



Chartered Accountant

Contact: Samantha Morgan
Email: smorgan@hlbinsol.com.au
Phone: (08) 9215 7911

17 November 2015

NOTICE TO CREDITORS OF MEETING

Dear Sir / Madam

Armada Marine Services Pty Ltd (In Liquidation) ACN 153 663 177
("the Company")

WINDING UP OF THE COMPANY

I write to advise that I was appointed as Liquidator of the Company on 7 November 2015 pursuant to section 491(1) of the *Corporations Act 2001* ("the Act").

PROGRESS OF LIQUIDATION

In the early stages of this liquidation I have taken steps to identify the assets of the Company.

Further comments on the progress of the liquidation will be made at the meeting of creditors (detailed below).

MEETING OF CREDITORS

In accordance with the provisions of the Act I have convened a meeting of the Company's creditors to be held at my office located at **Ground Floor, 15 Rheola Street, West Perth WA 6005 on Wednesday, 25 November 2015 at 10:00am.**

A notice with respect to the meeting is **enclosed**.

INFORMATION FOR CREDITORS

I **enclose** a copy of the Australian Securities & Investments Commission ("ASIC") List of Insolvency Information Sheets available for download from the ASIC website.

INSOLVENCY NOTICES

In accordance with changes to the Corporations Regulations I advise that notices of meetings of creditors, notices for proofs of debt and intention to declare dividends which were previously published in newspapers and the Business Gazette are now advertised online at ASIC Published Notices Website (<http://insolvencynotices.asic.gov.au>).

HLB Mann Judd (Insolvency WA) ABN 54 686 879 814

Ground Floor, 15 Rheola Street West Perth WA 6005 | PO Box 622 West Perth WA 6872 | Telephone +61 8 9215 7900 | Fax +61 8 9321 0429

Website: www.hlbinsolvencywa.com.au

Liability limited by a scheme approved under Professional Standards Legislation

HLB Mann Judd (Insolvency WA) is a member of  International. A world-wide network of accounting firms and business advisers.

DECLARATION OF INDEPENDENCE, RELEVANT RELATIONSHIPS & INDEMNITIES

In accordance with the Australian Restructuring Insolvency & Turnaround Association's ("ARITA") Code of Professional Practice, I **enclose** a Declaration of Independence, Relevant Relationships & Indemnities.

I considered the question of my independence prior to accepting this appointment. Whilst, in this instance, my appointment has been initiated by the Company's director and shareholder, I have had no prior personal, professional or advisory relationship with the Company, its shareholder or the director, except in general discussion regarding the current financial position of the Company.

I am, therefore, totally independent and impartial.

In the circumstances, I am not aware of any reason why I am not able to continue to act as Liquidation.

However, creditors may, by resolution, appoint another person as Liquidator in my place should they wish to do so.

In some circumstances, the assets of a company are insufficient to pay the Liquidator's fees and expenses and accordingly it is not unusual to request an indemnity, guarantee or contribution from the director or related parties.

In this instance, an amount of \$15,000.00 has been agreed to by the director and a former director of the Company. I currently hold in my trust account the sum of \$6,000 as the first payment of the directors' indemnity.

SUMMARY OF AFFAIRS

The financial position of the Company at 7 November 2015 is set out in the **enclosed** Summary of Affairs.

The basic information is sourced from the director's Report as Affairs and may be subject to change. Any significant amendments will be brought to the attention of creditors at the upcoming meeting.

CREDITORS

A list of the Company's creditors is also **enclosed** for your information.

APPOINTMENT OF PROXY

Creditors unable to attend the meeting may appoint someone to attend and vote on their behalf.

A proxy form (Form 532) is **enclosed** for that purpose.

Companies who are creditors are reminded that a proxy form must be completed in order to be represented at the meeting. Proxies should be executed and forwarded to me at my mailing address or faxed to reach at least one (1) business day before the meeting.

PROOF OF DEBT

A Proof of Debt (Form 535) is **enclosed**.

Creditors should complete this form and forward it me at my mailing address or by fax to reach me one (1) business day before the meeting.

In accordance with regulation 5.6.23 of the Act, no person will be entitled to vote as a creditor at the meeting unless they have lodged with the Chairman of the meeting, particulars of the debt or claim which he claims to be due to him by the Company.

Supporting documentation should be included with any Formal proof of debt form. Details of appropriate supporting documentation is detailed on the reverse side of the form.

COMMITTEE OF INSPECTION

Persons who represent companies are reminded that, in the event a Committee of Inspection is appointed and they wish to be nominated as a member of the Committee, they must be authorised to act by the company, in accordance with section 548(3)(a)(iii) of the Act.

REMUNERATION

Creditors ought to be aware that my fees and expenses are paid out of the assets of the Company or in this case the indemnity provided by the director and former director of the Company.

To date no remuneration has been approved and paid in this liquidation. Accordingly, at the upcoming meeting of creditors I will seek approval of my past and future remuneration. This is detailed in the **enclosed** remuneration report, and summarised below:

Remuneration	Amount (Exc GST)
Current remuneration approvals sought:	
Resolution from 7 November 2015 to 16 November 2015	2,210.50
Resolution from 17 November 2015 to finalisation	15,166.00
Total remuneration sought	17,376.50
*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 be sought from creditors	

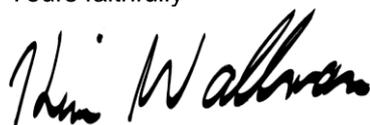
The total costs of the liquidation of the Company will vary depending on the work required to be performed by the Liquidator, his partners and staff in respect of issues arising from the liquidation of the Company. In respect to the Liquidator's remuneration, I advise that the firm charges professional fees on the basis of time spent by the Principal Appointee and staff at rates reflecting their level of experience.

FINAL COMMENTS

As Liquidator, it is required of me by the Act to conduct investigations into the affairs of the Company and report my findings to ASIC. Should creditors have any information that may assist me in my investigations, I invite creditors to make this information known to me.

Should you have any queries regarding the contents of this report or the liquidation generally, please do not hesitate to liaise with the above contact.

Yours faithfully



Kim Wallman – Liquidator of
Armada Marine Services Pty Ltd (In Liquidation)
ACN 153 663 177

Form 529
Corporations Act 2001

Notice of a Meeting of Creditors of
Armada Marine Services Pty Ltd (In Liquidation) ACN 153 663 177
("the Company")

Notice is given that a Meeting of Creditors of the Company will be held on Wednesday, 25 November 2015 at 10:00am at Ground Floor, 15 Rheola Street, West Perth WA.

AGENDA

1. The purpose of the meeting is to receive an address from the Liquidator and for creditors to vote on the following:
 - a) Consider appointing an alternative Liquidator per s497(11);
 - b) Consider appointing a Committee of Inspection per s548;
 - c) Approve the Liquidator's remuneration per s499(3) in accordance with the Liquidator's Report given under s499(6), (7); and
 - d) Consider the disposal of books and records after the dissolution of the Company per s542.

2. Consider any other relevant business.

Dated 17 November 2015



Kim Wallman – Liquidator of
Armada Marine Services Pty Ltd (In Liquidation)
ACN 153 663 177

**Declaration of Independence, Relevant Relationships and Indemnities
("DIRRI")**

**Armada Marine Services Pty Ltd (In Liquidation) ACN: 153 663 177
("the Company")**

This document requires the Practitioner appointed to an insolvent entity to make declarations as to:

- A. their independence generally;
- B. relationships, including
 - i. the circumstances of the appointment;
 - ii. any relationships with the company and others within the previous 24 months;
 - iii. any prior professional services for the company within the previous 24 months;
 - iv. that there are no other relationships to declare; and
- C. any indemnities given, or up front payments made, to the Practitioner.

This declaration is made in respect of myself and my firm, HLB Mann Judd (Insolvency WA).

A. Independence

I, Kimberley Stuart Wallman, Chartered Accountant, have undertaken a proper assessment of the risks to my independence prior to accepting the appointment as liquidator of the Company in accordance with the law and applicable professional standards. This assessment identified no real or potential risks to my independence. I am not aware of any reasons that would prevent me from accepting this appointment.

B. Declaration of Relationships

i. Circumstances of appointment

This appointment was referred to me by Mr Max Morrell from BTS Solutions in West Leederville, Western Australia. The reasons I believe that this relationship does not result in me having a conflict of interest or duty are:

- Mr Morrell has not previously referred any insolvency type matters to my firm;
- Referrals from solicitors, business advisors and accountants are commonplace and do not impact on my independence in carrying out my duties as liquidator, and
- There are no understandings or requirements that work in the liquidation will be given to the referrer and the referral does not contain or is conditional upon giving or receiving of any commissions, inducements or benefits.

I exchanged e-mails and participated in telephone calls with the Company's director and Mr Morrell on the 6 November 2015 to discuss the general insolvency options available to the Company.

A member of my staff, Mr Greg Quin, had one (1) meetings with the director/shareholder of the Company on the date of appointment, being 7 November 2015, for the purposes of appointing me as the Liquidator of the Company.

I received no remuneration for the above prior dealings with the Company.

In my opinion, this meeting does not affect my independence for the following reasons:

- The Courts and the Australian Restructuring Insolvency & Turnaround Association's Code of Professional Practice specifically recognise the need for practitioners to provide advice on the insolvency process and the options available and do not consider that such advice results in a conflict or is an impediment to accepting the appointment;
- The nature of the advice provided to the Company is such that it would not be subject to review and challenge during the course of the liquidation; and
- The pre-appointment advice will not influence my ability to be able to fully comply with the statutory and fiduciary obligations associated with the liquidation of the Company in an objective and impartial manner.

I have provided no other information or advice to the Company, the director or its advisors prior to my appointment beyond that outlined in this DIRRI.

ii. Relevant Relationships (excluding Professional Services to the Insolvent)

Neither I, nor my firm, have, or have had within the preceding 24 months, any relationships with the company, an associate of the company, a former insolvency practitioner appointed to the Company or any person or entity that has a security over the whole or substantially whole of the Company's property.

iii. Prior Professional services to the Insolvent

Neither I, nor my firm, have provided any professional services to the Company in the previous 24 months.

iv. No other relevant relationships to disclose

There are no other known relevant relationships, including personal, business and professional relationships, from the previous 24 months with the Company, an associate of the Company, a former insolvency practitioner appointed to the Company or any person or entity that has security over the whole or substantially whole of the Company's property that should be disclosed.

C. Indemnities and up-front payments

I have been indemnified for the conduct of this liquidation as follows:

Name	Relationship with Company	Nature of Indemnity or Payment
Mr C. O'Keeffe Mr M. Jacobs	Director of the Company Former Director of the Company	The current Director of the Company; Mr O'Keeffe has agreed to provide an indemnity for my remuneration and expenses associated with the liquidation of the Company in the amount of \$13,000 and a former Director of the Company, Mr Jacobs, has agreed to provide \$2,000 to cover my initial remuneration and expenses associated with the liquidation of the Company. To date I have received \$6,000 of the indemnity funds from the current Director, which are currently held in my firm's trust account and will not be drawn to meet my remuneration until such time that it is approved by creditors. There are no conditions on the conduct or outcome of the liquidation enclosed to the provision of these funds.

Dated 17 November 2015

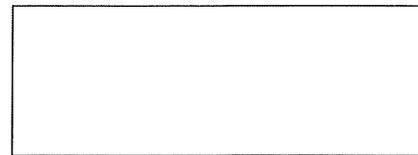


Kim Wallman – Liquidator of
Armada Marine Services Pty Ltd (In Liquidation)
ACN 153 663 177

Note:

1. If circumstances change, or new information is identified, I am are required under the *Corporations Act 2001* and the ARITA Code of Professional Practice to update this Declaration and provide a copy to creditors with my/our next communication as well as table a copy of any replacement declaration at the next meeting of the insolvent's creditors.

2. Any relationships, indemnities or up-front payments disclosed in the DIRRI must not be such that the Practitioner is no longer independent. The purpose of components B and C of the DIRRI is to disclose relationships that, while they do not result in the Practitioner having a conflict of interest or duty, ensure that creditors are aware of those relationships and understand why the Practitioner nevertheless remains independent.



Presentation of summary of affairs of a company

If there is insufficient space in any section of the form, you may attach an annexure and submit as part of this lodgement

Lodgement details

Who should ASIC contact if there is a query about this form?

Name

Kimberley Wallman

ASIC registered agent number (if applicable)

14287

Company/entity name

HLB Mann Judd (Insolvency WA)

ACN/ABN/ARBN/ARSN

54 686 879 814

Telephone number

08) 9215 7911

Postal address

PO Box 622, West Perth WA 6872

Email address (optional)

Company details

Company name

Armada Marine Services Pty Ltd (In Liquidation)

ACN

153 663 177

Summary of assets and liabilities

Date to which summary is made up

Date

07 / 11 / 15
[D] [D] [M] [M] [Y] [Y]

Continued... Summary of assets and liabilities

	Valuation (Show whether cost or net book amount)	Estimated realisable values
1 Assets not specifically charged		
(a) interest in land		0
(b) sundry debtors		0
(c) cash on hand		0
(d) cash at bank		0
(e) stock as detailed in inventory		0
(f) work in progress as detailed in inventory		0
(g) plant and machinery as detailed in inventory		0
(h) other assets		0
2 Assets subject to specific charges less amounts owing		0
TOTAL assets		0
TOTAL estimated realisable values		0
3 Less preferential creditors entitled to priority over the holders of debentures under any floating charge		0
4 Less amounts owing and secured by debenture or floating charge over company's assets to:		0
5 Less preferential creditors estimated amount available for unsecured creditors		0
6 Creditors (unsecured) amount claimed		56,000
7 Balances owing to partly secured creditors total claims security held		0
8 Contingent assets estimated to produce		0
9 Contingent liabilities estimated to rank for estimated deficiency/surplus (subject to costs of administration/liquidation) Share capital issued paid up		

Signature

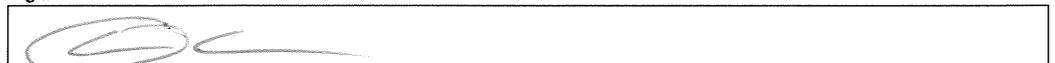
Name of person signing

CORY O'KEEFE

Capacity

DIRECTOR

Signature



Date signed

07/11/15
[D] [D] [M] [M] [Y] [Y]

Lodgement

Send completed and signed forms to:
Australian Securities and Investments Commission,
PO Box 4000, Gippsland Mail Centre VIC 3841.

For more information

Web www.asic.gov.au
Need help? www.asic.gov.au/question
Telephone 1300 300 630

Armada Marine Services Pty Ltd (in Liquidation)
A.C.N. 153 663 177

Creditor Database

Secured Creditors	Address 1	Address 2	Suburb	State	P/Code	Records / RATA
Capral Limited	PO Box 37		Booval Fair	QLD	4304	TBA

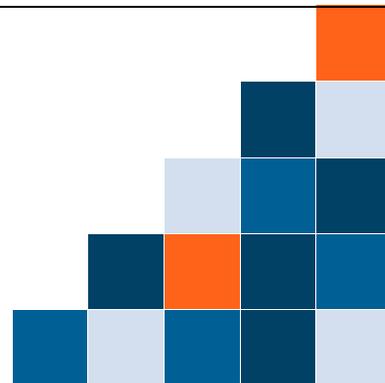
TOTAL						\$ -
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Unsecured Creditors	Address 1	Address 2	Suburb	State	P/Code	Records / RATA
Alinta Gas	Attn: Credit Control	Locked Bag 55	Perth	WA	6849	TBA
Australian Taxation Office	Sent via Fax: 1300 726 594					\$ 53,000.00
Cory O'Keeffe	17 Cooyup Close		Ravenwood	WA	6208	\$ 3,400.00
Singtel Optus	PO Box 280	Collins Street West	Melbourne	VIC	8007	TBA
Synergy	GPO Box U1913		Perth	WA	6845	TBA
Telstra	Sent via email: ice@online.telstra.com.au					TBA
The Sheriff's Office	Central Law Courts	Level 5, 501 Hay Street	Perth	WA	6000	TBA
Water Corporation	629 Newcastle Street		Leederville	WA	6007	TBA
Western Power	GPO Box L921		Perth	WA	6842	TBA

TOTAL						\$ 56,400.00
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Chartered Accountant



Armada Marine Services Pty Ltd (In Liquidation)

ACN: 153 663 177

("the Company")

Remuneration Report

Dated 17 November 2015

Liquidator	Kim Wallman
Appointment Date	7 November 2015
Meeting of Creditors	Wednesday, 25 November 2015
Contact	Samantha Morgan
Telephone Number	(08) 9215 7911

HLB Mann Judd (Insolvency WA) ABN 54 686 879 814

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1. Introduction

In compliance with the Australian Restructuring Insolvency & Turnaround Association (“ARITA”) Code of Professional Practice and the requirements of the *Corporations Act 2001*, I set out below my remuneration report for the period 7 November 2015 to 16 November 2015, and prospective future remuneration.

2. Declaration

I, Kim Wallman, have undertaken a proper assessment of this remuneration claim for my appointment as Liquidator of the Company in accordance with the law and applicable professional standards, I am satisfied that the remuneration claimed is in respect of necessary work properly performed, in the conduct of the administration.

3. Summary of Remuneration Approvals Sought

I summarise below is my remuneration that is being sought for approval at the creditors meeting to be held on 25 November 2015.

Remuneration	Amount (Exc GST)
Current remuneration approvals sought:	
Resolution from 7 November 2015 to 16 November 2015	2,210.50
Resolution from 17 November 2015 to finalisation	15,166.00
Total remuneration sought	17,376.50
*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 be sought from creditors	

4. Description of Work

The tasks which external administrators undertake can be broadly divided into seven categories. These are:

- Assets
- Creditors
- Employees
- Trade on
- Investigation
- Dividend
- Administration

Information on the seven categories (if work done is applicable) is summarised in **Annexure A** to enable creditors to understand the type and purpose of work being undertaken.

5. Calculation of Remuneration (Time Basis)

I advise that HLB Mann Judd (Insolvency WA) utilises the time basis method for charging remuneration.

Time based remuneration is appropriate for this administration because:

- It ensures creditors are only charged for work performed in the conduct of the administration;
- I am required to perform tasks unrelated to asset realisations; therefore fees solely based on asset realisations would be impractical;
- I am unable to provide a reliable estimate of the total remuneration required to complete all tasks in the administration.

Information regarding the time charged by myself and my partners and staff working on this appointment is summarised in **Annexure A** to enable creditors to understand the time undertaken on various tasks in the liquidation as described above.

The schedule of hourly rates for the 2015/16 financial year are set out below:

Classification	Details of classification	Charge out rate / hour (excl of GST)
Appointee	30+ years' experience, registered liquidator and registered trustee. Significant experience on a range of administrations and a very deep understanding of insolvency legislation and issues.	\$484
Senior consultant	Generally, 20+ years' experience. University degree, member of the ICAA and ARITA, deep understanding of insolvency legislation and issues.	\$442- \$479
Consultant	Brings specific, high-level experience to insolvency or other appointments.	\$359
Senior Manager	Generally, 10+ years' experience with at least 2 years' as manager, very strong understanding of insolvency legislation and issues.	\$338
Manager	Generally, 5+ years' experience. University degree, member of the ICAA or completing the ICAA's CA program, member of ARITA or completing the ARITA IEP program, or has relevant experience. Strong understanding of insolvency legislation and issues.	\$291
Supervisor	Generally, 4-5 years' experience. University degree, member of the ICAA or completing the ICAA's CA program, member of ARITA or completing the ARITA IEP program, or has relevant experience. Strong understanding of insolvency legislation and issues.	\$259
Senior	Generally, 2-4 years' experience. University degree, member of the ICAA or completing the ICAA's CA program. Sound knowledge of relevant insolvency legislation and issues.	\$228
Intermediate	Generally, 1-3 years' experience, has completed or substantially completed a university degree or has relevant experience, takes direction from senior staff in completing administrative tasks.	\$176
Secretary	Appropriate skills for tasks required.	\$159 - \$176
Office Assistant	Appropriate skills for tasks required.	\$100 - \$133

6. Remuneration Recoverable from External Sources

The current Director and a former Director of the Company have agreed to indemnify me for the conduct of this liquidation in the amount of \$15,000. I have received an amount of \$6,000 from the current Director of the Company, which is currently held in the trust account. A further \$9,000 is due to be paid as follows - \$7,000 by the current Director and \$2,000 by the former Director.

7. Disbursements

Disbursements are divided into three types:

- A** disbursements are all externally provided professional services and are recovered at cost. An example of an **A** disbursement is legal fees.
- B1** disbursements are externally provided non-professional costs such as travel, accommodation and search fees. They are recovered at cost.
- B2** disbursements are internally provided non-professional costs such as photocopying and document storage. **B2** disbursements are charges at cost except for photocopying, printing and telephone calls which are charged at a rate which is intended to recoup both variable and fixed costs.

Full details of disbursements on this appointment are provided in the attached remuneration summaries (page 2 and 4 of Annexure A).

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

Creditor approval for the payment of disbursements is not required however, I must account to creditors. Creditors have the right to question the incurring of the disbursements and can challenge the disbursements in court.

8. Report on Progress of Administration

I invite creditors to review my report to creditors dated 17 November 2015 for further information regarding the progress of the liquidation.

9. Future Remuneration

When creditors meet on Wednesday, 25 November 2015, I will ask for approval to be paid remuneration for services rendered in the Liquidation of the Company. A summary of the major tasks and costs relating to the professional services for the period 7 November 2015 to 16 November 2015 is set out in page 1-2 of Annexure A, and the expected tasks and costs relating to the professional services for the period beginning 17 November 2015 to finalisation, is set out in page 3-4 of Annexure A.

I will report to creditors should matters change which prevent me from being able to complete the liquidation of the Company for this capped amount of remuneration.

10. Summary of Receipts and Payments

There have been no receipts or payments at this point in time for this liquidation.

11. Previous Remuneration Claims

Please refer to section 3 above for information regarding my previous remuneration approvals in this appointment.

12. Statement of Remuneration Claim

At the forthcoming meeting of creditors, creditors will be asked to pass the following resolutions:

Liquidator's Past Fees 7 November 2015 to 16 November 2015 (Annexure A pages 1-2)

"That the remuneration of the Liquidator and staff for the period 7 November 2015 to 16 November 2015, calculated at hourly rates detailed in the Remuneration Report to creditors dated 17 November 2015, is determined in the sum of \$2,210.50, which excludes GST and expenses and is approved for immediate payment".

Prospective Fees from 17 November 2015 to finalisation (Annexure A pages 3-4)

"That the future remuneration of the Liquidator from 17 November 2015 to finalisation is determined at a sum equal to the cost of time spent by the Liquidator and his staff, calculated at the hourly rates as detailed in the Remuneration Report to creditors dated 17 November 2015 that will be increased in accordance with the annual Consumer Price Index (all groups) at 31 March each year, to be adjusted at 1 July each year, up to a capped amount of \$15,166.00, exclusive of GST, above which further approval be required, and that the Liquidator can draw the remuneration on a monthly basis or as required."

13. Queries/Information Sheets

The above information is provided to assist creditors consider the appropriateness of the remuneration claim that is being made.

Creditors should feel free to contact my office to seek further information concerning the remuneration claim if they so need.

ARITA has produced a document entitled "*Creditor Information Sheet: Approving remuneration in external administrations*". This document can be downloaded from the ARITA website www.arita.com.au or alternatively a copy can be obtained by contacting this office.

Yours faithfully,



Kimberley Wallman – Liquidator of
Armada Marine Services Pty Ltd (In Liquidation)
ACN: 153 663 177

Kimberley Wallman (Liquidator)
 HLB Mann Judd (Insolvency WA)

TASKS COMPLETED IN THE PERIOD:
FROM - 7 November 2015
TO - 16 November 2015
FOR REMUNERATION APPROVAL

Task Area [Est. cost]	General Description	Includes
Assets \$243.60	Plant and equipment Asset searches	Review Department of Transport search results and discuss options available to realise the company trailer. Communication with director regarding the trailer, discuss potential sale options. Conduct Landgate land title searches. Conduct intellectual property registration search. Conduct vehicle and vessel search.
Creditors \$228.80	General Creditors report	Calculate and set meeting dates for all required meetings and report posting dates. Discuss and follow up creditors details, create and update creditors dividend database. Prepare ATO form regarding notification of appointment and bank account details. Commence preparation of creditors report containing notice of first meeting, creditors listing, ASIC form 509 and remuneration report.
Investigations \$808.80	Director's obligations Books and records Searches Banking	Prepare Director's letters setting out duties and obligations, report as to affairs document and questionnaire. Organise Director's completion of report as to affairs and summary. Discuss completion of questionnaire. Attend to director's enquiries. Discussions regarding company records and details. Prepare and send demand for book and records to the Company's accountant. Request the latest company financials from the accountant. Conduct personal name search for the director. Advise company bank manager of appointment at request to freeze all bank accounts.
Administration \$929.30	General Banking Statutory Searches Indemnity	Filing, file e-mailing system, photocopying, scanning documents, manage incoming mail. Manage disbursements and data entry of payments and receipts. Prepare website details and upload required documents. Prepare and send conflict check and circulate throughout the HLB Mann Judd Australia network. Prepare and maintain checklist for the progress of the appointment Prepare Australian Taxation Office advice of appointment form. Open Liquidator's general account. Prepare and lodge statutory forms with ASIC. Prepare and submit ASIC notice online for Published Notices Website. Conduct Veda credit file search. Organise receipt of indemnity into HLB Mann Judd (Insolvency WA) trust account following completion of credit card payment.

**TOTAL
\$2,210.50**

SUMMARY OF TASKS COMPLETED FROM 7 NOVEMBER 2015 TO 16 NOVEMBER 2015 FOR REMUNERATION APPROVAL

Employee	Position	\$/hour (ex GST)	Total Hours	Total (\$)	Tasks							
					Assets		Creditors		Investigation		Administration	
					hrs	\$	hrs	\$	hrs	\$	hrs	\$
Wallman, Kim	Liquidator	484.00	0.3	\$ 145.20	0.0	\$ -	0.0	\$ -	0.0	\$ -	0.3	\$ 145.20
Quin, Greg	Senior Manager	338.00	2.1	\$ 709.80	0.2	\$ 67.60	0.0	\$ -	1.5	\$ 507.00	0.4	\$ 135.20
Morgan, Samantha	Intermediate	176.00	7.3	\$ 1,284.80	1.0	\$ 176.00	1.3	\$ 228.80	1.6	\$ 281.60	3.4	\$ 598.40
Greenaway, Jasmin	Secretary	101.00	0.7	\$ 70.70	0.0	\$ -	0.0	\$ -	0.2	\$ 20.20	0.5	\$ 50.50
TOTAL			10.4	\$ 2,210.50	1.2	\$ 243.60	1.3	\$ 228.80	3.3	\$ 808.80	4.6	\$ 929.30
GST				\$ 221.05								
TOTAL (including GST)				\$ 2,431.55								
Average hourly rate				\$ 212.55		\$ 203.00		\$ 176.00		\$ 245.09		\$ 202.02

Expenses (Disbursements)		
Fax, 1		\$1.00
Printing, 10		\$5.00
Postage, 2		\$2.00
Search, 1		\$43.00
Expenses incurred 7 November 2015 to 16 November 2015		\$51.00
GST on expenses		\$5.10
TOTAL EXPENSES (including GST)		\$56.10

Basis of Disbursement Claim		
Advertising		At cost
Envelopes (C4 size and above)		\$0.18 per envelope
Faxes		\$1.00 per fax
Photocopying & Printing (internally sourced)		\$0.50 per page
Postage		At cost
Printing (externally sourced)		At cost
Storage & Destruction of Books and Records		At cost
		Scale applicable for financial year ending 30 June 2016

Kimberley Wallman (Liquidator)
 HLB Mann Judd (Insolvency WA)

TASKS COMPLETED IN THE PERIOD:
FROM - 17 November 2015
TO - Finalisation
FOR REMUNERATION APPROVAL

Task Area [Est. cost]	General Description	Includes
Assets \$1,350.00	Plant and equipment	Arrange valuation of trailer and for it to be delivered to auctioneer for sale. Organise actioners to sell the trailer and receive updated on the auction. Review and records payment receipt details.
Creditors \$5,310.00	First creditors meeting Finalisation General	Prepare and send first creditor report including notice of first meeting, review various searches, company management accounts, financials and books and records. Prepare and complete remuneration report and letter for the first creditors report. Prepare for first creditors meeting and prepare minutes of the meeting. Lodged creditor minutes with ASIC online. Attend to liquidation requirements, review of creditor queries and claims. Prepare and circulate final report to creditors. Prepare for and attend final meeting (if required). Prepare and lodge final documents with ASIC. Attend to queries from creditors regarding the liquidation, likelihood of a dividend and outcome of the creditors meeting. Provide requested information.
Investigations \$5,240.00	Review of financial records and recent trading Collection of books and records Statutory Reporting	Communicate with director regarding books and records and recent trading. Review and follow up potential preferential payments. Issue recovery letters if applicable. Send e-mail regarding completion of the questionnaire. Review Company records and financials. Discussions with director regarding Report as to Affairs, books and records and financial documents. Investigations for and preparation of the 533 report to ASIC including investigations into insolvent trading, preference payments, offences & other investigations required by the Corporations Act 2001.
Administration \$3,266.00	General and Banking Taxation Statutory lodgements Remuneration Books and Records	Filing, file e-mailing system, photocopying, scanning documents, manage incoming mail. Manage disbursements and data entry of payments and receipts. Update the website with creditors reports and minutes. Maintain checklist for the progress of the liquidation. Prepare and lodge Business Activity Statements and update BAS register of payments/refunds. Cancel GST registration with the ATO. Advise ATO of finalisation. Prepare and lodge notice of cessation of appointment and copy of receipts and payments. Manage the remuneration of the Liquidator as approved by creditors. Prepare a list of books and records received from the company by the liquidator. Apply to ASIC for the destruction of books and records upon finalisation of the appointment and following approval from ASIC. Arrange for the storage and destruction of the company and liquidators books and records.

TOTAL
\$15,166.00

SUMMARY OF ANTICIPATED TASKS TO BE COMPLETED FROM 17 NOVEMBER 2015 TO FINALISATION FOR REMUNERATION APPROVAL

Employee	Position	\$/hour (ex GST)	Total Hours	Total (\$)	Tasks							
					Assets		Creditors		Investigation		Administration	
					hrs	\$	hrs	\$	hrs	\$	hrs	\$
Wallman, Kim	Liquidator	484.00	8.0	\$ 3,872.00	1.0	\$ 484.00	2.0	\$ 968.00	3.0	\$ 1,452.00	2.0	\$ 968.00
Quin, Greg	Senior Manager	338.00	16.0	\$ 5,408.00	1.0	\$ 338.00	6.0	\$ 2,028.00	6.0	\$ 2,028.00	3.0	\$ 1,014.00
Morgan, Samantha	Intermediate	176.00	30.0	\$ 5,280.00	3.0	\$ 528.00	12.0	\$ 2,112.00	10.0	\$ 1,760.00	5.0	\$ 880.00
Greenaway, Jasmin	Secretary	101.00	6.0	\$ 606.00		\$ -	2.0	\$ 202.00		\$ -	4.0	\$ 404.00
TOTAL			60.0	\$ 15,166.00	5.0	\$1,350.00	22.0	\$5,310.00	19.0	\$5,240.00	14.0	\$3,266.00
GST				\$ 1,516.60								
TOTAL (including GST)				\$ 16,682.60								
<i>Average hourly rate</i>				\$ 252.77		\$ 270.00		\$ 241.36		\$ 275.79		\$ 233.29

Expenses (Disbursements)		
Fax, 5		\$5.00
Photocopy, 1,300		\$650.00
Postage, 40		\$40.00
Advertising, 3		\$289.00
Expenses anticipated from 17 November 2015 to finalisation		\$984.00
GST on expenses		\$98.40
TOTAL EXPENSES (including GST)		\$1,082.40

Basis of Disbursement Claim		
Advertising		At cost
Destruction of Books and Records		At cost
Couriers		At cost
Printing (externally sourced)		At cost
Faxes		\$1.00 per fax
Photocopying & Printing (internally sourced)		\$0.50 per page
Postage (1 unit includes stamp and envelope)		At cost
Envelopes (C4 size and above)		\$0.18 per envelope
<i>Scale applicable for financial year ending 30 June 2016</i>		



ASIC

Australian Securities & Investments Commission

Insolvency information for directors, employees, creditors and shareholders

ASIC has 11 insolvency information sheets to assist you if you're affected by a company's insolvency and have little or no knowledge of what's involved.

These plain language information sheets give directors, employees, creditors and shareholders a basic understanding of the three most common company insolvency procedures—liquidation, voluntary administration and receivership. There is an information sheet on the independence of external administrators and one that explains the process for approving the fees of external administrators. A glossary of commonly used insolvency terms is also provided.

The Insolvency Practitioners Association (IPA), the leading professional organisation in Australia for insolvency practitioners, endorses these publications and encourages its members to make their availability known to affected people.

List of information sheets

- Insolvency: a glossary of terms
- Voluntary administration: a guide for creditors
- Voluntary administration: a guide for employees
- Liquidation: a guide for creditors
- Liquidation: a guide for employees
- Receivership: a guide for creditors
- Receivership: a guide for employees
- Insolvency: a guide for shareholders
- Insolvency: a guide for directors
- Independence of external administrators: a guide for creditors
- Approving fees: a guide for creditors

Important note: The information sheets contain a summary of basic information on the topic. It is not a substitute for legal advice. Some provisions of the law referred to may have important exceptions or qualifications. These documents may not contain all of the information about the law or the exceptions and qualifications that are relevant to your circumstances. You will need a qualified professional adviser to take into account your particular circumstances and to tell you how the law applies to you.

Getting copies of the information sheets

To get copies of the information sheets, visit ASIC's website at www.asic.gov.au/insolvencyinfosheets. The information sheets are also available from the IPA website at www.ipaa.com.au. The IPA website also contains the IPA's Code of Professional Practice for Insolvency Professionals, which applies to IPA members.

**FORMAL PROOF OF DEBT OR CLAIM
 (GENERAL FORM)**

To the Liquidator of Armada Marine Services Pty Ltd (in Liquidation) ACN 153 663 177

INSTRUCTIONS

- 1. Insert name of creditor here.
- 2. Insert creditor's ABN here or "N/A" if not applicable.
- 3. Insert debt amount here (inclusive of GST).
- 4. Insert GST component of claim here.

This is to state that the Company was on 7 November 2015 and still is, justly and truly indebted to:

Creditor / company name:	ABN:
(1)	(2)

- 5. Show here details of goods and services were provided to the Company and remain unpaid for.
- 6. Do not complete unless you are a secured creditor.
- 7. Do not complete this section unless you act for an employee.
- 8. Do not complete this section unless you act for an employee.

In the amount of:	GST in claim:
(3) \$	(4) \$

TO ENSURE THE VALIDITY OF YOUR CLAIM, PLEASE ATTACH APPROPRIATE DOCUMENTATION TO SUBSTANTIATE YOUR CLAIM. PLEASE SEE OVERLEAF FOR FURTHER INFORMATION.

Particulars of the debt(s) are (5):

Date/s	Consideration (e.g. goods supplied / services rendered)	Amount	Remarks

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

(7) I am employed by the creditor and authorised in writing by the creditor to make this statement. I know that the debt was incurred for the consideration stated and that the debt, to the best of my knowledge and belief, remains unpaid and unsatisfied.

(8) I am the creditor's agent authorised in writing to make this statement in writing. I know that the debt was incurred for the consideration stated and that the debt, to the best of my knowledge and belief, remains unpaid and unsatisfied.

9. Insert date here

DATED (9) this _____ day of _____ 2015

10. Sign here

Signature: (10) _____ Phone: _____
 Name: _____ Fax: _____
 Occupation: _____ Email: _____
 Postal address: _____

FOR OFFICE USE ONLY					
Dividend Expectations:	Priority only	Unsecured Creditors	Unascertained	No Class	
Priority: \$	Unsecured: \$	Total Admitted: \$			
Rejected: \$	Comments:				
Signed	Appointee:	File Manager:			

NOTES TO THE PROOF OF DEBT OR CLAIM FORM

1. Failure to provide an Australian Business Number or notice that one is not applicable will result in 48.5% of any dividend being withheld and remitted to the Australian Taxation Office.
2. To enable to adjudication of your claim, it is required that you submit together with your Proof of Debt or Claim form. It should be noted that failure to provide substantiating documentation may result in your claim being rejected.

Generally, a **statement of account and corresponding invoices** is requested. However, if it is impractical to submit correspondence invoices (e.g. if the sheer quantum of invoices makes postage impractical) a statement of account is requested as a minimum in the first instance.

Should a statement of account or invoices not be available, other documentation may be provided such as a purchase order or other substantiating voucher. The Administrator / Liquidator may contact you to then discuss your documentation and anything else that may be available to assist in his / her adjudication process.

DIRECTIONS FOR ANNEXURE

1. Where the space provided for a particular purpose is insufficient to contain all the required information in relation to a particular item, that information shall be set out in an annexure.
2. An annexure to form shall have an identifying mark and be endorsed with the words:-

This is the annexure of pages marked referred to in the (insert description of form)

signed by me and dated

.....
Signature(s) Name of Signatory IN BLOCK LETTERS

3. The pages in the annexure shall be numbered consecutively.
4. Where a document, copy of a document or other matter is annexed to a form, reference made in the form to the annexure shall be by its identifying mark, the number of pages in it, and a brief description of the nature of the document and its contents.

A reference to an annexure includes a document, copy of a document or any other matter accompanying, attached to or annexed to a form.

APPOINTMENT OF PROXY

STEP 1

Appoint a proxy to vote on your behalf

You can appoint any person over the age of 18 (Option 1) **OR** the Chairperson (Option 2) to represent you either through a special or general proxy.

IMPORTANT PLEASE READ

You can specify on the proxy form how the proxy is to vote on a particular resolution, which the proxy must comply with. This is called a *'special proxy'*. Alternatively, you can allow the proxy to exercise his/her discretion as to how to vote on each of the resolutions put before the meeting. This is called a *'general proxy'*.

The Liquidator (or his or her nominee) must not use a general proxy to vote in favour of a resolution approving payment of the Administrator's / Liquidator's remuneration.

**I / We
(Full name
of creditor)**

of
(Address)

being a creditor of Armada Marine Services Pty Ltd (in Liquidation), entitled to attend and vote at the Meeting of Creditors to be held on Wednesday, 25 November 2015 at 10:00am, hereby appoint:

OPTION 1

Appointee
(Full name and address)

As my / our general / special proxy.

OPTION 2

OR

the Chairperson of the Meeting of Creditors as my / our general / special proxy.

STEP 2

Voting directions



PLEASE NOTE: If you complete the section below, you are deemed to have appointed a special proxy.

My / Our special proxy shall vote as instructed below:-

	FOR	AGAINST	ABSTAIN
"That the remuneration of the Liquidator for the period 7 November 2015 to 16 November 2015 is determined at a sum equal to the cost of time spent by the Liquidator and his staff, calculated at the hourly rates as detailed in the Remuneration Report to creditors of 17 November 2015 to a capped amount of \$2,210.50, exclusive of GST and expenses, and is approved for immediate payment."	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
"That the future remuneration of the Liquidator from 17 November 2015 to finalisation is determined at a sum equal to the cost of time spent by the Liquidator and staff, calculated at the hourly rates as detailed in the report to creditors of 17 November 2015 that will be increased in accordance with the annual Consumer Price Index (all groups) at 31 March each year, to be adjusted at 1 July each year, up to a capped amount of \$15,166.00, exclusive of GST and expenses, above which further approval may be required, and that the Liquidator can draw the remuneration on a monthly basis or as required."	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
To approve the destruction of books and records of the Company subject to the approval of the Australian Securities & Investments Commission.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

STEP 3

Sign *This section must be completed*

Name of authorised representative:

Date ____ / ____ / _____ Phone: _____ Email: _____

PLEASE RETURN THIS PROXY, duly completed, to Samantha Morgan via email to smorgan@hlbinsol.com.au or via facsimile to 08 9321 0429, or via post to PO Box 622 West Perth WA 6872. Please note that proxy forms received after 5.00 pm on the day before the meeting may not be accepted.

Certificate of Witness

This certificate is to be completed only if the person giving the proxy is blind or incapable of writing. The signature of the creditor must not be witnessed by the person nominated as proxy.

I, of certify that the above instrument appointing a proxy was completed by me in the presence of and at the request of the person appointing the proxy and read to him or her before he or she signed or marked the instrument.

Dated this day of 2015

Signature of Witness:

Address: