 investor accounts, including number of complex transfers. Review supporting documents.
BR	Jayden Coulston	Senior Manager	Creditors	7/07/2020	0.10	\$46.00	Review and approve correspondence to investor re change of details and request for additional supporting docs.
BR	Jayden Coulston	Senior Manager	Creditors	8/07/2020	0.50	\$230.00	Review and amend/approve correspondence to 4 investors re transfer of units and change of details requests. Review supporting documents provided to date.
BR	Jayden Coulston	Senior Manager	Creditors	8/07/2020	0.30	\$138.00	Consider and update draft response to investor re fee application and winding up of fund. Email to David Whyte setting out background and request approval to issue draft response.
BR	Jayden Coulston	Senior Manager	Creditors	9/07/2020	0.50	\$230.00	Review and amend/approve reply correspondence to 5 investors re change of details and transfer of units requests.
BR	Jayden Coulston	Senior Manager	Creditors	10/07/2020	0.10	\$46.00	Review and action email from David Whyte re investor response.
BR	Jayden Coulston	Senior Manager	Creditors	10/07/2020	0.30	\$138.00	Review and approve change of details checklists and supporting documents for 3 investor accounts.
BR	Jayden Coulston	Senior Manager	Creditors	21/07/2020	0.10	\$46.00	Consider email from investor and escalate to David Whyte to respond.
BR	Jayden Coulston	Senior Manager	Creditors	27/07/2020	0.10	\$46.00	Review and approve correspondence to investor re transfer of super fund units.
BR	Jayden Coulston	Senior Manager	Creditors	19/08/2020	0.10	\$46.00	Review and approve letter to investor re unit balance and update.
BR	Jayden Coulston	Senior Manager	Creditors	1/09/2020	0.10	\$46.00	Review and approve correspondence to investor re change of details request.
BR	Jayden Coulston	Senior Manager	Creditors	1/09/2020	0.40	\$184.00	Consider equalisation payment material preparation, discussion with and email to Ryan Whyte re same. Provide update to David Whyte.
BR	Jayden Coulston	Senior Manager	Creditors	2/09/2020	0.50	\$230.00	Meeting with Ryan Whyte regarding updating the equalisation payment spreadsheet for transfer of units since 2018 in order to provide to our solicitors for the application for payment of the equalisation payment and a final distribution.
BR	Jayden Coulston	Senior Manager	Creditors	14/09/2020	0.20	\$92.00	Meeting with Gadens re finalising draft affidavit material and queries re same. Liaise with Ryan Whyte re first review of material and setting up further meeting with Gadens.
BR	Jayden Coulston	Senior Manager	Creditors	15/09/2020	0.10	\$46.00	Review email and response to Gadens re meeting to review of affidavit material. Confirm timing.
BR	Jayden Coulston	Senior Manager	Creditors	15/09/2020	0.10	\$46.00	Email to Gadens re draft equalisation payment and finalisation affidavit material and scheduled meeting to review same.
BR	Jayden Coulston	Senior Manager	Creditors	15/09/2020	1.60	\$736.00	Meeting with Ryan Whyte and our solicitors regarding David Whyte's affidavit for the Equalisation payment, final distribution and winding up of the Fund in preparation.
BR	Jayden Coulston	Senior Manager	Creditors	15/09/2020	0.70	\$322.00	Meeting with Ryan Whyte regarding David Whyte's affidavit for the Equalisation payment, final distribution and winding up of the Fund in preparation for the meeting with our solicitors.
BR	Jayden Coulston	Senior Manager	Creditors	16/09/2020	0.40	\$184.00	Review and update draft email to Gadens providing requested information following meeting to update affidavit material for equalisation payment and finalisation of winding up. Liaise with Ryan Whyte re amendments.
BR	Jayden Coulston	Senior Manager	Creditors	17/09/2020	0.10	\$46.00	Review and approve correspondence to executor of deceased estate re transfer of units requirements.
BR	Jayden Coulston	Senior Manager	Creditors	23/09/2020	0.90	\$414.00	Review and update draft email to Gadens providing further material requested for equalisation payment affidavit. Email update to David Whyte for approval and recommendation from Gadens re splitting affidavit material.
BR	Jayden Coulston	Senior Manager	Creditors	13/11/2020	0.50	\$230.00	Consider email from Gadens providing options and requesting clarification on numerous equalisation payment notice matters. Consider with Ryan Whyte data and mail merging of notice. Reply email to David Whyte re initial comments.
BR	Jayden Coulston	Senior Manager	Creditors	19/11/2020	0.30	\$138.00	Review and approve 4x letters and checklists for change of details and transfer of units.
BR	Jayden Coulston	Senior Manager	Creditors	20/11/2020	0.60	\$276.00	Review and approve 8x letters to investors.
BR	Jayden Coulston	Senior Manager	Creditors	20/11/2020	0.50	\$230.00	Review and approve 5x checklists and supporting documents for transfers and change of details for unit holdings.
BR	Jayden Coulston	Senior Manager	Creditors	23/11/2020	0.60	\$276.00	Review and update/approve 6x letters to investors/advisors re unit holding balances, transfer of units etc.
BR	Jayden Coulston	Senior Manager	Creditors	26/11/2020	1.00	\$460.00	Consider with Ryan Whyte queries from Gadens re equalisation payment and investors impacted by negative equalisation payments and manual adjustments. Calculate investors impacted.
BR	Jayden Coulston	Senior Manager	Creditors	27/11/2020	1.00	\$460.00	Review draft email to Gadens re set-offs. Meeting with Ryan Whyte re negative equalisation payment and set-off email to Gadens. Update and send draft email summarising total numbers and value.
BR	Jayden Coulston	Senior Manager	Creditors	27/11/2020	1.10	\$506.00	Consider email from David Whyte re draft email to Gadens re set-off clarification for equalisation payment. Liaise with Ryan Whyte to prepare summary of negative equalisation payments, remove MM Holdings, update email to Gadens and send.
BR	Jayden Coulston	Senior Manager	Creditors	1/12/2020	0.40	\$184.00	Initial review of correspondence and supporting documents from Hall Chadwick on 27.11.20 re indemnity claims. Email David Whyte re same.
BR	Jayden Coulston	Senior Manager	Creditors	1/12/2020	0.20	\$92.00	Consider email from David Whyte and liaise with Ryan Whyte re negative equalisation payments and recutting data to exclude genuine hardship recipients.
BR	Jayden Coulston	Senior Manager	Creditors	3/12/2020	0.80	\$368.00	Review of Hall Chadwick claim for remuneration pursuant to Boddice orders for adjudicating on claims from non-unitholders. File note.
BR	Jayden Coulston	Senior Manager	Creditors	3/12/2020	1.90	\$874.00	Review of Hall Chadwick claim for ECGA expense reimbursements, review of various correspondence and affidavits in relation to matter. Reconcile amounts paid by Receiver in 2011-12 to ensure no double claims. Consider service agreement 20/12/11. File note.
BR	Jayden Coulston	Senior Manager	Creditors	3/12/2020	0.60	\$276.00	Initial review of letter from Hall Chadwick re indemnity claim for costs, remuneration, Boddice orders, ECG reimbursement. Print and compile supporting documents for further review.

BR	Jayden Coulston	Senior Manager	Creditors	4/12/2020	0.50	\$230.00	Meeting with Charles Haines re Receiver's responses to Hall Chadwick in relation to Boddice orders and adjudication of non-unit holder claims. Email to David Whyte re initial assessment/review of various Hall Chadwick indemnity claims.
BR	Jayden Coulston	Senior Manager	Creditors	4/12/2020	0.90	\$414.00	Cont. email to David Whyte re update on review of various Hall Chadwick indemnity claims.
BR	Jayden Coulston	Senior Manager	Creditors	7/12/2020	0.50	\$230.00	Cont. review of ECCA trading claim made by Hall Chadwick.
BR	Jayden Coulston	Senior Manager	Creditors	7/12/2020	0.30	\$138.00	Meeting with Ryan Whyte re ECCA claim review. Instructions to complete in depth review.
BR	Jayden Coulston	Senior Manager	Creditors	8/12/2020	0.70	\$322.00	Cont. review of \$203k ECCA trading claim from Hall Chadwick. Liaise with Nisha Banka to confirm sufficient supporting documents provided and payments reconcile to bank statements. Email to David Whyte re update on review and request for info.
BR	Jayden Coulston	Senior Manager	Creditors	14/12/2020	0.60	\$276.00	Review and update reconciliation schedule of ECCA claim and EIF apportionment prepared by Nisha Banka. Email update to David Whyte re findings.
BR	Jayden Coulston	Senior Manager	Creditors	14/12/2020	1.40	\$644.00	Review affidavit material for 2018 directions hearing and identify pertinent information in relation to ECCA claim for indemnity of costs incurred under Services Agreement in 2011-12. Email David Whyte re same. Update calculations in reconciliation xls
BR	Jayden Coulston	Senior Manager	Creditors	15/12/2020	0.30	\$138.00	Review, approve/update 6x letters to investors and advisors re unit balances, transfer of units and change of details. Review supporting documentation provided.
BR	Jayden Coulston	Senior Manager	Creditors	21/12/2020	0.50	\$230.00	Review and approve 8x letters to advisors and investors re change of details, transfer of units, unit balances etc. Review of supporting documents provided and checklists.
BR	Jayden Coulston	Senior Manager	Creditors	15/01/2021	0.30	\$154.50	Liaise with Jacques De Wet and Jordan Devrey re specific investor queries from Xmas break and instructions to prepare responses. Review corro register.
BR	Jayden Coulston	Senior Manager	Creditors	18/01/2021	0.10	\$51.50	Review and approve 2x letters to investors re change of details and update on winding up.
BR	Jayden Coulston	Senior Manager	Creditors	18/01/2021	0.10	\$51.50	Review and approve 2x change of details letters.
BR	Jayden Coulston	Senior Manager	Creditors	19/01/2021	0.10	\$51.50	Review and approve 2x letters to investors re 36th update to investors draft.
BR	Jayden Coulston	Senior Manager	Creditors	20/01/2021	0.40	\$206.00	Review and approve 3x deceased estate transfer of units checklists. Review supporting docs.
BR	Jayden Coulston	Senior Manager	Creditors	22/01/2021	0.20	\$103.00	Review supporting docs and approve 3x checklists for change of details and transfer of units.
BR	Jayden Coulston	Senior Manager	Creditors	25/01/2021	0.30	\$154.50	Review and amend/approve 5x checklists and/or letters to investors re change of details, transfer of units, requests for information etc.
BR	Jayden Coulston	Senior Manager	Creditors	2/02/2021	1.10	\$566.50	Review and update 36th update to investors. Liaise with Ryan Whyte re further amendments required.
BR	Jayden Coulston	Senior Manager	Creditors	4/02/2021	0.10	\$51.50	Review and approve confirmation of transfer of units letter x2.
BR	Jayden Coulston	Senior Manager	Creditors	4/02/2021	0.10	\$51.50	Review checklist for tfr of units from deceased estate. Liaise with JD to request additional signatures required.
BR	Jayden Coulston	Senior Manager	Creditors	10/02/2021	0.20	\$103.00	Review and approve 3x letters to investors re change of details and update on unit holdings.
BR	Jayden Coulston	Senior Manager	Creditors	11/02/2021	0.30	\$154.50	Email David Whyte re ECCA claim summary. Update summary where required.
BR	Jayden Coulston	Senior Manager	Creditors	11/02/2021	0.30	\$154.50	Review and approve 3x letters to investors re unitholding values (including 10+ separate investor accounts) and transfer of units requests.
BR	Jayden Coulston	Senior Manager	Creditors	12/02/2021	0.10	\$51.50	Review and approve correspondence to 2x investors re confirmation of tfr of units.
BR	Jayden Coulston	Senior Manager	Creditors	12/02/2021	0.10	\$51.50	Review and approve 2x COD forms.
BR	Jayden Coulston	Senior Manager	Creditors	15/02/2021	1.00	\$515.00	Review and update draft 36th update to investors. Liaise with Ryan Whyte re further summarising and verifying liquidators' claims drafted section.
BR	Jayden Coulston	Senior Manager	Creditors	18/02/2021	0.70	\$360.50	Review updated draft 36th update to creditors and make final amendments to same. Email to David Whyte for review with comments.
BR	Jayden Coulston	Senior Manager	Creditors	2/03/2021	0.20	\$103.00	Review and approve 3x letters to investors re transfer of units, change of details and update on investment value.
BR	Jayden Coulston	Senior Manager	Creditors	4/03/2021	0.10	\$51.50	Review and approve ltr to investor re unit holding and change of details request.
BR	Jayden Coulston	Senior Manager	Creditors	5/03/2021	0.10	\$51.50	Review and approve 2x investor letters.
BR	Jayden Coulston	Senior Manager	Creditors	5/03/2021	0.10	\$51.50	Review and approve correspondence to executor of deceased estate re unit value, transfer of units and providing details of liquidator of EPF for separate investment.
BR	Jayden Coulston	Senior Manager	Creditors	8/03/2021	0.60	\$309.00	Finalise email to David Whyte providing draft responses to Gadens in relation to equalisation payment affidavit material queries.
BR	Jayden Coulston	Senior Manager	Creditors	8/03/2021	1.00	\$515.00	Cont. review draft affidavit material and prepare responses to Gadens and Counsel's queries in relation to equalisation payment matters.
BR	Jayden Coulston	Senior Manager	Creditors	8/03/2021	1.20	\$618.00	Cont. review draft affidavit material and prepare responses to Gadens and Counsel's queries in relation to equalisation payment matters.

BR	Jayden Coulston	Senior Manager Creditors	8/03/2021	1.40	\$721.00	Consider email from Gadens re remaining matters to attend to in order to finalise the winding up. Review draft affidavit material and prepare responses to Gadens' and Counsel's queries in relation to equalisation payment matters.
BR	Jayden Coulston	Senior Manager Creditors	9/03/2021	0.10	\$51.50	Consider email from David Whyte and respond re review of affidavits for equalisation payment and finalise winding up.
BR	Jayden Coulston	Senior Manager Creditors	10/03/2021	0.10	\$51.50	Review and approve letter to investor re change of details and transfer of units.
BR	Jayden Coulston	Senior Manager Creditors	10/03/2021	0.50	\$257.50	Consider and update draft email to David Whyte replying to FY10 interest queries. Liasse with Ryan Whyte re specific queries and examples of same.
BR	Jayden Coulston	Senior Manager Creditors	10/03/2021	0.10	\$51.50	Update and send reply email to David Whyte re specific transaction payment.
BR	Jayden Coulston	Senior Manager Creditors	25/03/2021	0.10	\$51.50	Review and approve correspondence to investors re change of details requests.
BR	Jayden Coulston	Senior Manager Creditors	1/04/2021	0.10	\$51.50	Review update and approve letter to solicitors for deceased estate re unit holdings.
BR	Jayden Coulston	Senior Manager Creditors	15/04/2021	0.10	\$51.50	Review and approve change of details checklist for deceased estate and certification issues.
BR	Jayden Coulston	Senior Manager Creditors	10/05/2021	1.20	\$618.00	Review and update draft 36th update to investors, consider comments and amendment requests from David Whyte. Liasse with Ryan Whyte re specific transaction and calculation queries.
BR	Jayden Coulston	Senior Manager Creditors	12/05/2021	0.50	\$257.50	Review updated 36 report to investors incl calcs, email to David Whyte for final review with JC comments on marked up version, also send clean version of report.
BR	Jayden Coulston	Senior Manager Creditors	24/05/2021	0.10	\$515.00	Review and update draft responses to Gadens re equalisation payment affidavit queries and further clarification. Liasse with Ryan Whyte re same. Update calculation for hypothetical fees for manual calculation of equalisation payment on all deposit ID.
BR	Jayden Coulston	Senior Manager Creditors	21/05/2021	1.00	\$51.50	Settle email to Gadens providing instructions in relation to equalisation payment affidavit amendments.
BR	Jayden Coulston	Senior Manager Creditors	25/05/2021	0.10	\$51.50	T/c Ryan Whyte re final instructions to issue 36th update to investors.
BR	Jayden Coulston	Senior Manager Creditors	25/05/2021	0.20	\$103.00	Review and approve various mail out related procedures for 36th update to investors.
BR	Jayden Coulston	Senior Manager Creditors	25/05/2021	0.10	\$51.50	Review and approve various mail out related procedures for 36th update to investors.
BR	Jayden Coulston	Senior Manager Creditors	1/06/2021	0.80	\$412.00	Review and mark-up draft equalisation payment affidavit. Email to DW with comments.
BR	Jayden Coulston	Senior Manager Creditors	3/06/2021	0.20	\$103.00	Review test equalisation payment manual calculations performed by Ryan Whyte and justification for estimated total hours to perform all manual calcs for inclusion in affidavit.
BR	Jayden Coulston	Senior Manager Creditors	15/06/2021	0.10	\$51.50	T/c Gadens re equalisation payment clarification.
BR	Jayden Coulston	Senior Manager Creditors	15/06/2021	0.10	\$51.50	Email Ryan Whyte re equalisation payment query by Gadens and clarification required.
BR	Jayden Coulston	Senior Manager Creditors	16/06/2021	0.20	\$103.00	Meeting with RW re deposit ID calculation in affidavit, t/c Gadens re updating number in affidavit.
BR	Jayden Coulston	Senior Manager Creditors	22/06/2021	0.20	\$103.00	Review email from Gadens re Intersoft affidavit clarification required. Liasse with Ryan Whyte re queries and respond to Gadens.
BR	Jayden Coulston	Senior Manager Creditors	25/06/2021	0.10	\$51.50	Liasse with Ryan Whyte re review of final affidavits for finalising matter.
BR	Jayden Coulston	Senior Manager Creditors	25/06/2021	1.10	\$566.50	Review/amend final affidavits for winding up process and equalisation payment. Liasse with Ryan Whyte re specific calculations. Update David Whyte on review status.
BR	Jayden Coulston	Senior Manager Creditors	29/06/2021	0.10	\$51.50	Meeting with Charles Haines and Ryan Whyte re final remuneration application affidavit. Reply email David Whyte re update on review progress.
BR	Jayden Coulston	Senior Manager Creditors	30/06/2021	0.90	\$463.50	Review of final distribution calculations and draft equalisation payment affidavit amendments. Liasse with Ryan Whyte re specific calculation queries.
BR	Jordan Devery	Accountant Creditors	1/05/2020	0.40	\$90.00	Review of correspondence from 2 investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
BR	Jordan Devery	Accountant Creditors	1/05/2020	0.20	\$45.00	Prepare letter to investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
BR	Jordan Devery	Accountant Creditors	1/05/2020	0.10	\$22.50	Phone call from executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access investor management database to review current investor details and advise.
BR	Jordan Devery	Accountant Creditors	1/05/2020	0.20	\$45.00	Review of correspondence from investors in relation to a transfer of units of deceased estate request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
BR	Jordan Devery	Accountant Creditors	5/05/2020	0.10	\$112.50	Review of correspondence from 2 investors in relation to a transfer of units of deceased estate request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
BR	Jordan Devery	Accountant Creditors	5/05/2020	0.80	\$180.00	Prepare file note for rollover of term deposit and letter to NAB with instructions. Calculate future expenses and recommend deposit tenor and withdrawal amount.
BR	Jordan Devery	Accountant Creditors	5/05/2020	0.30	\$67.50	Prepare a letter to investor in relation to a request for an updated unit holding balance. Review investor management database, search for investor and print investor balance.
BR	Jordan Devery	Accountant Creditors	5/05/2020	0.10	\$22.50	Call from an investor in relation to a request for an updated unit holdings balance. Review investor on the investor management database and advise.
BR	Jordan Devery	Accountant Creditors	5/05/2020	0.10	\$22.50	Review of voicemails from Investors. Access investor management database to confirm details & prepare requested information to call back. Call investor back regarding their query.
BR	Jordan Devery	Accountant Creditors	6/05/2020	0.50	\$112.50	Prepare payment to 2 investors for bounded interim distribution. Prepare payment in NAB connect and MYOB and supporting documentation.
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BR	Jordan Devery	Accountant	Creditors	7/05/2020	0.20	\$45.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
BR	Jordan Devery	Accountant	Creditors	8/05/2020	0.20	\$45.00	Prepare letter to executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access investor management database to review current investor details and advise.
BR	Jordan Devery	Accountant	Creditors	19/05/2020	0.20	\$45.00	Call from an investor seeking an update on the winding up of the fund.
BR	Jordan Devery	Accountant	Creditors	19/05/2020	0.20	\$45.00	Prepare a letter to investor in relation to the timing of distributions from the Fund. Access investor management database to review current details and draft letter for their request
BR	Jordan Devery	Accountant	Creditors	21/05/2020	0.10	\$22.50	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
BR	Jordan Devery	Accountant	Creditors	22/05/2020	0.10	\$22.50	Call from an investor seeking an update on the winding up of the fund.
BR	Jordan Devery	Accountant	Creditors	25/05/2020	0.30	\$67.50	Spot check mailout notice prepared by Kwik Kopj at the Post Office to ensure investor names and addresses are printed on envelopes.
BR	Jordan Devery	Accountant	Creditors	3/06/2020	0.20	\$45.00	Prepare a letter to investor in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
BR	Jordan Devery	Accountant	Creditors	10/06/2020	0.20	\$45.00	Call from an investor in relation to a request for an updated unit holdings balance. Review investor on the investor management database and advise.
BR	Jordan Devery	Accountant	Creditors	10/06/2020	0.60	\$135.00	Prepare 2 letters to investors in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
BR	Jordan Devery	Accountant	Creditors	10/06/2020	0.10	\$22.50	Review of voicemails from Investors. Access investor management database to confirm details & prepare requested information to call back. Call investor back regarding their query.
BR	Jordan Devery	Accountant	Creditors	10/06/2020	0.20	\$45.00	Print email for letter response to be updated in the Fund's database. Review and update investor correspondence register accordingly.
BR	Jordan Devery	Accountant	Creditors	12/06/2020	0.30	\$67.50	Review of unread emails sent to the Fund's mailbox. Print email for letter response to be updated in the Fund's database. Review and update investor correspondence register accordingly.
BR	Jordan Devery	Accountant	Creditors	12/06/2020	0.20	\$45.00	Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy.
BR	Jordan Devery	Accountant	Creditors	12/06/2020	0.10	\$22.50	Prepare letter to executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access investor management database to review current investor details and advise.
BR	Jordan Devery	Accountant	Creditors	17/06/2020	0.20	\$45.00	Prepare a letter to investor in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
BR	Jordan Devery	Accountant	Creditors	17/06/2020	0.10	\$22.50	Call from an investor in relation to a request for an updated unit holdings balance. Review investor on the investor management database and advise.
BR	Jordan Devery	Accountant	Creditors	18/06/2020	0.30	\$67.50	Prepare letter to investor in response to their request to transfer units from a Super Fund to their personal name. Access investor management database to review current investor details and advise.
BR	Jordan Devery	Accountant	Creditors	18/06/2020	0.60	\$135.00	Prepare payment of legal fee invoices to our solicitors. Create MYOB payment and process in NAB.
BR	Jordan Devery	Accountant	Creditors	23/06/2020	1.20	\$270.00	Prepare 4 payments to investors for bounced interim distribution. Prepare payment in NAB Connect and MYOB and collate supporting documentation.
BR	Jordan Devery	Accountant	Creditors	23/06/2020	0.20	\$45.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
BR	Jordan Devery	Accountant	Creditors	23/06/2020	0.20	\$45.00	Prepare letter to investor in response to their request to transfer units from a Super Fund to their personal name. Access investor management database to review current investor details and advise.
BR	Jordan Devery	Accountant	Creditors	26/06/2020	0.10	\$22.50	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
BR	Jordan Devery	Accountant	Creditors	26/06/2020	0.10	\$22.50	Prepare a letter to investor in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
BR	Jordan Devery	Accountant	Creditors	26/06/2020	0.30	\$67.50	Prepare letter to investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
BR	Jordan Devery	Accountant	Creditors	29/06/2020	0.10	\$22.50	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
BR	Jordan Devery	Accountant	Creditors	29/06/2020	0.20	\$45.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
BR	Jordan Devery	Accountant	Creditors	30/06/2020	0.40	\$90.00	Review of correspondence from 2 investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
BR	Jordan Devery	Accountant	Creditors	1/07/2020	0.50	\$112.50	Prepare 2 letters to investors on update of the winding up of the Fund. Access investor management database to review current details.
BR	Jordan Devery	Accountant	Creditors	1/07/2020	0.10	\$22.50	Review of voicemails from Investors. Access investor management database to confirm details & prepare requested information to call back. Call investor back regarding their query.
BR	Jordan Devery	Accountant	Creditors	1/07/2020	0.20	\$45.00	Phone call from executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access investor management database to review current details and draft letter for their request
BR	Jordan Devery	Accountant	Creditors	1/07/2020	0.30	\$67.50	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
BR	Jordan Devery	Accountant	Creditors	1/07/2020	0.30	\$67.50	Prepare payment of FinPower invoice in MYOB and NAB. Forward to Ryan Whyte for review

BR	Jordan Devery	Accountant	Creditors	1/07/2020	0.20	\$45.00	Prepare letter to investor confirming transfer of units for their investment with the Fund. Access investor management database to review current details.
BR	Jordan Devery	Accountant	Creditors	3/07/2020	0.40	\$90.00	Review of correspondence from 2 investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
BR	Jordan Devery	Accountant	Creditors	6/07/2020	0.10	\$22.50	Phone call from executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access investor management database to review current investor details and advise.
BR	Jordan Devery	Accountant	Creditors	6/07/2020	0.10	\$22.50	Phone call from executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access investor management database to review current investor details and advise.
BR	Jordan Devery	Accountant	Creditors	7/07/2020	0.10	\$22.50	Review of voicemails from Investors. Access investor management database to confirm details & prepare requested information to call back. Call investor back regarding their query.
BR	Jordan Devery	Accountant	Creditors	7/07/2020	0.50	\$112.50	Review invoices and prepare payments to our solicitors in MYOB and NAB. Forward to Ryan Whyte for review
BR	Jordan Devery	Accountant	Creditors	7/07/2020	0.10	\$22.50	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
BR	Jordan Devery	Accountant	Creditors	7/07/2020	0.10	\$22.50	Phone call with Jayden Coulston regarding complaint letter received from investor and appropriate response.
BR	Jordan Devery	Accountant	Creditors	7/07/2020	0.20	\$45.00	Compile and email to Jayden Coulston a list of investors to whom we sent letters to following a response to our remuneration application
BR	Jordan Devery	Accountant	Creditors	13/07/2020	0.10	\$22.50	Phone call from investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
BR	Jordan Devery	Accountant	Creditors	16/07/2020	0.30	\$67.50	Reconcile EIF bank accounts to date. Access NAB online statements for balances and add to documents listing in MYOB.
BR	Jordan Devery	Accountant	Creditors	16/07/2020	0.20	\$45.00	Review of correspondence from investors in relation to a transfer of units of deceased estate request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
BR	Jordan Devery	Accountant	Creditors	16/07/2020	0.60	\$135.00	Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
BR	Jordan Devery	Accountant	Creditors	17/07/2020	0.30	\$67.50	Prepare a letter to investor in relation to a request for a unit holding balance and transaction statement. Access investor management database, search for investor and print investor balance and statement.
BR	Jordan Devery	Accountant	Creditors	17/07/2020	0.20	\$45.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
BR	Jordan Devery	Accountant	Creditors	17/07/2020	0.20	\$45.00	Review of correspondence from investors in relation to a transfer of units of deceased estate request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
BR	Jordan Devery	Accountant	Creditors	17/07/2020	0.20	\$45.00	Phone call from an investor seeking information in regards to the interim distribution from the fund.
BR	Jordan Devery	Accountant	Creditors	17/07/2020	0.30	\$67.50	Prepare letter to investor in response to their request to transfer units from a Super Fund to their personal name. Access investor management database to review current investor details and advise.
BR	Jordan Devery	Accountant	Creditors	20/07/2020	0.10	\$22.50	Call from an investor seeking an update on the winding up of the fund.
BR	Jordan Devery	Accountant	Creditors	27/07/2020	0.10	\$22.50	Review of voicemails from Investors. Access investor management database to confirm details & prepare requested information to call back. Call investor back regarding their query.
BR	Jordan Devery	Accountant	Creditors	27/07/2020	0.10	\$22.50	Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
BR	Jordan Devery	Accountant	Creditors	27/07/2020	0.20	\$45.00	Phone call from investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
BR	Jordan Devery	Accountant	Creditors	29/07/2020	0.20	\$45.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
BR	Jordan Devery	Accountant	Creditors	31/07/2020	0.20	\$45.00	Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
BR	Jordan Devery	Accountant	Creditors	31/07/2020	0.20	\$45.00	Review of correspondence from investors in relation to a transfer of units request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
BR	Jordan Devery	Accountant	Creditors	31/07/2020	0.60	\$135.00	Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
BR	Jordan Devery	Accountant	Creditors	31/07/2020	0.20	\$45.00	Prepare letter to investor confirming transfer of units for their investment with the Fund. Access investor management database to review current details and advise process to update.
BR	Jordan Devery	Accountant	Creditors	4/08/2020	0.10	\$22.50	Phone call from investor in response to their request to transfer units from a superfund to their personal name. Access investor management database to review current details and advise process to update.
BR	Jordan Devery	Accountant	Creditors	5/08/2020	0.20	\$45.00	Prepare letter to investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
BR	Jordan Devery	Accountant	Creditors	5/08/2020	0.20	\$45.00	Review of correspondence from investors in relation to a transfer of units of deceased estate request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
BR	Jordan Devery	Accountant	Creditors	6/08/2020	0.30	\$67.50	Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
BR	Jordan Devery	Accountant	Creditors	7/08/2020	0.20	\$45.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
BR	Jordan Devery	Accountant	Creditors	7/08/2020	0.20	\$45.00	Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.

BR	Jordan Devery	Accountant	Creditors	10/08/2020	0.30	\$67.50	Prepare payment of Gadens invoice in MYOB and NAB.
BR	Jordan Devery	Accountant	Creditors	10/08/2020	0.20	\$45.00	Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
BR	Jordan Devery	Accountant	Creditors	11/08/2020	0.20	\$45.00	Review of correspondence from investors in relation to a transfer of units request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
BR	Jordan Devery	Accountant	Creditors	11/08/2020	0.40	\$90.00	Review of correspondence from 2 investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
BR	Jordan Devery	Accountant	Creditors	11/08/2020	0.10	\$22.50	Phone call from investor in response to their request to transfer units from a superfund to their personal name. Access investor management database to review current investor details and advise.
BR	Jordan Devery	Accountant	Creditors	12/08/2020	0.40	\$90.00	Prepare 2 letters to investors in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
BR	Jordan Devery	Accountant	Creditors	21/08/2020	0.60	\$135.00	Review of correspondence from 3 investors in relation to a transfer of units of deceased estate request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
BR	Jordan Devery	Accountant	Creditors	21/08/2020	0.80	\$180.00	Review of correspondence from 4 investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
BR	Jordan Devery	Accountant	Creditors	21/08/2020	0.20	\$45.00	Review of correspondence from investors in relation to a transfer of units request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy.
BR	Jordan Devery	Accountant	Creditors	21/08/2020	0.50	\$112.50	Review of correspondence from 2 investors in relation to a transfer of units of deceased estate request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy.
BR	Jordan Devery	Accountant	Creditors	21/08/2020	1.20	\$270.00	Review of correspondence from 6 investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy.
BR	Jordan Devery	Accountant	Creditors	21/08/2020	0.60	\$135.00	Review of correspondence from 3 investors in relation to a transfer of units request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy.
BR	Jordan Devery	Accountant	Creditors	26/08/2020	0.20	\$45.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
BR	Jordan Devery	Accountant	Creditors	1/09/2020	0.10	\$22.50	Review of voicemails from Investors. Access investor management database to confirm details & prepare requested information to call back. Call investor back regarding their query.
BR	Jordan Devery	Accountant	Creditors	1/09/2020	0.10	\$67.50	Prepare letter to investor in response to their request to transfer units from a Super Fund to their personal name. Access investor management database to review current investor details and advise.
BR	Jordan Devery	Accountant	Creditors	2/09/2020	0.10	\$22.50	Phone call from investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
BR	Jordan Devery	Accountant	Creditors	9/09/2020	0.10	\$22.50	Phone call from executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access investor management database to review current investor details and advise.
BR	Jordan Devery	Accountant	Creditors	9/09/2020	0.20	\$45.00	Review of correspondence from investors in relation to a transfer of units of deceased estate request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy.
BR	Jordan Devery	Accountant	Creditors	9/09/2020	0.20	\$45.00	Phone call from executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access investor management database to review current investor details and advise.
BR	Jordan Devery	Accountant	Creditors	9/09/2020	0.40	\$90.00	Review of correspondence from 2 investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
BR	Jordan Devery	Accountant	Creditors	9/09/2020	0.20	\$45.00	Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
BR	Jordan Devery	Accountant	Creditors	10/09/2020	0.10	\$22.50	Call from an investor seeking an update on the winding up of the fund.
BR	Jordan Devery	Accountant	Creditors	11/09/2020	0.10	\$22.50	Review of voicemails from Investors. Access investor management database to confirm details & prepare requested information to call back. Call investor back regarding their query.
BR	Jordan Devery	Accountant	Creditors	11/09/2020	0.10	\$22.50	Call from an investor seeking an update on the winding up of the fund.
BR	Jordan Devery	Accountant	Creditors	14/09/2020	0.10	\$22.50	Phone call from executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access investor management database to review current investor details and advise.
BR	Jordan Devery	Accountant	Creditors	14/09/2020	0.30	\$67.50	Prepare letter to executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access investor management database to review current investor details and advise.
BR	Jordan Devery	Accountant	Creditors	15/09/2020	0.20	\$45.00	Phone call from investor seeking to update the details for their investment with the Fund. Access investor management database to review current investor details and advise.
BR	Jordan Devery	Accountant	Creditors	15/09/2020	0.20	\$45.00	Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
BR	Jordan Devery	Accountant	Creditors	17/09/2020	0.10	\$22.50	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
BR	Jordan Devery	Accountant	Creditors	25/09/2020	0.50	\$112.50	Prepare 2 letters to investors in relation to the timing of distributions from the Fund. Access investor management database to review current details and draft letter for their request
BR	Jordan Devery	Accountant	Creditors	25/09/2020	0.30	\$67.50	Prepare a letter to investor in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
BR	Jordan Devery	Accountant	Creditors	25/09/2020	0.20	\$45.00	Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.

BR	Jordan Devery	Accountant	Creditors	25/09/2020	0.10	\$22.50	Review of voicemails from Investors. Access investor management database to confirm details & prepare requested information to call back. Call investor back regarding their query.
BR	Jordan Devery	Accountant	Creditors	25/09/2020	0.20	\$45.00	Call from an investor in relation to a request for an updated unit holdings balance. Review investor on the investor management database and advise.
BR	Jordan Devery	Accountant	Creditors	25/09/2020	0.40	\$90.00	Prepare a letter to investor in relation to a request for a unit holding balance. Access investor management database to review current details and advise.
BR	Jordan Devery	Accountant	Creditors	25/09/2020	0.10	\$22.50	Phone call from investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
BR	Jordan Devery	Accountant	Creditors	28/09/2020	0.20	\$45.00	Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
BR	Jordan Devery	Accountant	Creditors	28/09/2020	0.40	\$90.00	Review of correspondence from 2 investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
BR	Jordan Devery	Accountant	Creditors	29/09/2020	0.10	\$22.50	Phone call from executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access investor management database to review current investor details and advise.
BR	Jordan Devery	Accountant	Creditors	29/09/2020	0.20	\$45.00	Prepare letter to executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access investor management database to review current investor details and advise.
BR	Jordan Devery	Accountant	Creditors	30/09/2020	0.30	\$67.50	Prepare payment of FinPower invoice in MYOB and NAB
BR	Jordan Devery	Accountant	Creditors	30/09/2020	0.30	\$67.50	Prepare letter to executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access investor management database to review current investor details and advise.
BR	Jordan Devery	Accountant	Creditors	6/10/2020	0.10	\$22.50	Review of unread emails sent to the Fund's mailbox. Print email for letter response to be updated in the Fund's database. Review and update investor correspondence register accordingly.
BR	Jordan Devery	Accountant	Creditors	9/10/2020	1.10	\$247.50	Prepare payment of 3 invoices to our solicitors in MYOB and NAB and reconcile bank accounts. Call our solicitors to confirm new bank details for payment. Prepare email with summary of payments to Jayden Coulston for review.
BR	Jordan Devery	Accountant	Creditors	14/10/2020	0.30	\$67.50	Review of correspondence from investors in relation to a transfer of units of deceased estate request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy.
BR	Jordan Devery	Accountant	Creditors	14/10/2020	0.20	\$45.00	Phone call from executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access investor management database to review current investor details and advise.
BR	Jordan Devery	Accountant	Creditors	15/10/2020	0.30	\$67.50	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
BR	Jordan Devery	Accountant	Creditors	20/10/2020	0.10	\$22.50	Call from an investor seeking an update on the winding up of the fund.
BR	Jordan Devery	Accountant	Creditors	20/10/2020	0.10	\$22.50	Review of voicemails from Investors. Access investor management database to confirm details & prepare requested information to call back. Call investor back regarding their query.
BR	Jordan Devery	Accountant	Creditors	22/10/2020	0.10	\$22.50	Call from an investor seeking an update on the winding up of the fund.
BR	Jordan Devery	Accountant	Creditors	26/10/2020	0.20	\$45.00	Reconcile bank accounts.
BR	Jordan Devery	Accountant	Creditors	27/10/2020	0.10	\$22.50	Call from an investor seeking an update on the winding up of the fund.
BR	Jordan Devery	Accountant	Creditors	27/10/2020	0.10	\$22.50	Call from an investor seeking an update on the winding up of the fund.
BR	Jordan Devery	Accountant	Creditors	30/10/2020	0.30	\$67.50	Prepare a letter to investor in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
BR	Jordan Devery	Accountant	Creditors	2/11/2020	0.20	\$45.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
BR	Jordan Devery	Accountant	Creditors	2/11/2020	0.30	\$67.50	Prepare letter to executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access investor management database to review current investor details and advise.
BR	Jordan Devery	Accountant	Creditors	2/11/2020	0.20	\$45.00	Phone call from executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access investor management database to review current investor details and advise.
BR	Jordan Devery	Accountant	Creditors	3/11/2020	0.20	\$45.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
BR	Jordan Devery	Accountant	Creditors	10/11/2020	0.30	\$67.50	Prepare letter to executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access investor management database to review current investor details and advise.
BR	Jordan Devery	Accountant	Creditors	10/11/2020	0.10	\$22.50	Phone call from executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy.
BR	Jordan Devery	Accountant	Creditors	11/11/2020	0.20	\$45.00	Review of correspondence from investors in relation to a transfer of units of deceased estate request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy.
BR	Jordan Devery	Accountant	Creditors	11/11/2020	0.10	\$22.50	Phone call from executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access investor management database to review current investor details and advise.
BR	Jordan Devery	Accountant	Creditors	11/11/2020	0.10	\$22.50	Review of voicemails from Investors. Access investor management database to confirm details & prepare requested information to call back. Call investor back regarding their query.
BR	Jordan Devery	Accountant	Creditors	11/11/2020	0.10	\$22.50	Call from an investor seeking an update on the winding up of the fund.

BR	Jordan Devery	Accountant	Creditors	12/11/2020	0.20	\$45.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
BR	Jordan Devery	Accountant	Creditors	12/11/2020	0.20	\$45.00	Phone call from executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access investor management database to review current investor details and advise.
BR	Jordan Devery	Accountant	Creditors	13/11/2020	0.10	\$22.50	Call from an investor seeking an update on the winding up of the fund.
BR	Jordan Devery	Accountant	Creditors	16/11/2020	0.10	\$22.50	Phone call from investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
BR	Jordan Devery	Accountant	Creditors	16/11/2020	0.20	\$45.00	Prepare letter to investor seeking to update the details for their investment with the Fund. Access investor management database to confirm details & prepare requested information to call back. Call investor back regarding their query.
BR	Jordan Devery	Accountant	Creditors	16/11/2020	0.10	\$22.50	Review of voicemails from Investors. Access investor management database to verify sufficient documentation provided to process request as per the Funds policy.
BR	Jordan Devery	Accountant	Creditors	24/11/2020	0.20	\$45.00	Prepare a letter to investor in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
BR	Jordan Devery	Accountant	Creditors	24/11/2020	0.10	\$22.50	Phone call from executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access investor management database to review/ current investor details and advise.
BR	Jordan Devery	Accountant	Creditors	25/11/2020	0.20	\$45.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
BR	Jordan Devery	Accountant	Creditors	27/11/2020	0.40	\$90.00	Review of correspondence from investors in relation to a transfer of units of deceased estate request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy.
BR	Jordan Devery	Accountant	Creditors	27/11/2020	0.30	\$67.50	Review of correspondence from investors in relation to a transfer of units of deceased estate request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy.
BR	Jordan Devery	Accountant	Creditors	27/11/2020	0.20	\$45.00	Phone call from executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access investor management database to review current investor details and advise.
BR	Jordan Devery	Accountant	Creditors	27/11/2020	0.30	\$67.50	Prepare letter to executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access investor management database to review current investor details and advise.
BR	Jordan Devery	Accountant	Creditors	30/11/2020	0.20	\$45.00	Prepare FinPower payment in MYOB and NAB
BR	Jordan Devery	Accountant	Creditors	30/11/2020	0.20	\$45.00	Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
BR	Jordan Devery	Accountant	Creditors	7/12/2020	0.10	\$22.50	Phone call from executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access investor management database, search for investor and print investor balance.
BR	Jordan Devery	Accountant	Creditors	7/12/2020	0.30	\$67.50	Prepare a letter to investor in relation to a request for a unit holding balance. Access investor management database to review current investor details and advise.
BR	Jordan Devery	Accountant	Creditors	7/12/2020	0.20	\$45.00	Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
BR	Jordan Devery	Accountant	Creditors	8/12/2020	0.50	\$112.50	Prepare 2 letters to investors in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
BR	Jordan Devery	Accountant	Creditors	8/12/2020	0.30	\$67.50	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
BR	Jordan Devery	Accountant	Creditors	8/12/2020	0.10	\$22.50	Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
BR	Jordan Devery	Accountant	Creditors	8/12/2020	0.10	\$22.50	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
BR	Jordan Devery	Accountant	Creditors	8/12/2020	0.10	\$22.50	Phone call from investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
BR	Jordan Devery	Accountant	Creditors	8/12/2020	0.20	\$45.00	Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
BR	Jordan Devery	Accountant	Creditors	8/12/2020	0.10	\$22.50	Phone call from investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
BR	Jordan Devery	Accountant	Creditors	8/12/2020	0.20	\$45.00	Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
BR	Jordan Devery	Accountant	Creditors	9/12/2020	0.10	\$22.50	Phone call from investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
BR	Jordan Devery	Accountant	Creditors	16/12/2020	0.10	\$22.50	Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
BR	Jordan Devery	Accountant	Creditors	21/12/2020	0.10	\$22.50	Phone call from investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
BR	Jordan Devery	Accountant	Creditors	21/12/2020	0.60	\$135.00	Prepare 2 letters to investors in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
BR	Jordan Devery	Accountant	Creditors	21/12/2020	0.40	\$90.00	Call from an investor seeking an update on the winding up of the fund.
BR	Jordan Devery	Accountant	Creditors	22/12/2020	0.40	\$90.00	Scanned 4 documents and saved to files and database, sent off documents to required investor via email or post.
BR	Jordan Devery	Accountant	Creditors	22/12/2020	0.20	\$45.00	Prepare a letter to investor in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
BR	Jordan Devery	Accountant	Creditors	22/12/2020	0.40	\$90.00	Scanned 4 documents and saved to files and database, sent off documents to required investor via email or post.
BR	Jordan Devery	Accountant	Creditors	23/12/2020	0.40	\$114.00	Review of correspondence from 2 investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.

BR	Jordan Devery	Accountant	Creditors	23/12/2020	0.40	\$114.00	Scanned 5 documents and saved to files and database, sent off documents to required investor via email or post.
BR	Jordan Devery	Accountant	Creditors	23/12/2020	0.40	\$114.00	Scanned 5 documents and saved to files and database, sent off documents to required investor via email or post.
BR	Jordan Devery	Accountant	Creditors	12/01/2021	0.40	\$114.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
BR	Jordan Devery	Accountant	Creditors	12/01/2021	0.30	\$85.50	Prepare a letter to investor in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
BR	Jordan Devery	Accountant	Creditors	12/01/2021	0.10	\$28.50	Call from an investor seeking an update on the winding up of the fund.
BR	Jordan Devery	Accountant	Creditors	13/01/2021	0.30	\$85.50	Review of correspondence from 2 investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
BR	Jordan Devery	Accountant	Creditors	14/01/2021	1.00	\$285.00	Prepare 5 letters to investors on update of the winding up of the Fund. Access investor management database to review current details.
BR	Jordan Devery	Accountant	Creditors	14/01/2021	0.10	\$28.50	Call from an investor seeking an update on the winding up of the fund.
BR	Jordan Devery	Accountant	Creditors	14/01/2021	0.10	\$28.50	Review of voicemails from Investors. Access investor management database to confirm details & prepare requested information to call back. Call investor back regarding their query.
BR	Jordan Devery	Accountant	Creditors	14/01/2021	0.10	\$28.50	Review of unread emails sent to the Fund's mailbox. Print email for letter response to be updated in the Fund's database. Review and update investor correspondence register accordingly.
BR	Jordan Devery	Accountant	Creditors	14/01/2021	0.20	\$57.00	Prepare letter to investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
BR	Jordan Devery	Accountant	Creditors	14/01/2021	0.40	\$114.00	Review of correspondence from 2 investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
BR	Jordan Devery	Accountant	Creditors	14/01/2021	0.50	\$142.50	Prepare 2 letters to investor in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
BR	Jordan Devery	Accountant	Creditors	19/01/2021	0.30	\$85.50	Review of correspondence from 2 investors in relation to a transfer of units of deceased estate request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
BR	Jordan Devery	Accountant	Creditors	19/01/2021	0.20	\$57.00	Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
BR	Jordan Devery	Accountant	Creditors	19/01/2021	0.20	\$57.00	Prepare letter to investor on update of the winding up of the Fund. Access investor management database to review current details.
BR	Jordan Devery	Accountant	Creditors	19/01/2021	0.60	\$171.00	Review of correspondence from 4 investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
BR	Jordan Devery	Accountant	Creditors	20/01/2021	0.20	\$57.00	Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
BR	Jordan Devery	Accountant	Creditors	25/01/2021	0.10	\$28.50	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
BR	Jordan Devery	Accountant	Creditors	25/01/2021	0.10	\$28.50	Review of voicemails from Investors. Access investor management database to confirm details & prepare requested information to call back. Call investor back regarding their query.
BR	Jordan Devery	Accountant	Creditors	25/01/2021	0.20	\$57.00	Review of correspondence from investors in relation to a transfer of units of deceased estate request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
BR	Jordan Devery	Accountant	Creditors	25/01/2021	0.10	\$28.50	Phone call from executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access investor management database to review current investor details and advise.
BR	Jordan Devery	Accountant	Creditors	25/01/2021	0.20	\$57.00	Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
BR	Jordan Devery	Accountant	Creditors	25/01/2021	0.10	\$28.50	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
BR	Jordan Devery	Accountant	Creditors	25/01/2021	0.20	\$57.00	Call from an investor seeking an update on the winding up of the fund.
BR	Jordan Devery	Accountant	Creditors	25/01/2021	0.50	\$142.50	Review of correspondence from 3 investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
BR	Jordan Devery	Accountant	Creditors	25/01/2021	0.10	\$28.50	Phone call from executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access investor management database to review current investor details and advise.
BR	Jordan Devery	Accountant	Creditors	25/01/2021	0.10	\$28.50	Review of voicemails from Investors. Access investor management database to confirm details & prepare requested information to call back. Call investor back regarding their query.
BR	Jordan Devery	Accountant	Creditors	25/01/2021	0.20	\$57.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
BR	Jordan Devery	Accountant	Creditors	29/01/2021	0.10	\$28.50	Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
BR	Jordan Devery	Accountant	Creditors	29/01/2021	0.10	\$28.50	Call from an investor seeking an update on the winding up of the fund.
BR	Jordan Devery	Accountant	Creditors	3/02/2021	0.10	\$28.50	Review of unread emails sent to the Fund's mailbox. Print email for letter response to be updated in the Fund's database. Review and update investor correspondence register accordingly.
BR	Jordan Devery	Accountant	Creditors	3/02/2021	0.30	\$85.50	Call from an investor seeking an update on the winding up of the fund.
BR	Jordan Devery	Accountant	Creditors	3/02/2021	0.20	\$57.00	Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
BR	Jordan Devery	Accountant	Creditors	4/02/2021	0.20	\$57.00	Review of correspondence from investors in relation to a transfer of units of deceased estate request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
BR	Jordan Devery	Accountant	Creditors	4/02/2021	0.20	\$57.00	Prepare letter to executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access investor management database to review current investor details and advise.

BR	Jordan Devery	Accountant	Creditors	8/02/2021	0.10	\$28.50	Review of unread emails sent to the Fund's mailbox. Print email for letter response to be updated in the Fund's database. Review and update investor correspondence register accordingly.
BR	Jordan Devery	Accountant	Creditors	9/02/2021	0.20	\$57.00	Prepare payment to Gaddens in MYOB and NAB.
BR	Jordan Devery	Accountant	Creditors	11/02/2021	0.10	\$28.50	Review of voicemails from Investors. Access investor management database to confirm details & prepare requested information to call back. Call investor back regarding their query.
BR	Jordan Devery	Accountant	Creditors	11/02/2021	0.20	\$57.00	Call from an investor in relation to a request for an updated unit holdings balance. Review investor on the investor management database and advise.
BR	Jordan Devery	Accountant	Creditors	11/02/2021	0.10	\$28.50	Prepare letter to investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
BR	Jordan Devery	Accountant	Creditors	12/02/2021	0.20	\$57.00	Review correspondence in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
BR	Jordan Devery	Accountant	Creditors	12/02/2021	0.10	\$28.50	Review of unread emails sent to the Fund's mailbox. Print email for letter response to be updated in the Fund's database. Review and update investor correspondence register accordingly.
BR	Jordan Devery	Accountant	Creditors	15/02/2021	0.10	\$28.50	Call from an investor seeking an update on the winding up of the fund.
BR	Jordan Devery	Accountant	Creditors	17/02/2021	0.10	\$28.50	Phone call from investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
BR	Jordan Devery	Accountant	Creditors	17/02/2021	0.10	\$28.50	Review of voicemails from Investors. Access investor management database to confirm details & prepare requested information to call back. Call investor back regarding their query.
BR	Jordan Devery	Accountant	Creditors	18/02/2021	0.20	\$57.00	Phone call from investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
BR	Jordan Devery	Accountant	Creditors	19/02/2021	0.10	\$28.50	Review of voicemails from Investors. Access investor management database to confirm details & prepare requested information to call back. Call investor back regarding their query.
BR	Jordan Devery	Accountant	Creditors	22/02/2021	0.10	\$28.50	Call from an investor seeking an update on the winding up of the fund.
BR	Jordan Devery	Accountant	Creditors	22/02/2021	0.10	\$28.50	Call from an investor seeking an update on the winding up of the fund.
BR	Jordan Devery	Accountant	Creditors	23/02/2021	0.20	\$57.00	Phone call from executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access investor management database to review current investor details and advise.
BR	Jordan Devery	Accountant	Creditors	23/02/2021	0.20	\$57.00	Review of correspondence from investors in relation to a transfer of units of deceased estate request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy.
BR	Jordan Devery	Accountant	Creditors	23/02/2021	0.10	\$28.50	Phone call from executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access investor management database to review current investor details and advise.
BR	Jordan Devery	Accountant	Creditors	4/03/2021	0.10	\$28.50	Phone call from executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access investor management database to review current investor details and advise.
BR	Jordan Devery	Accountant	Creditors	10/03/2021	0.10	\$28.50	Call from an investor seeking an update on the winding up of the fund.
BR	Jordan Devery	Accountant	Creditors	10/03/2021	0.40	\$114.00	Phone call from executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access investor management database to review current investor details and advise.
BR	Jordan Devery	Accountant	Creditors	10/03/2021	0.30	\$85.50	Review of correspondence from investors in relation to a transfer of units of deceased estate request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy.
BR	Jordan Devery	Accountant	Creditors	18/03/2021	0.30	\$85.50	Review of correspondence from investors in relation to a transfer of units of deceased estate request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy.
BR	Jordan Devery	Accountant	Creditors	18/03/2021	0.30	\$85.50	Prepare file note regarding a request to transfer units from a deceased estate to the beneficiaries of the estate. Access investor management database to review current investor details and advise.
BR	Jordan Devery	Accountant	Creditors	25/03/2021	0.10	\$28.50	Call from an investor seeking an update on the winding up of the fund.
BR	Jordan Devery	Accountant	Creditors	26/03/2021	0.30	\$85.50	Phone call from executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access investor management database to review current investor details and advise.
BR	Jordan Devery	Accountant	Creditors	31/03/2021	0.30	\$85.50	Prepare payment of FinPower invoice in MYOB and NAB. Send to Jayden for review.
BR	Jordan Devery	Accountant	Creditors	8/04/2021	0.10	\$28.50	Call from an investor seeking an update on the winding up of the fund.
BR	Jordan Devery	Accountant	Creditors	8/04/2021	0.20	\$57.00	Call from an investor seeking an update on the winding up of the fund.
BR	Jordan Devery	Accountant	Creditors	12/04/2021	0.20	\$57.00	Call from an investor seeking an update on the winding up of the fund.
BR	Jordan Devery	Accountant	Creditors	15/04/2021	0.20	\$57.00	Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
BR	Jordan Devery	Accountant	Creditors	20/04/2021	0.20	\$57.00	Call from an investor seeking an update on the winding up of the fund.
BR	Jordan Devery	Accountant	Creditors	28/04/2021	0.10	\$28.50	Review of voicemails from Investors. Access investor management database to confirm details & prepare requested information to call back. Call investor back regarding their query.
BR	Jordan Devery	Accountant	Creditors	29/04/2021	0.10	\$28.50	Review of voicemails from Investors. Access investor management database to confirm details & prepare requested information to call back. Call investor back regarding their query.
BR	Jordan Devery	Accountant	Creditors	29/04/2021	0.30	\$85.50	Prepare letter to investor on update of the winding up of the Fund. Access investor management database to review current details.
BR	Jordan Devery	Accountant	Creditors	30/04/2021	0.20	\$57.00	Prepare letter to investor on update of the winding up of the Fund. Access investor management database to review current details.

BR	Jordan Devery	Accountant	Creditors	6/05/2021	0 .10	\$28.50	Call from an investor seeking an update on the winding up of the fund.
BR	Jordan Devery	Accountant	Creditors	10/05/2021	0 .20	\$57.00	Call from an investor in relation to a request for an updated unit holdings balance. Review investor on the investor management database and advise.
BR	Jordan Devery	Accountant	Creditors	12/05/2021	0 .20	\$57.00	Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
BR	Jordan Devery	Accountant	Creditors	17/05/2021	0 .10	\$28.50	Review of voicemails from Investors. Access investor management database to confirm details & prepare requested information to call back. Call investor back regarding their query.
BR	Jordan Devery	Accountant	Creditors	17/05/2021	0 .10	\$28.50	Call from an investor seeking an update on the winding up of the fund.
BR	Jordan Devery	Accountant	Creditors	18/05/2021	0 .10	\$28.50	Phone call from investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
BR	Jordan Devery	Accountant	Creditors	20/05/2021	0 .20	\$57.00	Call from an investor seeking an update on the winding up of the fund.
BR	Jordan Devery	Accountant	Creditors	21/05/2021	0 .20	\$57.00	Call from an investor seeking an update on the winding up of the fund.
BR	Jordan Devery	Accountant	Creditors	24/05/2021	0 .20	\$57.00	Call from an investor seeking an update on the winding up of the fund.
BR	Jordan Devery	Accountant	Creditors	25/05/2021	0 .20	\$57.00	Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
BR	Jordan Devery	Accountant	Creditors	26/05/2021	0 .20	\$85.50	Prepare a letter to investor in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
BR	Jordan Devery	Accountant	Creditors	26/05/2021	0 .20	\$57.00	Update unit balance letter template with new information from 36th update report to investors.
BR	Jordan Devery	Accountant	Creditors	26/05/2021	0 .10	\$28.50	Phone call from investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
BR	Jordan Devery	Accountant	Creditors	26/05/2021	0 .20	\$57.00	Prepare letter to investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
BR	Jordan Devery	Accountant	Creditors	26/05/2021	0 .20	\$57.00	Prepare a letter to investor in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
BR	Jordan Devery	Accountant	Creditors	26/05/2021	0 .20	\$57.00	Call from an investor in relation to a request for an updated unit holdings balance. Review investor on the investor management database and advise.
BR	Jordan Devery	Accountant	Creditors	28/05/2021	0 .20	\$85.50	Review of correspondence from investors in relation to a transfer of units of deceased estate request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy.
BR	Jordan Devery	Accountant	Creditors	28/05/2021	0 .30	\$85.50	Prepare a letter to investor in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
BR	Jordan Devery	Accountant	Creditors	2/06/2021	0 .10	\$28.50	Phone call from executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access investor management database to review current investor details and advise.
BR	Jordan Devery	Accountant	Creditors	3/06/2021	0 .10	\$28.50	Call from an investor seeking an update on the winding up of the fund.
BR	Jordan Devery	Accountant	Creditors	3/06/2021	0 .10	\$28.50	Call from an investor seeking an update on the winding up of the fund.
BR	Jordan Devery	Accountant	Creditors	4/06/2021	0 .30	\$85.50	Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
BR	Jordan Devery	Accountant	Creditors	9/06/2021	0 .10	\$28.50	Phone call from investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
BR	Jordan Devery	Accountant	Creditors	10/06/2021	0 .10	\$28.50	Call from an investor seeking an update on the winding up of the fund.
BR	Jordan Devery	Accountant	Creditors	10/06/2021	0 .10	\$28.50	Phone call from executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access investor management database to review current investor details and advise.
BR	Jordan Devery	Accountant	Creditors	14/06/2021	0 .70	\$199.50	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
BR	Jordan Devery	Accountant	Creditors	15/06/2021	0 .10	\$28.50	Scanned 8 documents and saved to files and database, sent off documents to required investor seeking an update on the winding up of the fund.
BR	Jordan Devery	Accountant	Creditors	16/06/2021	0 .40	\$114.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
BR	Jordan Devery	Accountant	Creditors	16/06/2021	0 .40	\$114.00	2x Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
BR	Jordan Devery	Accountant	Creditors	16/06/2021	0 .30	\$85.50	Prepare letter to investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
BR	Jordan Devery	Accountant	Creditors	16/06/2021	0 .60	\$171.00	3x Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
BR	Jordan Devery	Accountant	Creditors	17/06/2021	0 .10	\$28.50	Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
BR	Jordan Devery	Accountant	Creditors	18/06/2021	0 .30	\$85.50	Prepare letter to executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access investor management database to review current investor details and advise.
BR	Jordan Devery	Accountant	Creditors	18/06/2021	0 .10	\$28.50	Phone call from executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access investor management database to review current investor details and advise.

BR	Jordan Devery	Accountant	Creditors	21/06/2021	0.20	\$57.00	Prepare letter to investor on update of the winding up of the Fund. Access investor management database to review current details.
BR	Jordan Devery	Accountant	Creditors	21/06/2021	0.20	\$57.00	Phone call from executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access investor management database to review current investor details and advise.
BR	Jordan Devery	Accountant	Creditors	21/06/2021	0.30	\$85.50	Prepare letter to executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access investor management database to review current investor details and advise.
BR	Jordan Devery	Accountant	Creditors	21/06/2021	0.20	\$57.00	Phone call from executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access investor management database to review current investor details and advise.
BR	Jordan Devery	Accountant	Creditors	25/06/2021	0.30	\$85.50	Prepare a letter to investor in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
BR	Jordan Devery	Accountant	Creditors	25/06/2021	0.10	\$28.50	Phone call from executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access investor management database to review current investor details and advise.
BR	Jordan Devery	Accountant	Creditors	25/06/2021	0.30	\$85.50	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
BR	Jordan Devery	Accountant	Creditors	28/06/2021	0.20	\$57.00	Phone call from executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access investor management database to review current investor details and advise.
BR	Jordan Devery	Accountant	Creditors	28/06/2021	0.30	\$85.50	Review of correspondence from investors in relation to a transfer of units of deceased estate request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy.
BR	Liam Landrigan	Graduate Accountant	Creditors	6/05/2020	0.20	\$45.00	1x Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy.
BR	Liam Landrigan	Graduate Accountant	Creditors	6/05/2020	0.40	\$90.00	2x Prepare a letter to investor in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
BR	Liam Landrigan	Graduate Accountant	Creditors	6/05/2020	0.20	\$45.00	1x Call from an investor seeking an update on the winding up of the fund.
BR	Liam Landrigan	Graduate Accountant	Creditors	8/05/2020	0.10	\$22.50	1x Call from an investor seeking an update on the winding up of the fund.
BR	Liam Landrigan	Graduate Accountant	Creditors	8/05/2020	0.20	\$45.00	1x Phone call from executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access investor management database to review current investor details and advise.
BR	Liam Landrigan	Graduate Accountant	Creditors	8/05/2020	0.40	\$90.00	2x Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
BR	Liam Landrigan	Graduate Accountant	Creditors	8/05/2020	0.10	\$22.50	1x Call from an investor seeking an update on the winding up of the fund.
BR	Liam Landrigan	Graduate Accountant	Creditors	12/05/2020	0.10	\$22.50	1x Phone call from investor in relation to the interim distribution to investors. Access investor management database to review current details and advise.
BR	Liam Landrigan	Graduate Accountant	Creditors	15/05/2020	0.30	\$67.50	Review of unread emails sent to the Fund's mailbox. Print email for letter response to be updated in the Fund's database. Review and update investor correspondence register accordingly.
BR	Liam Landrigan	Graduate Accountant	Creditors	15/05/2020	0.20	\$45.00	1x Prepare a letter to investor in relation to the timing of distributions from the Fund. Access investor management database to review current details and draft letter for their request
BR	Liam Landrigan	Graduate Accountant	Creditors	15/05/2020	0.20	\$45.00	1x Prepare letter to investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
BR	Liam Landrigan	Graduate Accountant	Creditors	15/05/2020	0.70	\$157.50	2x Prepare letter to executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access investor management database to review current investor details and advise.
BR	Liam Landrigan	Graduate Accountant	Creditors	15/05/2020	0.10	\$22.50	Review of unread emails sent to the Fund's mailbox. Print email for letter response to be updated in the Fund's database. Review and update investor correspondence register accordingly.
BR	Liam Landrigan	Graduate Accountant	Creditors	18/05/2020	0.30	\$67.50	1x Prepare letter to investor in relation to a request for a unit holding balance. Access investor management database to review current investor details and advise.
BR	Liam Landrigan	Graduate Accountant	Creditors	18/05/2020	0.40	\$90.00	2x Prepare letter to investor in relation to the timing of distributions from the Fund. Access investor management database to review current investor details and draft letter for their request
BR	Liam Landrigan	Graduate Accountant	Creditors	18/05/2020	0.40	\$90.00	2x Prepare letter to investor seeking to update the details for their investment with the Fund. Access investor management database to review current investor details and advise process to update.
BR	Liam Landrigan	Graduate Accountant	Creditors	18/05/2020	0.10	\$22.50	Review of unread emails sent to the Fund's mailbox. Print email for letter response to be updated in the Fund's database. Review and update investor correspondence register accordingly.
BR	Liam Landrigan	Graduate Accountant	Creditors	18/05/2020	0.20	\$45.00	1x Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
BR	Liam Landrigan	Graduate Accountant	Creditors	18/05/2020	0.30	\$67.50	1x Prepare letter to executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access investor management database to review current investor details and advise.
BR	Liam Landrigan	Graduate Accountant	Creditors	18/05/2020	0.10	\$22.50	Review of unread emails sent to the Fund's mailbox. Print email for letter response to be updated in the Fund's database. Review and update investor correspondence register accordingly.
BR	Liam Landrigan	Graduate Accountant	Creditors	18/05/2020	0.20	\$45.00	1x Prepare letter to investor seeking to update the details for their investment with the Fund. Access investor management database to review current investor details and advise process to update.
BR	Liam Landrigan	Graduate Accountant	Creditors	18/05/2020	0.30	\$67.50	1x Prepare letter to executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access investor management database to review current investor details and advise.

BR	Liam Landrigan	Graduate Accountant	Creditors	18/05/2020	0.20	\$45.00	1x Review of correspondence from investors in relation to a transfer of units of deceased estate request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy.
BR	Liam Landrigan	Graduate Accountant	Creditors	18/05/2020	0.20	\$45.00	1x Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify current details and advise process to update.
BR	Liam Landrigan	Graduate Accountant	Creditors	18/05/2020	0.30	\$67.50	1x Review of correspondence from investors in relation to a transfer of units of deceased estate request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy.
BR	Liam Landrigan	Graduate Accountant	Creditors	19/05/2020	0.30	\$45.00	1x Review of correspondence from investors in relation to a transfer of units of deceased estate Request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy.
BR	Liam Landrigan	Graduate Accountant	Creditors	19/05/2020	0.10	\$22.50	1x Phone call from executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access investor management database to review current investor details and advise.
BR	Liam Landrigan	Graduate Accountant	Creditors	21/05/2020	0.20	\$45.00	1x Phone call from executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access investor management database to review current investor details and advise.
BR	Liam Landrigan	Graduate Accountant	Creditors	21/05/2020	0.30	\$67.50	1x Prepare letter to executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access investor management database to review current investor details and advise.
BR	Liam Landrigan	Graduate Accountant	Creditors	21/05/2020	0.30	\$67.50	1x Prepare letter to executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access investor management database to review current investor details and advise.
BR	Liam Landrigan	Graduate Accountant	Creditors	22/05/2020	0.10	\$22.50	1x Call from an investor seeking an update on the winding up of the fund.
BR	Liam Landrigan	Graduate Accountant	Creditors	26/05/2020	0.20	\$45.00	Review of unread emails sent to the Fund's mailbox. Print email for letter response to be updated in the Fund's database. Review and update investor correspondence register accordingly.
BR	Liam Landrigan	Graduate Accountant	Creditors	26/05/2020	0.50	\$112.50	2x Prepare a letter to investor in relation to the timing of distributions from the Fund. Access investor management database to review current investor details and draft letter for their request
BR	Liam Landrigan	Graduate Accountant	Creditors	26/05/2020	0.30	\$67.50	1x Prepare letter to executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access investor management database to review current investor details and advise.
BR	Liam Landrigan	Graduate Accountant	Creditors	26/05/2020	0.20	\$45.00	1x Prepare letter to investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
BR	Liam Landrigan	Graduate Accountant	Creditors	27/05/2020	0.20	\$45.00	1x Prepare a letter to investor in relation to the timing of distributions from the Fund. Access investor management database to review current details and draft letter for their Request
BR	Liam Landrigan	Graduate Accountant	Creditors	28/05/2020	0.20	\$45.00	1x Prepare letter to investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
BR	Liam Landrigan	Graduate Accountant	Creditors	28/05/2020	0.10	\$22.50	1x Call from an investor seeking an update on the winding up of the fund.
BR	Liam Landrigan	Graduate Accountant	Creditors	29/05/2020	0.70	\$157.50	3x Prepare letter to executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access investor management database to review current investor details and advise.
BR	Liam Landrigan	Graduate Accountant	Creditors	29/05/2020	0.20	\$45.00	1x Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
BR	Liam Landrigan	Graduate Accountant	Creditors	29/05/2020	0.60	\$135.00	3x Prepare a letter to investor in relation to the timing of distributions from the Fund. Access investor management database to review current details and draft letter for their Request
BR	Liam Landrigan	Graduate Accountant	Creditors	29/05/2020	0.10	\$22.50	1x Call from an investor seeking an update on the winding up of the fund.
BR	Liam Landrigan	Graduate Accountant	Creditors	1/06/2020	0.20	\$45.00	1x Prepare a letter to investor in relation to the timing of distributions from the Fund. Access investor management database to review current investor details and draft letter for their request
BR	Liam Landrigan	Graduate Accountant	Creditors	1/06/2020	0.40	\$90.00	2x Prepare letter to investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
BR	Liam Landrigan	Graduate Accountant	Creditors	1/06/2020	0.60	\$135.00	3x Review of correspondence from investors in relation to a transfer of units of deceased estate request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy.
BR	Liam Landrigan	Graduate Accountant	Creditors	3/06/2020	0.70	\$157.50	Prepare letters to investors in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
BR	Liam Landrigan	Graduate Accountant	Creditors	3/06/2020	0.20	\$45.00	1x Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
BR	Liam Landrigan	Graduate Accountant	Creditors	3/06/2020	0.20	\$45.00	Review of unread emails sent to the Fund's mailbox. Print email for letter response to be updated in the Fund's database. Review and update investor correspondence register accordingly.
BR	Liam Landrigan	Graduate Accountant	Creditors	4/06/2020	0.10	\$22.50	1x Call from an investor seeking an update on the winding up of the fund.
BR	Liam Landrigan	Graduate Accountant	Creditors	5/06/2020	0.20	\$45.00	1x Review of correspondence from investors in relation to a transfer of units of deceased estate request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy.
BR	Liam Landrigan	Graduate Accountant	Creditors	5/06/2020	0.30	\$67.50	16x Reviewed returned mail and record investor details in returned mail register. Prepare letter to request new address details.
BR	Liam Landrigan	Graduate Accountant	Creditors	5/06/2020	0.30	\$67.50	15x Reviewed returned mail and record investor details in returned mail register.
BR	Liam Landrigan	Graduate Accountant	Creditors	5/06/2020	0.30	\$67.50	1x Review of correspondence from investors in relation to a transfer of units of deceased estate request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy.

BR	Liam Landrigan	Graduate Accountant	Creditors	8/06/2020	0.20	\$45.00	1x Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
BR	Liam Landrigan	Graduate Accountant	Creditors	8/06/2020	0.60	\$135.00	3x Prepare a letter to investor in relation to the timing of distributions from the Fund. Access investor management database to review current details and draft letter for their request
BR	Liam Landrigan	Graduate Accountant	Creditors	8/06/2020	0.10	\$22.50	Review of unread emails sent to the Fund's mailbox. Print email for letter response to be updated in the Fund's database. Review and update investor correspondence register accordingly.
BR	Liam Landrigan	Graduate Accountant	Creditors	9/06/2020	0.30	\$67.50	1x Review of correspondence from investors in relation to a transfer of units of deceased estate request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy.
BR	Liam Landrigan	Graduate Accountant	Creditors	9/06/2020	0.10	\$22.50	1x Call from an investor seeking an update on the winding up of the fund.
BR	Liam Landrigan	Graduate Accountant	Creditors	16/06/2020	0.20	\$45.00	Review of unread emails sent to the Fund's mailbox. Print email for letter response to be updated in the Fund's database. Review and update investor correspondence register accordingly.
BR	Liam Landrigan	Graduate Accountant	Creditors	16/06/2020	0.10	\$22.50	1x Call from an investor seeking an update on the winding up of the fund.
BR	Liam Landrigan	Graduate Accountant	Creditors	17/06/2020	0.10	\$22.50	1x Call from an investor seeking an update on the winding up of the fund.
BR	Liam Landrigan	Graduate Accountant	Creditors	17/06/2020	0.10	\$22.50	1x Phone call from investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
BR	Liam Landrigan	Graduate Accountant	Creditors	18/06/2020	0.20	\$45.00	1x Phone call from executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access investor management database to review current investor details and advise.
BR	Liam Landrigan	Graduate Accountant	Creditors	18/06/2020	0.30	\$67.50	1x Prepare letter to executor of estate in response to a deceased estate to the beneficiaries of the estate. Access investor management database to review current investor details and advise.
BR	Liam Landrigan	Graduate Accountant	Creditors	19/06/2020	0.40	\$90.00	2x Prepare letter to investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
BR	Liam Landrigan	Graduate Accountant	Creditors	19/06/2020	0.40	\$90.00	2x Prepare letter to investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
BR	Liam Landrigan	Graduate Accountant	Creditors	19/06/2020	0.20	\$45.00	2x Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
BR	Liam Landrigan	Graduate Accountant	Creditors	19/06/2020	0.20	\$45.00	2x Scanned documents and saved to files and database, sent of documents to required investor via email or post.
BR	Liam Landrigan	Graduate Accountant	Creditors	19/06/2020	0.20	\$45.00	Review of unread emails sent to the Fund's mailbox. Print email for letter response to be updated in the Fund's database. Review and update investor correspondence register accordingly.
BR	Liam Landrigan	Graduate Accountant	Creditors	19/06/2020	0.20	\$45.00	1x Phone call from executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access investor management database to review current investor details and advise.
BR	Liam Landrigan	Graduate Accountant	Creditors	22/06/2020	0.20	\$45.00	Phone call from executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access investor management database to review current investor details and advise.
BR	Liam Landrigan	Graduate Accountant	Creditors	22/06/2020	0.10	\$22.50	1x Phone call from executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access investor management database to review current investor details and advise.
BR	Liam Landrigan	Graduate Accountant	Creditors	22/06/2020	0.70	\$157.50	2x Review of correspondence from investors in relation to a transfer of units of deceased estate request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
BR	Liam Landrigan	Graduate Accountant	Creditors	22/06/2020	0.10	\$22.50	1x Phone call from executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access investor management database to review current investor details and advise.
BR	Liam Landrigan	Graduate Accountant	Creditors	22/06/2020	0.10	\$22.50	1x Call from an investor seeking an update on the winding up of the fund.
BR	Liam Landrigan	Graduate Accountant	Creditors	23/06/2020	0.20	\$45.00	1x Prepare letter to investor confirming transfer of units for their investment with the Fund. Access investor management database to review current details.
BR	Liam Landrigan	Graduate Accountant	Creditors	23/06/2020	0.60	\$135.00	2x Review of correspondence from investors in relation to a transfer of units of deceased estate request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy.
BR	Liam Landrigan	Graduate Accountant	Creditors	23/06/2020	0.30	\$67.50	1x Review of correspondence from investors in relation to a transfer of units of deceased estate request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy.
BR	Liam Landrigan	Graduate Accountant	Creditors	30/06/2020	0.20	\$45.00	1x Phone call from investor seeking to update the details for their investment with the Fund. Access investor management database to review current investor details and advise process to update.
BR	Liam Landrigan	Graduate Accountant	Creditors	1/07/2020	0.30	\$67.50	1x Prepare letter to investor in relation to a deceased estate to the beneficiaries of the estate. Access investor management database to review current investor details and advise process to update.
BR	Liam Landrigan	Graduate Accountant	Creditors	1/07/2020	1.00	\$225.00	5x Prepare letter to investor seeking to update the details for their investment with the Fund. Access investor management database to review current investor details and advise process to update.
BR	Liam Landrigan	Graduate Accountant	Creditors	1/07/2020	0.20	\$45.00	1x Prepare a letter to investor in relation to the timing of distributions from the Fund. Access investor management database to review current investor details and draft letter for their request
BR	Liam Landrigan	Graduate Accountant	Creditors	1/07/2020	0.20	\$45.00	1x Call from an investor in relation to a request for an updated unit holdings balance. Review investor on the investor management database to review current investor details and advise.
BR	Liam Landrigan	Graduate Accountant	Creditors	3/07/2020	0.10	\$22.50	1x Phone call from investor seeking to update the details for their investment with the Fund. Access investor management database to review current investor details and advise process to update.
BR	Liam Landrigan	Graduate Accountant	Creditors	7/07/2020	0.10	\$22.50	1x Phone call from investor seeking to update the details for their investment with the Fund. Access investor management database to review current investor details and advise process to update.
BR	Liam Landrigan	Graduate Accountant	Creditors	8/07/2020	0.20	\$45.00	1x Review of correspondence from investors in relation to a transfer of units of deceased estate request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy.



R	Liam Landrigan	Graduate Accountant	Creditors	28/07/2020	0.20	\$45.00	1x Prepare letter to investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
R	Liam Landrigan	Graduate Accountant	Creditors	28/07/2020	0.10	\$22.50	1x Call from an investor seeking an update on the winding up of the fund.
R	Liam Landrigan	Graduate Accountant	Creditors	3/08/2020	0.30	\$67.50	1x Review of correspondence from investors in relation to a transfer of units of deceased estate request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy.
R	Liam Landrigan	Graduate Accountant	Creditors	3/08/2020	0.20	\$45.00	Review of unread emails sent to the Fund's mailbox.. Print email for letter response to be updated in the Fund's database. Review and update investor correspondence register accordingly.
R	Liam Landrigan	Graduate Accountant	Creditors	5/08/2020	0.10	\$22.50	Review of unread emails sent to the Fund's mailbox. Print email for letter response to be updated in the Fund's database. Review and update investor correspondence register accordingly.
R	Liam Landrigan	Graduate Accountant	Creditors	5/08/2020	0.30	\$67.50	1x Review of correspondence from investors in relation to a transfer of units of deceased estate request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy.
R	Liam Landrigan	Graduate Accountant	Creditors	5/08/2020	0.20	\$45.00	1x Prepare letter to investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
R	Liam Landrigan	Graduate Accountant	Creditors	5/08/2020	0.30	\$67.50	8x Scanned documents and saved to files and database, sent off documents to be reviewed.
R	Liam Landrigan	Graduate Accountant	Creditors	5/08/2020	0.10	\$22.50	1x Phone call from executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access investor management database to review current investor details and advise.
R	Liam Landrigan	Graduate Accountant	Creditors	5/08/2020	0.20	\$45.00	1x Phone call from investor in response to their request to transfer units from a superfund to their personal name. Access investor management database to review current investor details and advise.
R	Liam Landrigan	Graduate Accountant	Creditors	5/08/2020	0.30	\$67.50	1x Review of correspondence from investors in relation to a transfer of units request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy.
R	Liam Landrigan	Graduate Accountant	Creditors	6/08/2020	0.20	\$45.00	1x Review of correspondence from investors in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access investor management database to review current investor details and advise.
R	Liam Landrigan	Graduate Accountant	Creditors	6/08/2020	0.10	\$22.50	Review of unread emails sent to the Fund's mailbox.. Print email for letter response to be updated in the Fund's database. Review and update investor correspondence register accordingly.
R	Liam Landrigan	Graduate Accountant	Creditors	6/08/2020	0.20	\$45.00	1x Prepare letter to executor of estate in response to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
R	Liam Landrigan	Graduate Accountant	Creditors	6/08/2020	0.30	\$67.50	1x Review of correspondence from investors in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access investor management database to review current investor details and advise.
R	Liam Landrigan	Graduate Accountant	Creditors	6/08/2020	0.20	\$45.00	1x Prepare letter to executor of estate in response to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy.
R	Liam Landrigan	Graduate Accountant	Creditors	6/08/2020	0.10	\$22.50	Review of unread emails sent to the Fund's mailbox.. Print email for letter response to be updated in the Fund's database. Review and update investor correspondence register accordingly.
R	Liam Landrigan	Graduate Accountant	Creditors	6/08/2020	0.20	\$45.00	1x Prepare letter to executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access investor management database to review current investor details and advise.
R	Liam Landrigan	Graduate Accountant	Creditors	6/08/2020	0.80	\$180.00	3x Prepare letter to executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access investor management database to review current investor details and advise.
R	Liam Landrigan	Graduate Accountant	Creditors	11/08/2020	0.20	\$45.00	Review of unread emails sent to the Fund's mailbox.. Print email for letter response to be updated in the Fund's database. Review and update investor correspondence register accordingly.
R	Liam Landrigan	Graduate Accountant	Creditors	11/08/2020	0.30	\$67.50	1x Prepare letter to executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access investor management database to review current investor details and advise.
R	Liam Landrigan	Graduate Accountant	Creditors	13/08/2020	0.30	\$67.50	1x Review of correspondence from investors in relation to a transfer of units of deceased estate request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy.
R	Liam Landrigan	Graduate Accountant	Creditors	13/08/2020	0.20	\$45.00	2x Phone call from executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access investor management database to review current investor details and advise.
R	Liam Landrigan	Graduate Accountant	Creditors	17/08/2020	0.20	\$45.00	1x Prepare a letter to investor in relation to the timing of distributions from the Fund. Access investor management database to review current investor details and draft letter for their request.
R	Liam Landrigan	Graduate Accountant	Creditors	17/08/2020	0.70	\$157.50	2x Review of correspondence from investors in relation to a transfer of units of deceased estate request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy.
R	Liam Landrigan	Graduate Accountant	Creditors	17/08/2020	0.10	\$22.50	1x Call from an investor seeking an update on the winding up of the fund.
R	Liam Landrigan	Graduate Accountant	Creditors	18/08/2020	0.30	\$67.50	1x Prepare letter to executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access investor management database to review current investor details and advise.
R	Liam Landrigan	Graduate Accountant	Creditors	18/08/2020	0.20	\$45.00	1x Prepare letter to investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
R	Liam Landrigan	Graduate Accountant	Creditors	20/08/2020	0.20	\$45.00	1x Phone call from investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
R	Liam Landrigan	Graduate Accountant	Creditors	21/08/2020	0.50	\$112.50	7x Scanned documents and saved to files and database, sent off documents to be reviewed.
R	Liam Landrigan	Graduate Accountant	Creditors	21/08/2020	0.60	\$135.00	10x Scanned documents and saved to files and database, sent off documents to be reviewed.
R	Liam Landrigan	Graduate Accountant	Creditors	21/08/2020	0.30	\$67.50	1x Prepare letter to executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access investor management database to review current investor details and advise.

		Liam Landrigan	Graduate Accountant	Creditors	21/08/2020	0.30	\$67.50	1x Review of correspondence from investors in relation to a transfer of units of deceased estate request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy.
R		Liam Landrigan	Graduate Accountant	Creditors	21/08/2020	0.70	\$157.50	12x Scanned documents and saved to files and database, sent off documents to be reviewed.
R		Liam Landrigan	Graduate Accountant	Creditors	21/08/2020	0.60	\$135.00	8x Scanned documents and saved to files and database, sent off documents to be reviewed.
R		Liam Landrigan	Graduate Accountant	Creditors	21/08/2020	0.10	\$22.50	3x Scanned documents and saved to files and database, sent off documents to investors.
R		Liam Landrigan	Graduate Accountant	Creditors	24/08/2020	0.20	\$45.00	1x Prepare letter to investor confirming update of details for their investment with the Fund. Access investor management database to review current details.
R		Liam Landrigan	Graduate Accountant	Creditors	24/08/2020	0.40	\$90.00	2x Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
R		Liam Landrigan	Graduate Accountant	Creditors	24/08/2020	0.30	\$67.50	1x Review of correspondence from investors in relation to a transfer of units of deceased estate request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy.
R		Liam Landrigan	Graduate Accountant	Creditors	24/08/2020	0.80	\$180.00	4x Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
R		Liam Landrigan	Graduate Accountant	Creditors	25/08/2020	1.10	\$247.50	18x Scanned documents and saved to files and database, sent off documents to required investor via email or post.
R		Liam Landrigan	Graduate Accountant	Creditors	25/08/2020	0.50	\$112.50	2x Prepare a letter to investor in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
R		Liam Landrigan	Graduate Accountant	Creditors	25/08/2020	0.20	\$45.00	1x Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
R		Liam Landrigan	Graduate Accountant	Creditors	25/08/2020	0.60	\$135.00	2x Review of correspondence from investors in relation to a transfer of units request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy.
R		Liam Landrigan	Graduate Accountant	Creditors	26/08/2020	0.10	\$22.50	1x Scanned documents and saved to files and database, sent off documents to required investor via email or post.
R		Liam Landrigan	Graduate Accountant	Creditors	2/09/2020	0.20	\$45.00	Call from an investor seeking an update on the winding up of the fund.
R		Liam Landrigan	Graduate Accountant	Creditors	3/09/2020	0.60	\$135.00	1x Phone call from executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access investor management database to review current investor details and advise.
R		Liam Landrigan	Graduate Accountant	Creditors	3/09/2020	0.30	\$67.50	1x Phone call from executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access investor management database to review current investor details and advise.
R		Liam Landrigan	Graduate Accountant	Creditors	3/09/2020	0.10	\$22.50	Call from an investor seeking an update on the winding up of the fund.
R		Liam Landrigan	Graduate Accountant	Creditors	10/09/2020	0.80	\$180.00	3x Prepare letter to executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access investor management database to review current investor details and advise.
R		Liam Landrigan	Graduate Accountant	Creditors	11/09/2020	0.20	\$45.00	1x Review of correspondence from investors in relation to a transfer of units of deceased estate request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy.
R		Liam Landrigan	Graduate Accountant	Creditors	11/09/2020	0.40	\$90.00	1x Review of correspondence from investors in relation to a transfer of units of deceased estate request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy.
R		Liam Landrigan	Graduate Accountant	Creditors	14/09/2020	0.20	\$45.00	1x Prepare letter to investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
R		Liam Landrigan	Graduate Accountant	Creditors	14/09/2020	0.30	\$67.50	1x Review of correspondence from investors in relation to a transfer of units of deceased estate request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy.
R		Liam Landrigan	Graduate Accountant	Creditors	14/09/2020	0.20	\$45.00	1x Prepare letter to investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
R		Liam Landrigan	Graduate Accountant	Creditors	14/09/2020	0.40	\$90.00	2x Review of correspondence from investors in relation to a transfer of units of deceased estate request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy.
R		Liam Landrigan	Graduate Accountant	Creditors	15/09/2020	0.30	\$67.50	1x Prepare letter to executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access investor management database to verify sufficient documentation provided to process request as per the Fund's policy.
R		Liam Landrigan	Graduate Accountant	Creditors	15/09/2020	0.40	\$90.00	2x Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
R		Liam Landrigan	Graduate Accountant	Creditors	15/09/2020	0.40	\$90.00	6x Reviewed returned mail and record investor details in returned mail register.
R		Liam Landrigan	Graduate Accountant	Creditors	15/09/2020	0.90	\$202.50	12x Scanned documents and saved to files and database, sent off documents to be reviewed.
R		Liam Landrigan	Graduate Accountant	Creditors	17/09/2020	0.30	\$67.50	1x Call from an investor seeking an update on the winding up of the fund.
R		Liam Landrigan	Graduate Accountant	Creditors	17/09/2020	0.10	\$22.50	1x Prepare letter to executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access investor management database to review current investor details and advise.
R		Liam Landrigan	Graduate Accountant	Creditors	17/09/2020	0.30	\$67.50	1x Prepare letter to executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access investor management database to review current investor details and advise.
R		Liam Landrigan	Graduate Accountant	Creditors	17/09/2020	1.00	\$225.00	16x Scanned documents and saved to files and database, sent off documents to be reviewed.

BR	Liam Landrigan	Graduate Accountant	Creditors	17/09/2020	0.50	\$112.50	9x Scanned documents and saved to files and database, sent off documents to be reviewed.
BR	Liam Landrigan	Graduate Accountant	Creditors	17/09/2020	0.40	\$90.00	2x Prepare a letter to investor in relation to the timing of distributions from the Fund. Access investor management database to review current details and draft letter for their request
BR	Liam Landrigan	Graduate Accountant	Creditors	17/09/2020	0.70	\$157.50	2x Review of correspondence from investors in relation to a transfer of units of deceased estate request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy.
BR	Liam Landrigan	Graduate Accountant	Creditors	17/09/2020	0.70	\$157.50	2x Review of correspondence from investors in relation to a transfer of units request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy.
BR	Liam Landrigan	Graduate Accountant	Creditors	17/09/2020	0.20	\$45.00	Review of unread emails sent to the Fund's mailbox. Print email for letter response to be updated in the Fund's database. Review and update investor correspondence register accordingly.
BR	Liam Landrigan	Graduate Accountant	Creditors	17/09/2020	0.10	\$22.50	1x Call from an investor seeking an update on the winding up of the fund.
BR	Liam Landrigan	Graduate Accountant	Creditors	22/09/2020	0.20	\$45.00	1x Prepare a letter to investor in relation to the timing of distributions from the Fund. Access investor management database to review current details and draft letter for their request
BR	Liam Landrigan	Graduate Accountant	Creditors	23/09/2020	0.10	\$22.50	1x Phone call from executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access investor management database to review current investor details and advise.
BR	Liam Landrigan	Graduate Accountant	Creditors	23/09/2020	0.10	\$22.50	1x Scanned documents and saved to files and database, sent off documents to be reviewed.
BR	Liam Landrigan	Graduate Accountant	Creditors	24/09/2020	0.60	\$135.00	2x Review of correspondence from investors in relation to a transfer of units of deceased estate request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy.
BR	Liam Landrigan	Graduate Accountant	Creditors	24/09/2020	0.20	\$45.00	1x Prepare letter to investor management database to review current details.
BR	Liam Landrigan	Graduate Accountant	Creditors	25/09/2020	0.20	\$45.00	1x Prepare a letter to investor confirming update of details for their investment with the Fund. Access investor management database to review current details and draft letter for their request
BR	Liam Landrigan	Graduate Accountant	Creditors	25/09/2020	0.10	\$22.50	1x Call from an investor in relation to a request for an updated unit holdings balance. Review investor on the investor management database and advise.
BR	Liam Landrigan	Graduate Accountant	Creditors	25/09/2020	0.10	\$22.50	Review and print the investor correspondence to be signed and sent to 1 investor.
BR	Liam Landrigan	Graduate Accountant	Creditors	30/09/2020	0.20	\$45.00	3x Scanned documents and saved to files and database, sent off documents to required investor via email or post.
BR	Liam Landrigan	Graduate Accountant	Creditors	2/10/2020	0.30	\$67.50	1x Phone call from investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
BR	Liam Landrigan	Graduate Accountant	Creditors	6/10/2020	0.20	\$22.50	1x Reviewed returned mail and record investor details in Returned mail register. Prepare letter to request new address details.
BR	Liam Landrigan	Graduate Accountant	Creditors	6/10/2020	0.30	\$67.50	1x Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
BR	Liam Landrigan	Graduate Accountant	Creditors	6/10/2020	0.20	\$45.00	1x Review of correspondence from investors in relation to a transfer of units of deceased estate request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy.
BR	Liam Landrigan	Graduate Accountant	Creditors	6/10/2020	0.20	\$45.00	1x Phone call from executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access investor management database to review current investor details and advise.
BR	Liam Landrigan	Graduate Accountant	Creditors	6/10/2020	0.20	\$45.00	1x Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
BR	Liam Landrigan	Graduate Accountant	Creditors	7/10/2020	0.20	\$45.00	1x Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
BR	Liam Landrigan	Graduate Accountant	Creditors	13/10/2020	0.20	\$45.00	2x Call from an investor seeking an update on the winding up of the fund.
BR	Liam Landrigan	Graduate Accountant	Creditors	22/10/2020	0.30	\$67.50	1x Phone call from executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access investor management database to review current investor details and advise.
BR	Liam Landrigan	Graduate Accountant	Creditors	23/10/2020	0.20	\$45.00	Review and print the investor correspondence to be signed and sent to 3 investors.
BR	Liam Landrigan	Graduate Accountant	Creditors	26/10/2020	0.60	\$135.00	10x Scanned documents and saved to files and database, sent off documents to required investor via email or post.
BR	Liam Landrigan	Graduate Accountant	Creditors	26/10/2020	0.70	\$157.50	10x Scanned documents and saved to files and database, sent off documents to required investor via email or post.
BR	Liam Landrigan	Graduate Accountant	Creditors	27/10/2020	0.10	\$22.50	Review and print the investor correspondence to be signed and sent to 2 investors.
BR	Liam Landrigan	Graduate Accountant	Creditors	28/10/2020	0.20	\$45.00	1x Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
BR	Liam Landrigan	Graduate Accountant	Creditors	28/10/2020	0.30	\$67.50	1x Review of correspondence from investors in relation to a transfer of units of deceased estate request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy.
BR	Liam Landrigan	Graduate Accountant	Creditors	28/10/2020	0.20	\$45.00	1x Prepare letter to investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
BR	Liam Landrigan	Graduate Accountant	Creditors	28/10/2020	0.50	\$112.50	2x Prepare a letter to investor in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
BR	Liam Landrigan	Graduate Accountant	Creditors	28/10/2020	0.30	\$67.50	1x Review of correspondence from investors in relation to a transfer units from a deceased estate to the beneficiaries of the estate. Access investor management database to review current investor details and advise.
BR	Liam Landrigan	Graduate Accountant	Creditors	29/10/2020	0.60	\$135.00	2x Review of correspondence from investors in relation to a transfer of units of deceased estate request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy.
BR	Liam Landrigan	Graduate Accountant	Creditors	2/11/2020	0.20	\$45.00	Phone call from investor in response to a confirmation of their request to transfer units. Access investor management database to review current investor details and advise.
BR	Liam Landrigan	Graduate Accountant	Creditors	2/11/2020	0.30	\$67.50	1x Review of correspondence from investors in relation to a transfer of units of deceased estate request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy.

BR	Liam Landrigan	Graduate Accountant	Creditors	2/11/2020	0.20	\$45.00	1x Prepare letter to investor confirming transfer of units for their investment with the Fund. Access investor management database to review current details.
BR	Liam Landrigan	Graduate Accountant	Creditors	6/11/2020	0.20	\$45.00	Call from an investor seeking an update on the winding up of the fund.
BR	Liam Landrigan	Graduate Accountant	Creditors	6/11/2020	0.40	\$90.00	Review of correspondence from investors in relation to a transfer of units of deceased estate request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy.
BR	Liam Landrigan	Graduate Accountant	Creditors	9/11/2020	0.20	\$45.00	1x Prepare a letter to investor in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
BR	Liam Landrigan	Graduate Accountant	Creditors	9/11/2020	0.20	\$45.00	1x Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
BR	Liam Landrigan	Graduate Accountant	Creditors	12/11/2020	0.60	\$135.00	Review and print the investor correspondence to be signed and sent to 5 investors.
BR	Liam Landrigan	Graduate Accountant	Creditors	12/11/2020	0.30	\$67.50	1x Review of correspondence from investors in relation to a transfer of units of deceased estate request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy.
BR	Liam Landrigan	Graduate Accountant	Creditors	12/11/2020	0.20	\$45.00	1x Prepare letter to investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
BR	Liam Landrigan	Graduate Accountant	Creditors	13/11/2020	0.50	\$112.50	Review and print the investor correspondence to be signed and sent to 4 investors.
BR	Liam Landrigan	Graduate Accountant	Creditors	13/11/2020	0.20	\$45.00	1x Phone call from investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
BR	Liam Landrigan	Graduate Accountant	Creditors	13/11/2020	0.20	\$45.00	1x Phone call from executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access investor management database to review current investor details and advise.
BR	Liam Landrigan	Graduate Accountant	Creditors	13/11/2020	0.30	\$67.50	1x Prepare letter to executor of estate in response to a deceased estate to the beneficiaries of the estate. Access investor management database to review current investor details and advise.
BR	Liam Landrigan	Graduate Accountant	Creditors	16/11/2020	0.10	\$22.50	1x Call from an investor seeking an update on the winding up of the fund.
BR	Liam Landrigan	Graduate Accountant	Creditors	19/11/2020	0.20	\$45.00	1x Prepare letter to executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access investor management database to review current investor details and advise.
BR	Liam Landrigan	Graduate Accountant	Creditors	19/11/2020	0.60	\$135.00	2x Prepare letter to executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access investor management database to review current investor details and advise.
BR	Liam Landrigan	Graduate Accountant	Creditors	30/11/2020	0.10	\$22.50	Call from an investor seeking an update on the winding up of the fund.
BR	Liam Landrigan	Graduate Accountant	Creditors	4/12/2020	0.20	\$45.00	Call from an investor in relation to a request for an updated unit holdings balance. Review investor on the investor management database and advise.
BR	Liam Landrigan	Graduate Accountant	Creditors	7/12/2020	0.30	\$67.50	Review and print the investor correspondence to be signed and sent to 3 investors.
BR	Liam Landrigan	Graduate Accountant	Creditors	9/12/2020	0.40	\$90.00	Review of correspondence from investors in relation to a transfer of units request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy.
BR	Liam Landrigan	Graduate Accountant	Creditors	9/12/2020	0.20	\$45.00	Call from an investor seeking an update on the winding up of the fund.
BR	Liam Landrigan	Graduate Accountant	Creditors	9/12/2020	0.60	\$135.00	Review and print the investor correspondence to be signed and sent to 6 investors.
BR	Liam Landrigan	Graduate Accountant	Creditors	9/12/2020	0.10	\$22.50	Review of unread emails sent to the Fund's mailbox. Print email for letter response to be updated in the Fund's database. Review and update investor correspondence register accordingly.
BR	Liam Landrigan	Graduate Accountant	Creditors	9/12/2020	0.30	\$67.50	1x Prepare letter to executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access investor management database to review current investor details and advise.
BR	Liam Landrigan	Graduate Accountant	Creditors	9/12/2020	0.50	\$112.50	2x Prepare a letter to investor in relation to the interim distribution to investors. Access investor management database to review current details and draft letter for their request
BR	Liam Landrigan	Graduate Accountant	Creditors	9/12/2020	0.30	\$67.50	Prepare a letter to investor in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
BR	Liam Landrigan	Graduate Accountant	Creditors	9/12/2020	0.50	\$112.50	2x Prepare letter to investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
BR	Liam Landrigan	Graduate Accountant	Creditors	14/12/2020	0.20	\$45.00	Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
BR	Liam Landrigan	Graduate Accountant	Creditors	14/12/2020	0.30	\$67.50	Review of correspondence from investors in relation to a transfer of units request. Print email for letter response to be updated in the Fund's database. Review and update investor correspondence register accordingly.
BR	Liam Landrigan	Graduate Accountant	Creditors	14/12/2020	0.20	\$45.00	Call from an investor in relation to a request for an updated unit holdings balance. Review investor on the investor management database and advise.
BR	Liam Landrigan	Graduate Accountant	Creditors	15/12/2020	0.20	\$45.00	Prepare letter to investor of estate in response to their investment with the Fund. Access investor management database to review current details and advise process to update.
BR	Liam Landrigan	Graduate Accountant	Creditors	15/12/2020	0.70	\$157.50	Phone call from investor seeking to update the details for their investment with the Fund. Access investor management database to review current investor details and advise process to update.
BR	Liam Landrigan	Graduate Accountant	Creditors	15/12/2020	0.20	\$45.00	Review and print the investor correspondence to be signed and sent to 3 investors.
BR	Liam Landrigan	Graduate Accountant	Creditors	15/12/2020	0.30	\$67.50	Review of correspondence from investors in relation to a transfer of units of deceased estate request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy.
BR	Liam Landrigan	Graduate Accountant	Creditors	15/12/2020	0.70	\$157.50	Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.

BR	Liam Landrigan	Graduate Accountant	Creditors	15/12/2020	0.20	\$45.00	Review of unread emails sent to the Fund's mailbox. Print email for letter response to be updated in the Fund's database. Review and update investor correspondence register accordingly.
BR	Liam Landrigan	Graduate Accountant	Creditors	15/12/2020	0.60	\$135.00	2x Prepare a letter to investor in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
BR	Liam Landrigan	Graduate Accountant	Creditors	15/12/2020	0.20	\$45.00	Prepare letter to investor confirming transfer of units for their investment with the Fund. Access investor management database to review current details.
BR	Liam Landrigan	Graduate Accountant	Creditors	15/12/2020	0.10	\$22.50	Phone call from investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
BR	Liam Landrigan	Graduate Accountant	Creditors	16/12/2020	0.30	\$67.50	3x Scanned documents and saved to files and database, sent off documents to required investor via email or post.
BR	Liam Landrigan	Graduate Accountant	Creditors	16/12/2020	0.30	\$67.50	Review and print the investor correspondence to be signed and sent to 2 investors.
BR	Liam Landrigan	Graduate Accountant	Creditors	16/12/2020	0.30	\$67.50	Prepare a letter to investor in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
BR	Liam Landrigan	Graduate Accountant	Creditors	16/12/2020	0.30	\$67.50	Prepare a letter to investor in relation to the interim distribution to investors. Access investor management database to review current details and draft letter for their request
BR	Liam Landrigan	Graduate Accountant	Creditors	17/12/2020	0.40	\$90.00	Review and print the investor correspondence to be signed and sent to 6 investors.
BR	Liam Landrigan	Graduate Accountant	Creditors	17/12/2020	0.30	\$67.50	Review of unread emails sent to the Fund's mailbox. Print email for letter response to be updated in the Fund's database. Review and update investor correspondence register accordingly.
BR	Liam Landrigan	Graduate Accountant	Creditors	17/12/2020	0.40	\$90.00	Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
BR	Liam Landrigan	Graduate Accountant	Creditors	22/12/2020	0.60	\$135.00	2x Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request via email or post.
BR	Liam Landrigan	Graduate Accountant	Creditors	22/12/2020	1.00	\$225.00	10x Scanned documents and saved to files and database, sent off documents to required investor via email or post.
BR	Liam Landrigan	Graduate Accountant	Creditors	22/12/2020	0.30	\$67.50	Review of unread emails sent to the Fund's mailbox. Print email for letter response to be updated in the Fund's database. Review and update investor correspondence register accordingly.
BR	Liam Landrigan	Graduate Accountant	Creditors	13/01/2021	0.30	\$69.00	Review of correspondence from investors in relation to a transfer of units of deceased estate request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
BR	Liam Landrigan	Graduate Accountant	Creditors	13/01/2021	0.20	\$46.00	Phone call from executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access investor management database to review current investor details and advise.
BR	Liam Landrigan	Graduate Accountant	Creditors	13/01/2021	0.30	\$69.00	Review of correspondence from investors in relation to a transfer of units of deceased estate request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
BR	Liam Landrigan	Graduate Accountant	Creditors	14/01/2021	0.20	\$46.00	Prepare a letter to investor in relation to the interim distribution to investors. Access investor management database to review current details and draft letter for their request
BR	Liam Landrigan	Graduate Accountant	Creditors	14/01/2021	0.30	\$69.00	4x Scanned documents and saved to files and database, sent off documents to required investor via email or post.
BR	Liam Landrigan	Graduate Accountant	Creditors	14/01/2021	0.20	\$46.00	Review of unread emails sent to the Fund's mailbox. Print email for letter response to be updated in the Fund's database. Review and update investor correspondence register accordingly.
BR	Liam Landrigan	Graduate Accountant	Creditors	14/01/2021	0.20	\$46.00	Call from an investor seeking an update on the winding up of the fund.
BR	Liam Landrigan	Graduate Accountant	Creditors	14/01/2021	0.20	\$46.00	Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
BR	Liam Landrigan	Graduate Accountant	Creditors	14/01/2021	0.40	\$92.00	Review of correspondence from investors in relation to a transfer of units of deceased estate request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
BR	Liam Landrigan	Graduate Accountant	Creditors	14/01/2021	0.30	\$69.00	Prepare letter to investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
BR	Liam Landrigan	Graduate Accountant	Creditors	18/01/2021	0.20	\$46.00	2x Scanned documents and saved to files and database, sent off documents to required investor via email or post.
BR	Liam Landrigan	Graduate Accountant	Creditors	19/01/2021	0.30	\$69.00	6x Scanned documents and saved to files and database, sent off documents to required investor via email or post.
BR	Liam Landrigan	Graduate Accountant	Creditors	25/01/2021	0.10	\$23.00	Call from an investor seeking an update on the winding up of the fund.
BR	Liam Landrigan	Graduate Accountant	Creditors	27/01/2021	1.30	\$299.00	5x Review of correspondence from investors in relation to a transfer of units of deceased estate request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
BR	Liam Landrigan	Graduate Accountant	Creditors	27/01/2021	1.20	\$276.00	4x Review of correspondence from investors in relation to a transfer of units of deceased estate request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
BR	Liam Landrigan	Graduate Accountant	Creditors	27/01/2021	1.50	\$345.00	4x Review of correspondence from investors in relation to a transfer of units of deceased estate request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
BR	Liam Landrigan	Graduate Accountant	Creditors	28/01/2021	1.50	\$345.00	1x Prepare letter to investor confirming transfer of units for their investment with the Fund. Access investor management database to review current details.
BR	Liam Landrigan	Graduate Accountant	Creditors	28/01/2021	0.30	\$69.00	1x Review of correspondence from investors in relation to a transfer of units of deceased estate request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
BR	Liam Landrigan	Graduate Accountant	Creditors	29/01/2021	1.20	\$276.00	5x Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
BR	Liam Landrigan	Graduate Accountant	Creditors	29/01/2021	0.50	\$115.00	5x Scanned documents and saved to files and database, sent off documents to required investor via email or post.

BR	Liam Landrigan	Graduate Accountant	Creditors	1/02/2021	0.20	\$46.00	2x Scanned documents and saved to files and database, sent off documents to be reviewed.
BR	Liam Landrigan	Graduate Accountant	Creditors	1/02/2021	0.20	\$46.00	Phone call from investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
BR	Liam Landrigan	Graduate Accountant	Creditors	2/02/2021	0.20	\$46.00	1x Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
BR	Liam Landrigan	Graduate Accountant	Creditors	3/02/2021	0.20	\$46.00	1x Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
BR	Liam Landrigan	Graduate Accountant	Creditors	3/02/2021	0.60	\$138.00	Reviewed files saved to database. Access investor management database to review current investor details and advise.
BR	Liam Landrigan	Graduate Accountant	Creditors	3/02/2021	1.20	\$276.00	Reviewed files saved to database. Access investor management database to review current investor details and advise.
BR	Liam Landrigan	Graduate Accountant	Creditors	3/02/2021	0.20	\$46.00	1x Prepare letter to investor confirming update of details for their investment with the Fund. Access investor management database to review current investor details and advise.
BR	Liam Landrigan	Graduate Accountant	Creditors	3/02/2021	0.20	\$46.00	1x Prepare letter to investor seeking to update the details for their investment with the Fund. Access investor management database to review current investor details and advise.
BR	Liam Landrigan	Graduate Accountant	Creditors	4/02/2021	0.20	\$46.00	1x Prepare letter to investor confirming transfer of units for their investment with the Fund. Access investor management database to review current investor details.
BR	Liam Landrigan	Graduate Accountant	Creditors	4/02/2021	0.20	\$46.00	2x Scanned documents and saved to files and database, sent off documents to required investor via email or post.
BR	Liam Landrigan	Graduate Accountant	Creditors	4/02/2021	0.30	\$69.00	1x Phone call from executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access investor management database to review current investor details and advise.
BR	Liam Landrigan	Graduate Accountant	Creditors	5/02/2021	1.50	\$345.00	6x Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
BR	Liam Landrigan	Graduate Accountant	Creditors	5/02/2021	1.40	\$322.00	6x Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
BR	Liam Landrigan	Graduate Accountant	Creditors	5/02/2021	0.40	\$92.00	3x Scanned documents and saved to files and database, sent off documents to required investor via email or post.
BR	Liam Landrigan	Graduate Accountant	Creditors	8/02/2021	0.40	\$92.00	2x Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
BR	Liam Landrigan	Graduate Accountant	Creditors	8/02/2021	0.80	\$184.00	3x Prepare a letter to investor in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
BR	Liam Landrigan	Graduate Accountant	Creditors	9/02/2021	0.30	\$69.00	4x Scanned documents and saved to files and database, sent off documents to required investor via email or post.
BR	Liam Landrigan	Graduate Accountant	Creditors	9/02/2021	0.40	\$92.00	6x Scanned documents and saved to files and database, sent off documents to required investor via email or post.
BR	Liam Landrigan	Graduate Accountant	Creditors	9/02/2021	0.50	\$115.00	2x Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
BR	Liam Landrigan	Graduate Accountant	Creditors	9/02/2021	0.20	\$46.00	3x Scanned documents and saved to files and database, sent off documents to required investor via email or post.
BR	Liam Landrigan	Graduate Accountant	Creditors	10/02/2021	0.10	\$23.00	1x Call from an investor in relation to a request for an updated unit holdings balance. Review investor on the investor management database and advise.
BR	Liam Landrigan	Graduate Accountant	Creditors	10/02/2021	0.20	\$46.00	1x Prepare letter to investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
BR	Liam Landrigan	Graduate Accountant	Creditors	10/02/2021	0.40	\$92.00	Reviewing correspondence received from investors. Collate the letters and information and save to file.
BR	Liam Landrigan	Graduate Accountant	Creditors	10/02/2021	0.10	\$23.00	Review of unread emails sent to the Fund's mailbox. Print email for letter response to be updated in the Fund's database. Review and update investor correspondence register accordingly.
BR	Liam Landrigan	Graduate Accountant	Creditors	11/02/2021	1.00	\$230.00	3x Prepare a letter to investor in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
BR	Liam Landrigan	Graduate Accountant	Creditors	11/02/2021	0.70	\$161.00	3x Prepare letter to investor confirming transfer of units for their investment with the Fund. Access investor management database to review current investor details and advise.
BR	Liam Landrigan	Graduate Accountant	Creditors	11/02/2021	0.30	\$69.00	1x Prepare letter to investor in response to their request to transfer units from a Super Fund to their personal name. Access investor management database to review current investor details and advise.
BR	Liam Landrigan	Graduate Accountant	Creditors	12/02/2021	0.90	\$207.00	4x Prepare a letter to investor in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
BR	Liam Landrigan	Graduate Accountant	Creditors	12/02/2021	1.20	\$276.00	7x Scanned documents and saved to files and database, sent off documents to required investor via email or post.
BR	Liam Landrigan	Graduate Accountant	Creditors	15/02/2021	0.30	\$69.00	1x Prepare a letter to investor in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
BR	Liam Landrigan	Graduate Accountant	Creditors	15/02/2021	0.20	\$46.00	1x Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
BR	Liam Landrigan	Graduate Accountant	Creditors	15/02/2021	0.30	\$69.00	1x Call from an investor seeking an update on the winding up of the fund.
BR	Liam Landrigan	Graduate Accountant	Creditors	15/02/2021	0.50	\$115.00	4x Reviewing correspondence received from investors. Collate the letters and information and save to file.

		Liam Landrigan	Graduate Accountant	Creditors	15/02/2021	0.20	\$46.00	Review of unread emails sent to the Fund's mailbox. Print email for letter response to be updated in the Fund's database. Review and update investor correspondence register accordingly.
		Liam Landrigan	Graduate Accountant	Creditors	15/02/2021	0.20	\$46.00	1x Prepare a letter to investor in relation to the interim distribution to investors. Access investor management database to review current details and draft letter for their request
		Liam Landrigan	Graduate Accountant	Creditors	16/02/2021	0.20	\$46.00	1x Prepare letter to investor confirming update of details for their investment with the Fund. Access investor management database to review current details.
		Liam Landrigan	Graduate Accountant	Creditors	16/02/2021	0.10	\$23.00	1x Phone call from executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access investor management database to review current investor details and advise.
		Liam Landrigan	Graduate Accountant	Creditors	16/02/2021	0.20	\$46.00	Review of unread emails sent to the Fund's mailbox. Print email for letter response to be updated in the Fund's database. Review and update investor correspondence register accordingly.
		Liam Landrigan	Graduate Accountant	Creditors	16/02/2021	0.20	\$46.00	1x Prepare letter to investor confirming update of details for their investment with the Fund. Access investor management database to review current details.
		Liam Landrigan	Graduate Accountant	Creditors	17/02/2021	0.60	\$138.00	2x Prepare a letter to investor in relation to the interim distribution to investors. Access investor management database to review current details and draft letter for their request
		Liam Landrigan	Graduate Accountant	Creditors	17/02/2021	0.40	\$92.00	2x Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
		Liam Landrigan	Graduate Accountant	Creditors	17/02/2021	0.10	\$23.00	Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
		Liam Landrigan	Graduate Accountant	Creditors	17/02/2021	0.70	\$161.00	2x Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
		Liam Landrigan	Graduate Accountant	Creditors	17/02/2021	0.20	\$46.00	Review of unread emails sent to the Fund's database. Review and update investor correspondence register accordingly.
		Liam Landrigan	Graduate Accountant	Creditors	18/02/2021	0.20	\$46.00	1x Prepare letter to investor confirming update of details for their investment with the Fund. Access investor management database to review current details.
		Liam Landrigan	Graduate Accountant	Creditors	18/02/2021	0.30	\$69.00	1x Prepare a letter to investor in relation to the interim distribution to investors. Access investor management database to review current details and draft letter for their request
		Liam Landrigan	Graduate Accountant	Creditors	18/02/2021	0.20	\$46.00	2x Phone call from executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Review and update investor correspondence register accordingly.
		Liam Landrigan	Graduate Accountant	Creditors	18/02/2021	0.30	\$69.00	Review of unread emails sent to the Fund's mailbox. Print email for letter response to be updated in the Fund's database. Review and update investor correspondence register accordingly.
		Liam Landrigan	Graduate Accountant	Creditors	22/02/2021	0.30	\$69.00	Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
		Liam Landrigan	Graduate Accountant	Creditors	23/02/2021	0.20	\$46.00	1x Phone call from executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access investor management database to review current investor details and advise.
		Liam Landrigan	Graduate Accountant	Creditors	24/02/2021	0.10	\$23.00	1x Review of correspondence from investors in relation to a transfer of units of deceased estate request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy.
		Liam Landrigan	Graduate Accountant	Creditors	24/02/2021	0.50	\$115.00	Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
		Liam Landrigan	Graduate Accountant	Creditors	25/02/2021	0.20	\$46.00	Review of unread emails sent to the Fund's mailbox. Print email for letter response to be updated in the Fund's database. Review and update investor correspondence register accordingly.
		Liam Landrigan	Graduate Accountant	Creditors	25/02/2021	0.40	\$92.00	Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
		Liam Landrigan	Graduate Accountant	Creditors	26/02/2021	0.10	\$23.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
		Liam Landrigan	Graduate Accountant	Creditors	26/02/2021	0.20	\$46.00	1x Prepare letter to investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
		Liam Landrigan	Graduate Accountant	Creditors	26/02/2021	0.20	\$46.00	1x Prepare a letter to investor in relation to the interim distribution to investors. Access investor management database to review current details and draft letter for their request
		Liam Landrigan	Graduate Accountant	Creditors	26/02/2021	0.50	\$115.00	2x Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
		Liam Landrigan	Graduate Accountant	Creditors	26/02/2021	0.20	\$46.00	1x Phone call from investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
		Liam Landrigan	Graduate Accountant	Creditors	1/03/2021	0.20	\$46.00	Review of unread emails sent to the Fund's database. Review and update investor correspondence register accordingly.
		Liam Landrigan	Graduate Accountant	Creditors	1/03/2021	0.70	\$161.00	2x Review of correspondence from investors in relation to a transfer of units of deceased estate request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
		Liam Landrigan	Graduate Accountant	Creditors	2/03/2021	0.30	\$69.00	Review of unread emails sent to the Fund's mailbox. Print email for letter response to be updated in the Fund's database. Review and update investor correspondence register accordingly.
		Liam Landrigan	Graduate Accountant	Creditors	2/03/2021	1.00	\$230.00	3x Prepare letter to executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access investor management database to review current investor details and advise.
		Liam Landrigan	Graduate Accountant	Creditors	3/03/2021	0.30	\$69.00	1x Call from an investor seeking an update on the winding up of the fund.

BR	Liam Landrigan	Graduate Accountant	Creditors	3/03/2021	0.20	\$46.00	Review and update investor correspondence register accordingly.
BR	Liam Landrigan	Graduate Accountant	Creditors	4/03/2021	0.30	\$69.00	1x Prepare letter to executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access investor management database to review current investor details and advise.
BR	Liam Landrigan	Graduate Accountant	Creditors	4/03/2021	0.50	\$115.00	4x Scanned documents and saved to files and database, sent off documents to required investor via email or post.
BR	Liam Landrigan	Graduate Accountant	Creditors	4/03/2021	0.20	\$46.00	1x Phone call from investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
BR	Liam Landrigan	Graduate Accountant	Creditors	4/03/2021	0.20	\$46.00	1x Prepare a letter to investor in relation to the interim distribution to investors. Access investor management database to review current details and advise process to update.
BR	Liam Landrigan	Graduate Accountant	Creditors	5/03/2021	0.60	\$138.00	2x Prepare a letter to investor in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
BR	Liam Landrigan	Graduate Accountant	Creditors	5/03/2021	0.50	\$115.00	2x Prepare a letter to investor in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
BR	Liam Landrigan	Graduate Accountant	Creditors	8/03/2021	0.30	\$69.00	1x Review of correspondence from investors in relation to a transfer of units of deceased estate request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy.
BR	Liam Landrigan	Graduate Accountant	Creditors	8/03/2021	0.40	\$92.00	2x Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
BR	Liam Landrigan	Graduate Accountant	Creditors	9/03/2021	0.20	\$46.00	1x Phone call from investor in response to their personal name. Access investor management database to review current investor details and advise.
BR	Liam Landrigan	Graduate Accountant	Creditors	10/03/2021	0.10	\$23.00	1x Phone call from investor in response to a confirmation of their request to transfer units. Access investor management database to review current investor details and advise.
BR	Liam Landrigan	Graduate Accountant	Creditors	10/03/2021	0.10	\$23.00	1x Phone call from executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access investor management database to review current investor details and advise.
BR	Liam Landrigan	Graduate Accountant	Creditors	10/03/2021	0.10	\$23.00	1x Review of correspondence from investors in relation to a transfer of units of deceased estate request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
BR	Liam Landrigan	Graduate Accountant	Creditors	10/03/2021	0.30	\$69.00	1x Prepare letter to investor seeking to update the details for their investment with the Fund. Access investor management database to review current investor details and advise.
BR	Liam Landrigan	Graduate Accountant	Creditors	10/03/2021	0.40	\$92.00	1x Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
BR	Liam Landrigan	Graduate Accountant	Creditors	15/03/2021	0.50	\$115.00	2x Prepare a letter to investor in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
BR	Liam Landrigan	Graduate Accountant	Creditors	17/03/2021	0.20	\$46.00	1x Prepare letter to investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
BR	Liam Landrigan	Graduate Accountant	Creditors	17/03/2021	0.30	\$69.00	3x Scanned documents and saved to files and database
BR	Liam Landrigan	Graduate Accountant	Creditors	17/03/2021	0.30	\$69.00	1x Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
BR	Liam Landrigan	Graduate Accountant	Creditors	18/03/2021	0.10	\$23.00	1x Call from an investor seeking an update on the winding up of the fund.
BR	Liam Landrigan	Graduate Accountant	Creditors	18/03/2021	0.30	\$69.00	1x Prepare a letter to investor in relation to the timing of distributions from the Fund. Access investor management database to review current details and draft letter for their request
BR	Liam Landrigan	Graduate Accountant	Creditors	18/03/2021	0.30	\$69.00	1x Review of correspondence from investors in relation to a transfer of units of deceased estate request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy.
BR	Liam Landrigan	Graduate Accountant	Creditors	19/03/2021	0.20	\$46.00	1x Prepare a letter to investor in relation to the timing of distributions from the Fund. Access investor management database to review current details and draft letter for their request
BR	Liam Landrigan	Graduate Accountant	Creditors	19/03/2021	0.30	\$69.00	1x Review of correspondence from investors in relation to the timing of distributions from the Fund. Access investor management database to review current details and draft letter for their request
BR	Liam Landrigan	Graduate Accountant	Creditors	22/03/2021	0.30	\$69.00	1x Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
BR	Liam Landrigan	Graduate Accountant	Creditors	22/03/2021	0.80	\$184.00	3x Review of correspondence from investors in relation to the timing of distributions from the Fund. Access investor management database to review current details and draft letter for their request
BR	Liam Landrigan	Graduate Accountant	Creditors	22/03/2021	0.20	\$46.00	1x Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
BR	Liam Landrigan	Graduate Accountant	Creditors	23/03/2021	0.20	\$46.00	1x Review of correspondence from investors in relation to the timing of distributions from the Fund. Access investor management database to review current details and draft letter for their request
BR	Liam Landrigan	Graduate Accountant	Creditors	23/03/2021	0.30	\$69.00	1x Review of correspondence from investors in relation to a transfer of units of deceased estate request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
BR	Liam Landrigan	Graduate Accountant	Creditors	23/03/2021	0.30	\$69.00	1x Prepare a letter to investor in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
BR	Liam Landrigan	Graduate Accountant	Creditors	24/03/2021	0.30	\$69.00	2x Scanned documents and saved to files and database, sent off documents to required investor via email or post.
BR	Liam Landrigan	Graduate Accountant	Creditors	24/03/2021	0.30	\$69.00	1x Prepare a letter to investor in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.

BR	Liam Landrigan	Graduate Accountant	Creditors	24/03/2021	0.10	\$23.00	Review of unread emails sent to the Fund's mailbox. Print email for letter response to be updated in the Fund's database. Review and update investor correspondence register accordingly.
BR	Liam Landrigan	Graduate Accountant	Creditors	24/03/2021	0.70	\$161.00	3x Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
BR	Liam Landrigan	Graduate Accountant	Creditors	24/03/2021	0.40	\$92.00	2x Prepare letter to investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
BR	Liam Landrigan	Graduate Accountant	Creditors	24/03/2021	0.10	\$23.00	Review of unread emails sent to the Fund's database. Print email for letter response to be updated in the Fund's database. Review and update investor correspondence register accordingly.
BR	Liam Landrigan	Graduate Accountant	Creditors	25/03/2021	0.30	\$69.00	1x Prepare a letter to investor in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
BR	Liam Landrigan	Graduate Accountant	Creditors	25/03/2021	0.30	\$69.00	1x Prepare letter to executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access investor management database to review current investor details and advise.
BR	Liam Landrigan	Graduate Accountant	Creditors	25/03/2021	0.40	\$92.00	2x Review of correspondence from investors in relation to a transfer of units request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
BR	Liam Landrigan	Graduate Accountant	Creditors	25/03/2021	0.20	\$46.00	1x Phone call from executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access investor management database to review current investor details and advise.
BR	Liam Landrigan	Graduate Accountant	Creditors	29/03/2021	0.20	\$46.00	1x Prepare letter to investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
BR	Liam Landrigan	Graduate Accountant	Creditors	29/03/2021	0.20	\$46.00	1x Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
BR	Liam Landrigan	Graduate Accountant	Creditors	29/03/2021	0.10	\$23.00	Call from an investor seeking an update on the winding up of the fund.
BR	Liam Landrigan	Graduate Accountant	Creditors	29/03/2021	0.30	\$69.00	1x Review of correspondence from investors in relation to a transfer of units request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy.
BR	Liam Landrigan	Graduate Accountant	Creditors	31/03/2021	0.20	\$46.00	Review of unread emails sent to the Fund's database. Review and update investor correspondence register accordingly.
BR	Liam Landrigan	Graduate Accountant	Creditors	6/04/2021	0.40	\$92.00	2x Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
BR	Liam Landrigan	Graduate Accountant	Creditors	6/04/2021	0.20	\$46.00	1x Phone call from investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
BR	Liam Landrigan	Graduate Accountant	Creditors	6/04/2021	0.20	\$46.00	1x Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
BR	Liam Landrigan	Graduate Accountant	Creditors	6/04/2021	0.10	\$23.00	1x Call from an investor seeking an update on the winding up of the fund.
BR	Liam Landrigan	Graduate Accountant	Creditors	6/04/2021	0.20	\$46.00	Review of unread emails sent to the Fund's database. Review and update investor correspondence register accordingly.
BR	Liam Landrigan	Graduate Accountant	Creditors	7/04/2021	0.10	\$23.00	1x Call from an investor seeking an update on the winding up of the fund.
BR	Liam Landrigan	Graduate Accountant	Creditors	9/04/2021	0.70	\$161.00	5x Access investor management database, search for investor and print investor balance.
BR	Liam Landrigan	Graduate Accountant	Creditors	12/04/2021	0.10	\$23.00	Review of unread emails sent to the Fund's mailbox. Print email for letter response to be updated in the Fund's database. Review and update investor correspondence register accordingly.
BR	Liam Landrigan	Graduate Accountant	Creditors	12/04/2021	0.60	\$138.00	3x Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
BR	Liam Landrigan	Graduate Accountant	Creditors	12/04/2021	0.30	\$69.00	1x Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
BR	Liam Landrigan	Graduate Accountant	Creditors	13/04/2021	0.50	\$115.00	2x Prepare a letter to investor in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
BR	Liam Landrigan	Graduate Accountant	Creditors	14/04/2021	0.20	\$46.00	1x Prepare a letter to investor in relation to the timing of distributions from the Fund. Access investor management database to review current details and draft letter for their request
BR	Liam Landrigan	Graduate Accountant	Creditors	14/04/2021	0.20	\$46.00	Review of unread emails sent to the Fund's mailbox. Print email for letter response to be updated in the Fund's database. Review and update investor correspondence register accordingly.
BR	Liam Landrigan	Graduate Accountant	Creditors	14/04/2021	0.20	\$46.00	1x Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
BR	Liam Landrigan	Graduate Accountant	Creditors	14/04/2021	0.30	\$69.00	Review of correspondence from investors in relation to the timing of distributions from the Fund. Access investor management database to review current details and draft letter for their request
BR	Liam Landrigan	Graduate Accountant	Creditors	15/04/2021	0.30	\$69.00	1x Prepare a letter to investor in relation to the timing of distributions from the Fund. Access investor management database to review current details and draft letter for their request
BR	Liam Landrigan	Graduate Accountant	Creditors	15/04/2021	0.50	\$115.00	2x Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
BR	Liam Landrigan	Graduate Accountant	Creditors	15/04/2021	0.10	\$23.00	Review of unread emails sent to the Fund's mailbox. Print email for letter response to be updated in the Fund's database. Review and update investor correspondence register accordingly.
BR	Liam Landrigan	Graduate Accountant	Creditors	16/04/2021	0.20	\$46.00	Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
BR	Liam Landrigan	Graduate Accountant	Creditors	16/04/2021	0.20	\$46.00	Scanned documents and saved to files and database, sent off documents to be reviewed.
BR	Liam Landrigan	Graduate Accountant	Creditors	16/04/2021	0.40	\$92.00	2x Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.

BR	Liam Landrigan	Graduate Accountant	Creditors	19/04/2021	0.10	\$23.00	Review of unread emails sent to the Fund's mailbox. Print email for letter response to be updated in the Fund's database. Review and update investor correspondence register accordingly.
BR	Liam Landrigan	Graduate Accountant	Creditors	19/04/2021	0.50	\$115.00	2x Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
BR	Liam Landrigan	Graduate Accountant	Creditors	19/04/2021	0.30	\$69.00	1x Prepare a letter to investor in relation to the timing of distributions from the Fund. Access investor management database to review current details and draft letter for their request
BR	Liam Landrigan	Graduate Accountant	Creditors	19/04/2021	0.60	\$138.00	3x Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
BR	Liam Landrigan	Graduate Accountant	Creditors	19/04/2021	0.20	\$46.00	Review of unread emails sent to the Fund's mailbox. Print email for letter response to be updated in the Fund's database. Review and update investor correspondence register accordingly.
BR	Liam Landrigan	Graduate Accountant	Creditors	20/04/2021	0.40	\$92.00	Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
BR	Liam Landrigan	Graduate Accountant	Creditors	20/04/2021	0.30	\$69.00	1x Review of correspondence from investors in relation to a transfer of units request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
BR	Liam Landrigan	Graduate Accountant	Creditors	20/04/2021	0.20	\$46.00	Review of unread emails sent to the Fund's mailbox. Print email for letter response to be updated in the Fund's database. Review and update investor correspondence register accordingly.
BR	Liam Landrigan	Graduate Accountant	Creditors	20/04/2021	0.30	\$69.00	3x Scanned documents and saved to files and database, sent off documents to required investor via email or post.
BR	Liam Landrigan	Graduate Accountant	Creditors	20/04/2021	0.50	\$115.00	2x Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
BR	Liam Landrigan	Graduate Accountant	Creditors	21/04/2021	0.50	\$115.00	2x Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
BR	Liam Landrigan	Graduate Accountant	Creditors	21/04/2021	0.20	\$46.00	Review of unread emails sent to the Fund's mailbox. Print email for letter response to be updated in the Fund's database. Review and update investor correspondence register accordingly.
BR	Liam Landrigan	Graduate Accountant	Creditors	22/04/2021	0.40	\$92.00	2x Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
BR	Liam Landrigan	Graduate Accountant	Creditors	28/04/2021	0.40	\$92.00	2x Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
BR	Liam Landrigan	Graduate Accountant	Creditors	28/04/2021	0.20	\$46.00	Review of unread emails sent to the Fund's mailbox. Print email for letter response to be updated in the Fund's database. Review and update investor correspondence register accordingly.
BR	Liam Landrigan	Graduate Accountant	Creditors	28/04/2021	0.20	\$46.00	1x Phone call from investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
BR	Liam Landrigan	Graduate Accountant	Creditors	28/04/2021	0.10	\$23.00	1x Call from an investor seeking an update on the winding up of the fund.
BR	Liam Landrigan	Graduate Accountant	Creditors	29/04/2021	0.50	\$115.00	2x Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
BR	Liam Landrigan	Graduate Accountant	Creditors	29/04/2021	0.10	\$23.00	Review of unread emails sent to the Fund's mailbox. Print email for letter response to be updated in the Fund's database. Review and update investor correspondence register accordingly.
BR	Liam Landrigan	Graduate Accountant	Creditors	30/04/2021	1.00	\$230.00	4x Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
BR	Liam Landrigan	Graduate Accountant	Creditors	4/05/2021	0.50	\$115.00	2x Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
BR	Nisha Banka Vacationer	Creditors		8/12/2020	0.60	\$111.00	Review of correspondence from 3 investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to bank statements. Identified missing supporting documents.
BR	Nisha Banka Vacationer	Creditors		8/12/2020	2.70	\$499.50	Review documents provided by Hall Chadwick in relation to ECGA trading claim and reconcile payment of invoices provided to bank statements.
BR	Nisha Banka Vacationer	Creditors		9/12/2020	0.40	\$74.00	Scanned 5 documents and saved to files and database, sent off documents to required investor via email or post.
BR	Nisha Banka Vacationer	Creditors		9/12/2020	0.60	\$111.00	Review of correspondence from 3 investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
BR	Nisha Banka Vacationer	Creditors		11/12/2020	1.80	\$333.00	Prepare summary of expenses claimed to be paid by ECGA and apportionment calculations.
BR	Nisha Banka Vacationer	Creditors		14/12/2020	1.80	\$333.00	Prepare summary of expenses claimed to be paid by ECGA and apportionment calculations.
BR	Nisha Banka Vacationer	Creditors		18/12/2020	1.00	\$185.00	Scanned 8 documents and saved to files and database, sent off documents to required investor via email or post.
BR	Ryan Whyte Senior Accountant	Creditors		8/05/2020	0.20	\$55.00	Telecon with Jayden Coulston regarding reprocessing returned payments from the three interim distributions to investors in 2014 and 2015.
BR	Ryan Whyte Senior Accountant	Creditors		27/05/2020	0.10	\$275.00	Prepare 5 letters to investors in relation to the timing of distributions from the Fund. Access investor management database to review current details and draft letter for their request
BR	Ryan Whyte Senior Accountant	Creditors		28/05/2020	0.40	\$110.00	Prepare 2 letters to investors in relation to the timing of distributions from the Fund. Access investor management database to review current details and draft letter for their request
BR	Ryan Whyte Senior Accountant	Creditors		1/06/2020	0.40	\$110.00	Prepare 2 letters to investors in relation to the interim distribution to investors. Access investor management database to review current details and draft letter for their request



BR	Ryan Whyte	Senior Accountant	Creditors	18/08/2020	0.80	\$220.00	Review the equalisation payment spreadsheet for the winding up of the fund. Update the spreadsheet to reflect the current unit holdings from transfer of units to new parties since 2018.
BR	Ryan Whyte	Senior Accountant	Creditors	18/08/2020	0.80	\$220.00	Review the equalisation payment spreadsheet for the winding up of the fund. Update the spreadsheet to reflect the current unit holdings from transfer of units to new parties since 2018.
BR	Ryan Whyte	Senior Accountant	Creditors	18/08/2020	0.40	\$110.00	Review the equalisation payment spreadsheet for the winding up of the fund. Update the spreadsheet to reflect the current unit holdings from transfer of units to new parties since 2018.
BR	Ryan Whyte	Senior Accountant	Creditors	18/08/2020	1.70	\$467.50	Review the equalisation payment spreadsheet for the winding up of the fund. Update the spreadsheet to reflect the current unit holdings from transfer of units to new parties since 2018.
BR	Ryan Whyte	Senior Accountant	Creditors	19/08/2020	0.50	\$137.50	Reviewed and approved 4 letters to investors in relation to a request for a change of details/unit holding balance/confirmation of change/transfer of units/transfer of units for deceased estate.
BR	Ryan Whyte	Senior Accountant	Creditors	27/08/2020	0.50	\$137.50	Reviewed and approved 4 letters to investors in relation to a request for a change of details/unit holding balance/confirmation of change/transfer of units/transfer of units for deceased estate.
BR	Ryan Whyte	Senior Accountant	Creditors	28/08/2020	0.70	\$192.50	Reviewed and approved 5 letters to investors in relation to a request for a change of details/unit holding balance/confirmation of change/transfer of units/transfer of units for deceased estate.
BR	Ryan Whyte	Senior Accountant	Creditors	2/09/2020	0.90	\$247.50	Review the equalisation payment spreadsheet for the winding up of the fund. Update the spreadsheet to reflect the current unit holdings from transfer of units to new parties since 2018.
BR	Ryan Whyte	Senior Accountant	Creditors	2/09/2020	0.80	\$220.00	Review the equalisation payment spreadsheet for the winding up of the fund. Update the spreadsheet to reflect the current unit holdings from transfer of units to new parties since 2018.
BR	Ryan Whyte	Senior Accountant	Creditors	2/09/2020	1.20	\$330.00	Prepare a pictorial outlining the events occurred for the Equalisation payment to investors for the solicitors to attach to the application for the equalisation payment and final distribution to investors
BR	Ryan Whyte	Senior Accountant	Creditors	2/09/2020	0.70	\$192.50	Review the equalisation payment spreadsheet for the winding up of the fund. Update the spreadsheet to reflect the current unit holdings from transfer of units to new parties since 2018.
BR	Ryan Whyte	Senior Accountant	Creditors	2/09/2020	0.50	\$137.50	Meeting with Jayden Coulston regarding updating the equalisation payment spreadsheet for the winding up of the fund. Update the spreadsheet to reflect the current unit holdings from transfer of units to new parties since 2018 in order to provide to our solicitors for the application for payment of the equalisation payment and a final distribution.
BR	Ryan Whyte	Senior Accountant	Creditors	10/09/2020	1.40	\$385.00	Review of correspondence from 12 investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
BR	Ryan Whyte	Senior Accountant	Creditors	11/09/2020	1.20	\$330.00	Review of correspondence from 10 investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
BR	Ryan Whyte	Senior Accountant	Creditors	14/09/2020	1.20	\$330.00	Reviewed and approved 10 letters to investors in relation to a request for a change of details/unit holding balance/confirmation of change/transfer of units/transfer of units for deceased estate.
BR	Ryan Whyte	Senior Accountant	Creditors	15/09/2020	2.20	\$605.00	Review and update David Whyte's affidavit for the Equalisation payment, final distribution and winding up of the Fund. Review the equalisation spreadsheet and other supporting documentation to confirm details for our solicitors.
BR	Ryan Whyte	Senior Accountant	Creditors	15/09/2020	0.20	\$55.00	Review and update David Whyte's affidavit for the Equalisation payment, final distribution and winding up of the Fund. Review the equalisation spreadsheet and other supporting documentation provided to process request as per the Funds policy.
BR	Ryan Whyte	Senior Accountant	Creditors	15/09/2020	0.70	\$192.50	Meeting with Jayden Coulston regarding David Whyte's affidavit for the Equalisation payment, final distribution and winding up of the Fund in preparation for the meeting with our solicitors.
BR	Ryan Whyte	Senior Accountant	Creditors	15/09/2020	1.60	\$440.00	Meeting with Jayden Coulston and our solicitors regarding David Whyte's affidavit for the Equalisation payment, final distribution and winding up of the Fund in preparation.
BR	Ryan Whyte	Senior Accountant	Creditors	15/09/2020	1.00	\$275.00	Review and update David Whyte's affidavit for the Equalisation payment, final distribution and winding up of the Fund. Review the equalisation spreadsheet and other supporting documentation to send to our solicitors.
BR	Ryan Whyte	Senior Accountant	Creditors	16/09/2020	1.70	\$467.50	Prepare information and provide documents to our solicitors for preparing David Whyte's affidavit for the Equalisation payment, final distribution and winding up of the Fund.
BR	Ryan Whyte	Senior Accountant	Creditors	16/09/2020	0.50	\$137.50	Prepare information and provide documents to our solicitors for preparing David Whyte's affidavit for the Equalisation payment, final distribution and winding up of the Fund.
BR	Ryan Whyte	Senior Accountant	Creditors	16/09/2020	0.80	\$220.00	Prepare information and provide documents to our solicitors for preparing David Whyte's affidavit for the Equalisation payment, final distribution and winding up of the Fund.
BR	Ryan Whyte	Senior Accountant	Creditors	17/09/2020	1.20	\$330.00	Prepare information and provide documents to our solicitors for preparing David Whyte's affidavit for the Equalisation payment, final distribution and winding up of the Fund. Prepare email to our solicitors with the findings.
BR	Ryan Whyte	Senior Accountant	Creditors	17/09/2020	1.10	\$302.50	Prepare information and provide documents to our solicitors for preparing David Whyte's affidavit for the Equalisation payment, final distribution and winding up of the Fund. Prepare email to our solicitors with the findings.
BR	Ryan Whyte	Senior Accountant	Creditors	17/09/2020	1.80	\$495.00	Prepare information and provide documents to our solicitors for preparing David Whyte's affidavit for the Equalisation payment, final distribution and winding up of the Fund. Prepare email to our solicitors with the findings.
BR	Ryan Whyte	Senior Accountant	Creditors	17/09/2020	0.80	\$220.00	Reviewed and approved 8 letters to investors in relation to a request for a change of details/unit holding balance/confirmation of change/transfer of units/transfer of units for deceased estate.
BR	Ryan Whyte	Senior Accountant	Creditors	24/09/2020	0.80	\$220.00	Reviewed and approved 6 letters to investors in relation to a request for a change of details/unit holding balance/confirmation of change/transfer of units/transfer of units for deceased estate.
BR	Ryan Whyte	Senior Accountant	Creditors	25/09/2020	0.80	\$220.00	Reviewed and approved 6 letters to investors in relation to a request for a change of details/unit holding balance/confirmation of change/transfer of units/transfer of units for deceased estate.
BR	Ryan Whyte	Senior Accountant	Creditors	8/10/2020	0.20	\$55.00	Call from an investor seeking an update on the winding up of the fund.
BR	Ryan Whyte	Senior Accountant	Creditors	23/10/2020	0.80	\$220.00	Reviewed and approved 6 letters to investors seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
BR	Ryan Whyte	Senior Accountant	Creditors	23/10/2020	0.50	\$137.50	Prepare 3 letters to investors in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
BR	Ryan Whyte	Senior Accountant	Creditors	26/10/2020	1.30	\$357.50	Prepare 7 letters to investors seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
BR	Ryan Whyte	Senior Accountant	Creditors	27/10/2020	0.40	\$110.00	Reviewed and approved 3 letters to investors in relation to a request for a change of details/unit holding balance/confirmation of change/transfer of units/transfer of units for deceased estate.





BR	Ryan Whyte	Senior Accountant	Creditors	19/05/2021	2.00	\$680.00	Update the equalisation spreadsheet in preparation for lodging the application in court for approval. Update the spreadsheet to represent the correct recipient for the equalisation payment from transfer of units since September 2020.
BR	Ryan Whyte	Senior Accountant	Creditors	19/05/2021	0.60	\$204.00	Reviewed and approved 7 letters to investors in relation to a request for a change of details/unit holding balance/confirmation of change/transfer of units/transfer of units for deceased estate.
BR	Ryan Whyte	Senior Accountant	Creditors	20/05/2021	0.30	\$102.00	Reviewed and approved 2 letters to investors in relation to a request for a change of details/unit holding balance/confirmation of change/transfer of units/transfer of units for deceased estate.
BR	Ryan Whyte	Senior Accountant	Creditors	20/05/2021	1.00	\$340.00	Reviewed and approved 7 letters to investors in relation to a request for a change of details/unit holding balance/confirmation of change/transfer of units/transfer of units for deceased estate.
BR	Ryan Whyte	Senior Accountant	Creditors	21/05/2021	1.10	\$374.00	Update the equalisation spreadsheet in preparation for lodging the application in court for approval. Update the spreadsheet to represent the correct recipient for the equalisation payment from transfer of units since September 2020.
BR	Ryan Whyte	Senior Accountant	Creditors	21/05/2021	0.20	\$68.00	Update the equalisation spreadsheet in preparation for lodging the application in court for approval. Update the spreadsheet to represent the correct recipient for the equalisation payment from transfer of units since September 2020.
BR	Ryan Whyte	Senior Accountant	Creditors	24/05/2021	1.00	\$340.00	Reviewed and approved 8 letters to an investor in relation to a request for a change of details/unit holding balance/confirmation of change/transfer of units/transfer of units for deceased estate.
BR	Ryan Whyte	Senior Accountant	Creditors	26/05/2021	0.80	\$272.00	Reviewed and approved 7 letters to an investor in relation to a request for a change of details/unit holding balance/confirmation of change/transfer of units/transfer of units for deceased estate.
BR	Ryan Whyte	Senior Accountant	Creditors	26/05/2021	1.00	\$340.00	Prepare 5 letters to investors in relation to the timing of distributions from the Fund. Access investor management database to review current details and draft letter for their request
BR	Ryan Whyte	Senior Accountant	Creditors	27/05/2021	0.20	\$68.00	Phone call from investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update
BR	Ryan Whyte	Senior Accountant	Creditors	27/05/2021	0.70	\$238.00	Reviewed and approved 7 letters to an investor in relation to a request for a change of details/unit holding balance/confirmation of change/transfer of units/transfer of units for deceased estate.
BR	Ryan Whyte	Senior Accountant	Creditors	28/05/2021	0.40	\$136.00	Prepare 2 letters to investors on update of the winding up of the Fund. Access investor management database to review current details.
BR	Ryan Whyte	Senior Accountant	Creditors	31/05/2021	0.40	\$136.00	Reviewed and approved 3 letters to an investor in relation to a request for a change of details/unit holding balance/confirmation of change/transfer of units/transfer of units for deceased estate.
BR	Ryan Whyte	Senior Accountant	Creditors	31/05/2021	0.10	\$34.00	Review of unread emails sent to the Fund's mailbox. Print email for letter response to be updated in the Fund's database. Review and update investor correspondence register accordingly.
BR	Ryan Whyte	Senior Accountant	Creditors	31/05/2021	0.40	\$136.00	Reviewed and approved 3 letters to investors in relation to a request for a change of details/unit holding balance/confirmation of change/transfer of units/transfer of units for deceased estate.
BR	Ryan Whyte	Senior Accountant	Creditors	3/06/2021	0.20	\$68.00	Phone call from investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
BR	Ryan Whyte	Senior Accountant	Creditors	7/06/2021	1.00	\$340.00	Review of correspondence from 5 investors in relation to the timing of distributions from the Fund. Access investor management database to review current details and draft letter for their request
BR	Ryan Whyte	Senior Accountant	Creditors	8/06/2021	0.70	\$238.00	Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
BR	Ryan Whyte	Senior Accountant	Creditors	8/06/2021	0.60	\$204.00	Prepare 3 letters to executors of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access investor management database to review current investor details and advise.
BR	Ryan Whyte	Senior Accountant	Creditors	8/06/2021	0.20	\$68.00	Phone call from executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access investor management database to review current investor details and advise.
BR	Ryan Whyte	Senior Accountant	Creditors	18/06/2021	0.60	\$204.00	Prepare 3 letters to executors of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access investor management database to review current investor details and advise.
BR	Ryan Whyte	Senior Accountant	Creditors	18/06/2021	0.80	\$272.00	Review of correspondence from 4 investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy
BR	Ryan Whyte	Senior Accountant	Creditors	28/06/2021	0.20	\$68.00	Phone call from executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access investor management database to review current investor details and advise.
BR	Ryan Whyte	Senior Accountant	Creditors	28/06/2021	0.20	\$68.00	Phone call from executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access investor management database to review current investor details and advise.
BR	Ryan Whyte	Senior Accountant	Creditors	29/06/2021	0.40	\$136.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
BR	David Whyte	Partner	Administrator	7/05/2020	0.90	\$553.50	Reviewed updated draft affidavit in support of remuneration application for the 18 months ended 30 April 2020
BR	David Whyte	Partner	Administrator	7/05/2020	0.40	\$246.00	reviewed timesheet narrations to be included in affidavit in support of remuneration application for the 18 months ended 30 April 2020
BR	David Whyte	Partner	Administrator	12/05/2020	0.50	\$307.50	reviewed updated affidavit and annexures in support of remuneration application for the 18 months ended 30 April 2020
BR	David Whyte	Partner	Administrator	12/05/2020	1.60	\$984.00	attended our solicitors offices, reviewed and swore affidavit in support of remuneration application for the 18 months ended 30 April 2020
BR	David Whyte	Partner	Administrator	18/05/2020	0.30	\$184.50	reviewed correspondence from our solicitors regarding remuneration application for the 18 months ended 30 April 2020
BR	David Whyte	Partner	Administrator	8/06/2020	0.10	\$61.50	reviewed draft affidavit to be sworn by RW in respect of service requirements being met in relation to remuneration application for the eighteen months ended 30 April 2020
BR	David Whyte	Partner	Administrator	15/06/2020	0.60	\$369.00	reviewed counsels submissions in relation to remuneration application for eighteen months ended 30 April 2020
BR	David Whyte	Partner	Administrator	16/06/2020	0.10	\$61.50	telephone conversation with our solicitors regarding remuneration application/ correspondence from investors/hearing today/finalising job and application to court being prepared
BR	David Whyte	Partner	Administrator	18/06/2020	0.10	\$61.50	reviewed correspondence from our solicitors regarding remuneration application/sealed order approving same/forward to RW to update websites

BR	David Whyte	Partner	Administrator	16/07/2020	0.90	\$553.50	teleconference with our solicitors and counsel regarding proposed way forward to finalise the administration/application to court/dealing with EL liquidators claim
BR	David Whyte	Partner	Administrator	20/07/2020	0.10	\$61.50	reviewed correspondence from our solicitors regarding work to be done/issues to be considered to finalise the administration and application to court in respect of same
BR	David Whyte	Partner	Administrator	23/09/2020	0.10	\$61.50	reviewed correspondence from investor regarding meeting of committee of creditors/liquidators fees/forward to our solicitors
BR	David Whyte	Partner	Administrator	22/09/2020	0.40	\$246.00	reviewed draft affidavit in relation to application to finalise winding up
BR	David Whyte	Partner	Administrator	13/11/2020	0.20	\$123.00	reviewed correspondence from our solicitors regarding finalisation of administration/issues to consider/provided instructions regarding same/email CJ, RW and JC regarding other queries to assist with the finalisation
BR	David Whyte	Partner	Administrator	23/11/2020	0.10	\$61.50	telephone conversation with our solicitors regarding issues to finalise receivership/claim from Hall Chadwick/timing of application to court
BR	David Whyte	Partner	Administrator	9/03/2021	3.80	\$2,413.00	reviewed correspondence from our solicitors regarding finalisation of receivership/work to be done/reviewed affidavits/reviewed correspondence with liquidators/reviewed draft response and documents in support/prepared response
BR	David Whyte	Partner	Administrator	12/05/2021	4.30	\$2,730.50	reviewed annexes to affidavit in respect of remuneration application for the year ended 30 April 2021
BR	David Whyte	Partner	Administrator	24/05/2021	0.10	\$63.50	reviewed correspondence from our solicitors regarding equalisation payment and queries in relation to draft affidavit/reviewed draft response
BR	David Whyte	Partner	Administrator	3/06/2021	1.50	\$952.50	reviewed draft affidavit in relation to equalisation payment and finalisation of administration
BR	David Whyte	Partner	Administrator	23/06/2021	0.30	\$190.50	reviewed correspondence from our solicitors regarding financial reporting obligations and need for accounts to be prepared and audited
BR	David Whyte	Partner	Administrator	9/06/2020	0.20	\$105.00	Review equalisation payment affidavit material and email to solicitors
BR	Charles Haines	Associate Director	Administrator	16/06/2020	0.10	\$52.50	Review email from lawyers regarding court application
BR	Charles Haines	Associate Director	Administrator	25/06/2020	0.10	\$52.50	Review update from solicitors regarding equalisation dividend
BR	Charles Haines	Associate Director	Administrator	14/07/2020	0.10	\$52.50	Ph call to appointee regarding audit requirements
BR	Charles Haines	Associate Director	Administrator	26/08/2020	0.10	\$52.50	correspondence to unit holders regarding change of details
BR	Charles Haines	Associate Director	Administrator	22/10/2020	0.40	\$210.00	Review BAS lodgements and associated workpapers
BR	Charles Haines	Associate Director	Administrator	26/10/2020	0.20	\$105.00	Review 12 change of details request and unit balance updates, review supporting documentation - probate, will, unit balance and change of details forms
BR	Charles Haines	Associate Director	Administrator	9/12/2020	0.10	\$52.50	Review Nov BAS and workpapers
BR	Charles Haines	Associate Director	Administrator	1/02/2021	0.10	\$54.00	Review investor correspondence mail and reply status
BR	Charles Haines	Associate	Administrator	10/05/2021	0.10	\$54.00	Change of details, review new COD form and specimen signatures
BR	Charles Haines	Associate	Administrator	28/05/2021	0.10	\$54.00	Review and approve payments to solicitors and IT expenses
BR	Charles Haines	Associate	Administrator	2/06/2021	0.20	\$108.00	Review affidavit material
BR	Charles Haines	Associate	Administrator	14/06/2021	0.10	\$54.00	Review correspondence from ASIC regarding reporting relief and deregistration process
BR	Charles Haines	Associate	Administrator	16/06/2021	0.10	\$54.00	Review correspondence from our solicitors regarding updates and change of details
BR	Charles Haines	Associate	Administrator	22/06/2021	0.10	\$54.00	Review correspondence from ASIC regarding reporting relief and deregistration process
BR	Charles Haines	Associate	Administrator	22/06/2021	0.10	\$54.00	Review correspondence to solicitors regarding final audited accounts and ASIC correspondence
BR	Charles Haines	Associate	Administrator	23/06/2021	0.10	\$54.00	Review correspondence to solicitors regarding equalisation payment and court proceedings
BR	Charles Haines	Associate	Administrator	25/06/2021	0.10	\$54.00	Review correspondence to investors regarding updates and change of details
BR	Charles Haines	Associate	Administrator	29/06/2021	0.90	\$486.00	Review April BAS and review refund calc
BR	Charles Haines	Associate	Administrator	30/06/2021	0.10	\$54.00	Review affidavit material and cross reference to source data
BR	Jacques de Wet	Graduate Accountant	Administrator	30/11/2020	0.20	\$37.00	Review previously prepared letter to investor in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.

BR	Jacques de Wet	Graduate Accountant	Administrator	3/12/2020	0.30	\$55.50	Review of correspondence from investors in relation to a transfer of units request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy.
BR	Jacques de Wet	Graduate Accountant	Administrator	3/12/2020	0.30	\$55.50	Prepare a letter to investor in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
BR	Jacques de Wet	Graduate Accountant	Administrator	3/12/2020	0.30	\$55.50	Prepare a letter to investor in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
BR	Jacques de Wet	Graduate Accountant	Administrator	3/12/2020	0.20	\$37.00	Review of correspondence from investors in relation to a transfer of units request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy.
BR	Jacques de Wet	Graduate Accountant	Administrator	3/12/2020	0.20	\$37.00	Review of correspondence from investors in relation to a transfer of units request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy.
BR	Jacques de Wet	Graduate Accountant	Administrator	3/12/2020	0.30	\$55.50	Prepare a letter to investor in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
BR	Jacques de Wet	Graduate Accountant	Administrator	3/12/2020	0.10	\$18.50	Print and collate investor correspondence for review.
BR	Jacques de Wet	Graduate Accountant	Administrator	3/12/2020	0.30	\$55.50	Prepare a letter to investor in relation to the timing of distributions from the Fund. Access investor management database to review current details and draft letter for their request
BR	Jacques de Wet	Graduate Accountant	Administrator	3/12/2020	0.20	\$37.00	Print and collate investor correspondence for review.
BR	Jacques de Wet	Graduate Accountant	Administrator	4/12/2020	0.40	\$74.00	Prepare a letter to investor in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
BR	Jacques de Wet	Graduate Accountant	Administrator	4/12/2020	0.30	\$55.50	Print and collate investor correspondence for review.
BR	Jacques de Wet	Graduate Accountant	Administrator	7/12/2020	0.20	\$37.00	Prepare a letter to investor in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
BR	Jacques de Wet	Graduate Accountant	Administrator	7/12/2020	0.20	\$37.00	Prepare a letter to investor in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
BR	Jacques de Wet	Graduate Accountant	Administrator	7/12/2020	0.20	\$37.00	Prepare a letter to investor in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
BR	Jayden Coulston	Senior Manager	Administrator	7/12/2020	0.20	\$37.00	Prepare a letter to investor in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
BR	Jayden Coulston	Senior Manager	Administrator	8/06/2020	0.20	\$92.00	Review and approve transfer of units request to multiple charities and review supporting docs, signature lists etc.
BR	Jayden Coulston	Senior Manager	Administrator	29/06/2020	1.50	\$690.00	Consider email from Intersoft director re equalisation payment affidavit. Email to Gadens re instructions for preparing same.
BR	Jayden Coulston	Senior Manager	Administrator	10/07/2020	0.20	\$92.00	Review and approve transfer of units request to multiple charities and review supporting docs, signature lists etc.
BR	Jayden Coulston	Senior Manager	Administrator	13/07/2020	0.10	\$46.00	Review investor correspondence register.
BR	Jayden Coulston	Senior Manager	Administrator	15/07/2020	0.10	\$46.00	Consider email from Gadens re agenda for meeting with Counsel re finalisation and equalisation payment. Email David Whyte re same.
BR	Jayden Coulston	Senior Manager	Administrator	16/07/2020	1.90	\$874.00	Prep and meeting with Counsel and Gadens at Counsel's chambers re application to finalise winding up of fund, strategy, liquidator claim, tasks and correspondence to complete to all parties involved (Liquidators, ASIC, investors), equalisation payment.
BR	Jayden Coulston	Senior Manager	Administrator	17/07/2020	0.10	\$46.00	Meeting with Ryan Whyte re equalisation payment tasks to complete.
BR	Jayden Coulston	Senior Manager	Administrator	20/07/2020	0.10	\$46.00	Review and approve payment to NAB requesting term deposit rates.
BR	Jayden Coulston	Senior Manager	Administrator	1/09/2020	0.20	\$92.00	Email to Gadens re progress with preparing application material for finalisation of winding up of fund and equalisation payment.
BR	Jayden Coulston	Senior Manager	Administrator	10/09/2020	0.10	\$46.00	Review and approve payment of 2 x Finpower invoices.
BR	Jayden Coulston	Senior Manager	Administrator	11/09/2020	0.30	\$138.00	Review and approve 3x BAS.
BR	Jayden Coulston	Senior Manager	Administrator	12/10/2020	0.10	\$46.00	Consider final audit report requirement queries.
BR	Jayden Coulston	Senior Manager	Administrator	12/11/2020	0.30	\$138.00	Consider email from Gadens re court application recommendation for finalising the winding up and dealing with various matters to be resolved. Liasse with Ryan Whyte to prepare responses to queries.
BR	Jayden Coulston	Senior Manager	Administrator	2/12/2020	0.20	\$92.00	Review EIF and EL websites, 35th update to investors and request approval from David Whyte to upload Boddice orders to both websites.
BR	Jayden Coulston	Senior Manager	Administrator	3/12/2020	0.10	\$46.00	Review and approve email to JD instructing uploading of Boddice orders to both websites.
BR	Jayden Coulston	Senior Manager	Administrator	17/12/2020	0.10	\$46.00	Instructions to JD to prepare term deposit renewal for 90 days.
BR	Jayden Coulston	Senior Manager	Administrator	21/12/2020	0.10	\$46.00	Review instructions and file note to roll \$7m EIF term deposit for 3 months. Email David Whyte re approval for same.
BR	Jayden Coulston	Senior Manager	Administrator	14/01/2021	0.20	\$103.00	Consider draft email from Jacques De Wet re enquiry from former receiver of NMH. Update and approve email to David Whyte re same.

BR	Jayden Coulston	Senior Manager	Administrator	2/02/2021	0.10	\$51.50	Reply email to GComm re invoicing.
BR	Jayden Coulston	Senior Manager	Administrator	11/02/2021	0.20	\$103.00	Review and approve 3x letters to executor of deceased estate in relation to investments under various related entities re unitholding values.
BR	Jayden Coulston	Senior Manager	Administrator	12/02/2021	0.30	\$154.50	Review and approve Form 5602 lodgement. Liasse with Ryan Whyte re specific returned investor distributions in accounts, review file note re same. Email to David Whyte re authority to lodge.
BR	Jayden Coulston	Senior Manager	Administrator	17/02/2021	0.10	\$51.50	Consider term deposit renewal interest rates and email David Whyte re recommendation for same.
BR	Jayden Coulston	Senior Manager	Administrator	3/03/2021	0.20	\$103.00	Review and approve 2x BaS and supporting documents.
BR	Jayden Coulston	Senior Manager	Administrator	18/03/2021	0.10	\$51.50	Review and consider ATO corro re GST refund.
BR	Jayden Coulston	Senior Manager	Administrator	3/06/2021	0.10	\$51.50	Database security considerations. Reach out to internal resources to assist.
BR	Jayden Coulston	Senior Manager	Administrator	10/06/2021	0.10	\$51.50	Liaise with internal BDO information security manager re database security. Consider with team additional security protocols for investor data.
BR	Jayden Coulston	Senior Manager	Administrator	15/06/2021	0.20	\$103.00	Meeting with Gurdip Singh of BDO IT re data integrity and security health check.
BR	Jordan Devery	Accountant	Administrator	10/07/2020	0.20	\$45.00	Reconcile NAB bank account to date. Enter transactions and export statement to MYOB.
BR	Jordan Devery	Accountant	Administrator	4/12/2020	0.20	\$45.00	Prepare payment to Gadens.
BR	Jordan Devery	Accountant	Administrator	29/01/2021	0.20	\$57.00	Prepare payment to FinPower in MYOB and NAB.
BR	Jordan Devery	Accountant	Administrator	2/02/2021	0.20	\$57.00	Prepare payment to GCOMM for EIF site domain registration and hosting. in MYOB and NAB.
BR	Jordan Devery	Accountant	Administrator	5/02/2021	0.20	\$57.00	Review unpaid EIF invoices and prepare email to Jayden Coulston to approved payment.
BR	Jordan Devery	Accountant	Administrator	17/02/2021	0.20	\$57.00	Reconcile bank account in MYOB.
BR	Jordan Devery	Accountant	Administrator	14/04/2021	0.20	\$57.00	Prepare payment of Gadens invoice
BR	Jordan Devery	Accountant	Administrator	14/04/2021	0.10	\$28.50	Prepare payment of Gadens invoice
BR	Jordan Devery	Accountant	Administrator	13/05/2021	0.30	\$85.50	Draft term deposit rollover file note. Calculate expected expenses over term and recommend term length and withdrawal amount.
BR	Jordan Devery	Accountant	Administrator	24/05/2021	0.40	\$114.00	Discuss term deposit rollover with Jayden Coulston. Draft letter to NAB regarding withdrawal of term deposit. Review previous correspondence from NAB regarding principal and interest amounts/draft email to David for approval.
BR	Jordan Devery	Accountant	Administrator	1/06/2021	0.10	\$28.50	Review term deposit closure notice from NAB. Compare withdrawal figures to instructions letter. Save to file in 12.1.
BR	Jordan Devery	Accountant	Administrator	11/06/2021	0.20	\$57.00	Prepare payment of Gadens fees in MYOB and NAB.
BR	Jordan Devery	Accountant	Administrator	16/06/2021	0.30	\$85.50	Prepare email to David with payments of Gadens fees and Kwik Kopy invoice. Summarise payments for approval.
BR	Jordan Devery	Accountant	Administrator	23/06/2021	0.20	\$57.00	Save payment remittances to file in soft and hard copy. Prepare payment of FinPower invoice.
BR	Jordan Devery	Accountant	Administrator	24/06/2021	0.10	\$28.50	Review remittance for finpower invoice. Save to file and print to file hard copy with signed payment documents.
BR	Jordan Devery	Accountant	Administrator	30/06/2021	0.20	\$57.00	Prepare payment to FinPower in NAB and MYOB. Send to Charles Haines for review.
BR	Jordan Devery	Accountant	Administrator	30/06/2021	0.40	\$114.00	Prepare payment of Cyberthread website maintenance invoices for FY 2020 and FY 2021.
BR	Liam Landigan	Graduate Accountant	Administrator	26/05/2020	0.80	\$180.00	6x Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
BR	Liam Landigan	Graduate Accountant	Administrator	3/06/2020	0.10	\$22.50	1x Phone call from investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
BR	Liam Landigan	Graduate Accountant	Administrator	5/06/2020	0.10	\$22.50	Review of unread emails sent to the Fund's mailbox. Print email for letter response to be updated in the Fund's database. Review and update investor correspondence register accordingly.
BR	Liam Landigan	Graduate Accountant	Administrator	12/06/2020	0.20	\$45.00	Call from an investor seeking an update on the winding up of the fund.
BR	Liam Landigan	Graduate Accountant	Administrator	1/07/2020	0.40	\$90.00	2x Prepare letter to investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
BR	Liam Landigan	Graduate Accountant	Administrator	9/07/2020	0.20	\$45.00	Review of unread emails sent to the Fund's mailbox. Print email for letter response to be updated in the Fund's database. Review and update investor correspondence register accordingly.
BR	Liam Landigan	Graduate Accountant	Administrator	17/07/2020	0.20	\$45.00	1x Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
BR	Liam Landigan	Graduate Accountant	Administrator	21/07/2020	0.30	\$67.50	1x Review of correspondence from investors in relation to a transfer of units of deceased estate request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
BR	Liam Landigan	Graduate Accountant	Administrator	21/07/2020	0.30	\$67.50	1x Prepare letter to investor in response to their request to transfer units from a Super Fund to their personal name. Access investor management database to review current investor details and advise.

BR	Liam Landrigan	Graduate Accountant	Administrator	27/07/2020	0.60	\$135.00	Updated 16 investor correspondence letter templates.
BR	Liam Landrigan	Graduate Accountant	Administrator	3/08/2020	0.30	\$67.50	1x Call from an investor in relation to a request for an updated unit holdings balance. Review investor on the investor management database and advise.
BR	Liam Landrigan	Graduate Accountant	Administrator	3/08/2020	0.30	\$67.50	1x Prepare letter to executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access investor management database to review current investor details and advise.
BR	Liam Landrigan	Graduate Accountant	Administrator	18/08/2020	0.10	\$22.50	1x Phone call from investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise.
BR	Liam Landrigan	Graduate Accountant	Administrator	2/10/2020	0.20	\$45.00	1x Phone call from investor in response to their request to transfer units from a superfund to their personal name. Access investor management database to review current investor details and advise.
BR	Liam Landrigan	Graduate Accountant	Administrator	23/10/2020	1.20	\$270.00	Review and print the investor correspondence to be signed and sent to 17 investors.
BR	Liam Landrigan	Graduate Accountant	Administrator	6/11/2020	0.10	\$22.50	2x Scanned documents and saved to files and database, sent off documents to required investor via email or post.
BR	Liam Landrigan	Graduate Accountant	Administrator	6/11/2020	0.30	\$67.50	Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
BR	Liam Landrigan	Graduate Accountant	Administrator	24/11/2020	0.30	\$67.50	1x Prepare letter to executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access investor management database to review current investor details and advise.
BR	Liam Landrigan	Graduate Accountant	Administrator	2/12/2020	0.10	\$22.50	Phone call from executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access investor management database to review current investor details and advise.
BR	Liam Landrigan	Graduate Accountant	Administrator	3/12/2020	0.10	\$22.50	Call from an investor in relation to a request for an updated unit holdings balance. Review investor on the investor management database and advise.
BR	Liam Landrigan	Graduate Accountant	Administrator	14/01/2021	0.10	\$23.00	Call from an investor seeking an update on the winding up of the fund.
BR	Liam Landrigan	Graduate Accountant	Administrator	28/01/2021	1.20	\$276.00	4x Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
BR	Liam Landrigan	Graduate Accountant	Administrator	29/01/2021	0.30	\$69.00	1x Review of correspondence from investors in relation to a transfer of units request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
BR	Liam Landrigan	Graduate Accountant	Administrator	26/02/2021	0.30	\$69.00	Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
BR	Moira Hattingh	Graduate Accountant	Administrator	12/05/2020	0.20	\$21.00	Filing
BR	Moira Hattingh	Graduate Accountant	Administrator	15/05/2020	0.20	\$21.00	Filing
BR	Moira Hattingh	Graduate Accountant	Administrator	27/05/2020	0.10	\$10.50	Filing
BR	Moira Hattingh	Graduate Accountant	Administrator	28/05/2020	0.30	\$31.50	Filing
BR	Moira Hattingh	Graduate Accountant	Administrator	2/06/2020	0.20	\$21.00	Filing
BR	Moira Hattingh	Graduate Accountant	Administrator	3/07/2020	0.30	\$31.50	Filing
BR	Moira Hattingh	Graduate Accountant	Administrator	10/07/2020	0.20	\$21.00	Filing
BR	Moira Hattingh	Graduate Accountant	Administrator	17/07/2020	0.10	\$10.50	Filing
BR	Moira Hattingh	Graduate Accountant	Administrator	28/07/2020	0.20	\$21.00	Filing
BR	Moira Hattingh	Graduate Accountant	Administrator	30/07/2020	0.10	\$10.50	Filing
BR	Moira Hattingh	Graduate Accountant	Administrator	6/08/2020	0.10	\$10.50	Filing
BR	Moira Hattingh	Graduate Accountant	Administrator	12/08/2020	0.20	\$21.00	Filing
BR	Moira Hattingh	Graduate Accountant	Administrator	21/08/2020	0.20	\$21.00	Filing
BR	Moira Hattingh	Graduate Accountant	Administrator	27/08/2020	0.20	\$21.00	Filing
BR	Moira Hattingh	Graduate Accountant	Administrator	28/08/2020	0.10	\$10.50	Filing
BR	Moira Hattingh	Graduate Accountant	Administrator	10/09/2020	0.30	\$31.50	Filing
BR	Moira Hattingh	Graduate Accountant	Administrator	17/09/2020	0.20	\$21.00	Filing
BR	Moira Hattingh	Graduate Accountant	Administrator	24/09/2020	0.30	\$31.50	Filing
BR	Moira Hattingh	Graduate Accountant	Administrator	1/10/2020	0.20	\$21.00	Filing
BR	Moira Hattingh	Graduate Accountant	Administrator	7/10/2020	0.20	\$21.00	Filing

BR	Moira Hattingh	Administration Assistant	Administrator	13/10/2020	0.30	\$31.50	Filing
BR	Moira Hattingh	Administration Assistant	Administrator	16/10/2020	0.10	\$10.50	Filing
BR	Moira Hattingh	Administration Assistant	Administrator	29/10/2020	0.20	\$21.00	Filing
BR	Moira Hattingh	Administration Assistant	Administrator	30/10/2020	0.10	\$10.50	Filing
BR	Moira Hattingh	Administration Assistant	Administrator	3/11/2020	0.10	\$10.50	Filing
BR	Moira Hattingh	Administration Assistant	Administrator	5/11/2020	0.30	\$31.50	Filing
BR	Moira Hattingh	Administration Assistant	Administrator	13/11/2020	0.30	\$31.50	Filing
BR	Moira Hattingh	Administration Assistant	Administrator	20/11/2020	0.20	\$21.00	Filing
BR	Moira Hattingh	Administration Assistant	Administrator	27/11/2020	0.20	\$21.00	Filing
BR	Moira Hattingh	Administration Assistant	Administrator	4/12/2020	0.20	\$21.00	Filing
BR	Moira Hattingh	Administration Assistant	Administrator	10/12/2020	0.20	\$21.00	Filing
BR	Moira Hattingh	Administration Assistant	Administrator	11/12/2020	0.10	\$10.50	Filing
BR	Moira Hattingh	Administration Assistant	Administrator	17/12/2020	0.30	\$31.50	Filing
BR	Moira Hattingh	Administration Assistant	Administrator	13/01/2021	0.10	\$11.00	Filing
BR	Moira Hattingh	Administration Assistant	Administrator	14/01/2021	0.30	\$33.00	Filing
BR	Moira Hattingh	Administration Assistant	Administrator	22/01/2021	0.20	\$22.00	Filing
BR	Moira Hattingh	Administration Assistant	Administrator	3/02/2021	0.20	\$22.00	Filing
BR	Moira Hattingh	Administration Assistant	Administrator	10/02/2021	0.40	\$44.00	Filing
BR	Moira Hattingh	Administration Assistant	Administrator	12/02/2021	0.10	\$11.00	Filing
BR	Moira Hattingh	Administration Assistant	Administrator	18/02/2021	1.40	\$154.00	Filing
BR	Moira Hattingh	Administration Assistant	Administrator	25/02/2021	0.10	\$11.00	Filing
BR	Moira Hattingh	Administration Assistant	Administrator	5/03/2021	0.20	\$22.00	Filing
BR	Moira Hattingh	Administration Assistant	Administrator	10/03/2021	0.10	\$11.00	Filing
BR	Moira Hattingh	Administration Assistant	Administrator	11/03/2021	0.30	\$33.00	Filing
BR	Moira Hattingh	Administration Assistant	Administrator	19/03/2021	0.20	\$22.00	Filing
BR	Moira Hattingh	Administration Assistant	Administrator	25/03/2021	0.20	\$22.00	Filing
BR	Moira Hattingh	Administration Assistant	Administrator	26/03/2021	0.40	\$44.00	Filing
BR	Moira Hattingh	Administration Assistant	Administrator	8/04/2021	0.40	\$44.00	Filing
BR	Moira Hattingh	Administration Assistant	Administrator	16/04/2021	0.30	\$33.00	Filing
BR	Moira Hattingh	Administration Assistant	Administrator	23/04/2021	0.20	\$22.00	Filing
BR	Moira Hattingh	Administration Assistant	Administrator	27/04/2021	0.10	\$11.00	Filing
BR	Moira Hattingh	Administration Assistant	Administrator	30/04/2021	0.30	\$33.00	Filing
BR	Moira Hattingh	Professional Services Support	Administrator	7/05/2021	0.20	\$22.00	Filing
BR	Moira Hattingh	Professional Services Support	Administrator	14/05/2021	0.20	\$22.00	Filing
BR	Moira Hattingh	Professional Services Support	Administrator	28/05/2021	0.30	\$33.00	Filing
BR	Moira Hattingh	Professional Services Support	Administrator	4/06/2021	0.40	\$44.00	Filing

BR	Moira Hattingh	Professional Services Support	Administrator	8/06/2021	0.10	\$11.00	Filing
BR	Moira Hattingh	Professional Services Support	Administrator	11/06/2021	0.30	\$33.00	Filing
BR	Moira Hattingh	Professional Services Support	Administrator	18/06/2021	0.30	\$33.00	Filing
BR	Moira Hattingh	Professional Services Support	Administrator	23/06/2021	0.10	\$11.00	Filing
BR	Moira Hattingh	Professional Services Support	Administrator	25/06/2021	0.20	\$22.00	Filing
BR	Ryan Whyte	Senior Accountant	Administrator	7/05/2020	0.50	\$137.50	Prepare 3 payments for legal fees on MYOB and NAB for approval
BR	Ryan Whyte	Senior Accountant	Administrator	8/05/2020	0.20	\$55.00	Prepare payment of legal fees
BR	Ryan Whyte	Senior Accountant	Administrator	26/05/2020	0.20	\$55.00	Prepare payment to the printing company for the mail out of the remuneration application in MYOB and NAB.
BR	Ryan Whyte	Senior Accountant	Administrator	1/06/2020	0.20	\$55.00	Prepare payment of IT expenses in MYOB and NAB
BR	Ryan Whyte	Senior Accountant	Administrator	18/06/2020	0.30	\$82.50	Prepare payment of 3 invoices for advertising in MYOB and NAB
BR	Ryan Whyte	Senior Accountant	Administrator	18/06/2020	0.20	\$55.00	Make payment in MYOB and NAB for legal fees regarding Justice Boddice orders
BR	Ryan Whyte	Senior Accountant	Administrator	25/06/2020	0.20	\$55.00	Review two payments for legal fees and provide to Jayden for review.
BR	Ryan Whyte	Senior Accountant	Administrator	9/09/2020	0.20	\$55.00	Review the BAS for May 2020 and provide to Jayden Coulston for review.
BR	Ryan Whyte	Senior Accountant	Administrator	11/09/2020	0.30	\$82.50	Prepare the BAS's for April, May, June, July and August 2020.
BR	Ryan Whyte	Senior Accountant	Administrator	9/10/2020	0.30	\$82.50	Prepare payment of 2 invoices in MYOB and NAB.
BR	Ryan Whyte	Senior Accountant	Administrator	21/10/2020	0.20	\$55.00	Review the September BAS and print for Charles to review.
BR	Ryan Whyte	Senior Accountant	Administrator	30/10/2020	0.20	\$55.00	Prepare payment of IT expenses in myob and on online banking
BR	Ryan Whyte	Senior Accountant	Administrator	6/11/2020	0.30	\$82.50	Prepare transfer between the EIF bank accounts and prepare a bank account closure form for the business maximiser account.
BR	Ryan Whyte	Senior Accountant	Administrator	13/11/2020	0.20	\$55.00	Prepare payment in MYOB and online banking for legal fees
BR	Ryan Whyte	Senior Accountant	Administrator	7/12/2020	0.30	\$82.50	Review the 5602 and provide comments on the timing of the winding up of the Fund.
BR	Ryan Whyte	Senior Accountant	Administrator	9/12/2020	0.20	\$55.00	Review the November BAS and provide to Charles for review.
BR	Ryan Whyte	Senior Accountant	Administrator	25/02/2021	0.10	\$34.00	Review the BAS for January and provide to Jayden Coulston for review.
BR	Ryan Whyte	Senior Accountant	Administrator	26/02/2021	0.20	\$68.00	Make payment in MYOB and on NAB for IT expenses.
BR	Ryan Whyte	Senior Accountant	Administrator	19/04/2021	0.30	\$102.00	Review the BAS for February and March 2021 and provide to Jayden Coulston for approval.
BR	Ryan Whyte	Senior Accountant	Administrator	30/04/2021	0.20	\$68.00	Prepare payment in MYOB and online Banking for IT expenses
BR	Ryan Whyte	Senior Accountant	Administrator	12/05/2021	0.20	\$68.00	Prepare payment for legal fees in MYOB and online banking
BR	Ryan Whyte	Senior Accountant	Administrator	31/05/2021	0.20	\$68.00	Prepare payment for printing expenses in MYOB and online banking,
BR	Ryan Whyte	Senior Accountant	Administrator	31/05/2021	0.20	\$68.00	Prepare payment of invoice for IT expenses in MYOB and online banking.
BR	Ryan Whyte	Senior Accountant	Administrator	25/06/2021	0.30	\$102.00	Prepare the BAS for February, March, April and May 21. Send to David for approval.
BR	Sarah Cunningham	Accounting Assistant	Administrator	12/05/2020	0.20	\$45.00	Reconciling accounts x 3. Drafting BAS, reviewing, collating and sending for approval.
BR	Sarah Cunningham	Accounting Assistant	Administrator	14/05/2020	0.30	\$67.50	Reconciling acct. Drafting / reviewing BAS calculations. Updating BAS, Sending for approval with support docs.
BR	Sarah Cunningham	Accounting Assistant	Administrator	11/08/2020	0.30	\$67.50	Updating cash book suppliers to be consistent entry.
BR	Sarah Cunningham	Accounting Assistant	Administrator	13/08/2020	0.20	\$45.00	Updating accounts payees for consistency of payees.
BR	Sarah Cunningham	Accounting Assistant	Administrator	7/09/2020	0.70	\$157.50	Drafting BAS June - August. Collating with support docs and sending for approval.

BR	Sarah Cunningham	Accounting Assistant	Administrator	13/10/2020	0.10	\$22.50	Reconciling acct to 30 September
BR	Sarah Cunningham	Accounting Assistant	Administrator	21/10/2020	0.20	\$45.00	Drafting / review Sept BAS. Sending for approval. Updating task on insol.
BR	Sarah Cunningham	Accounting Assistant	Administrator	23/10/2020	0.40	\$90.00	Lodging BAS periods. May to Sept. Saving to file and recording in insol.
BR	Sarah Cunningham	Accounting Assistant	Administrator	4/11/2020	0.30	\$67.50	Reviewing BAS lodgements. ATO letter received re holding refund due to June BAS outstanding. Reviewed and advised ATO of lodgement of June BAS already completed and to action the refund owed.
BR	Sarah Cunningham	Accounting Assistant	Administrator	6/11/2020	0.10	\$22.50	Reconciling acct 30 October - BCM acct
BR	Sarah Cunningham	Accounting Assistant	Administrator	17/11/2020	0.40	\$90.00	Reconciling accounts. Entering transfers into cash book. Drafting / review Oct BAS. Sending for approval.
BR	Sarah Cunningham	Accounting Assistant	Administrator	30/11/2020	0.80	\$180.00	Reconciling account. Review Insol 5602 details, ensure reports match to figures drawing to 5602. Sending for approval of drafting.
BR	Sarah Cunningham	Accounting Assistant	Administrator	4/12/2020	0.10	\$22.50	lodging Oct BAS. Saving to file and recording in Insol 6
BR	Sarah Cunningham	Accounting Assistant	Administrator	9/12/2020	0.30	\$67.50	Drafting Nov BAS. Collating and reviewing info. Sending for review. Reconciling acct.
BR	Sarah Cunningham	Accounting Assistant	Administrator	14/12/2020	0.10	\$22.50	Lodging Nov BAS. Saving to file and recording in insol.
BR	Sarah Cunningham	Accounting Assistant	Administrator	15/12/2020	1.20	\$270.00	Drafting ASIC form 5602. Review of receipts and payments. Draft manual 5602 data. Collating manual RP summary and detailed for period. Send for approval.
BR	Sarah Cunningham	Accounting Assistant	Administrator	27/01/2021	0.30	\$69.00	Draft / review DEC BAS. Collating and send for approval.
BR	Sarah Cunningham	Accounting Assistant	Administrator	22/02/2021	0.30	\$69.00	Drafting Jan BAS. Bank Rec. Review and complete. Collating and send for approval.
BR	Sarah Cunningham	Accounting Assistant	Administrator	4/03/2021	0.10	\$23.00	Lodgement BAS. Saving to file and updating insol.
BR	Sarah Cunningham	Accounting Assistant	Administrator	18/03/2021	0.30	\$69.00	Review re letter from ATO re 2020 June refund. Query on amount. Review of file and BDO fees paid in the June period.
BR	Sarah Cunningham	Accounting Assistant	Administrator	6/04/2021	0.10	\$23.00	Reconciling acct 31 March
BR	Sarah Cunningham	Accounting Assistant	Administrator	16/04/2021	0.80	\$184.00	Drafting / review BAS period Feb and March. Updating re percentage claimable. Completing BAS. Collating support docs and sending for approval.
BR	Sarah Cunningham	Accounting Assistant	Administrator	26/05/2021	0.20	\$46.00	Review / drafting April BAS. Collating and sending for approval.
BR	Sarah Cunningham	Accounting Assistant	Administrator	26/05/2021	0.20	\$46.00	Review / drafting April BAS. Collating and sending for approval.
BR	Sarah Cunningham	Accounting Assistant	Administrator	24/06/2021	0.70	\$161.00	Draft / review May BAS. Collating support docs and saving to file. Sending for approval. Reconciling acct. Entering final closures of TD.



# "DW-3"

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## AUDIT CHARGE RATES

	Staff Category	Effective 1 January 2021 (\$)
1	Partner - Clark Jarrold	650
2	Partner	545
3	Associate Director	470
4	Senior Manager	440
5	Manager	385
6	Assistant Manager	345
7	Senior Auditor - Experienced	305
8	Senior Auditor	275
9	Auditor	215
10	Graduate Auditor	180
11	Practice Assistant	145
12	Assistant Auditor	145
13	Junior Team Assistant	140

\*All amounts are exclusive of GST

## BUSINESS RESTRUCTURING CHARGE RATES

Staff Category	Effective 1 July 2019 (\$)	Effective 1 January 2021 (\$)
1 Partner/Appointee	615	635
2 Associate Director	525	540
3 Senior Manager	500	515
4 Manager	460	475
5 Assistant Manager	410	420
6 Senior Accountant I	370	380
7 Senior Accountant II	330	340
8 Accountant I	275	285
9 Accountant II	225	230
10 Financial Assistant	225	230
11 Undergraduate	185	190
12 Practice Assistant	180	185
13 Administration Assistant	105	110

\*All amounts are exclusive of GST

# Practice Statement Insolvency 5: Remuneration reporting

**Approved: 16 September 2019**

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.

## Contents

5.1	Interpretation and Definitions .....	2
5.2	Reporting points.....	2
5.3	Timing of information .....	3
5.4	Information to be provided .....	4
5.5	Sources of Funding .....	15
5.6	Templates .....	16
5.7	Court applications .....	17
	Appendix 1: Template – Pre-appointment proposed basis of Remuneration disclosure .....	18
	Appendix 2: Template – Initial Remuneration Notice .....	22
	Appendix 3: Template – Remuneration Approval Report .....	26
A3.1	Structure of the Remuneration Approval Report .....	26
A3.2	Template .....	27
	Appendix 4: Guidance for Court applications .....	50

### 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)
<b>Time based</b>	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).
<b>Prospective Fee (time based)</b>			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).
<b>Fixed fee</b>			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.
<b>Percentage</b>			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.
<b>Contingency</b>			Report on the achievement of the contingency event or otherwise.	
<b>Note:</b> 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
- PS17: Disbursements

Basis of Fee Approval		Time – Retrospective	Time – Prospective	Fixed	Percentage	Contingent
<b>Pre-appointment proposed basis of remuneration (to directors/individual Insolvent in debtor led appointments only)</b>  <b>(Refer Appendix 1 for template)</b>		<ul style="list-style-type: none"> <li>• A brief explanation of the types of methods that can be used to calculate Remuneration</li> <li>• The particular method or methods that the Member intends to use to calculate Remuneration in the Administration</li> <li>• An explanation why the Member considers this method to be suitable for the Administration</li> <li>• The scale of hourly rates to be applied (where Remuneration will be sought on a time basis)</li> </ul>				

	<b>Basis of Fee Approval</b>				
	<b>Time – Retrospective</b>	<b>Time – Prospective</b>	<b>Fixed</b>	<b>Percentage</b>	<b>Contingent</b>
<b>Pre-appointment proposed basis of remuneration (to directors/individual Insolvent in debtor led appointments only) (continued)</b>	<ul style="list-style-type: none"> <li>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.</li> <li>Advise the director/individual Insolvent that: <ul style="list-style-type: none"> <li>creditors will be advised of the estimate provided to the directors/individual Insolvent;</li> <li>the actual Remuneration may exceed that estimate and this higher amount can be approved by the Approving body; and</li> <li>if the estimate provided differs to any subsequent estimate provided to creditors, an explanation of the variance will be provided to creditors.</li> </ul> </li> </ul>				
<b>Initial Remuneration Notice (IRN) (Refer Appendix 2 for template)</b>	<p>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.</p> <ul style="list-style-type: none"> <li>a brief explanation of the types of methods that can be used to calculate Remuneration</li> <li>the particular method or methods that the Member intends to use to calculate Remuneration in the Administration</li> <li>why the Member considers this method to be suitable for the Administration</li> <li>an estimate of the expected amount of the Administrator's Remuneration and any factors that will affect that estimate</li> <li>details of any estimate or fee provided to directors/individual Insolvent prior to the appointment; and</li> <li>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.</li> <li>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)</li> <li>details of the basis of recovering any external disbursements that will be charged to the Administration (e.g. at cost)</li> </ul>				
	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.				

	<b>Basis of Fee Approval</b>	<b>Time – Retrospective</b>	<b>Time – Prospective</b>	<b>Fixed</b>	<b>Percentage</b>	<b>Contingent</b>
<b>Remuneration Approval Report (RAR)</b>  <b>(Refer Appendix 3 for template)</b>	<b>Details of the Remuneration claimed</b>  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:	Where a time based Remuneration claim for prospective fees is being made, the Member will need to report to the relevant Approving body on:	<ul style="list-style-type: none"> <li>• the amount of the fixed fee proposed;</li> <li>• 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 completion or other relevant milestone);</li> <li>• an explanation of the estimated fees remaining to complete the Administration (or to the next major</li> </ul>	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: <ul style="list-style-type: none"> <li>• 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);</li> <li>• the costs of each major task</li> <li>• the classification of staff engaged on the Administration for each major task</li> </ul>	If a contingency arrangement within the scope of the COPPP: Insolvency Services is proposed, there will need to be full disclosure of the proposed arrangement to the relevant Approving body, including: <ul style="list-style-type: none"> <li>• exactly what the arrangement is contingent upon;</li> <li>• how achievement of the contingency will be assessed;</li> <li>• what the Member's Remuneration will be, or range of Remuneration, in</li> </ul>

Note: This table includes requirements from the Corporations Act/ Bankruptcy Act and COPPP: Insolvency Services for a RAR

	<b>Basis of Fee Approval</b>	<b>Time – Retrospective</b>	<b>Time – Prospective</b>	<b>Fixed</b>	<b>Percentage</b>	<b>Contingent</b>
<b>Remuneration Approval Report (RAR) (continued)</b>	<ul style="list-style-type: none"> <li>when it is proposed that the fees be drawn.</li> </ul> <p>The Member needs to make a declaration 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.</p>	<ul style="list-style-type: none"> <li>milestone) including the estimated fees for each major task; a monetary 'cap' on the Remuneration;</li> <li>when it is proposed that the fees be drawn (for example, monthly).</li> </ul>	<ul style="list-style-type: none"> <li>in sufficient detail for the Approving body to make an informed decision about why the fee is reasonable;</li> <li>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</li> </ul>	<ul style="list-style-type: none"> <li>the formula to be applied for calculation of the Remuneration;</li> <li>what services are to be provided for this percentage amount and the tasks that will comprise this work;</li> <li>when Remuneration will be drawn from the Administration.</li> </ul>	<ul style="list-style-type: none"> <li>is to be applied to another factor, the value of that factor);</li> <li>why a contingency arrangement is in the best interests of creditors; and when the Remuneration will be drawn.</li> </ul> <p>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.</p>	<ul style="list-style-type: none"> <li>the event that the contingency is or is not achieved;</li> <li>why a contingency arrangement is in the best interests of creditors; and when the Remuneration will be drawn.</li> </ul> <p>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.</p>

	<b>Basis of Fee Approval</b>	<b>Time – Retrospective</b>	<b>Time – Prospective</b>	<b>Fixed</b>	<b>Percentage</b>	<b>Contingent</b>
<b>Remuneration Approval Report (RAR) (continued)</b>				<ul style="list-style-type: none"> <li>• quote for the fixed fee the:</li> </ul>	<ul style="list-style-type: none"> <li>• Remuneration claim;</li> <li>• the milestones as to when the Remuneration will be drawn from the Administration; and</li> <li>• the expected range of possible Remuneration outcomes.</li> </ul>	<ul style="list-style-type: none"> <li>• costs of all statutory investigations;</li> <li>• costs of reporting to the creditors and Regulators;</li> <li>• cost of issuing letters of demand for preferences; and</li> <li>• costs of meeting all statutory obligations.</li> </ul> <p><b>Example</b> Acceptable exclusions</p> <ul style="list-style-type: none"> <li>• litigation for recovery of preference payments.</li> <li>• litigation for insolvent trading.</li> </ul> <p>If a Member is intending to make a claim for Remuneration on a percentage basis, it is recommended that</p>

	<b>Basis of Fee Approval</b>	<b>Time – Retrospective</b>	<b>Time – Prospective</b>	<b>Fixed</b>	<b>Percentage</b>	<b>Contingent</b>
<b>Remuneration Approval Report (RAR) (continued)</b>				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.

	<b>Basis of Fee Approval</b>			
	<b>Time – Retrospective</b>	<b>Time – Prospective</b>	<b>Fixed</b>	<b>Percentage</b>
<b>Remuneration Approval Report (RAR) (continued)</b>	<ul style="list-style-type: none"> <li>• A statement as to whether they anticipate that there will be any further request for approval of Remuneration in the future.</li> <li>• An <b>estimated total amount, or range of total amounts, of the Remuneration</b> for the external administration must be provided.</li> <li>• An explanation on the <b>likely impact of Remuneration</b> on the dividends (if any) to creditors.</li> <li>• Details of any <b>Remuneration recoverable from external sources</b> 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.</li> <li>• Include the following information on <b>Disbursements</b>: <ul style="list-style-type: none"> <li>○ general information on the different classes of Disbursements;</li> <li>○ a declaration that the Disbursements were necessary and proper;</li> <li>○ in relation to Internal Disbursements to be paid to the Firm: <ul style="list-style-type: none"> <li>- what the Disbursement was for;</li> <li>- the quantity and rate (only for Internal Disbursements); and</li> <li>- the amount to be claimed; and</li> </ul> </li> <li>○ 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).</li> <li>○ 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.</li> </ul> </li> </ul>			

	<b>Basis of Fee Approval</b>	<b>Time – Retrospective</b>	<b>Time – Prospective</b>	<b>Fixed</b>	<b>Percentage</b>	<b>Contingent</b>
<b>Remuneration Approval Report (RAR) (continued)</b>	<ul style="list-style-type: none"> <li>○ 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.</li> </ul> <p>• A <b>general report</b> providing the creditors with information about the progress of the Administration, detailing matters resolved and those matters still outstanding.</p> <p>The general report should assist creditors with understanding:</p> <ul style="list-style-type: none"> <li>• matters that may have contributed to the Remuneration claim;</li> <li>• complexities or difficulties that have been faced by the Member;</li> <li>• goals that have been achieved since the last report;</li> <li>• outcomes including explanations as to why that outcome was better or worse than originally predicted; and</li> <li>• future tasks to be undertaken and why they need to be done.</li> </ul> <p>• A <b>summary of receipts and payments</b> 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.</p> <p>• Where a <b>Creditor information sheet</b> on Remuneration is available, the information sheet or information on how to access it must be provided (if not previously provided).</p> <p>• Details on how to obtain <b>further information</b>.</p> <p>• For personal insolvency Administrations only, a statement advising creditors/the individual insolvent of their right to request a <b>Remuneration Claim Notice</b>, within 20 business days after receiving the Remuneration Approval Report.</p>					

	<b>Basis of Fee Approval</b>	<b>Time – Retrospective</b>	<b>Time – Prospective</b>	<b>Fixed</b>	<b>Percentage</b>	<b>Contingent</b>
<b>Future reporting and/or further Remuneration Approval Reports</b>	<p>Any further Remuneration Approval Reports for retrospective fees on time basis have the same reporting requirements as the first RAR.</p> <p>In addition, the Approving body must be advised on:</p> <ul style="list-style-type: none"> <li>• Remuneration already drawn under prior approval(s); comparison of actual fees to the estimated fees provided in the initial or subsequent advice to creditors.</li> </ul> <p>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</p>	<p>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:</p> <ul style="list-style-type: none"> <li>• 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.</li> </ul>	<p>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).</p>	<p>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.</p>	<p>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.</p>	

	<b>Basis of Fee Approval</b>	<b>Time – Retrospective</b>	<b>Time – Prospective</b>	<b>Fixed</b>	<b>Percentage</b>	<b>Contingent</b>
<b>Future reporting and/or further Remuneration Approval Reports (continued)</b>	<p>any tasks that still remain to be completed and the expected cost of those tasks.</p> <p>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.</p> <p>If prospective fee approval is being sought, refer to that column for guidance on reporting requirements.</p>	<p>The above applies even if the Member is only seeking an increase in the previously set capped amount.</p> <p>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.</p> <p>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.</p>				

	Basis of Fee Approval		
	Time – Retrospective	Time – Prospective	Fixed
<b>Mixed Bases</b>			Percentage
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.			Contingent

## 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.

## 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.

<b>Title<sup>2</sup></b>	<b>Description<sup>3</sup></b>	<b>Hourly Rate (excl GST)</b>
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.

<b>Title<sup>2</sup></b>	<b>Description<sup>3</sup></b>	<b>Hourly Rate (excl GST)</b>
Appointee		\$
Director		\$
Senior Manager		\$
Manager		\$
Supervisor		\$
Senior		\$
Intermediate		\$
Secretary		\$
Clerk		\$
Junior		\$

*[Notes:*

1. *Delete these notes when the table is completed.*
2. *Each firm should develop a table which is appropriate for their firm using the columns set down in the above table.*
3. *These are example titles only. Each firm should use the titles appropriate to their firm.*
- Information that should be incorporated in the description column includes years of experience, qualifications, education, staff supervised etc.]*

### 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.

<b>Disbursement type [Suggestion only – delete or add as appropriate]</b>	<b>Rate (excl GST)</b>
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

### A3.1 Structure of the Remuneration Approval Report

The recommended report structure is divided into eight parts and supporting schedules. Parts 5 – 8 may be covered in a supporting report as opposed to within the Remuneration Approval Report.

Part 1: Declaration

Part 2: Executive Summary

Part 3. Remuneration

    3.1 Remuneration claim resolutions

    3.2 Details of remuneration

    3.3 Total remuneration reconciliation

    3.4 Likely impact on dividends

    3.5 Remuneration recovered from external sources [if required]

Part 4: Disbursements

    4.1 Disbursement claim [if required]

    4.2 Future basis of disbursements [if required]

Part 5: Report on Progress of the Administration

Part 6: Summary of Receipts and Payments

Part 7: Queries

Part 8: Approval of remuneration and internal disbursements

Schedule [#] – Resolution [#] Table of major tasks for remuneration

Schedule [#] – Summary of Receipts and Payments

## A3.2 Template

### Remuneration Approval Report

**[Insolvent Name] ([Basis of appointment])**

**ACN/Estate reference**

This remuneration approval report provides you with the information you need to be able to make an informed decision regarding the approval of my remuneration for undertaking the [type of administration] of [insolvent].

This report has the following information included:

Part 1: Declaration .....	28
Part 2: Executive Summary.....	28
Part 3. Remuneration .....	30
3.1 Remuneration claim resolutions .....	30
3.2 Details of remuneration .....	32
3.3 Total remuneration reconciliation.....	34
3.4 Likely impact on dividends.....	37
3.5 <i>Remuneration recovered from external sources [if required]</i> .....	37
Part 4: Disbursements.....	38
4.1 <i>Internal disbursement claim [if required]</i> .....	39
4.2 <i>Future basis of internal disbursements [if required]</i> .....	40
Part 5: Report on Progress of the Administration .....	41
Part 6: Summary of Receipts and Payments.....	41
Part 7: Queries .....	41
Part 8: Approval of remuneration <i>and internal disbursements</i> .....	41
Schedule [#] – Resolution [#] Table of major tasks for remuneration .....	43
Schedule [#] – Summary of Receipts and Payments .....	49

### What do you need to do next?

Provide creditors with a brief summary on the steps they need to take – if you have included this remuneration report with a covering letter that explains what creditors should do, you do not need to repeat the information here.

**Example** wording options for meeting and proposal without a meeting:

You should read this report and the other documentation that I have sent you and then attend the meeting of creditors in order to voice your opinion by casting your vote on the resolutions put to the meeting. The meeting will also give you an opportunity to ask any questions that you may have.

Alternatively, you are also able to appoint a representative to attend on your behalf by lodging a proxy form. Lodging a specific proxy form allows you to specify how your proxy must vote. Lodging a general proxy form allows your representative to choose how your vote is exercised.

Information about the meeting of creditors is provided at part 8 of this report.

If you have any questions or need any assistance, please contact *[details]*.

## OR

You should read this report and the other documentation that I have sent you.

To minimise the costs in this *[appointment type]*, I have elected to seek the approval of creditors for my remuneration *and disbursements* without a meeting. Information about the proposals without a meeting process is included at part 8 of this report.

You can cast your vote by using the included voting forms. These forms then need to be returned to my office by post, scanned and emailed or faxed. I need to receive your forms by *[ProposalDate]* for your vote to count. If you chose to use post, please allow enough time for your letter to be delivered.

If you have any questions, or need any assistance with understanding the materials I have sent to you, please contact *[details]*.

## Part 1: Declaration

This is a declaration by the Member that he or she has reviewed the Remuneration claim and it is necessary and proper for the conduct of the Administration. **For Personal Insolvency only:** IG Practice Direction 18 specifically requires a statement that the costs are “necessary and reasonable”. **For retrospective time based claims only:** make a declaration that the work in progress report for the Administration has been reviewed to ensure that remuneration is only being claimed for necessary and properly performed work.

I, *[name, firm]* have undertaken a proper assessment of this remuneration claim for my appointment as *[appointment type]* of *[insolvent]* in accordance with the law and applicable professional standards. I am satisfied that the remuneration claimed is in respect of necessary work, properly performed, or to be properly performed, in the conduct of the *[appointment type]*.

*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.*

## Part 2: Executive Summary

The executive summary should provide readers with a clear overview of the anticipated Remuneration and internal Disbursements for the appointment, amounts currently being sought and amounts approved to date.

It should make a general comment about how the remuneration claim compares to previous estimates of remuneration that have been provided to creditors in either the IRN or previous remuneration approval reports (provision of estimates is a requirement of IPRs 70-35 and 70-45 for both corporate and personal insolvency Appointments).

*The total remuneration for this appointment is estimated to be \$[amount or range]. This is consistent with my previous estimated total remuneration.*

**OR**

*The total remuneration for this appointment is estimated to be \$[amount or range]. This has increased / decreased compared to my previous estimate because of [reasons].*

Remuneration currently claimed [and previously approved] is summarised below:

<b>Period [Suggestion only – delete or add details as appropriate]</b>	<b>Report Reference</b>	<b>Amount (ex GST)</b>
<b>Current Remuneration claim:</b>  [appointment type]  Resolution [#]: [period] Resolution [#]: [period] <b>Total – [appointment type]</b>	[X], Sch [X] [X], Sch [X]	\$[amount] \$[amount] <b>\$[total]</b>
[add further appointment or approval types as necessary]  Resolution [#]: [period] <b>Total – [appointment type]</b>	[X], Sch [X]	\$[amount] <b>\$[total]</b>
<b>Past remuneration approved [if required]:</b>  [period] [period] <b>Total past remuneration approved</b>		\$[amount] \$[amount] <b>\$[total]</b>
<b>TOTAL remuneration claimed and approved</b>		<b>\$[TOTAL]</b>

\* Approval for the future remuneration sought is based on an estimate of the work necessary to the completion of the administration. Should additional work be necessary beyond what is contemplated, further approval may be sought from creditors.

*[Only include if you have sought or are seeking approval of Internal Disbursements]*

Disbursements that require creditor approval currently claimed *[and previously approved]* are summarised below:

Period <i>[Suggestion only – delete or add details as appropriate]</i>	Report Reference	Amount (ex GST)
<b>Current disbursements claim:</b>		
<i>[appointment type]</i>		
Resolution [#]: [period]	[X]	\$[amount]
Resolution [#]:[period]	[X]	\$[amount]
<i>Total – [appointment type]*</i>		\$[total]
<i>[add further appointment or approval types as necessary]</i>		
<b>Disbursements approved <i>[if required]</i>:</b>		
Resolution [#]: [period]		\$[amount]
<b>TOTAL disbursements claimed and approved</b>		<b>\$[TOTAL]</b>
* Approval for the future disbursements sought is based on an estimate of the disbursements necessary to the completion of the administration. Should additional disbursements be necessary beyond what is contemplated, further approval may be sought from creditors.		

Please refer to report section references detailed in the above table for full details of the remuneration *and disbursement* approval sought.

Remuneration sought in relation to groups should be separately identified in summary table, in a format similar to the below.

Period	Report Reference	Group Entity 1 Amount (ex GST)	Group Entity 2 Amount (ex GST)	Group Total Amount (ex GST)

## Part 3. Remuneration

### 3.1 Remuneration claim resolutions

Full and exact statements, including precise dollar amounts, of all Remuneration resolutions for which approval is being sought must 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 executive summary (e.g. Resolution 1, Resolution 2 ...).

A separate description of work completed / to be completed (i.e. Attached as a Schedule) must be provided for retrospective and prospective remuneration. 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 executive summary.

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 including GST], which includes 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".

I will be seeking approval of the following resolutions to approve my remuneration. Details to support these resolutions are included in sections 3.2 and 3.3 and in Schedules [#] to [#].

**Resolution [#] from [date] to [date]**

*[Resolution wording]*

**Resolution [#] from [date] to [date]**

*[Resolution wording]*

**3.2 Details of remuneration**

Between this section of the report and the linked Schedules, you need to provide details of the major tasks performed or to be performed and the costs and method of calculation.

You are required to provide this information under law – there is no differentiation for different bases of determining remuneration. If a basis of remuneration is being used that is not time based, hours will not need to be included.

The basis of calculating the remuneration claims are summarised below and the details of the major tasks performed and the costs associated with each of those major tasks are contained in Schedules [#] to [#].

**Resolution [#]: [date] to [date] *[retrospective example]***

**Retrospective fee approval table:** The suggested format following summarises the information necessary to allow a creditor to understand the calculations for the claim for retrospective Remuneration. Who did what, for how long and at what rate. The inclusion of Employee names is not mandatory, but some form of coding should be used e.g. Employee A. The name of the Appointee and Co-Appointees must be identified.

This must be supported by a detailed table which includes a summary description of the major tasks performed – which we recommend you include in an attached Schedule to improve the flow of the report.

The below table sets out time charged to each major task area by staff members working on the *[appointment type]* for the *[period]* which is the basis of the Resolution [#] claim. More detailed descriptions of the tasks performed within each task area, matching the amounts below, are contained in Schedule [#].

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

If non-insolvency services are provided by the Firm in the Administration, the non-insolvency services must be separately identified in the above table OR an additional table must be included as below, and then totalled.

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

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

#### **Resolution [#]: [date] to [date] [prospective example]**

**Prospective (future) fee approval table:** The suggested format provides all the information necessary to allow a creditor to understand the calculations for the claim for Remuneration, what still needs to be done and at what estimated cost. An estimate of the time to be spent by the staff at different levels (as needed for the retrospective approval) is not required. This must be supported by a summary description of the major tasks performed – which we recommend you include in an attached Schedule to improve the flow of the report.

The below table sets out the expected costs for the major tasks likely to be performed by the [appointee type] and their staff for the [period] which is the basis of the Resolution [#] claim. More detailed descriptions of the tasks likely to be performed within each task area, matching the amounts below, are contained in Schedule [#].

	Total (\$)	Task Area							Administration \$
		Assets \$	Creditors \$	Employees \$	Trade on \$	Investigation \$	Dividend \$		
Total (est)	\$	x	x	x	x	x	x	x	x
GST	\$								
Total (incl GST)	\$								

### 3.3 Total remuneration reconciliation

This section of the report provides an opportunity for Members to provide information to creditors to allow them to understand how the current Remuneration approval fits with previous estimates and approvals.

There is a statutory requirement to provide an estimated total amount, or range of total amounts, of the external administrator's Remuneration with each RAR. You must also, under the ARITA Code, provide explanations of how any current approvals compare with any previous prospective approvals.

Members should provide a statement as to whether they anticipate that there will be a further request for approval of Remuneration in the future. As much detail as possible should be provided.

Some of this information may best be communicated in table format.

The examples provided below are to assist Members with preparing their RARs. They 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 address the **comparison between current total and previous estimates**

*At this point in time I estimate that the total remuneration for this [appointment type] will be \$[amount or range]. This includes the current approval amount being sought of \$[amount]. This is subject to the following variables which may have a significant effect on this estimate and that I am as yet unable to determine: [list variables].*

*This is consistent with the estimate provided in the Initial Remuneration Notice dated [date], which estimated remuneration of \$[estimated range or amount] (excluding GST).*

OR

*This estimate differs to the estimate of costs provided in the Initial Remuneration Notice dated [date], which estimated a cost of the administration of \$[estimated range or amount] (excluding GST), for the following reasons: [detail reasons]*

*OR*

*In my previous remuneration report of [date], I estimated that I was likely to make one further request for the approval of remuneration and at that time estimated that the cost to complete the [appointment type] was going to be \$[estimated range or amount]. The [appointment type] is now nearing completion and I am seeking approval of remuneration of \$[total], which is in accordance with my previous estimate OR differs to my previous estimate for the following reasons: [detail reasons]*

**Example** wording to provide a detailed **explanation of differences between current and previous prospective approvals** as required under the Code.

*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	Fee approval(s) [date] \$	Fee approval(s) [date] \$	Current Fee Approval \$	Total per task \$@
Assets				
Creditors				
Employees				
Trade On				
Investigation				
Dividend				
Administration				
<b>TOTAL *</b>				
<i>Total remuneration previously approved<sup>%</sup></i>				
<i>Difference (see table below for further explanation)<sup>#</sup></i>				
<b>Payment reconciliation:</b>				
<i>TOTAL * (incl. amount claimed now)</i>				<i>[= Total above]</i>
<i>Amount paid to date</i>				
<i>Amount outstanding (incl amount claimed now)</i>				
Notes (delete before sending)				
* This total should reconcile with the totals provided in the Executive Summary (i.e. being the total of past remuneration approvals together with the current approval(s) sought irrespective of whether paid yet or not)				
% Prospective 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.*

<b>Task</b>	<b>Prospective approval(s) as at [date] \$</b>	<b>Total per task \$</b>	<b>Difference \$</b>	<b>Reasons for differences</b>
Assets				
Creditors				
Employees				
Trade On				
Investigation				
Dividend				
Administration				
<b>TOTAL</b>	<b>%</b>	<b>@</b>	<b>#</b>	
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]*

**Example wording to comment on future remuneration requests.**

*Due to the complex nature of this [appointment type], I will not be seeking remuneration approval from creditors in advance. Prior to each meeting of creditors, I will provide a report on time spent and tasks undertaken, along with a general report on the progress of the [appointment type]. I will then ask creditors to approve my remuneration retrospectively at the meeting. Creditors will have an opportunity to ask any questions they may have in respect of the cost of the [appointment type] at that meeting.*

OR

*In preparing this remuneration approval report, I have made my best estimate at what I believe the [appointment type] will cost to complete and I do not anticipate that I will have to ask creditors to approve any further remuneration. However, should the [appointment type] not proceed as expected, I will advise creditors and I may seek approval of further remuneration and provide details on why the remuneration has changed. Matters that may affect the progress and the cost of the [appointment type], include: [list matters here]*

### 3.4 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 and regulated debtor estates.

*It is suggested that the report discuss:*

- *the general priorities in an administration / liquidation / bankruptcy*
- *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.*

### 3.5 Remuneration recovered from external sources [if required]

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.

Remuneration payments received in relation to FEG or predecessor schemes, or from the AAF (for corporate administration) are considered separate arrangements involving a limited or partial funding agreement. Where higher fees are incurred than the amount covered by the funding agreement there is no restriction in the Administration being charged for the shortfall on the basis that all remuneration claimed is necessary and properly incurred.

While the money received under the funding arrangement is not subject to creditor approval and can be paid directly to the Member, any shortfall must be appropriately approved in accordance with the appropriate Legislation prior to drawing. In seeking creditor approval for any shortfall, ARITA recommends that specific disclosure of the total time charged, funding receipt(s) and shortfall amount be made in this section of the RAR. Particular care must be taken to ensure that the Administration is not charged for amounts recovered under the funding.

## Part 4: Disbursements

Although the ARITA Code provides guidance for Members on the treatment and recovery of Disbursements and Expenses, creditors are not familiar with the specific terminology of the ARITA Code. As such, for the purposes of the IRN and RAR, the reports simply refer to disbursements (lower case) to simplify information provided to creditors.

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 costs 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 disbursements are appropriate, justified and reasonable. Details of these disbursements are included in the attached Receipts and Payments (Refer Part 6 below).

Members should ensure the receipts and payments information provided with this report adequately details a breakdown of expenses paid to third parties or disbursements (no profit) paid to the Firm. Alternatively, details can be provided in the body of the report.

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 these disbursements are provided below. OR I do not intend to claim any disbursements where there may be a profit and as such do not intend to seek creditor approval.]

A declaration must be made that the disbursements were necessary and proper. An example declaration is provided below.

I have undertaken a proper assessment of disbursements claimed for *[insolvent]*, in accordance with the law and applicable professional standards. I am satisfied that the disbursements claimed are necessary and proper.

Where there is an element of profit or advantage to the Administrator or a related party of the Administrator, consent to the payment of those Internal Disbursements must be obtained, unless it is not reasonably practical to obtain the agreement of creditors and the cost of the service is reasonable in all the circumstances. If there is no element of profit or advantage (for example if a decision is made to not recover internal disbursements) then no approval is required.]

You do not need to obtain approval of Expenses or Disbursements if they are charged to the administration at cost and are not being paid to a related entity. If there is a “mark up” on an Expense or Disbursement, or if a payment is being made to a Related Entity (eg spouse or spouse’s company) where there may be a profit or advantage obtained, the payments must either be approved by creditors or the court; or a decision made that it is not reasonably practical to obtain the agreement of creditors and the cost of the service is reasonable in all the circumstances. If you are going to seek creditor approval, it does not need to be done prior to engagement – but must be done prior to payment.

Refer IPS 60-20 (Corporations Act and Bankruptcy Act) for your full obligations.

#### ***4.1 Disbursement claim [if required]***

If you are seeking to recover disbursements that may have an element of profit or advantage to a related party (defined as Internal Disbursements for the purposes of the Code), then you must provide details, including:

- what the disbursement was for
- the quantity and rate
- the amount paid; and
- details of the ongoing basis of charging to the Administration (e.g. Page rate for photocopying done internally).

Where the basis of Internal Disbursements is being approved prospectively, a cap must be set in the same way a cap is set for prospective remuneration.

Approval of payment of Internal Disbursements **must** be done prior to payment, unless it is not reasonably practical to obtain the agreement of creditors and the cost of the service is reasonable in all the circumstances.

You do not need to seek approval if Disbursements are recovered at cost or if costs have been paid by the firm directly and then reimbursed. However, for:

- Disbursements at cost, you must ensure the cost has no element of profit or advantage at all and the disclosure is the same as that of Expenses as below.
- Expenses at cost, you must ensure that the receipts and payments listing clearly discloses who the external provider was and what the payment was for. If this information is not included in the receipts and payments, it must be disclosed in this report.

If you are seeking approval of ASIC Industry Funding Model Levy as an Internal Disbursement you need to provide sufficient information to enable creditors to understand what the amount is for and how it has been calculated. A line item in the table will not be sufficient (Refer PSI7: Disbursements section 7.5 for more information).

An example disclosure is provided below.

The following disbursements that require creditor approval have been claimed by my firm for the [period]. Approval of these disbursements from creditors in the amount of \$[amount] is being sought *at a meeting of creditors OR via a proposal without a meeting*.

Disbursements claimed [period] <i>[Suggestion Only - delete or add details as appropriate]</i>	Basis	Total (Excl GST)
Photocopies	XX pages @ \$X.XX/page	\$Amount
Stationery		
- Folders	XX folders @ \$X.XX / folder	\$Amount
- Filing index	XX filing index @ \$X.XX / index	\$Amount
Staff vehicle use	XX kms @ \$X.XX / km	\$Amount
Staff per diem travel allowance	XX days @ \$X.XX / day	\$Amount
<b>Total</b>		\$Amount

Note: staff payments have been included in this table and the table below for future disbursements. 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.

#### **4.2 Future basis of disbursements [if required]**

You do not have to obtain 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.

Future disbursements that require creditor approval will be charged to the administration on the following basis:

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

Rates applicable for financial year ending XX XXXX XXXX

Approval of the payment of these disbursements at the above rates to a capped amount of \$[capped amount] is being sought from creditors *at the meeting of creditors OR via a proposal without a meeting*.

If you are claiming future disbursements – make sure an entry is included in the executive summary table in Part 2.

## Part 5: 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. 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.

## Part 6: Summary of Receipts and Payments

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 specific 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.

If you include the receipts and payments in a separate report or letter, you do not have to include it here.

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

## Part 7: Queries

Creditors need to be informed of their right to obtain further information and how they can request that information. If you include this information in a separate report or letter, you do not have to include it here.

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:

- ARITA at [www.arita.com.au/creditors](http://www.arita.com.au/creditors)
- ASIC at [www.asic.gov.au](http://www.asic.gov.au) (search for "insolvency information sheets").

Supporting documentation for my remuneration claim may be viewed if requested, provided sufficient notice is given.

## Part 8: Approval of remuneration [*and disbursements*]

Creditors must be provided with information about how approval of the various resolutions for Remuneration and Internal Disbursements will be sought – either via a meeting or proposals without a meeting. Information about the meeting or proposals without a meeting should be

included in this section of the report or may be included as part of a more general report to creditors. If you include it in a separate report or letter, you do not have to include it here.

It may also be useful to direct creditors to an information sheet on meetings (or advise creditors where they are able to access it) if there is a meeting being held to approve Remuneration.

If you are choosing to seek approval via proposals without a meeting, you should:

- include all of the relevant proposals as a schedule to this report (or the general report)
- include each proposal on a separate voting form
- list here proposals that are being sought:
  - remuneration
  - internal disbursements to date
  - future internal disbursements to a capped amount, etc.
- provide a copy of the ARITA information sheet on proposals without meetings (or advise creditors where they are able to access it)
- confirm the date that creditors must return their voting forms by
- provide contact details for assistance.

**For Personal Insolvency Administrations ONLY:** advise creditors and the bankrupt/debtor of their right to request a Remuneration Claim Notice within 20 business days after receiving this report.

## Schedule [#] – Resolution [#] Table of major tasks for remuneration

This table should be created to support each resolution. Create a separate Schedule for each resolution to allow easy cross referencing to the body of the report.

The major tasks which Members undertake can be broadly divided into seven categories. These are 1 Assets, 2 Creditors, 3 Employees, 4 Trade On, 5 Investigation, 6 Dividend and 7 Administration.

Information on the seven categories is to be set out in table form making it easy for creditors to understand the type and purpose of work being undertaken. A typical list of tasks is included as guidance. The narrative provided must be sufficient, meaningful, open and clear and provide specifics of the work done for this particular Administration.

The table format should be used for both retrospective and prospective Remuneration approval requests (a separate table should be provided for each Remuneration request/resolution).

**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).**

Proper time recording systems should be able to readily generate reports thus reducing the time taken to prepare this information.

Where the method of Remuneration is time based, dollar value of Remuneration attributed to that category of work (retrospective and prospective) and hours taken (retrospective only) should be included under the task heading for each task category.

Further details and particulars may be required for large Administrations (i.e the setting up of sub-tasks within each task area) or where the Remuneration claimed relates to a lengthy period of time (i.e. may need to be divided into time periods).

If non-insolvency services are provided by the Firm in the Administration, an additional category and adequate description of tasks undertaken, for any services provided must be added to the table. For example, if the Firm's tax division provided services to the Administration, a description of tasks undertaken by the tax division would need to be added to the end of the table.

The below table provides a description of the work undertaken in each major task area for the [period].

Task Area	General Description	Includes <i>[Suggestion Only - delete or add details as appropriate to the work done]</i>
Assets [hours] [\$ x]	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

<b>Task Area</b>	<b>General Description</b>	<b>Includes [Suggestion Only - delete or add details as appropriate to the work done]</b>
Creditors [hours] [\$x]	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 [hours] [\$x]	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 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

<b>Task Area</b>	<b>General Description</b>	<b>Includes [Suggestion Only - delete or add details as appropriate to the work done]</b>
Employees [hours] [\$x]	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 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 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

<b>Task Area</b>	<b>General Description</b>	<b>Includes [Suggestion Only - delete or add details as appropriate to the work done]</b>
Trade On [hours] [\$x]	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 [hours] [\$x]	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
	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 [hours] [\$x]	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

<b>Task Area</b>	<b>General Description</b>	<b>Includes [Suggestion Only - delete or add details as appropriate to the work done]</b>
Administration [hours] [\$x]	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
	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
	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
Other professional services provided by the Firm [hours] [\$x]	[Insert description of services undertaken]	[insert details of included tasks e.g. tax, general accounting etc]

Additional matters particular to Personal Insolvency Administrations may include:

<b>Task Area</b>	<b>General Description</b>	<b>Includes [Suggestion Only - delete or add details as appropriate to the work done]</b>
<b>Assets [hours]</b>	Income assessments	Liaising with the Bankrupt during each contribution assessment period in relation to particulars of

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

## **Schedule [#] – 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.

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

	<b>Complexity</b>
<input type="checkbox"/>	Explain any complexities in the Administration which influenced the remuneration sought and required the involvement of specialised staff
	<b>Time recording</b>
<input type="checkbox"/>	Describe the system of time recording used by the firm
<input type="checkbox"/>	Describe how time recording occurs within the firm (eg contemporaneously)
<input type="checkbox"/>	Detail the system of review of time charged (eg how often WIP is reviewed)
<input type="checkbox"/>	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)
<input type="checkbox"/>	Explain that time is recorded to categories of tasks
<input type="checkbox"/>	Explain the different categories used
<input type="checkbox"/>	Explain the types of tasks undertaken in relation to each category
	<b>Future remuneration</b>
<input type="checkbox"/>	Identify the amount claimed for prospective remuneration
<input type="checkbox"/>	Identify the tasks which still need to be undertaken
	<b>Bill of cost statements</b>
<input type="checkbox"/>	Annex the calculation of remuneration matrix from section 3.2 of remuneration approval report template
<input type="checkbox"/>	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
<input type="checkbox"/>	Annex bill of costs for each category of tasks and an explanation of why the tasks were required and what value they added
<input type="checkbox"/>	Annex bill of costs for remuneration sought
	<b>Time not claimed</b>
	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
<input type="checkbox"/>	Details of any time written off and the reasons why
<input type="checkbox"/>	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
	<b>Creditor dividends</b>
<input type="checkbox"/>	Detail past dividends to creditors
<input type="checkbox"/>	Detail estimated future dividends to creditors
	<b>Percentage basis</b>
<input type="checkbox"/>	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

# Practice Statements Insolvency 8: Remuneration

**Approved: 16 September 2019**

This Practice Statement provides guidance to Members on matters to do with Remuneration, including what is meant by necessary and proper, average charge out rates and bases of calculation.

## Contents

8.1. Interpretation and Definitions .....	1
8.2. Necessary and Proper .....	2
8.1.1 Work in progress reviews.....	2
8.1.2 Average charge out rates.....	3
8.1.3 Costs of communicating with Regulators or professional bodies.....	4
8.1.4 Costs of claiming Remuneration .....	4
8.3. Recording of Work Done.....	4
8.4. Bases of calculation .....	5
8.3.1 Time based charging .....	5
8.3.2 Prospective Fee Approval.....	5
8.3.3 Fixed fee .....	5
8.3.4 Percentage.....	6
8.3.5 Success or Contingency Fees .....	6
8.5. Changing basis of Remuneration.....	6

### Refer also to

- Code of Ethics
- COPP: Insolvency Services, section 5: Remuneration, Disbursements and Expenses
- PSI5: Remuneration Reporting
- PSI7: Disbursements and Expenses

## 8.1. 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.

## 8.2. Necessary and Proper

### Refer also to

- COPP: Insolvency Services section 5.3 Entitlement to Remuneration and Disbursements

The COPP: Insolvency Services provides an entitlement for Members to claim for Remuneration and Disbursements which are necessary and proper.

A key aspect of ensuring that the necessary and proper remuneration is claimed for Professional Services performed for an Administration is to ensure any work is completed in the most efficient and effective manner.

In determining how to perform the Administration in the most efficient and effective manner the Member should use their commercial and professional judgement and may consider:

- (a) the complexity of the Administration;
- (b) the level of expertise required to complete the necessary tasks in the Administration;
- (c) the availability of sufficient staff to complete the Administration;
- (d) the remuneration rates for staff that apply to the Administration (including, where relevant, consideration of different rates applicable in different locations);
- (e) the resources required to complete the Administration and each relevant task;
- (f) the urgency for tasks to be completed;
- (g) the location of the Administration (including travel requirements);
- (h) the specialised nature of the Administration (if any); and
- (i) whether the allocation of tasks is cost effective. *[comparable to APES 330 Appendix 3]*

### 8.2.1 Work in progress reviews

### Refer also to

- COPP: Insolvency Services:
  - Section 5.3 Entitlement to Remuneration and Disbursements
  - Section 5.4 Declaration regarding review of work in progress
- PSI5: Remuneration reporting, includes declaration about work in progress review at:
  - Section 5.3
  - Appendix 3 Template: Remuneration Approval Report

The guidance in this section of the Practice Statement only applies where time based charging is used.

Under the ARITA Code, Members have an entitlement to Remuneration in respect of necessary and proper services performed. It is the Member's obligation to ensure that claims are only made for necessary and proper amounts.

It is recommended that a Member conduct regular reviews of any Work in Progress to ensure that all time charged to the Administration is for necessary work, properly performed. [comparable to APES 330 Appendix 1]

When making a remuneration claim, section 5.4 of the COPP: Insolvency Services requires that the Remuneration Approval Report must include a declaration that the progress report for the Administration has been reviewed to ensure that remuneration is only being claimed for necessary and proper remuneration. It is highly recommended that prior to preparing a Remuneration Approval Report, a Member undertake a final review of the Work in Progress.

These reviews would include checking:

- that only allocated staff are charging time to the Administration
- the tasks that each staff member is undertaking to ensure the appropriate staff member is undertaking each task
- that time being taken for tasks is in accordance with what would be expected considering the complexity of the issues
- that the tasks being undertaken are necessary for the Administration
- that time is being charged contemporaneously; and
- the quality of the narrations being recorded in the time recording system.

The Member should ensure, upon these reviews, that any time not for necessary work, properly performed, is written off.

### 8.2.2 Average charge out rates

#### Refer also to

- COPP: Insolvency Services section 5.3 Entitlement to Remuneration and Disbursements

The guidance in this section of the Practice Statement only applies where time based charging is used.

As part of determining whether a claim for Remuneration only relates to necessary and proper amounts, it is recommended that Members consider the average charge out rate per task area to determine if it is appropriate for the complexity of task undertaken. This is a means of assisting the Member with assessing whether the Remuneration claim is necessary and proper.

For example, the average charge out rate for the administration task area would generally be lower than the average charge out rate for assets or investigations which generally involve more complex tasks.

The average charge out rate for each task area should be compared to the scale of hourly rates to determine approximately what level of employee the average charge out rate equates to and whether this is appropriate for the complexity of the tasks undertaken.

**Example**

Although a mix of staff worked on a task area, the average charge out rate is equivalent to an assistant manager – is this appropriate considering the tasks undertaken?

If such an analysis shows that the appropriate staff allocation did not occur, the Member should consider either writing-off hours or reducing charge out rates to ensure that the fees charged are appropriate for the work performed.

### **8.2.3 Costs of communicating with Regulators or professional bodies**

Remuneration for time spent communicating with regulators or Professional Bodies in relation to the following matters is not necessary and proper:

- complaints about the Member or the conduct of a particular Administration, unless the complaint is deemed spurious by the Regulator;
- regulator surveillance, professional audits, inspection of files or disciplinary actions,
- peer reviews; or
- unsuccessfully defending a breach of the law or applicable professional and ethical standards, subject to any order of the court. *[comparable to APES 330 Appendix 3]*

### **8.2.4 Costs of claiming Remuneration**

A Member may claim the necessary and proper costs of record keeping and seeking approval or determination of their claim for remuneration. *[comparable to APES 330 Appendix 3]*

## **8.3. Recording of Work Done**

**Refer also to**

- PSI5: Remuneration reporting, Appendix 3 Template: Remuneration Approval Report

Regardless of the Remuneration method to be applied, the Member needs to maintain a proper record of work that was done on an Administration in order to:

- claim Remuneration; and
- report to creditors on the progress of the Administration.

Where time based costing is used, the Member has to maintain a system that requires staff to record:

- the period of time spent;
- the categories of the work performed (see Remuneration Report Template);
- details of the work being performed; and
- contemporaneously at the time the work is done in order to maximise accuracy.

ARITA's Remuneration Approval Report Template provides a description of some common work categories that should be used (refer PSI 5: Remuneration Reporting Appendix 3).

## 8.4. Bases of calculation

### Refer also to

- COPP: Insolvency Services section 5.1 Bases of remuneration
- PSI5: Remuneration reporting Appendix 2 Template: Initial Remuneration Notice

### 8.4.1 Time based charging

Time based is a common form of charging. Members calculate Remuneration by reference to the hourly or time unit rate which is applied to the time spent on necessary work properly performed.

### 8.4.2 Prospective Fee Approval

A Member may seek approval from the Approving Body for time based Remuneration to be determined in advance of the work to be performed. The approved amount must have a Cap to a nominated limit.

The claim for Remuneration will subsequently be calculated on a time basis for necessary work properly performed and can be drawn without further approval of creditors up to the Cap.

The hourly rates to be applied may be increased by an agreed formula where the escalation factors are objectively and independently determinable. If a Member wants to be able to increase hourly rates that are charged on an Administration in the future without having to obtain creditor approval, a specific formula must be included in the resolution for the approval of the prospective Remuneration (for example, rates are increased annually by the CPI amount).

A reference to changes in rates from time to time (or similar) cannot be included in resolutions to approve prospective fees.

Any increase approved does not apply to the capped total, only to the hourly charge rate.

If a Member wishes to change the capped amount, or the hourly rate scale other than as agreed, a Member will need to seek approval of the Approving Body.

### 8.4.3 Fixed fee

### Refer also to

- COPP: Insolvency Services, section 5.6 Fixed fees

A Member may claim Remuneration based on a quoted fixed amount with creditor approval. A fixed fee arrangement provides certainty to creditors about how much the Remuneration claim will be. The risk of excessive time spent is transferred to the Member.

It is recommended that a fixed fee is set at the commencement of the Administration or prior to commencing the tasks covered by the fixed fee.

If a Member chooses to have Remuneration set on a fixed fee basis for an Administration, there is no requirement to maintain time based recording for that Administration.

**Examples**

- In a small Administration, where the issues can reasonably be anticipated, the Member may wish to have Remuneration approved for a fixed amount soon after appointment.
- Towards the end of an Administration where Remuneration has been based on a time basis, a Member may choose to charge a fixed fee for work to be done in finalising the Administration, rather than obtaining prospective approval on an hourly basis to a capped amount.

#### **8.4.4 Percentage**

A Member may claim Remuneration based on a percentage of a particular factor, usually assets disclosed, assets realised and/or dividends paid.

It is recommended that a percentage fee is agreed with creditors at the commencement of the Administration or prior to commencing the tasks covered by the percentage fee.

Members wanting to use a percentage basis in a personal Administration, need to comply with the maximum percentages prescribed by the Bankruptcy Act.

#### **8.4.5 Success or Contingency Fees**

**Refer also to**

- COPP: Insolvency Services, section 5.5 Contingent Fees

A success or contingency fee provides for a specified bonus, success fee, super-profit or additional percentage as Remuneration, in the event that a specified contingent future event occurs or particular circumstances arise.

COPP: Insolvency sets detailed requirements around when a success or contingency fee may be appropriate (refer section 5.5).

It is recommended that if a success or contingency fee is determined appropriate, it is set prior to commencing the tasks covered by the fee arrangement.

### **8.5. Changing basis of Remuneration**

**Refer also to**

- COPP: Insolvency Services, section 5.6 Fixed fees

The basis for claiming Remuneration may be changed with full disclosure to creditors and creditor consent, however changing the basis to time based is only possible if proper records have been kept of time and activity. Note the restriction on fixed fees in COPP: Insolvency Services, section 5.6.

# 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.

## Contents

5.1	Interpretation and Definitions .....	2
5.2	Reporting points.....	2
5.3	Timing of information .....	3
5.4	Information to be provided.....	4
5.5	Sources of Funding .....	15
5.6	Templates .....	16
5.7	Court applications .....	17
5.8	Version information.....	17
	Appendix 1: Template – Pre-appointment proposed basis of Remuneration disclosure .....	18
	Appendix 2: Template – Initial Remuneration Notice .....	22
	Appendix 3: Template – Remuneration Approval Report.....	25
	Appendix 4: Guidance for Court applications .....	53

### 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)
<b>Time based</b>	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).
<b>Prospective Fee (time based)</b>			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).
<b>Fixed fee</b>			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.
<b>Percentage</b>			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.
<b>Contingency</b>			Report on the achievement of the contingency event or otherwise.	
<b>Note:</b> 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
<b>Pre-appointment proposed basis of remuneration (to directors/individual Insolvent in debtor led appointments only)</b>  <b>(Refer Appendix 1 for template)</b>	<ul style="list-style-type: none"> <li>• A brief explanation of the types of methods that can be used to calculate Remuneration</li> <li>• The particular method or methods that the Member intends to use to calculate Remuneration in the Administration</li> <li>• An explanation why the Member considers this method to be suitable for the Administration</li> <li>• The scale of hourly rates to be applied (where Remuneration will be sought on a time basis)</li> <li>• An explanation that: <ul style="list-style-type: none"> <li>- 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;</li> <li>- creditors will be advised of the basis proposed to directors/individual Insolvent; and</li> <li>- 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.</li> </ul> </li> </ul>					

	<b>Basis of Fee Approval</b>	<b>Time – Retrospective</b>	<b>Time – Prospective</b>	<b>Fixed</b>	<b>Percentage</b>	<b>Contingent</b>
<b>Pre-appointment proposed basis of remuneration (to directors/individual Insolvent in debtor led appointments only) (continued)</b>	<ul style="list-style-type: none"> <li>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.</li> <li>Advise the director/individual Insolvent that: <ul style="list-style-type: none"> <li>creditors will be advised of the estimate provided to the directors/individual Insolvent;</li> <li>the actual Remuneration may exceed that estimate and this higher amount can be approved by the Approving body; and</li> <li>if the estimate provided differs to any subsequent estimate provided to creditors, an explanation of the variance will be provided to creditors.</li> </ul> </li> </ul>					
<b>Initial Remuneration Notice (IRN) (Refer Appendix 2 for template)</b>	<p>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.</p> <ul style="list-style-type: none"> <li>a brief explanation of the types of methods that can be used to calculate Remuneration</li> <li>the particular method or methods that the Member intends to use to calculate Remuneration in the Administration</li> <li>why the Member considers this method to be suitable for the Administration</li> <li>an estimate of the expected amount of the Administrator's Remuneration and any factors that will affect that estimate</li> <li>details of any estimate or fee provided to directors/individual Insolvent prior to the appointment; and</li> <li>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.</li> <li>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)</li> <li>details of the basis of recovering any external disbursements that will be charged to the Administration (e.g. at cost)</li> </ul>					
	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.					

	<b>Basis of Fee Approval</b>	<b>Time – Retrospective</b>	<b>Time – Prospective</b>	<b>Fixed</b>	<b>Percentage</b>	<b>Contingent</b>
<b>Remuneration Approval Report (RAR)</b>  <b>(Refer Appendix 3 for template)</b>	<b>Details of the Remuneration claimed</b>  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:	Where a time based Remuneration claim for prospective fees is being made, the Member will need to report to the relevant Approving body on:	<ul style="list-style-type: none"> <li>• the amount of the fixed fee proposed;</li> <li>• 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 completion or other relevant milestone);</li> <li>• an explanation of the estimated fees remaining to complete the Administration (or to the next major</li> </ul>	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: <ul style="list-style-type: none"> <li>• 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);</li> <li>• the costs of each major task</li> <li>• the classification of staff engaged on the Administration for each major task</li> </ul>	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: <ul style="list-style-type: none"> <li>• exactly what the arrangement is contingent upon;</li> <li>• how achievement of the contingency will be assessed;</li> <li>• what the Member's Remuneration will be, or range of Remuneration, in</li> </ul>

Note: This table includes requirements from the Corporations Act/ Bankruptcy Act and COPP: Insolvency Services for a RAR

	<b>Basis of Fee Approval</b>	<b>Time – Retrospective</b>	<b>Time – Prospective</b>	<b>Fixed</b>	<b>Percentage</b>	<b>Contingent</b>
<b>Remuneration Approval Report (RAR) (continued)</b>	<ul style="list-style-type: none"> <li>when it is proposed that the fees be drawn.</li> </ul> <p>The Member needs to make a declaration 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.</p>	<ul style="list-style-type: none"> <li>milestone) including the estimated fees for each major task; a monetary ‘cap’ on the Remuneration;</li> <li>when it is proposed that the fees be drawn (for example, monthly).</li> </ul>	<ul style="list-style-type: none"> <li>in sufficient detail for the Approving body to make an informed decision about why the fee is reasonable;</li> <li>what services will not be included in the fixed fee and the basis of charging for these excluded services; and</li> <li>the milestones as to when Remuneration will be drawn from the Administration.</li> </ul>	<ul style="list-style-type: none"> <li>the formula to be applied for calculation of the Remuneration;</li> <li>what services are to be provided for this percentage amount and the tasks that will comprise this work;</li> </ul>	<ul style="list-style-type: none"> <li>is to be applied to another factor, the value of that factor);</li> <li>• the formula to be applied for calculation of the Remuneration;</li> <li>• what services are to be provided for this percentage amount and the tasks that will comprise this work;</li> </ul>	<p>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.</p> <p>Note: a Member must not draw fixed fee Remuneration up-front (COPP: Insolvency Services 3.2.5).</p> <p>A Member seeking a fixed fee basis for Remuneration needs to include in the</p>

	<b>Basis of Fee Approval</b>	<b>Time – Retrospective</b>	<b>Time – Prospective</b>	<b>Fixed</b>	<b>Percentage</b>	<b>Contingent</b>
<b>Remuneration Approval Report (RAR) (continued)</b>			quote for the fixed fee the:	<ul style="list-style-type: none"> <li>• costs of all statutory investigations;</li> <li>• costs of reporting to the creditors and Regulators;</li> <li>• cost of issuing letters of demand for preferences; and</li> <li>• costs of meeting all statutory obligations.</li> </ul> <p><b>Example</b> Acceptable exclusions</p> <ul style="list-style-type: none"> <li>• litigation for recovery of preference payments.</li> <li>• litigation for insolvent trading.</li> </ul>	<ul style="list-style-type: none"> <li>• Remuneration claim; the milestones as to when the Remuneration will be drawn from the Administration; and</li> <li>• the expected range of possible Remuneration outcomes.</li> </ul> <p>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.</p> <p>If a Member is intending to make a claim for Remuneration on a percentage basis, it is recommended that</p>	

	<b>Basis of Fee Approval</b>	<b>Time – Retrospective</b>	<b>Time – Prospective</b>	<b>Fixed</b>	<b>Percentage</b>	<b>Contingent</b>
<b>Remuneration Approval Report (RAR) (continued)</b>				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.

	<b>Basis of Fee Approval</b>			
	<b>Time – Retrospective</b>	<b>Time – Prospective</b>	<b>Fixed</b>	<b>Percentage</b>
<b>Remuneration Approval Report (RAR) (continued)</b>	<ul style="list-style-type: none"> <li>• A statement as to whether they anticipate that there will be any further request for approval of Remuneration in the future.</li> <li>• An <b>estimated total amount, or range of total amounts, of the Remuneration</b> for the external administration must be provided.</li> <li>• An explanation on the <b>likely impact of Remuneration</b> on the dividends (if any) to creditors.</li> <li>• Details of any <b>Remuneration recoverable from external sources</b> 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.</li> <li>• Include the following information on <b>Disbursements</b>: <ul style="list-style-type: none"> <li>○ general information on the different classes of Disbursements (or refer to the information provided in the IRN);</li> <li>○ a declaration that the Disbursements were necessary and proper;</li> <li>○ in relation to Internal Disbursements to be paid to the Firm: <ul style="list-style-type: none"> <li>- what the Disbursement was for;</li> <li>- the quantity and rate (only for Internal Disbursements); and</li> <li>- the amount to be claimed; and</li> </ul> </li> <li>○ 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).</li> <li>○ 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.</li> </ul> </li> </ul>			

	<b>Basis of Fee Approval</b>	<b>Time – Retrospective</b>	<b>Time – Prospective</b>	<b>Fixed</b>	<b>Percentage</b>	<b>Contingent</b>
<b>Remuneration Approval Report (RAR) (continued)</b>	<ul style="list-style-type: none"> <li>○ Information on the resolutions that will be put to creditors for the approval of future internal disbursements to a Capped amount.</li> </ul> <p>A <b>general report</b> providing the creditors with information about the progress of the Administration, detailing matters resolved and those matters still outstanding.</p> <p>The general report should assist creditors with understanding:</p> <ul style="list-style-type: none"> <li>● matters that may have contributed to the Remuneration claim;</li> <li>● complexities or difficulties that have been faced by the Member;</li> <li>● goals that have been achieved since the last report;</li> <li>● outcomes including explanations as to why that outcome was better or worse than originally predicted; and</li> <li>● future tasks to be undertaken and why they need to be done.</li> </ul> <p>● A <b>summary of receipts and payments</b> 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.</p> <p>● Where a <b>Creditor information sheet</b> on Remuneration is available, the information sheet or information on how to access it must be provided (if not previously provided).</p> <p>● Details on how to obtain <b>further information</b>.</p> <p>● For personal insolvency Administrations only, a statement advising creditors/the individual insolvent of their right to request a <b>Remuneration Claim Notice</b>, within 20 business days after receiving the Remuneration Approval Report.</p>					

	<b>Basis of Fee Approval</b>	<b>Time – Retrospective</b>	<b>Time – Prospective</b>	<b>Fixed</b>	<b>Percentage</b>	<b>Contingent</b>
<b>Future reporting and/or further Remuneration Approval Reports</b>	<p>Any further Remuneration Approval Reports for retrospective fees on time basis have the same reporting requirements as the first RAR.</p> <p>In addition, the Approving body must be advised on:</p> <ul style="list-style-type: none"> <li>• Remuneration already drawn under prior approval(s); comparison of actual fees to the estimated fees provided in the initial or subsequent advice to creditors.</li> </ul> <p>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</p>	<p>Any further fee</p> <p>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:</p> <ul style="list-style-type: none"> <li>• Remuneration already drawn under the prospective approval;</li> <li>• 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.</li> </ul>	<p>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).</p>	<p>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.</p>	<p>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.</p>	<p>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.</p>

	<b>Basis of Fee Approval</b>	<b>Time – Retrospective</b>	<b>Time – Prospective</b>	<b>Fixed</b>	<b>Percentage</b>	<b>Contingent</b>
<b>Future reporting and/or further Remuneration Approval Reports (continued)</b>	<p>(applicable) and explain any tasks that still remain to be completed and the expected cost of those tasks.</p> <p>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.</p> <p>If prospective fee approval is being sought, refer to that column for guidance on reporting requirements.</p>	<p>The above applies even if the Member is only seeking an increase in the previously set capped amount.</p> <p>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.</p> <p>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.</p>				

	<b>Basis of Fee Approval</b>		
	<b>Time – Retrospective</b>	<b>Time – Prospective</b>	<b>Fixed</b>
			<b>Percentage</b>
			<b>Contingent</b>
	<b>Mixed Bases</b>		
	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

<b>Version number</b>	<b>Approved date</b>	<b>Effective date</b>
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.

<b>Title<sup>2</sup></b>	<b>Description<sup>3</sup></b>	<b>Hourly Rate (excl GST)</b>
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.

<b>Title<sup>2</sup></b>	<b>Description<sup>3</sup></b>	<b>Hourly Rate (excl GST)</b>
Appointee		\$
Director		\$
Senior Manager		\$
Manager		\$
Supervisor		\$
Senior		\$
Intermediate		\$
Secretary		\$
Clerk		\$
Junior		\$

*[Notes:*

- 1. Delete these notes when the table is completed.*
- 2. Each firm should develop a table which is appropriate for their firm using the columns set down in the above table.*
- 3. These are example titles only. Each firm should use the titles appropriate to their firm.*
- Information that should be incorporated in the description column includes years of experience, qualifications, education, staff supervised etc.]*

### **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]]
	<b>TOTAL</b>	<b>\$[TOTAL] (excluding GST)</b>		

[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]]
<b>Voluntary Administration total</b>		\$		
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)	[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]]
<b>DOCA total</b>		\$		
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]]
<b>Liquidation total</b>		\$		

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]	\$
	<b>TOTAL</b>	\$[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]		\$	\$
<b>TOTAL remuneration previously approved</b>			\$	

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 [~~ASIC or AFSA as applicable~~]:

- ARITA at [www.arita.com.au/creditors](http://www.arita.com.au/creditors)
- [ASIC at [www.asic.gov.au](http://www.asic.gov.au) (search for INFO 85).
- AFSA at [www.afsa.gov.au](http://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]*

Period	Work already done	Tasks		
		Future work to meeting date	If DOCA approved	If coy wound up
Amount (ex GST)	[date 1] to [date 2]	[date 2] to [meeting date]	DOCA work	Liquidation work
Task Area	General Description		From execution of DOCA to finalisation of DOCA	[Meeting date] to finalisation of liquidation
Assets	[X] hours	[\$]	[\$]	[\$]
	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]	[Insert applicable tasks from list of example tasks for each Task Area – customise general descriptions and tasks as needed]	[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			

		Tasks		
		Work already done	Future work to meeting date	If DOCA approved
			Future work from meeting to ex of DOCA	DOCA work
				Liquidation work
	Assets subject to specific charges			
	Debtors			
	Stock			
	Other assets			
	Leased assets			
<b>Creditors</b>		[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			
<b>Employees</b>		[X] hours	[\$]	[\$]
	Employee enquiries			
	Fair Entitlement			
	Guarantee			
	Entitlements			
	Employee dividend distribution			
	Workers compensation			
	Other employee issues			

Tasks					
		If DOCA approved		If coy wound up	
		Future work from meeting to ex of DOCA		DOCA work	
		\$	\$	\$	\$
<b>Trade on</b>					
Trade on management	[X] hours	[\$]			
Processing receipts and payments					
Budgeting and financial reporting					
<b>Investigation</b>					
Conducting investigation	[X] hours	[\$]			
Examinations					
Litigation/Recoveries					
ASIC reporting	[X] hours	[\$]			
<b>Dividend</b>					
Processing proofs of debt (POD)	[X] hours	[\$]			
Dividend procedures					
<b>Administration</b>					
Correspondence	[X] hours	[\$]			
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
			Future work from meeting to ex of DOCA	DOCA work
Books and records / storage				
Other professional services provided by the firm	[X] hours \$	[\$]	[\$]	[\$]
	[Insert description of services undertaken]	[Insert details of included tasks e.g. tax, general accounting etc]	[Insert details of included tasks e.g. tax, general accounting etc]	[Insert details of included tasks e.g. tax, general accounting etc]

**[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]**

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

			Tasks	
			Work already done	Future work
			[X] hours	[\$]
<b>Creditors</b>	Leased assets			
	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		[X] hours	[\$]
<b>Employees</b>	Employee enquiries			
	Fair Entitlement Guarantee			
	Entitlements			
	Employee dividend distribution			
	Workers compensation			
	Other employee issues		[X] hours	[\$]
<b>Trade on</b>	Trade on management			
	Processing receipts and payments			
	Budgeting and financial reporting		[X] hours	[\$]
	Investigation			
	Conducting investigation			
	Examinations			
	Litigation/Recoveries			
	ASIC reporting		[X] hours	[\$]
<b>Dividend</b>				

		<b>Tasks</b>	
		<b>Work already done</b>	<b>Future work</b>
	Processing proofs of debt (POD)		
	Dividend procedures		
<b>Administration</b>		<b>[X] hours</b> \$	
	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		
<b>Other professional services provided by the firm</b>		<b>[X] hours</b> \$	
	<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]		
<b>Period</b>		[date 1] to [date 2]
<b>Amount (ex GST)</b>		[\$]
<b>Task Area</b>	<b>General Description</b>	
<b>Assets</b>		[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	
<b>Creditors</b>		[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	
<b>Employees</b>		[X] hours [only if retrospective] \$
	Employee enquiries	
	Fair Entitlement Guarantee	
	Entitlements	
	Employee dividend distribution	
	Workers compensation	
	Other employee issues	
<b>Trade on</b>		[X] hours [only if retrospective] \$
	Trade on management	
	Processing receipts and payments	
	Budgeting and financial reporting	
<b>Investigation</b>		[X] hours [only if retrospective] \$
	Conducting investigation	
	Examinations	
	Litigation/Recoveries	
	ASIC reporting	
<b>Dividend</b>		[X] hours [only if retrospective] \$
	Processing proofs of debt (POD)	
	Dividend procedures	

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

<b>Task Area</b>	<b>General Description</b>	<b>Includes [Suggestion Only - delete or add details as appropriate to the work done]</b>
Trade On		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
Investigation	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

<b>Task Area</b>	<b>General Description</b>	<b>Includes [Suggestion Only - delete or add details as appropriate to the work done]</b>
	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	<b>Includes [Suggestion Only - delete or add details as appropriate to the work done]</b>
	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	<b>Includes [Suggestion Only - delete or add details as appropriate to the work done]</b>
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.

<b>Task Area</b>	<b>General Description</b>	<b>Includes [Suggestion Only - delete or add details as appropriate to the work done]</b>
		Lodge Objection to Discharge including preparation of relevant reasons and grounds. Assessing and reporting possible offences to AFSA.
<b>Administration [hours] [\$x]</b>	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 <sup>1</sup>	Position	\$/hour (ex GST)	Total actual hours	Total (\$)	Task Area						Administration hrs/\$
					Assets hrs/\$	Creditors hrs/\$	Employees hrs/\$	Trade on hrs/\$	Investigation hrs/\$	Dividend 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 <sup>1</sup>	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 30 f 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]

		Future disbursements (approve basis to a capped amount)		
		Future disbursements to meeting date	If DOCA approved	If coy wound up 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 liquidation
Amount (ex GST)	\$	\$	\$	\$ (CAP)
Disbursement type <i>[examples only – amend as appropriate]</i>				
Photocopying, printing				
ASIC Charges for appointments and notifiable events	Refer below			
Travel reimbursement				
Meals allowance				
Stationery – folder				
Stationery – filing index				
[insert basis]				
Refer below				

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)	\$	
<b>Disbursement type <i>[examples only – amend as appropriate]</i></b>	<b>Basis</b>	<b>Basis</b>
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.

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

<i>Employees</i>				
<i>Trade On</i>				
<i>Investigation</i>				
<i>Dividend</i>				
<i>Administration</i>				
<b>TOTAL*</b>				
<i>Total remuneration previously approved<sup>%</sup></i>				
<i>Difference (see table below for further explanation)<sup>#</sup></i>				
<b>Payment reconciliation:</b>				
<i>TOTAL* (incl. amount claimed now)</i>				<i>[= Total above]</i>
<i>Amount paid to date</i>				
<i>Amount outstanding (incl amount claimed now)</i>				
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.*

<b>Task</b>	<b>Fees already approved as at [date] \$</b>	<b>Total per task (from previous table) \$</b>	<b>Difference \$</b>	<b>Reasons for differences</b>
<i>Assets</i>				
<i>Creditors</i>				
<i>Employees</i>				
<i>Trade On</i>				
<i>Investigation</i>				
<i>Dividend</i>				
<i>Administration</i>				
<b>TOTAL</b>	<b>%</b>	<b>@</b>	<b>#</b>	
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.

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

	<b>Complexity</b>
<input type="checkbox"/>	Explain any complexities in the Administration which influenced the remuneration sought and required the involvement of specialised staff
	<b>Time recording</b>
<input type="checkbox"/>	Describe the system of time recording used by the firm
<input type="checkbox"/>	Describe how time recording occurs within the firm (eg contemporaneously)
<input type="checkbox"/>	Detail the system of review of time charged (eg how often WIP is reviewed)
<input type="checkbox"/>	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)
<input type="checkbox"/>	Explain that time is recorded to categories of tasks
<input type="checkbox"/>	Explain the different categories used
<input type="checkbox"/>	Explain the types of tasks undertaken in relation to each category
	<b>Future remuneration</b>
<input type="checkbox"/>	Identify the amount claimed for prospective remuneration
<input type="checkbox"/>	Identify the tasks which still need to be undertaken
	<b>Bill of cost statements</b>
<input type="checkbox"/>	Annex the calculation of remuneration matrix from section 3.2 of remuneration approval report template
<input type="checkbox"/>	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
<input type="checkbox"/>	Annex bill of costs for each category of tasks and an explanation of why the tasks were required and what value they added
<input type="checkbox"/>	Annex bill of costs for remuneration sought
	<b>Time not claimed</b>
	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
<input type="checkbox"/>	Details of any time written off and the reasons why
<input type="checkbox"/>	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
	<b>Creditor dividends</b>
<input type="checkbox"/>	Detail past dividends to creditors
<input type="checkbox"/>	Detail estimated future dividends to creditors
	<b>Percentage basis</b>
<input type="checkbox"/>	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

## **TO INVESTORS AS ADDRESSED**

25 May 2021

**EQUITRUST INCOME FUND  
(RECEIVER APPOINTED) (the Fund or EIF)  
ARSN 089 079 854**

## **1. INTRODUCTION**

I refer to my previous reports and now provide my 36<sup>th</sup> update to Investors since my appointment as Court appointed Receiver and person responsible for winding up the EIF on 21 November 2011. This report should be read in conjunction with my previous reports to Investors.

In summary:

- There have been three distributions to Investors to date totalling 11 cents in the dollar and based on the reducing number of units held. This equates to 10.6 cents in the dollar of the units held at the date of my appointment on 21 November 2011.
- The current total estimated return to Investors is between 12.2 and 12.4 cents in the dollar as detailed at Section 4 of this report, with further estimated distributions of between 1.6 and 1.8 cents in the dollar to be paid to Investors (excluding the proposed equalisation payment detailed at Section 4.2).

The delay in the winding up of the Fund has been caused by:

- Extended dealings with the Liquidators of Equititrust Limited (In Liquidation) (EL) and despite numerous requests, them failing to provide sufficient information in order to support their claims against the Fund for remuneration and expenses (refer Section 2.2).
- Seeking and awaiting our solicitors' and counsel's advice in relation to the steps to be taken to finalise the administration including the equalisation payment, claims against the Fund, the auditing of the financial statements and applications to Court to finalise the winding up of the Fund.

The remaining matters to be completed in order to finalise the winding up, are as follows:

- Resolve the claims by the Liquidators of EL (refer Section 2.2) by seeking orders from the Court;
- Seek authority from the Court to pay an equalisation payment to Investors who did not receive a return of capital in the 2011 financial year (refer Section 4.2) and pay a final distribution (including the equalisation payment) to Investors to finalise the winding up of the Fund.

## 2. CREDITOR CLAIMS

### 2.1. Other Creditors

As previously advised, there are a number of creditors that are required to be paid before the equalisation payment and the final distribution can be made to Investors, which include:

- Trade creditors, which relate to liabilities necessarily incurred in the winding up of the Fund.
- Potential claims against the Fund made by the Liquidators of EL (refer Section 2.2 below).
- Receiver's remuneration and outlays.

### 2.2. Claims by the Liquidators of EL and Claims by Creditors

As advised in my previous reports to Investors, repeated attempts have been made to resolve all claims between the Fund and the Liquidators in respect of a costs order awarded against EL in the proof of debt proceedings and the amount owing at the date of their appointment (where I consider monies are owing to the Fund) and any amount due to the Liquidators after their appointment in relation to costs reasonably and properly incurred by them pursuant to the terms of the Fund's constitution.

I have provided a detailed update regarding this matter in my previous reports to Investors which formed the background of an application I caused to be made to Court on 3 August 2018 in which I sought directions to resolve any outstanding claims against the EIF.

That application was (part) heard by Justice Boddice in the Supreme Court of Queensland on 12 October 2018 with orders handed down on 2 April 2019 (Order). The application was otherwise adjourned to a date to be fixed. A copy of the Order made by Justice Boddice on 2 April 2019 is available on the EIF websites [www.equititrust.com.au](http://www.equititrust.com.au) and [www.equitrustincomefund.com.au](http://www.equitrustincomefund.com.au).

In January 2020 the Liquidators provided me with details of Creditor Indemnity Claims pursuant to the Order. These claims have now been resolved with claims totalling \$23,988.40 being accepted out of the total \$8.64M claimed by the Liquidators.

I have continued to correspond with the Liquidators in an attempt to explore a commercial resolution of the Liquidators' claim against the Fund for remuneration and costs, however to date I have not received sufficient information or otherwise been able to reach agreement with the Liquidators regarding the Liquidators' claim.

I will now proceed with an application to Court to finalise the winding up of the EIF. As part of that process, the Liquidators may make an application to Court for determination of the Liquidators' claim against the Fund for remuneration and fees.

### 3. RECEIPTS AND PAYMENTS

I provide below a summary of the Receipts and Payments of the Fund for the period from 1 October 2019 to 30 April 2021.

Summary of Receipts and Payments for the period	
1 October 2019 to 30 April 2021	
	(\\$)
<b>Opening Cashbook Balance</b>	<b>7,575,460.25</b>
<b>Receipts</b>	
Interest Income	127,655.79
GST Received	34,833.00
<b>Total Receipts</b>	<b>162,488.79</b>
<b>Payments</b>	
Advertising	(4,478.35)
Agent's Fees	(11,193.00)
Appointee Fees	(261,630.05)
Appointee Disbursements	(5,171.89)
Bank Charges	(190.00)
IT Expenses	(26,265.80)
Legal Fees	(287,092.98)
Printing & Stationery Expenses	(2,328.13)
Interim Distributions to Investors	11,741.67
Other Expenses	(1.00)
<b>Total Payments</b>	<b>(586,609.53)</b>
<b>Closing Cashbook Balance</b>	<b>7,151,339.51</b>

I note the following in relation to the above receipts and payments of the Fund:

- Agent's Fees relate to the costs of engaging a consultant formerly employed by Equititrust Limited to assist with review and adjudication on claims made by the Liquidators in relation to the Proof of Debt proceedings
- IT expenses include the cost of hosting and maintaining the Equititrust server and licence fees for the Investor management database
- Legal fees primarily relate to:
  - dealing with the claims by the Liquidators of EL (see Section 2.2)

- dealing with the claim by the Liquidators of EL against the directors of EL and the auditors of the Fund (see section 2 of my previous report)
- preparation of the remuneration application for the period 1 November 2018 to 30 April 2020
- preparation of the application to seek appropriate orders from the Court to progress the finalisation of the winding up of the EIF including paying the equalisation payment and a final distribution to investors
- Printing and stationery expenses relate to the external cost of copying and issuing correspondence and notices to Investors.

The incurring of these costs is considered essential in terms of finalising the outstanding matters to enable the administration to be finalised.

#### **4. ESTIMATED RETURN TO INVESTORS**

To date the following distributions have been paid to Investors:

- First interim distribution of 5 cents per unit paid in June 2014 totalling \$9.696 million
- Second interim distribution of 3 cents per unit paid in June 2015 totalling \$5.526 million
- Third interim distribution of 3 cents per unit paid in September 2015 totalling \$5.36 million.

As previously advised, the Fund recorded an accounting and tax loss for the year ended 30 June 2011. Accordingly, the Fund had no surplus income available to distribute to Investors in the 2011 financial year. All payments to Investors other than payments of interest accrued as at 30 June 2010 were deemed by the Fund as a partial repayment of capital.

Prior to my appointment, the Fund accounted for this partial repayment of capital as a corresponding reduction in the unit balance of the Fund. The accounting treatment for the first, second and third interim distributions paid by me in June 2014, June 2015 and September 2015, respectively, has remained the same (i.e. as distributions are made, the number of units in the Fund continue to decrease in accordance with the amount distributed to Investors). Therefore, the cents per unit return for each distribution is calculated based on the units in the Fund at that point in time.

In light of the above, I provide below the overall estimated return to Investors of between 12.2 cents and 12.4 cents per unit as at 30 April 2021 as follows:

Estimated Return to Investors	Low	High
	\$000's	\$000's
Cash at Bank as at 30 April 2021	7,151	7,151
<b>Estimated Value of Fund Assets as at 30 April 2021</b>	<b>7,151</b>	<b>7,151</b>
Less:		
Estimated Creditors and Other Payables	(540)	(290)
Estimated Receiver's Remuneration (1 May 2020 to 30 April 2021)	(175)	(175)
Estimated Receiver's Disbursements (1 May 2020 to 30 April 2021)	-	-

Estimated Return to Investors	Low \$000's	High \$000's
Estimated Receiver's Remuneration (1 May 2021 to 30 November 2021)	(215)	(143)
Estimated Receiver's Disbursements (1 May 2021 to 30 November 2021)	(10)	(5)
Estimated Receiver's Costs (e.g. legal fees, IT fees etc.)	(169)	(103)
Estimated Equalisation Payment	(3,024)	(2,924)
<b>Estimated Net Amount Available to Investors as at 30 April 2021</b>	<b>3,019</b>	<b>3,512</b>
Add:		
3 cent Interim Distribution paid September 2015	5,360	5,360
3 cent Interim Distribution paid June 2015	5,526	5,526
5 cent Interim Distribution paid June 2014	9,696	9,696
<b>Total Funds Available for Distribution to Investors</b>	<b>23,601</b>	<b>24,094</b>
Total Investor Units as at 21 November 2011	193,912	193,912
<b>Overall Estimated Return to Investors per Unit (cents per unit)</b>	<b>12.2</b>	<b>12.4</b>

Please note the above amounts exclude GST unless stated otherwise.

The above estimate is prepared on the following basis:

- It includes all estimated future recoveries, Receiver's remuneration and costs.
- That the winding up of the Fund will be finalised by 30 November 2021. If the winding up of the Fund extends beyond 30 November 2021, the estimated return to Investors may change.

#### 4.1. Future Updates and Distributions to Investors

As previously advised, I will not be in a position to make further distributions to Investors until the claims by the Liquidators of EL have been resolved (see Section 2.2).

I anticipate that the winding up of the Fund may take a further five to eight months to finalise. This timeframe is subject to the claims made by the Liquidators of EL being resolved in a timely manner. If these matters are disputed or drawn out by the Liquidators of EL, the estimated timeframe to distribute funds to Investors and finalise the winding up will increase. The timing of the final distribution to Investors is therefore uncertain.

I will continue to provide updates to Investors on the winding up progress and the timing of future distributions as matters progress.

#### **4.2. Equalisation Payment to Investors**

As previously advised, an equalisation payment is proposed to Investors who did not receive a partial repayment of capital during the period from 1 July 2010 up until the cessation of distribution payments in March 2011. These Investors include Investors that elected to receive distribution payments annually and where their investments did not mature during this period.

The equalisation payment is also proposed to ensure an equitable return of capital is paid to all Investors given the different interest rates applicable for each class of unit which was used in calculating the partial return of capital paid at the relevant time.

In this regard, I have calculated the total equalisation payment to Investors to be up to \$3.024M across 2,447 separate Investor accounts. An adjustment for the equalisation payment is reflected in the estimated return to Investors at Section 4 and is in line with the estimate in my previous reports to Investors.

I am currently taking steps to seek appropriate orders from the Court to progress the finalisation of the winding up of the EIF including paying the equalisation payment and a final distribution to investors. This means that there will be one final distribution instead of two small distributions, which will save on both professional and external costs in applying for and distributing separate amounts to Investors. However, this application has been delayed due to the unresolved Liquidators' claims (see section 2.2).

### **5. RECEIVER'S REMUNERATION AND EXPENSES**

The last Court approval of my remuneration covering the 18 months ended 30 April 2020 was heard on 16 June 2020 and approved in the amount of \$237,845.50 (excluding GST), equating to \$13,214 (excluding GST) per month.

I attach a summary of my current remuneration and outlays incurred since my last remuneration application, which covers the period from 1 May 2020 to 30 April 2021 totalling \$159,054.50 plus outlays of \$108.06 (both excluding GST).

The main tasks undertaken since my last report were:

- Correspondence with Investors, including:
  - Confirmation of unit holding balance
  - Change of details
  - Transfer of units.
- Ongoing maintenance and updating of the Investor database
- Correspondence with Investors and their financial advisors seeking updates in relation to the Fund
- Preparing and lodging statutory returns
- Review and payment of costs incurred on behalf of the EIF, including legal, IT and printing costs
- Preparing updates to Investors in relation to the winding up of the Fund
- Liaising with my solicitors and corresponding with the Liquidators regarding their claim for remuneration and expenses from the Fund and the directions hearing
- Liaising with my solicitors and counsel in relation to preparation of the application to seek appropriate orders from the Court to progress the finalisation of the winding up of the EIF including paying the equalisation payment and a final distribution to investors.

## 6. UPDATING YOUR CONTACT DETAILS

If Investors wish to update their postal address or bank details, a request should be submitted in writing to the following address.

Equititrust Income Fund (Receiver Appointed)  
C/- BDO  
GPO Box 457  
Brisbane QLD 4001

## 7. PROGRESSING THE WINDING UP

I am currently taking steps to seek appropriate orders from the Court to progress the finalisation of the winding up of the EIF, including orders which facilitate the resolution of the Liquidators' claim for an indemnity from the EIF for their remuneration and expenses as administrators and Liquidators of EL (which does not form part of the Orders) and directions and/or declarations regarding the distribution of both an equalisation payment and final distribution to unitholders.

This process will also address any separate claims by unitholders as "creditors" of EL.

Investors will be advised of the application(s) in due course and a copy of the relevant documentation will be uploaded to the websites [www.equititrustincomefund.com.au](http://www.equititrustincomefund.com.au) and [www.equititrust.com.au](http://www.equititrust.com.au).

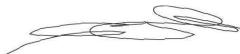
## 8. QUERIES

All queries should be directed to this office, as follows:

Phone: (07) 3237 5999  
Email: [equititrust@bdo.com.au](mailto:equititrust@bdo.com.au)

All updates to Investors are posted to the websites; [www.equititrustincomefund.com.au](http://www.equititrustincomefund.com.au) and [www.equititrust.com.au](http://www.equititrust.com.au).

Yours faithfully



David Whyte  
Receiver

**REMUNERATION REPORT - Summary of professional fees by category of work for the period 1 May 2020 to 30 April 2021**  
**Equitrust Income Fund (Receiver Appointed)**

Employee	Position	Rate	Totals		Assets			Task Area			Administration hrs	\$
			hrs	\$	hrs	\$	hrs	\$	hrs	\$		
David Whyte	Partner	635	5.1	3,238.50	0.5	317.50	0.8	508.00	3.8	2,413.00		
David Whyte	Partner	615	18.4	11,316.00	6.4	3,936.00	5.6	3,444.00	6.4	3,936.00		
Charles Haines	Associate Director	540	0.7	378.00	0.6	324.00			0.1	54.00		
Charles Haines	Associate Director	525	5.9	3,097.50	3.9	2,047.50			2.0	1,050.00		
Jayden Coulston	Senior Manager	515	14.4	7,416.00	0.7	360.50	11.8	6,077.00	0.7	360.50	1.2	618.00
Jayden Coulston	Senior Manager	460	38.4	17,664.00	1.5	690.00	29.2	13,432.00	1.4	644.00	6.3	2,898.00
Ryan Whyte	Senior Accountant	340	50.2	17,068.00	0.2	68.00	36.5	12,410.00	12.7	4,318.00	0.8	272.00
Antoinette Fielding	Senior Accountant	340	0.1	34.00							0.1	34.00
Antoinette Fielding	Senior Accountant	330	0.1	33.00							0.1	33.00
Jordan Devery	Accountant	285	18.3	5,215.50							1.1	313.50
Ryan Whyte	Senior Accountant	275	98.5	27,087.50	1.2	330.00	83.3	22,907.50	9.8	2,695.00	4.2	1,155.00
Sarah Cunningham	Accounting Assistant	230	1.9	437.00							1.9	437.00
Jacques de Wet	Graduate Accountant	230	31.6	7,268.00								
Liam Landigan	Graduate Accountant	230	71.8	16,514.00								
Jordan Devery	Accountant	225	61.6	13,860.00								
Liam Landigan	Graduate Accountant	225	98.6	22,185.00								
Sarah Cunningham	Undergraduate	225	6.5	1,462.50								
Jacques de Wet	Undergraduate	185	9.8	1,813.00								
Nisha Banka	Vacationer	185	8.9	1,646.50								
Moira Hattingh	Administration Assistant	110	5.8	638.00	0.3	33.00						
Moira Hattingh	Administration Assistant	105	6.5	682.50								
	<b>TOTALS</b>	<b>553.1</b>	<b>159,054.50</b>	<b>3.9</b>	<b>1,481.50</b>	<b>442.2</b>	<b>122,993.00</b>	<b>47.1</b>	<b>15,760.00</b>	<b>59.9</b>	<b>18,820.00</b>	
	<b>GST</b>		<b>15,905.45</b>									
	<b>TOTAL INC GST</b>		<b>174,959.95</b>									
	<b>AVERAGE HOURLY RATE</b>		<b>288</b>		<b>380</b>		<b>278</b>		<b>335</b>		<b>314</b>	

Note: All amounts exclude GST unless otherwise noted

**Disbursements for the period 1 May 2020 to 30 April 2021**

**Equititrust Income Fund (Receiver Appointed)**

Expense Type	Amount (\$ ex GST)
Info Track	52.27
Postage	55.79
<b>TOTAL</b>	<b>108.06</b>
<b>GST</b>	<b>10.81</b>
<b>TOTAL INC GST</b>	<b>118.87</b>

# "DW-6"

**Summary of Receipts and Payments for the Period  
21 November 2011 to 30 June 2021**

<b>Receipts</b>	\$	\$
Bank Guarantees Released for Distribution	39,066.65	
Interest Income	1,253,101.15	
<i>Loan Recoveries:</i>		
Boothers Pty Ltd	1,753,423.65	
Checkling Pty Ltd	5,227,139.29	
Corymbia Corporation Pty Ltd	14,126,212.53	
Corymbia Estates Pty Ltd	4,886,247.31	
East Coast Pty Ltd	2,394,502.16	
Elysian Marketing Pty Ltd	412,821.57	
Gamp Developments Pty Ltd	482,510.23	
Gonfanon Pty Ltd	2,354,818.22	
Hollyander	344,457.88	
Kele Property Group (Port Macquarie) Pty Ltd	1,101,864.86	
Kristine Newton	2,665,906.97	
Lazar	22,701.00	
McCracken	1,575,000.00	
Morvale Land Pty Ltd	3,897,632.45	
Mountbell Pty Ltd	641,481.75	
National Resorts Corporation	2,205,458.07	
Resort Corporation Australia (No 2) Pty Ltd	824,745.90	
Robert Hardy, Elysian Marketing Pty Ltd and Mark J	5,899.05	
Rosea Pty Ltd	1,195,250.59	
Rural Security Holdings Pty Ltd	50,000.00	
Spottiswood, Graham (A Bankrupt)	2,195,580.51	
Star Sky Investments Pty Ltd	27,287.94	
Summer Hill Business Estate Pty Ltd	18,237.41	
Taylor, AG & SK	215,438.34	
Toowoomba (Foundry Shopping Centre) Pty Ltd	4,807,860.63	
Tweed Central Pty Ltd	7,097,417.88	
Valencia Grove Pty Ltd	1,803,390.00	
Walsh	508,367.95	
Western Land Corporation	1,070,456.17	
Windsor Turf Pty Ltd	4,248.55	
Wirrina Cove	11,060,487.23	
Wonderkids Pty Ltd	10,000.00	74,986,846.09
<i>Other Income:</i>		
GST Refund	344,335.77	
Pre-appointment ATO lodgements	69,453.00	
Fees earned from Release of Mortgage	3,624.78	
Other Sundry Income	2,300.40	
Sale of Plant and Equipment	800.00	
Refunds received	655.06	421,169.01
<i>Distributions:</i>		
Unsuccessful distribution payments - Second Interim Distribution	405,045.75	
Unsuccessful distribution payments - Third Interim Distribution	398,441.97	803,487.72
Transfer from Pre-appointment accounts		1,263,719.13
<b>Total Receipts</b>		<b>78,767,389.75</b>
<b>Payments</b>		
Advertising	24,491.04	
Bank Charges	55,236.26	

Bank Guarantee		159,376.48
Consultant fees		260,477.55
<i>Distressed Loan funding:</i>		
Boothers Pty Ltd	369,065.51	
Checkling Pty Ltd	772,377.36	
Corymbia Corporation Pty Ltd	3,379,911.12	
Corymbia Corporation Pty Ltd (uncompleted works bonds bank)	928,389.59	
Corymbia Estates Pty Ltd	841,588.10	
CTP Pty Ltd	21,571.00	
East Coast Pty Ltd	505,991.96	
Gamp Developments Pty Ltd	108,801.41	
Glenrowan Land Pty Ltd	4,215.00	
Gonfanon Pty Ltd	189,280.34	
Graham Spottiswood (A Bankrupt)	739,361.67	
Kele Property Group (Port Macquarie) Pty Ltd	354,039.69	
Morvale Land Pty Ltd	828,555.99	
Mountbell Pty Ltd	180,436.78	
National Resorts	370,284.58	
Newton, Kristine Lorraine	6,597.01	
Resort Corporation Australia (No 2) Pty Ltd	117,136.25	
Rosea Pty Ltd	7,888.16	
Spottiswood, Graham (A Bankrupt)	193,743.37	
Toowoomba (Foundry Shopping Centre) Pty Ltd	1,668,608.37	
Tweed Central Pty Ltd	1,003,079.98	
Tweed Central Pty Ltd (uncompleted works bonds)	100,529.55	
Valencia Grove Pty Ltd	126,745.19	
Walsh	149,264.75	
Western Land Corporation	406,365.17	
Windsor Turf Pty Ltd	424,059.35	
Wirrina Cove	10,812,775.43	24,610,662.68
Office Establishment expenses		14,909.51
Document Production & Stationary		50,093.20
GST Paid		1,599,375.91
Insurance		31,415.50
IT expenses		412,206.76
Legal Fees		3,467,614.85
Applicant's assessed costs in the proceedings to wind up the EIF		55,814.27
McIvor Superannuation Fund (Payment into Court)		3,495,953.42
Office Rental charge		91,542.60
PAYG Paid		107,976.00
<i>Receiver's Fees</i>		
Remuneration		4,964,740.20
Outlays		157,787.25
<i>Reimbursement of Expenses - Equititrust Limited</i>		
Pre-appointment (prior to 21 November 2011)	653,867.63	
Post-appointment (subsequent to 21 November 2011)	305,682.62	
ETL Receivers Fees and Disbursements	137,431.00	1,096,981.25
Secured Creditor Fees and Charges (Bill Facility)		600,527.80
<i>Secured Creditor distribution</i>		
Commonwealth Bank of Australia		54,409.25
National Australia Bank		8,400,000.00
Statutory Fees		1,199.00
Telephone, Fax & Internet		2,494.80
Unit Holders - Accrued interest 30/06/2010	139,540.72	
I13 Unit Holders - First and Second Interim Distribution payment	27,656.54	

Unit Holders 5 cent -First Interim distribution	9,674,923.19
Unit holders 3 cent - Second Interim Distribution (Paid via EFT)	5,321,892.86
Unit holders 3 cent - Second Interim Distribution (Paid via Cheque)	568,570.41
Unit holders 3 cent - Third interim distribtion (Paid via EFT)	5,362,371.32
Unit holders 3 cent - Third interim distribtion (Paid via Cheque)	425,136.39
Wages & associated reimbursements	21,520,091.43
<b>Total Payments</b>	<b>71,644,284.29</b>
 <b>Closing Balance</b>	 <b>7,123,105.46</b>
Add: Unpresented Cheques	80,761.37
<b>Closing Cash at Bank</b>	<b>7,203,866.83</b>