

Our Ref: PG/AH/AR/10967/29

19 August 2016

TO THE CREDITOR ADDRESSED

Dear Sir/Madam,

**XHXP4 PTY LTD (IN LIQUIDATION)**  
**A.C.N. 073 336 320**

We refer to our previous correspondence in relation to the abovenamed company.

A first and final distribution to the company's creditors is soon to be declared. Accordingly we enclose for you to complete and return to our office a Formal Proof of Debt form for this administration. We request you ensure that all supporting documentation including the account statement and invoices are attached to verify the amount claimed in the administration.

We advise that a Formal Proof of Debt form and supporting documentation is required for the confirmation that you will rank as an unsecured creditor in respect of this forthcoming dividend distribution.

Should you have any queries regarding the above matters, please do not hesitate to contact Ms Amelia Russell, of our office.

Yours faithfully,



**ADRIAN HUNTER & PETER GOODIN**  
**JOINT & SEVERAL LIQUIDATORS**

Encl.

Our Ref: PG/AH/AR/10967/29

**FORM 534**

CORPORATIONS ACT 2001

**SUB-REGULATION 5.6.48(3)**

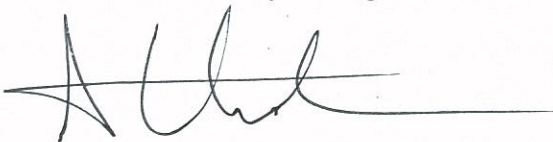
**NOTICE INVITING FORMAL PROOFS OF DEBT OR CLAIMS**

**XHXP4 PTY LTD (IN LIQUIDATION)**  
**A.C.N. 073 336 320**

Take notice that creditors of the company, whose debts or claims have not already been admitted are required on or before 9 September 2016 to prove their debts or claims and to establish any title they may have to priority by delivering or posting to us at our address a formal Proof of Debt or Claim in accordance with Form 535 or 536 containing their respective debts or claims. If they do not they will be excluded from the benefit of any distribution made before their debts or claims are proved or their priority is established and from objecting to the distribution.

Form of proof may be obtained from us.

Dated this 19th day of August 2016



**ADRIAN HUNTER & PETER GOODIN**  
**JOINT & SEVERAL LIQUIDATORS**

A.C.N. 073 336 320

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

Our Ref: PG/AH/AR/10967/29

**To the Joint & Several Liquidators of XHXP4 Pty Ltd (In Liquidation)**

1. This is to state that the company was on (1) **13 November 2015** and still is, justly and truly indebted to (2).....  
of..... for  
..... dollars and ..... cents.

Particulars of the debt are:

Date	(3) Consideration	Debt \$	GST \$	Total Debt \$	(4) Remarks

2. To my knowledge or belief the creditor has not, nor has any person by the creditor's order, had or received any satisfaction or security for the sum or any part of it except for the following.<sup>(5)</sup>
- 3.<sup>(6)\*</sup> 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, still remains unpaid and unsatisfied.
- 3.<sup>(6)\*</sup> I am the creditor's agent authorised in writing to make this statement in writing. I know that the debt was incurred and for the consideration stated and that the debt, to the best of my knowledge and belief, still remains unpaid and unsatisfied.

DATED this            day of

Signature .....

Name of Signatory IN BLOCK LETTERS.....

Occupation.....

Address.....

A.B.N. (if applicable).....

T.F.N. (if applicable).....

Telephone: .....Facsimile: .....

**See Directions overleaf for the completion of this form**

\* Strike out whichever is inapplicable.

**OFFICE USE ONLY**

Processed By/Date Processed	/ /	Creditor Code/Proof No	
\$Amount on RATA/Additional	\$	Admitted - Ordinary	\$
\$Amount claimed (pre 1/7/00)	\$	Admitted - Preferential	\$
\$Amount claimed (post 30/6/00)	\$	Amount Rejected	\$
GST Applicable	\$	Amount Withdrawn	\$
Total Debt	\$	Amount for Consideration	\$
Authorised By/Date Authorised	/ /	<b>TOTAL PROOF</b>	\$

### DIRECTIONS

- (1) Insert date of Court Order in winding up by the Court, or date of resolution to wind up, if a voluntary winding up.
- (2) Insert full name and address of the creditor and, if applicable, the creditor's partners. If prepared by an employee or agent of the creditor, also insert a description of the occupation of the creditor.
- (3) Under "Consideration" state how the debt arose, for example "goods sold and delivered to the company between the dates of .....", "moneys advanced in respect of the Bill of Exchange" split between pre 1/7/00 and post 30/6/00 and the GST applicable to the debt post 30/6/00.
- (4) Under "Remarks" include details of vouchers substantiating payment.
- (5) Insert particulars of all securities held. Where the securities are on the property of the company, assess the value of those securities. If any bills or other negotiable securities are held, specify them in a schedule in the following form:

Date	Drawer	Acceptor	Amount \$	Date Due

- (6) If proof is made by the creditor personally, strike the two (2) paragraphs numbered 3.

### ANNEXURES

- A. If space provided for a particular purpose in a form is insufficient to contain all the required information in relation to a particular item, the information must be set out in an annexure.
- B. An annexure to a form must:
  - have an identifying mark;
  - and be endorsed with the words:
 

*"This is the annexure of (insert number of pages) pages marked (insert an identifying mark) referred to in the (insert description of form) signed by me/us and dated (insert date of signing)";* and
  - be signed by each person signing the form to which the document is annexed.
- C. The pages in an annexure must be numbered consecutively.
- D. If a form has a document annexed the following particulars of the annexure must be written on the form:
  - the identifying mark; and
  - the number of pages.
- E. A reference to an annexure includes a document that is with a form.

**Proofs of Debt - Notes for your Guidance**  
(Please read carefully before filing in Form 535 or Form 536)

It is a creditor's responsibility to prove the claim in an Administration to the satisfaction of the Administrator.

When lodging claims, creditors must ensure that:

- a) The Proof of Debt form is properly completed in every particular; and
- b) Documentary evidence such as detailed below is attached to the Proof of Debt form.

Please note that your debt is not likely to be accepted unless evidence to support its existence is provided. Detailed below are some examples of the type of debt creditors may be claiming and a suggested list of documents, copies of which should accompany a Proof of Debt for that class of creditor.

**Trade Creditors**

- Statements and supporting tax invoice(s) showing amount of debt; and GST applicable
- Advise(s) to pay outstanding invoice(s) (optional).

**Guarantees/Indemnities**

- Executed guarantee indemnity;
- Notice of Demand served on guarantor;
- Calculation of amount outstanding under guarantee.

**Judgement Debt**

- Copy of judgement;
- Documents details to support underlying debt as per other categories.

**Secured Debt**

- Security Documents (e.g mortgage);
- Statement showing amount of debt and calculation of the value of the asset secured or the proceeds received from their sale.

**Loans (Bank and Personal)**

- Executed loan agreement;
- Loan statements showing payments made, interest accruing and the amount outstanding as at the date of Liquidation.

**Tax Debts**

- Documentation showing assessment of debt, whether it is an actual debt or an estimate, and breaking down penalties and primary debt.

**Employee Debts**

- Basis of calculation of debt (including wage rate and days claimed)
- Type of Claim (e.g wages, holiday pay, etc.);
- Correspondence relating to the debt being claimed;
- Contract of Employment (if any).

**Leases**

- Copy of lease;
- Statement showing amounts outstanding under lease, differentiation between monies outstanding at date of appointment of Administrator and future monies