



INITIAL REPORT TO CREDITORS

AGENCE PREMIERE PTY LIMITED (IN LIQUIDATION)

ACN: 010 206 505

ABN: 95 010 206 505

6 December 2024

JONATHON KEENAN
Liquidator

Phone 02 8263 2333

Email info@brifnsw.com.au

Website www.briferrier.com.au

Address Level 26, 25 Bligh Street
Sydney NSW 2000

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GLOSSARY OF COMMON ACRONYMS & ABBREVIATIONS

ABN	Australian Business Number
ACN	Australian Company Number
Act	Corporations Act 2001 (Cth)
ANZ	Australia and New Zealand Banking Group Limited
Liquidator	Jonathon Keenan
ARITA	Australian Restructuring Insolvency and Turnaround Association
ASIC	Australian Securities and Investments Commission
ATO	Australian Taxation Office
Company	Agence Premiere Pty Limited (In Liquidation)
CVL	Creditors Voluntary Liquidation
Director	Peter Klare
DIRRI	Declaration of Independence, Relevant Relationships & Indemnities
FEG	Fair Entitlements Guarantee scheme
Firm	BRI Ferrier NSW
IPR	Insolvency Practice Rules (Corporations) 2016
IPS	Insolvency Practice Schedule (Corporations)
POD	Proof of Debt
PPE	Property, Plant and Equipment
PPSR	Personal Properties Securities Register
ROCAP	Report on Company Activities and Property
SOA	Summary of Affairs

1 EXECUTIVE SUMMARY

I, Jonathon Keenan, was appointed Liquidator of the Company by a resolution of its members passed at a duly convened member's meeting held on 26 November 2024 pursuant to Section 491 of the Act.

This report has been prepared pursuant to Insolvency Practice Rule 70-30 and Section 497 of the Act. You have received this Report because I am aware that you may have a creditor claim and/or the books and records of the Company identified you as a creditor.

My investigations to date into the Company's affairs and the conduct of its officers are preliminary and a more detailed report will be provided to creditors with three (3) months. My findings, including any offences identified, will also be reported to the ASIC in due course.

I provide herein a brief overview of the Company's affairs as presently known to me at this time.

The Company was incorporated in February 1981 and provided employee placement, recruitment and contracting services, specialising in the information technology sector. From preliminary discussions with the Director, I understand that in October 2024, the Director determined that the business was no longer viable, when major client work projects were cancelled, outside of the Company's control. The Director also indicated declining health was a factor in the Company ceasing to operate.

The Company's only employees were the Director and his wife, Pamela Klare (also a shareholder). I am advised that the Company ceased to trade and employ on 22 November 2024. Shortly thereafter, I was appointed as Liquidator of the Company.

The Director has submitted a Summary of Affairs and ROCAP which summarises the financial position of the Company at the time of my appointment. The Director has advised that the Company's primary assets are loans owed by the Director totalling circa \$203K and an unsecured loan owed by an external party for circa \$26K. I note that the Company also had cash at bank of \$20K and sundry office equipment (with minimal value). I am advised by the Director that these loans are impaired, however I will make independent enquiries during this matter.

The liabilities were represented by an overdraft facility with ANZ for \$74K, alleged loan owed to the Director and Mrs Klare jointly for \$37K, unpaid superannuation entitlements for \$20K and a minor tax debt with the ATO for circa \$12K. A search of the PPSR indicates that there are no security interests registered against the Company.

Based on the information currently available, any return to the creditors of the Company will be contingent on recoveries from the loans (which are said to be impaired) or other voidable recoveries (not yet identified). As such, any return to creditors is currently unknown. I will conduct my investigations into the Company's affairs and the conduct of its officers and report my findings to ASIC and the creditors in due course. It is too early to determine if there are any claims to be pursued in the Liquidation and/or what recoveries may result from same. Further information will be provided in future reports.

If any creditors have information relevant to the Liquidation, they are encouraged to contact my office without delay, such that it may assist our investigations and/or improve the prospects of recovery for creditors.

2 EFFECT ON CREDITORS

Creditors should be aware that they are subject to certain restrictions with respect to their claims when the Company is being wound up. I provide a summary of the effect on creditors:

2.1 TRADE SUPPLIERS

Any claims against the Company in respect of goods and/or services provided to the Company prior to my appointment are effectively frozen as at the date of my appointment.

As mentioned above, the Company ceased trading prior to my appointment, and I will not accept responsibility or any liability in respect of any goods or services provided after the date of my appointment unless express written authorisation has been provided.

2.2 LANDLORDS/LESSORS

Whilst the Company is in Liquidation, a moratorium is imposed on all debts outstanding as at the date of my appointment. This extends to amounts outstanding to equipment lessors and landlords of any premises leased by the Company.

The Company does not appear to hold any registered leases.

2.3 EMPLOYEES

As mentioned above, I understand that the Company did not employ any staff, other than the Director and his wife, where the employment ended prior to my appointment. The Director has advised that there is outstanding superannuation entitlements owing to Mrs Klare for the sum of circa \$20K.

2.4 SECURED CREDITORS AND SECURITY INTERESTS

A search of the PPSR indicates that there are no security interests registered against the Company as at the date of my appointment.

I encourage any creditors with unregistered security interests to contact my office urgently and provide the relevant documentation to support their claims, if they have not already done so.

2.5 CONTRACTS AND AGREEMENTS

The Director has provided some preliminary documentation on agreements with contractors and clients. I understand these have been terminated when the Company ceased trading prior to my appointment.

Unless advised in writing, I do not accept adoption of any existing contracts. Customers, suppliers and any other parties with such contracts should contact Mr Vijay Rajmohan of this office immediately so that they may be considered.

2.6 LEGAL PROCEEDINGS

Pursuant to Section 500(2) of the Act, my appointment as Liquidator automatically stays any current legal proceedings against the Company. Creditors cannot commence or continue proceedings against the Company without our written consent or leave of the Court.

I am not aware that the Company was involved in any legal proceedings on foot at the time of my appointment.

3 YOUR RIGHTS AS A CREDITOR

Information regarding your rights as a creditor is provided in the information sheet enclosed. This includes your right to:

- Make reasonable requests for a meeting;
- Make reasonable requests for information;
- Give directions to the Liquidator;
- Appoint a reviewing liquidator; and
- To replace me as Liquidator.

4 PROPOSALS WITHOUT MEETINGS

I advise that considering the size of the matter, I am not convening a creditors' meeting at this time. Instead, I enclose Proposals without Meeting Forms for creditors' consideration in lieu of convening a Meeting of Creditors, in accordance with Insolvency Practice Schedule 75-40 and Insolvency Practice Rule 75-130.

If I receive a request for a meeting that complies with the guidelines set out in the creditor rights information sheet, I will hold a meeting of creditors.

5 INFORMATION FOR CREDITORS

I have included the following initial notices and documents in connection with my appointment for your information.

Annexure	Document	Description	Further Action Required by you
A	Formal Proof of Debt ("POD") with Request to Receive Electronic Communications	You must also provide information about what the Company owes you and evidence to support your claim. Please complete and return POD form via email to Mr Vijay Rajmohan of this office to vrajmohan@brifnsw.com.au with your supporting documents.	Yes Include Supporting Documentation

Annexure	Document	Description	Further Action Required by you
B	A Declaration of Independence, Relevant Relationships and Indemnities (“DIRRI”)	The DIRRI assists you to understand any relevant relationships that I have, and any indemnities or upfront payments that have been provided to me. None of the relationships mentioned in this document affect my independence.	No
C	Summary of Affairs (Form 509)	I am required to send to each creditor a copy of Summary of Affairs (Form 509) of the Company prepared by the Director.	No
D	List of Creditors	<p>A detailed list of creditors and an estimate of their claims were provided by the Director. It should be noted that the amounts reported are based on the Company’s records and is subject to change upon receipt of further information.</p> <p>Any creditors related to the Company are indicated on this list.</p>	No
E	Information Sheet – Creditors Rights in Liquidation	<p>As a creditor, you have certain rights, although you no longer have the right to seek payment by the Company of your outstanding debt.</p> <p>This information sheet provides a detailed list of your rights.</p>	No
F	Information Sheet – Proposals without a Meeting	<p>This is an information sheet to assist you in understanding what a “Proposal without a meeting” is.</p> <p>I am seeking approval of my remuneration, internal disbursements and destruction of the Company’s books and records after the Liquidation is finalised.</p>	No
G	Initial Remuneration Notice	This document provides an estimate of the costs to perform the Liquidation, the method of calculating remuneration and my Firm’s hourly rates.	No
H	Remuneration Approval Report	<p>This document details the anticipated remuneration sought in the Liquidation.</p> <p>I am seeking approval of my remuneration in this matter, as detailed in the attached proposal forms.</p>	No
I	Proposal Without Meeting Forms	These documents set out the resolutions sought from creditors, by way of proposal, rather than meeting of creditors.	Yes
J	Summary of Receipts and Payments	A summary of receipts and payments from the date of my appointment to date.	No

6 WHAT HAPPENS NEXT?

I will proceed with the Liquidation, including:

- Collect and review the books and record of the Company.
- Conduct investigations into the Company's affairs, subject to available records.
- Seek recovery of the outstanding loans, and consider any commercial settlements (if necessary);
- Issue a further and more detailed report to Creditors.
- Reporting to the corporate regulator, ASIC.
- Pursue any recoveries available in the form of voidable transactions and insolvent trading claims, if any, subject to funding being available.
- Pay a dividend to the creditors, if sufficient funds available.

I will also write to you within three (3) months of our appointment advising whether a dividend is likely and update you on the progress of my investigations. I may write to you again after that with further information on the progress of the Liquidation, if necessary.

7 QUERIES

If creditors have any information which may assist me in my investigations, please contact my office as a matter of urgency.

Please note that Liquidators are not required to publish notices in the print media. ASIC maintains an online notices page for external administrators to publish notices in respect of companies. Creditors are encouraged to visit <http://insolvencynotices.asic.gov.au> throughout the liquidation to view any notices which may be published in respect of the Company.

ARITA provides information to assist creditors with understanding liquidations and insolvency. This information is available from ARITA's website at <https://www.arita.com.au/creditors>.

ASIC also provides information sheets on a range of insolvency topics. These information sheets can be accessed on ASIC's website at asic.gov.au (search for "insolvency information sheets").

The BRI Ferrier staff member responsible for this matter is as follows:

- ▲ BRI Contact: Vijay Rajmohan
- ▲ Phone: (02) 8263 2333
- ▲ Email: vrajmohan@brifnsw.com.au (preferred)
- ▲ Mailing: Level 26, 25 Bligh Street, Sydney NSW 2001

Yours faithfully

AGENCE PREMIERE PTY LIMITED (IN LIQUIDATION)



JONATHON KEENAN

Liquidator

The logo for BRI Ferrier, featuring the text "BRI Ferrier" in white on a dark grey rectangular background. A green diagonal stripe runs from the bottom right corner of the rectangle.

**Agence Premiere Pty Limited
(In Liquidation)
ACN 010 206 505**

**Annexure "A"
Formal Proof of Debt**

FORMAL PROOF OF DEBT OR CLAIM (GENERAL FORM)

To the Liquidator of Agence Premiere Pty Limited (In Liquidation) ACN 010 206 505

1. This is to state that the company was, on 26 November 2024 ⁽¹⁾ and still is, justly and truly indebted to⁽²⁾ (full name):

.....
(‘Creditor’)

.....
of (full address)

for \$.....dollars and.....cents.

Particulars of the debt are *(please attach documents to support your claim e.g. purchase orders, invoices, interest schedules)*:

Date	Consideration ⁽³⁾ state how the debt arose	Amount \$	GST included \$	Remarks ⁽⁴⁾ include details of voucher substantiating payment

2. To my knowledge or belief the creditor has not, nor has any person by the creditor's order, had or received any manner of satisfaction or security for the sum or any part of it except for the following:

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 \$ c	Due Date

☐ I am **not** a related creditor of the Company ⁽⁵⁾

☐ I am a related creditor of the Company ⁽⁵⁾
relationship:

3A.^{(6)*} 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.

3B.^{(6)*} I am the creditor's agent authorised 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.

The External Administrators' (whether as Voluntary Administrators/Deed Administrators/Liquidators) will send and give electronic notification of documents. Please provide your email address below:

Contact Name:

Email Address:

DATED this.....day of.....2024

Signature of Signatory

NAME IN BLOCK LETTERS

Occupation.....

Address.....

OFFICE USE ONLY

POD No:		ADMIT (Voting / Dividend) - Ordinary	\$
Date Received:	/ /	ADMIT (Voting / Dividend) – Preferential	\$
Entered into CORE IPS:		Reject (Voting / Dividend)	\$
Amount per CRA/RATA	\$	Object or H/Over for Consideration	\$
Reason for Admitting / Rejection			
PREP BY/AUTHORISED		TOTAL PROOF	\$
DATE AUTHORISED / /			

Proof of Debt Form Directions

- * Strike out whichever is inapplicable.
- (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 (including ABN) 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".
 - (4) Under "Remarks" include details of vouchers substantiating payment.
 - (5) Related Party / Entity: Director, relative of Director, related company, beneficiary of a related trust.
 - (6) If the Creditor is a natural person and this proof is made by the Creditor personally. In other cases, if, for example, you are the director of a corporate Creditor or the solicitor or accountant of the Creditor, you sign this form as the Creditor's authorised agent (delete item 3A). If you are an authorised employee of the Creditor (credit manager etc), delete item 3B.

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:
 - (a) have an identifying mark;
 - (b) and be endorsed with the words:
 - i) "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
 - (c) 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:
 - (a) the identifying mark; and
 - (b) the number of pages.
- E. A reference to an annexure includes a document that is with a form.



**Agence Premiere Pty Limited
(In Liquidation)
ACN 010 206 505**

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

Declaration of Independence, Relevant Relationships and Indemnities

AGENCE PREMIERE PTY LIMITED (IN LIQUIDATION)

ACN 010 206 505

6 December 2024

JONATHON KEENAN
Liquidator

Novabrif Pty Ltd ABN 61 643 013 610
Level 26, 25 Bligh Street, Sydney NSW 2000
GPO Box 7079, Sydney NSW 2001
Phone (02) 8263 2333
Email: info@brifnsw.com.au
Website: www.briferrier.com.au



The purpose of this document is to assist creditors with understanding any relevant relationships that I, the Liquidator, have with parties who are closely connected to Agence Premiere Pty Limited and any indemnities or upfront payments that have been provided to me. None of the relationships disclosed in this document are such that my independence is affected.

This information is provided so you have trust and confidence in my independence and, if not, you can ask for further explanation or information and can act to remove and replace me if you wish.

This declaration is made in respect of myself, my partners and BRI Ferrier.

I am a Professional Member of ARITA – Australian Restructuring Insolvency and Turnaround Association. I acknowledge that I am bound by the ARITA Code of Professional Practice.

A. INDEPENDENCE

I, Jonathon Keenan, of BRI Ferrier have assessed the independence prior to accepting the appointment as Liquidator of Agence Premiere Pty Limited (“the Company”) in accordance with the law and applicable professional standards and I am not aware of any reasons that would prevent me from accepting this appointment.

There are no other known relevant relationships, including personal, business and professional relationships that should be disclosed beyond those I have disclosed in this document.

B. CIRCUMSTANCES OF APPOINTMENT

I. HOW I WAS REFERRED THIS APPOINTMENT

This appointment was referred to me by Mr Andrew Fraser of BDJ Accounting (“BDJ”), the external accountants for the Company.

My firm has been referred other matters from BDJ, however these matters were referred to my firm on an irregular basis. Further, I have not received or paid any benefit to BDJ with respect to these referrals. Therefore, I am of the view that the referral source will not give rise to a conflict of interest.

There is no expectation, agreement or understanding between me and BDJ regarding the conduct of the Liquidation and I am free to act independently and in accordance with the law and applicable professional standards.

II. DID I MEET WITH THE COMPANY, THE DIRECTOR OR THEIR ADVISORS BEFORE I WAS APPOINTED?

☒ Yes ☐ No

I have engaged in various discussions regarding the potential appointment, as detailed below:

- On 12 November 2024, Mr Fraser from BDJ emailed me to introduce Mr Peter Klare, the Director of the Company, and provide information on the Company’s background and its financial affairs.

- On 13 November 2024, I had a telephone discussion with the Director to discuss the Company's financial position and to organise a meeting to review the available options. That same day, the Director provided me with basic financial information regarding the Company's affairs.
- On 19 November 2024, I met with the Director and his wife Mrs Pamela Klare (also a shareholder of the Company) to discuss the Company's financial position, cashflow and operational issues and to review the available options. During this meeting, I outlined the Liquidation process and steps required to make an appointment, including costs.
- On 22 November 2024, I received a call from the Director, whereby he advised that he wished to place the Company into Liquidation and requested that I provide the necessary documentation to do so. That day I exchanged email correspondence with the Director regarding the proposed liquidation, including providing my firm's trust account details for Company funds to be deposited.
- On 25 November 2024, I sent the Director an email with the Creditors' Voluntary Liquidation appointment documents.
- On 26 November 2024, my staff had a telephone discussion with the Director to assist with the completion of the Liquidation appointment documents.
- On 27 November 2024, the Director provided the executed appointment documents to my office.

Neither I, nor my firm have received any remuneration for the abovementioned correspondence and advice regarding the Company.

In my opinion, the above do not affect my independence for the following reasons:

- The Courts and the ARITA COPP specifically recognise the need for practitioners to provide advice on the insolvency practice and the options available and do not consider that such advice in a conflict or is an impediment to accepting the appointment.
- I did not provide any advice to the Company or the Director prior to my appointment.
- The Director obtained his own advice regarding the financial position of the Company.

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

C. RELEVANT RELATIONSHIPS (EXCLUDING PROFESSIONAL SERVICES TO THE INSOLVENT)

Within the previous two years, myself, or members of my firm, have, or have had a relationship with:	
The Company?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
The directors?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Any associates of the Company?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
A former insolvency practitioner appointed to the Company?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

Within the previous two years, myself, or members of my firm, have, or have had a relationship with:

A secured creditor entitled to enforce a security over the whole or substantially the whole of the Company' property?

☐ Yes ☒ No

Do I have any other relationships that I consider are relevant to creditors assessing my independence?

☒ Yes ☐ No

Australian Taxation Office

The records identify that the ATO is a creditor of the Company.

The ATO is a sophisticated statutory creditor and is administratively bound to act as a Model Litigant. In my experience the ATO does not seek to exert improper pressure on insolvency practitioners in connection with the discharge of their duties to creditors generally.

Principals and Directors of BRI Ferrier around Australia, were, until its expiration at the end of 2014, members of a panel of Official Liquidators established by the ATO and accepted appointments by Australian Courts initiated by the Federal Commissioner. These Official Liquidators had undertaken to the ATO to accept appointments as Liquidator appointed by a Court under the Corporations Act where the ATO is the applicant creditor, whether the Company has assets or not. BRI Ferrier is likely to seek inclusion in any comparable panel should one be established in future. Membership of the panel was not conditional upon any preference or benefit being conferred upon the ATO.

BDJ

My firm has been referred other matters from BDJ, however these matters were referred to my firm on an irregular basis. Further, I have not received or paid any benefit to BDJ with respect to these referrals. Therefore, I am of the view that the referral source will not give rise to a conflict of interest.

BDJ is an accounting firm that we have dealt with from time to time. This relationship will not impede my independent or 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.

The referral source does not impact my independence as the referral is not contingent upon the achievement of any specific outcome. There is no expectation, agreement or understanding between me and BDJ regarding the conduct of the Liquidation and I am free to act independently and in accordance with the law and applicable professional standards.

In addition to the above, I also note that Principals of BRI Ferrier routinely accept nominations and appointment as insolvency practitioners by the major trading banks, in addition to creditors such as the ATO (as discussed above). The nature of these relationships varies over time depending on the nature of the engagements. Such relationships do not impede my independence or give rise to a conflict of duties

because I accept such engagements only on the basis that my independence will be maintained and the relationships are maintained on professional commercial terms.

There are no other prior professional or personal relationships that should be disclosed.

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 a valid and enforceable security interest on the whole or substantially whole of the Company's property that should be disclosed.


D. INDEMNITIES AND UP-FRONT PAYMENTS

The Company deposited \$20,000 into my firm's trust account prior to the appointment. I have since transferred these funds in full to the new Liquidation bank account. There are no conditions on the conduct or outcome of the Liquidation attached to the provision of these funds.

I have not received any other upfront payments.

I have not been indemnified in relation to this Liquidation, other than any indemnities that I may be entitled to under statute.

Dated: 6th December 2024



JONATHON KEENAN

Liquidator

NOTE:

- 1. The assessment of independence has been made based on an evaluation of the significance of any threats to independence and in accordance with the requirements of the relevant legislation and professional Standards.*
- 2. If circumstances change, or new information is identified, I am 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 next communication as well as table a copy of any replacement declaration at the next meeting of the Company's creditors. For creditors' voluntary liquidations and voluntary administrations, this document and any updated versions of this document are required to be lodged with ASIC.*

The logo for BRI Ferrier, featuring the text "BRI Ferrier" in white on a dark grey rectangular background. A green diagonal line runs from the bottom right corner of the rectangle, extending slightly beyond the top right corner.

BRI Ferrier

**Agence Premiere Pty Limited
(In Liquidation)
ACN 010 206 505**

**Annexure "C"
Summary of Affairs (Form 509)**

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

Related forms:

5604 Information about the company's affairs sent to creditors

Company details

Company name

Agence Premiere Pty Limited T/As Peter Klare Consulting (In Liquidation)

ACN

010 206 505

Lodgement details

An image of this form will be available as
part of the public register.

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

ASIC Registered agent number (if applicable)

524239

Firm/organisation

BRI Ferrier

Contact name/position description

Jonathon Keenan/Principal

Telephone number (during business hours)

(02) 8263 2333

Email address (optional)

jkeen@brifnsw.com.au

Postal address

Level 26, 25 Bligh Street

Suburb/City

Sydney

State/Territory

NSW

Postcode

2000

Summary of assets and liabilities

Date to which summary is made up

26 / 11 / 2017
[D] [D] [M] [M] [Y] [Y]

Continued... **Summary of assets and liabilities**

	Valuation (for each entry show whether cost or net book amount) \$	Estimated Realisable Values \$
1 Assets not specifically subject to security interest		
(a) interest in land		
(b) sundry debtors	230-000	00
(c) cash on hand		
(d) cash at bank		
(e) stock		
(f) work in progress		
(g) plant and machinery	115	00
(h) other assets		
Sub-total		
2 Assets subject to specific security interests		
Less amounts owing		
Total Assets	(\$ 230 115)	
Total Estimated Realisable Values		(\$ 00)
3 Less amounts payable in advance of secured creditor(s) including employee entitlements		20517
4 Less amounts owing and secured by debenture or circulating security interests over assets		
5 Less preferential claims ranking behind secured creditors		
6 Less balances owing to partly secured creditors		
Total Claims (\$)		
Security Held (\$)		
7 Less creditors (Unsecured) Amount claimed		123310
8 Add contingent assets Estimated to produce		
9 Less contingent liabilities Estimated to rank		
<input type="checkbox"/> Estimated deficiency or		
<input type="checkbox"/> Estimated surplus		\$ 143827
<input type="checkbox"/> Subject to costs of administration or		
<input type="checkbox"/> Subject to costs of liquidation		
Share capital \$	4	
Issued \$	4	
Paid Up \$	4	

Signature

This form must be signed by a director, secretary or liquidator.

Name of person signing

Peter Klare

Capacity

Director

Signature



Date signed

26 / 11 / 24
[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

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**Agence Premiere Pty Limited
(In Liquidation)
ACN 010 206 505**

**Annexure "D"
List of Creditors**

Novabrif Pty Limited
Agence Premiere Pty. Limited (In Liquidation)
Company Creditors

Name		*R/C	Address	
C 00	Peter & Pamela Klare	Yes	Withheld	37,200.00
CA00	ANZ		27 Knox St, Double Bay, NSW 2028	74,000.00
CA01	Australian Taxation Office (ATO)		GPO Box 9990, Sydney, NSW, 2001	12,110.21
EK00	Mrs Pamela Klare	Yes	Withheld	20,517.05
RK00	Mr Peter Klare		Withheld	0.00
5 Entries Totalling				143,827.26

* Related Creditor

Signature



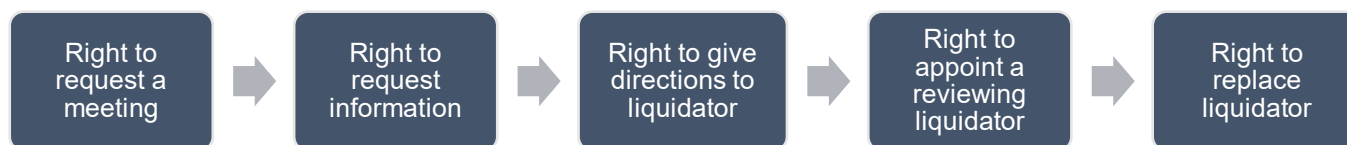


**Agence Premiere Pty Limited
(In Liquidation)
ACN 010 206 505**

**Annexure "E"
Information Sheet – Creditors Rights
in Liquidation**

Creditor Rights in Liquidations

As a creditor, you have rights to request meetings and information or take certain actions:



If a simplified liquidation process is adopted, these rights are effectively limited to the right to request information.

Right to request a meeting

In liquidations, no meetings of creditors are held automatically. However, creditors with claims of a certain value can request in writing that the liquidator hold a meeting of creditors. The right to request meetings, including in the circumstances described below, is not available if a simplified liquidation process is adopted.

A meeting may be requested in the first 20 business days in a creditors' voluntary liquidation by $\geq 5\%$ of the value of the debts held by known creditors who are not a related entity of the company.

Otherwise, meetings can be requested at any other time or in a court liquidation by:

- $> 10\%$ but $< 25\%$ of the known value of creditors on the condition that those creditors provide security for the cost of holding the meeting
- $\geq 25\%$ of the known value of creditors
- creditors by resolution, or
- a Committee of Inspection (this is a smaller group of creditors elected by, and to represent, all the creditors).

If a request complies with these requirements and is 'reasonable', the liquidator must hold a meeting of creditors as soon as reasonably practicable.

Right to request information

Liquidators will communicate important information with creditors as required in a liquidation. In addition to the initial notice, you should receive, at a minimum, a report within the first three months on the likelihood of a dividend being paid.

Additionally, creditors have the right to request information at any time. A liquidator must provide a creditor with the requested information if their request is 'reasonable', the information is relevant to the liquidation, and the provision of the information would not cause the liquidator to breach their duties.

A liquidator must provide this information to a creditor within 5 business days of receiving the request, unless a longer period is agreed. If, due to the nature of the information requested, the liquidator requires more time to comply with the request, they can extend the period by notifying the creditor in writing.

Requests must be reasonable.

They are not reasonable if:

Both meetings and information:

- (a) complying with the request would prejudice the interests of one or more creditors or a third party
- (b) there is not sufficient available property to comply with the request
- (c) the request is vexatious

Meeting requests only:

- (d) a meeting of creditors dealing with the same matters has been held, or will be held within 15 business days

Information requests only:

- (e) the information requested would be privileged from production in legal proceedings
- (f) disclosure would found an action for breach of confidence
- (g) the information has already been provided
- (h) the information is required to be provided under law within 20 business days of the request

If a request is not reasonable due to (b), (d), (g) or (h) above, the liquidator must comply with the request if the creditor meets the cost of complying with the request.

Otherwise, a liquidator must inform a creditor if their meeting or information request is not reasonable and the reason why.

Right to give directions to liquidator

Creditors, by resolution, may give a liquidator directions in relation to a liquidation. A liquidator must have regard to these directions, but is not required to comply with the directions.

If a liquidator chooses not to comply with a direction given by a resolution of the creditors, they must document their reasons. An individual creditor cannot provide a direction to a liquidator.

If a simplified liquidation process is adopted, you may not be able to give directions, because meetings cannot be held to pass a resolution.

Right to appoint a reviewing liquidator

Creditors, by resolution, may appoint a reviewing liquidator to review a liquidator's remuneration or a cost or expense incurred in a liquidation. This right is not available if a simplified liquidation process is adopted. The review is limited to:

- remuneration approved within the six months prior to the appointment of the reviewing liquidator, and
- expenses incurred in the 12 months prior to the appointment of the reviewing liquidator.

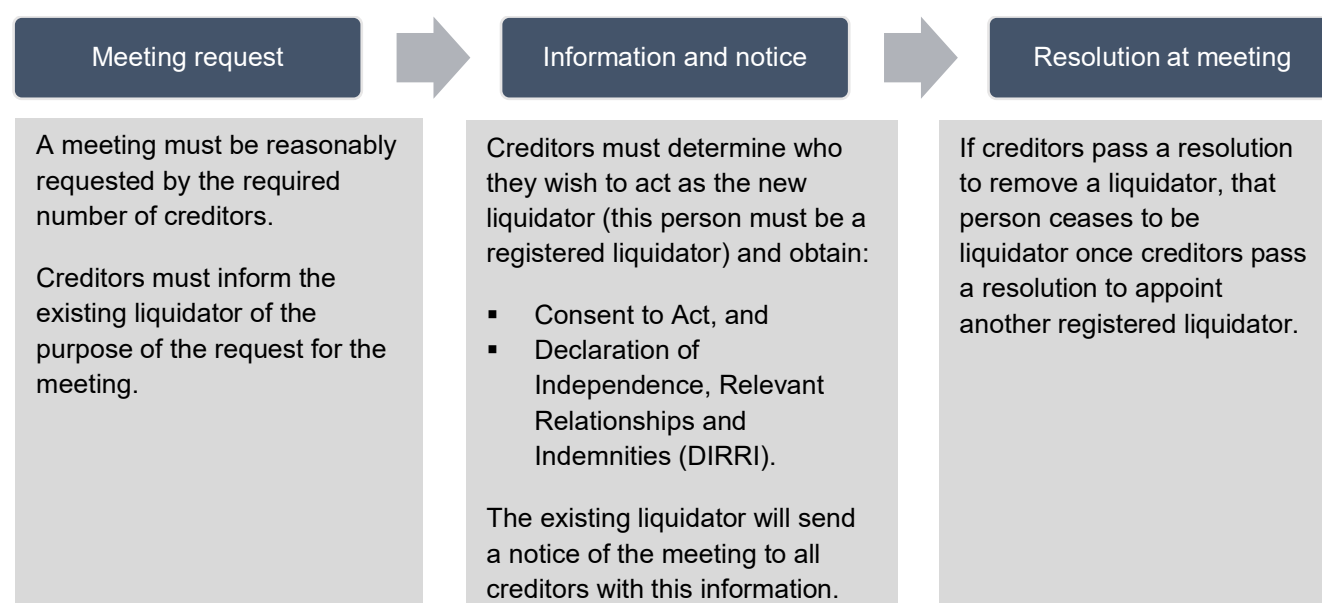
The cost of the reviewing liquidator is paid from the assets of the liquidation, in priority to creditor claims.

An individual creditor can appoint a reviewing liquidator with the liquidator's consent, however the cost of this reviewing liquidator must be met personally by the creditor making the appointment.

Right to replace liquidator

Creditors, by resolution, have the right to remove a liquidator and appoint another registered liquidator. This right is not available if a simplified liquidation process is adopted, because meetings cannot be held.

To replace a liquidator, there are certain requirements that must be complied with:



**For more information, go to www.arita.com.au/creditors.
Specific queries about the liquidation should be directed to the liquidator's office.**



**Agence Premiere Pty Limited
(In Liquidation)
ACN 010 206 505**

**Annexure "F"
Information Sheet – Proposals
without a Meeting**

Information sheet: Proposals without meetings

You may be a creditor in a liquidation, voluntary administration or deed of company arrangement (collectively referred to as an external administration).

You have been asked by the liquidator, voluntary administrator or deed administrator (collectively referred to as an external administrator) to consider passing a proposal without a meeting.

This information sheet is to assist you with understanding what a proposal without a meeting is and what your rights as a creditor are.

What is a proposal without a meeting?

Meetings of creditors were previously the only way that external administrators could obtain the views of the body of creditors. However, meetings can be very expensive to hold.

A proposal without a meeting is a cost effective way for the external administrator to obtain the consent of creditors to a particular course of action.

What types of proposals can be put to creditors?

The external administrator is able to put a range of proposals to creditors by giving notice in writing to the creditors. There is a restriction under the law that each notice can only contain a single proposal. However, the external administrator can send more than one notice at any single time.

What information must the notice contain?

The notice must:

- include a statement of the reasons for the proposal and the likely impact it will have on creditors if it is passed
- invite the creditor to either:
 - vote yes or no to the proposal, or
 - object to the proposal being resolved without a meeting, and
- specify a period of at least 15 business days for replies to be received by the external administrator.

If you wish to vote or object, you will also need to lodge a Proof of Debt (POD) to substantiate your claim in the external administration. The external administrator will provide you with a POD to complete. You should ensure that you also provide documentation to support your claim.

If you have already lodged a POD in this external administration, you do not need to lodge another one.

The external administrator must also provide you with enough information for you to be able to make an informed decision on how to cast your vote on the proposal. With some types of proposals, the law or ARITA's Code of Professional Practice sets requirements for the information that you must be provided.

For example, if the external administrator is asking you to approve remuneration, you will be provided with a Remuneration Approval Report, which will provide you with detailed information about how the external administrator's remuneration for undertaking the external administration has been calculated.

What are your options if you are asked to vote on a proposal without a meeting?

You can choose to vote yes, no or object to the proposal being resolved without a meeting.

How is a resolution passed?

A resolution will be passed if more than 50% in number and 50% in value (of those creditors who did vote) voted in favour of the proposal, but only so long as not more than 25% in value objected to the proposal being resolved without a meeting.

What happens if the proposal doesn't pass?

If the proposal doesn't pass and an objection is not received, the external administrator can choose to amend the proposal and ask creditors to consider it again or the external administrator can choose to hold a meeting of creditors to consider the proposal.

The external administrator may also be able to go to Court to seek approval.

What happens if I object to the proposal being resolved without a meeting?

If more than 25% in value of creditors responding to the proposal object to the proposal being resolved without a meeting, the proposal will not pass even if the required majority vote yes. The external administrator will also be unable to put the proposal to creditors again without a meeting.

You should be aware that if you choose to object, there will be additional costs associated with convening a meeting of creditors or the external administrator seeking the approval of the Court. This cost will normally be paid from the available assets in the external administration.

This is an important power and you should ensure that it is used appropriately.

Where can I get more information?

The Australian Restructuring Insolvency and Turnaround Association (ARITA) provides information to assist creditors with understanding external administrations and insolvency.

This information is available from ARITA's website at artia.com.au/creditors.

ASIC also provides information sheets on a range of insolvency topics. These information sheets can be accessed on ASIC's website at asic.gov.au (search for "insolvency information sheets").

**For more information, go to www.arita.com.au/creditors.
Specific queries should be directed to the external administrator's office.**

The logo for BRI Ferrier, featuring the text "BRI Ferrier" in white on a dark grey background, with a green diagonal stripe on the right side.

BRI Ferrier

**Agence Premiere Pty Limited
(In Liquidation)
ACN 010 206 505**

**Annexure "G"
Initial Remuneration Notice**

INITIAL REMUNERATION NOTICE

Insolvency Practice Schedule (Corporations) 70-50
Insolvency Practice Rules (Corporations) 70-35

AGENCE PREMIERE PTY LIMITED (IN LIQUIDATION)
ACN 010 206 505 / ABN 95 010 206 505
("THE COMPANY")

The purpose of the Initial Remuneration Notice is to provide you with information about how my remuneration for undertaking the Liquidation will be set.

1 REMUNERATION METHOD

There are four methods for calculation of remuneration that can be used to calculate the remuneration of an Insolvency Practitioner. They are:

▲ Time based / hourly rates or "Time Cost"

This is the most common method. It provides for remuneration to be charged at an hourly rate for each person working on the matter. The hourly rate charged will reflect the level of experience each person has.

▲ Fixed Fee

The total remuneration for the administration is quoted at commencement of the appointment and is the total charge for the administration. Sometimes a practitioner will finalise an administration for a fixed fee.

▲ Percentage

The remuneration for the appointment is based on a percentage of a particular variable, such as the gross proceeds of asset realisations.

▲ Contingency

The total remuneration for the matter is structured to be contingent on a particular outcome being achieved.

2 METHOD CHOSEN

BRI Ferrier normally chooses to use a Time Cost basis, because:

- ▲ It is often difficult to estimate accurately the likely cost of undertaking an appointment, as appointments differ in unforeseeable ways as to their factual or legal complexity;
- ▲ The Time Cost method reflects the opportunity cost to BRI Ferrier of the use of staff on a particular engagement;

- ▶ The Time Cost method reflects the extent of work undertaken, reflecting in turn the nature of the appointment; and
- ▶ The Time Cost method can be applied equally to all aspects of an appointment, while percentage or contingent remuneration normally only reflect parts of an appointment, such as the recovery of assets. My duties include activities, such as reporting to creditors and ASIC, that do not directly yield asset recovery, while contributing to the overall return to creditors.

BRI Ferrier reviews its hourly rates every twelve months. The hourly rates quoted below are current. If hourly rates are increased, I will seek creditors' approval.

3 ESTIMATE OF COST

I estimate that this Liquidation will cost approximately \$27,000 plus GST. This estimate is based on the following assumptions:

- ▶ The Director will convene, at his own cost, the necessary meetings;
- ▶ There is no delay in the convening of, or adjournment of, the meetings of shareholders and creditors;
- ▶ Information provided to me before appointment about the Company's assets and its liabilities is substantially accurate;
- ▶ The Company ceased trading prior to appointment;
- ▶ The records of the Company are made available immediately on my appointment in a form permitting examination and investigation;
- ▶ All property of the Company is surrendered to me upon appointment;
- ▶ There will be no litigation required to recover debts;
- ▶ All relevant officers comply with their statutory duties to provide information about the Company's affairs;
- ▶ There will be no recovery actions requiring the commencement of legal proceedings;
- ▶ There is no dividend required to be declared to creditors and/or shareholders;
- ▶ No appointment is made by a secured creditor; and
- ▶ There is no dispute in respect of any priority and/or secured creditor claims.

Should the above circumstances change during the course of the liquidation, the estimated cost of the liquidation may increase.

4 EXPLANATION OF HOURLY RATES

The rates applicable are set out in the table on the following page together with a general guide to the qualifications and experience of staff engaged in administration and the role they undertake in the administration. The hourly rates charged encompass the total cost of providing professional services and are not comparable to an hourly wage rate.

5 HOURLY RATES

Title	Description	Hourly Rates (ex GST)
Principal	Senior member of the firm. May be a Registered Liquidator and/or Registered Trustee. A senior accountant with over 10 years' experience who brings specialist skills and experience to the appointment. Leads staff carrying out appointments.	\$750
Director	An accountant with more than 10 years' experience. May be a Liquidator. Fully qualified and able to control all aspects of an appointment. May have specialist industry knowledge or skills. Assists with all facets of appointment.	\$670
Senior Manager	An accountant with more than 7 years' experience. Qualified and answerable to the Team Leader. Self-sufficient in completing and planning all aspects of large appointments.	\$620
Manager	An accountant with at least 6 years' experience. Typically qualified with well-developed technical and commercial skills. Controls and plans all aspects of medium to larger appointments, reporting to the Team Leader.	\$580
Supervisor	An accountant with more than 4 years' experience. Typically qualified with sound knowledge of insolvency principles and developing commercial skill. Assists to plan and control specific tasks on medium to larger appointments. Often undertaking post qualification study specialising in Insolvency and Reconstruction.	\$510
Senior 1	An accountant with more than 2 years' experience. Typically a graduate undertaking study leading to professional qualification as a Chartered Accountant or CPA. Able to complete work on appointments with limited supervision.	\$450
Senior 2	An accountant with less than 2 years' experience. Typically a graduate who has commenced study leading to professional qualifications. Able to complete many tasks on medium to large appointments under supervision.	\$400
Intermediate 1	An accountant with less than 2 years' experience. Typically a graduate and commencing study for qualifications. Able to complete multiple tasks on smaller to medium appointments under supervision.	\$350
Intermediate 2	An accountant with less than 1 year's experience. A trainee undertaking degree with an accountancy major. Assists in the appointment under supervision.	\$300
Senior Administration	Appropriately skilled and undertakes support activities including but not limited to treasury, word processing and other administrative, clerical and secretarial tasks.	\$300
Junior Administration	Appropriately skilled and undertakes support activities including but not limited to treasury, word processing and other administrative, clerical and secretarial tasks.	\$200

6 DISBURSEMENTS

Disbursements are divided into three types:

- Externally provided professional services - these are recovered at cost. An example of an externally provided service disbursement is legal fees.
- Externally provided non-professional costs such as travel, accommodation and search fees. These are recovered at cost.

- Internal disbursements such as photocopying, printing and postage. These disbursements, 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 creditors' approval for disbursements paid to third parties, but must account for it to creditors. However, I must be satisfied that these disbursements are required, justified and reasonable.

I am required to obtain creditor's consent for the payment of internal disbursements. Creditors will be asked to approve internal disbursements where there is a profit or advantage prior to these disbursements being paid from the liquidation.

Information about how internal disbursements are recovered is provided below.

Full details of actual costs will be provided with future Remuneration Approval Reports and other Reports to Creditors. The rates of charge are applicable at the date of this Notice, but may be changed to reflect changes in costs.

Disbursement Type	Rate (excl. GST)
Externally provided professional services	At cost
Externally provided non-professional costs	At cost
Internal disbursements	
ASIC Charges for appointments and notifiable events	At cost
Faxes and Photocopying	\$0.25 per page
Postage	At cost
Staff vehicle use	In accordance with ATO mileage allowance

Dated: 6th December 2024



**Agence Premiere Pty Limited
(In Liquidation)
ACN 010 206 505**

**Annexure "H"
Remuneration Approval Report**

Remuneration Approval Report

Agence Premiere Pty Limited
(In Liquidation)
("the Company")

ACN 010 206 505

6 December 2024

Jonathon Keenan
Liquidator

Novabrif Pty Ltd ABN 61 643 013 610
Level 26, 25 Bligh Street, Sydney NSW 2000
GPO Box 7079, Sydney NSW 2001
Phone (02) 8263 2300
Email: info@brifnsw.com.au
Website: www.briferrier.com.au



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1 EXECUTIVE SUMMARY

I am asking creditors to approve my remuneration of \$26,848.00 (excl. GST) and internal disbursements of \$1,000.00 (excl. GST).

Details of remuneration and disbursements can be found in section 3 and 4 of this report.

I am asking creditors to approve my remuneration via a proposal without a meeting.

I estimate the total cost of this Liquidation will be approximately \$27,000.00 (excl. GST). This has increased slightly from my previous estimate of \$20,000 (excl. GST) provided to the Director as the loan accounts require further investigation to determine recoverability. Although I am advised these loans are impaired, I will be making independent enquiries.

At this stage I am only seeking approval of my initial remuneration to allow me to commence the investigations and attend to the statutory duties. Subject to the outcome from the investigations into the Company's affairs, if there is further investigations/recovery action required and further costs are incurred, then I would seek approval of this further remuneration.

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 are necessary and proper.

I have reviewed the work in progress report for the Liquidation to ensure that remuneration is only being claimed for necessary and proper work performed and no adjustment was necessary.

3 REMUNERATION SOUGHT

The remuneration I am asking creditors to approve is as follows:

For	Period	Amount \$ (excl. GST)	Rates	When it will be drawn
Completed Work	26 November 2024 to 4 December 2024	\$8,848.00	Provided in the Initial Remuneration Notice dated 6 December 2024	Immediately, subject to creditor approval
Future Work	5 December 2024 to conclusion	\$18,000.00	Provided in the Initial Remuneration Notice dated 6 December 2024	It will be drawn when incurred, subject to creditor approval
TOTAL		\$26,878.00 (excl. GST)		

Details of the work already completed for the period 26 November 2024 to 4 December 2024 and future work that I intend to complete are included at Schedule A.

Schedule B includes a breakdown of time spent by staff members on each major task for completed work.

Actual resolutions to be put to creditors by way of a proposal are included at Schedule C and D for your information. These resolutions also appear in the proposal without a meeting form provided to you.

4 DISBURSEMENT 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. I have not paid any such costs to date.

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 dated 6 December 2024.

The disbursements I would like creditors to approve is as follows:

For	Period	Amount \$ (excl. GST)
Disbursements to a capped amount	26 November 2024 to conclusion	\$1,000.00
	TOTAL	\$1,000.00

Details of the disbursements incurred, and future disbursements are included at Schedule D. Actual resolutions to be put to creditors are also included at Schedule D. These resolutions also appear in the proposal without a meeting form provided to you.

5 LIKELY IMPACT ON DIVIDENDS

The Corporations Act sets the order of payment of claims against the Company, and it provides for remuneration of the Liquidator to be paid in priority to other claims. This ensures that when there are sufficient funds, the Liquidator 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.

I am unable to provide a dividend estimate of any certainty at this stage of the Liquidation. 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.

6 QUERIES & INFORMATION SHEET

If you have any queries in relation to the information in this report, please contact my office.

You can also access information which may assist you on the following websites:

▲ ARITA at www.arita.com.au/creditors

- ASIC at <http://www.asic.gov.au> (search for INFO 85).

Further supporting documentation for my remuneration claim can be provided to creditors on request.

7 ATTACHMENTS

Schedule A – Details of work

Schedule B – Time spent by staff on each major task

Schedule C – Resolutions

Schedule D – Disbursements

SCHEDULE A – DETAILS OF WORK

Company	Agence Premiere Pty Limited (In Liquidation)	Period From	26 November 2024	To	Conclusion
	Jonathon Keenan	Firm	BRI Ferrier		
	Administration Type Creditors Voluntary Liquidation				

		Tasks	
		Work already completed (excl. GST)	Future work (excl. GST)
Period		26 November 2024 to 4 December 2024	5 December 2024 to Conclusion
Amount (excl. GST)		\$8,848.00	\$18,000.00
Task Area Assets	General Description		
		0.4 hours \$216.00	\$3,000.00
	Other Assets	Conducting transfer of funds into Liquidation account	N/A
	Plant and Equipment	N/A	Liaising with valuer regarding office equipment
	Debtors	N/A	Reviewing and assessing debtor loans Liaising with Director regarding debtor loans Obtain and review documentation regarding debtor loans Pursue recovery, if commercial
Creditors		4.7 hours \$1,410.00	\$5,000.00
	Creditor Reports	Prepare Initial Report to Creditors Preparation of necessary annexures for Initial Report to Creditors	Finalise and issue Initial Report to Creditors Finalise annexures for Initial Report to Creditors Prepare and issue Statutory Report to Creditors Preparation of necessary Annexures for Statutory Report to Creditors Prepare further reports to creditors, if necessary

	Dealing with proofs of debt	N/A	Receipting and filing POD when not related to a dividend Corresponding with ATO regarding POD when not related to a dividend
	Proposal to Creditors	N/A	Prepare and issue proposal notices and voting forms Reviewing votes and determining outcome of proposal Preparation and lodgement of proposal outcome with ASIC
	Creditor Enquiries	N/A	Receive and respond to creditor enquiries Receive and follow up creditor enquiries by telephone and email Review and prepare correspondence to creditors and their representatives by email and post Compiling information requested by creditors
Investigation		5.5 hours \$2,194.00	\$6,000.00
	Conducting Investigation	Preparing and issuing letter to Director regarding obligations Collection of Company books and records Conducting initial investigations in relation to the Company's business and affairs Preparation of 530B notice to Director and Company external accountant Liaising with external accountant regarding Company books and records Review ROCAP provided by the Director Liaising with the Director to obtain further information and ROCAP	Review of the Company's books and records to conduct investigations Review and preparation of narrative of business nature and history Conducting and summarising statutory searches Preparation of comparative financial statements Preparation of deficiency statement Conducting investigations to identify potential voidable transactions (if any) and consider potential recovery actions to be taken Conducting investigations with respect to solvency position of the Company and considering whether any potential insolvent

			trading claim Liaising with Director regarding certain transactions Preparation of investigation file Lodgement of investigation with the ASIC Preparation and lodgement of supplementary report if required
	ASIC reporting	N/A	Preparing statutory investigation reports Liaising with ASIC
Employees		N/A	\$1,000.00
	Calculation of entitlements	N/A	Reviewing employee files and company's books and records Reconciling superannuation accounts
Administration		14.3 hours \$5,028.00	\$3,000.00
	ASIC Forms and lodgements	Preparing and lodging ASIC forms including 5011, 505, 205 and 507 Preparing and lodging ASIC advert regarding notice of appointment	Preparing and lodging ASIC forms including 5602 and 5603 Correspondence with ASIC regarding statutory forms
	Books and records/storage	N/A	Prepare books and records listing
	Correspondence	Preparing and issuing notifications of appointment to banks, utilities and statutory bodies	General correspondence with stakeholders
	Document maintenance/file review/checklist	Filing of documents Updating checklists	Filing of documents File review Updating checklists
	Bank account administration	Preparing correspondence opening accounts Prepare receipts and payment vouchers	Preparing correspondence closing accounts Bank account reconciliations Prepare receipts and payment vouchers
	Insurance	Initial correspondence with insurer regarding insurance requirements	Correspondence with Insurance broker regarding ongoing insurance Requirements, if required
	ATO and other statutory reporting	Notification of appointment	Preparing BAS lodgements Requesting taxation documents

	Planning / Review	Discussion regarding status of Liquidation	Discussion regarding status of administration
	Finalisation	N/A	Notifying ATO of finalisation Cancelling ABN/GST/PAYG registration Completing checklists Finalising WIP

SCHEDULE B – TIME SPENT BY STAFF ON MAJOR TASKS (COMPLETED WORK)

Agence Premiere Pty. Limited (In Liquidation)
ACN 010 206 505
For the period 26 November 2024 to 4 December 2024

Staff Classification	Name	Hourly Rate	Administration		Assets		Creditors		Investigation		Total	Total
			Hrs	\$	Hrs	\$	Hrs	\$	Hrs	\$	Hrs	\$
Principal	John Keenan	750	1.00	750.00	-	-	-	-	-	-	1.00	750.00
Senior Manager	Katherine La	620	0.90	558.00	0.30	186.00	-	-	1.70	1,054.00	2.90	1,798.00
Intermediate 2	Vijay Rajmohan	300	8.80	2,640.00	0.10	30.00	4.70	1,410.00	3.80	1,140.00	17.40	5,220.00
Senior Administration	Andrea Moulukova	300	1.10	330.00	-	-	-	-	-	-	1.10	330.00
Senior Administration	Sarita Gurung	300	2.50	750.00	-	-	-	-	-	-	2.50	750.00
Grand Total			14.30	5,028.00	0.40	216.00	4.70	1,410.00	5.50	2,194.00	24.90	8,848.00
											GST	884.80
											Total Fee Approval Sought	9,732.80
Average rate per hour				351.61		540.00		300.00		398.91		355.34

SCHEDULE C – RESOLUTIONS

I will be seeking approval of the following resolutions to approve my remuneration and disbursements. Details to support these resolutions are included in section 3 and 4 and in the attached Schedules.

Resolution 1: Liquidator's Remuneration for the period 26 November 2024 to 4 December 2024

"That the remuneration of the Liquidator, his partners and staff for the period 26 November 2024 to 4 December 2024, be calculated on a time basis in accordance with the rates of charge annexed to the Liquidator's Initial Report to Creditors dated 6 December 2024, be fixed and approved at \$8,848.00 (plus GST), and that the Liquidator be authorised to draw that amount."

Resolution 2: Liquidator's Remuneration for the period 5 December 2024 to Conclusion

"That the remuneration of the Liquidator, his partners and staff for the period 5 December 2024 to conclusion of the Liquidation, be calculated on a time basis in accordance with the rates of charge annexed to the Liquidator's Initial Report to Creditors dated 6 December 2024 and approved to an interim cap of \$18,000.00 (plus GST) and that the Liquidator be authorised to draw that amount as and when incurred."

Resolution 3: Liquidator's Internal Disbursements for the period 26 November 2024 to Conclusion

"That the Liquidator be allowed internal disbursements for the period 26 November 2024 to the conclusion of the Liquidation at the rates of charge annexed to the Liquidator's Initial Report to Creditors dated 6 December 2024, up to an amount of \$1,000.00 (plus GST) and that the Liquidator be authorised to draw that amount as accrued."

[This area is intentionally left blank]

SCHEDULE D – DISBURSEMENTS

Disbursements are divided into three types:

- Externally provided professional services - these are recovered at cost. An example of an externally provided service disbursement is legal fees.
- Externally provided non-professional costs such as travel, accommodation, and search fees. These are recovered at cost.
- Internal disbursements such as photocopying, printing and postage. These disbursements, if charged to the Administration, would generally charge 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 advise that to date, I have not paid any disbursements incurred during this Liquidation by my Firm.

I am not obliged to seek creditor approval for disbursements paid to third parties, but must account to creditors, this includes providing details of the basis of charging for these types of disbursements to creditors as part of the Remuneration Approval Report.

I am required to seek creditor approval for internal disbursements where there could be a profit or advantage. Accordingly, I will be seeking approval from creditors for **Resolution 3**, of which details are provided in **Schedule C** of this Remuneration Approval Report.

Future disbursements provided by my Firm will be charged to the administration on the following basis:

Disbursement Type	Rate (excl. GST)
Externally provided professional services	At cost
Externally provided non-professional costs	At cost
Internal disbursements	
ASIC Charges for appointments and notifiable events	At cost
Faxes and Photocopying	\$0.25 per page
Postage	At cost
Staff vehicle use	In accordance with ATO mileage allowance

The logo for BRI Ferrier, featuring the text "BRI Ferrier" in white on a dark grey rectangular background. A green diagonal stripe is on the right side of the rectangle.

BRI Ferrier

**Agence Premiere Pty Limited
(In Liquidation)
ACN 010 206 505**

**Annexure "I"
Proposal without Meeting Forms**

NOTICE OF PROPOSAL TO CREDITORS

Dated: 6 December 2024

Voting Poll Closes: 15 January 2025

AGENCE PREMIERE PTY LIMITED (IN LIQUIDATION)
ACN 010 206 505
("the Company")

Proposal No. 1 for creditor approval

"That the remuneration of the Liquidator, his partners and staff for the period 26 November 2024 to 4 December 2024, be calculated on a time basis in accordance with the rates of charge annexed to the Liquidator's Initial Report to Creditors dated 6 December 2024, be fixed and approved at \$8,848.00 (plus GST), and that the Liquidator be authorised to draw that amount."

Reasons for the proposal and the likely impact it will have on creditors if it is passed

- A Liquidator is entitled to be fairly remunerated for undertaking statutory and other duties, including reporting obligations in acting as a liquidator.
- I am unable to pay my remuneration without the approval of the Committee of Inspection (if one has been appointed), Creditors, or the Court.
- Approval by Creditors is efficient and timely and is less costly than an application to the Court.
- Approval of my remuneration will allow me to progress further investigations in a timely manner to ensure the prospect of any dividends can be maximised.

Vote on the Proposal No. 1

Please select the appropriate Yes, No or Object box referred to below with a ☒ to indicate your preferred position.

- Yes ☐ I approve the proposal
- No ☐ I do not approve the proposal
- Object ☐ I object to the proposal being resolved without a meeting of creditors

For your vote to count, your claim against the Company must have been admitted for the purposes of voting by the Liquidator. Please select the option that applies:

- ☐ I have previously submitted a proof of debt form and supporting documents
- ☐ I have **enclosed** a proof of debt form and supporting documents with this proposal form

Creditor details

Name of creditor

Address

ABN (if applicable)

Contact number

Email address

☐

I am **not** a related creditor of the Company

☐

I am a related creditor of the Company*

relationship: _____

*eg Director, relative of Director, related company, beneficiary of a related trust.

**Name of creditor
/authorised person:**

Signature:

Date:

For your vote to count, you **must complete** this document and return it together with any **supporting documents** by no later than close of business on **15 January 2025**, by email to Vijay Rajmohan at vrajmohan@brifnsw.com.au. Should you have any queries in relation to this matter, please contact Vijay Rajmohan on (02) 8263 2333.

BRI FERRIER
Level 26
25 Bligh Street
Sydney NSW 2000

NOTICE OF PROPOSAL TO CREDITORS

Dated: 6 December 2024

Voting Poll Closes: 15 January 2025

AGENCE PREMIERE PTY LIMITED (IN LIQUIDATION)
ACN 010 206 505
("the Company")

Proposal No. 2 for creditor approval

"That the remuneration of the Liquidator, his partners and staff for the period 5 December 2024 to conclusion of the Liquidation, be calculated on a time basis in accordance with the rates of charge annexed to the Liquidator's Initial Report to Creditors dated 6 December 2024 and approved to an interim cap of \$18,000.00 (plus GST) and that the Liquidator be authorised to draw that amount as and when incurred."

Reasons for the proposal and the likely impact it will have on creditors if it is passed

- A Liquidator is entitled to be fairly remunerated for undertaking statutory and other duties, including reporting obligations in acting as a liquidator.
- I am unable to pay my remuneration without the approval of the Committee of Inspection (if one has been appointed), Creditors, or the Court.
- Approval by Creditors is efficient and timely and is less costly than an application to the Court.
- Approval of my remuneration will allow me to progress further investigations in a timely manner to ensure the prospect of any dividends can be maximised.

Vote on the Proposal No. 2

Please select the appropriate Yes, No or Object box referred to below with a ☒ to indicate your preferred position.

- Yes ☐ I approve the proposal
- No ☐ I do not approve the proposal
- Object ☐ I object to the proposal being resolved without a meeting of creditors

For your vote to count, your claim against the Company must have been admitted for the purposes of voting by the Liquidator. Please select the option that applies:

- ☐ I have previously submitted a proof of debt form and supporting documents
- ☐ I have **enclosed** a proof of debt form and supporting documents with this proposal form

Creditor details

Name of creditor

Address

ABN (if applicable)

Contact number

Email address

☐

I am **not** a related creditor of the Company

☐

I am a related creditor of the Company*

relationship: _____

*eg Director, relative of Director, related company, beneficiary of a related trust.

**Name of creditor
/authorised person:**

Signature:

Date:

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NOTICE OF PROPOSAL TO CREDITORS

Dated: 6 December 2024

Voting Poll Closes: 15 January 2025

AGENCE PREMIERE PTY LIMITED (IN LIQUIDATION)
ACN 010 206 505
("the Company")

Proposal No. 3 for creditor approval

"That the Liquidator be allowed internal disbursements for the period 26 November 2024 to the conclusion of the Liquidation at the rates of charge annexed to the Liquidator's Initial Report to Creditors dated 6 December 2024, up to an amount of \$1,000.00 (plus GST) and that the Liquidator be authorised to draw that amount as accrued."

Reasons for the proposal and the likely impact it will have on creditors if it is passed

- A Liquidator is entitled to be fairly remunerated for undertaking statutory and other duties, including reporting obligations in acting as a liquidator.
- I am unable to pay my remuneration without the approval of the Committee of Inspection (if one has been appointed), Creditors, or the Court.
- Approval by Creditors is efficient and timely and is less costly than an application to the Court.
- Approval of my remuneration will allow me to progress further investigations in a timely manner to ensure the prospect of any dividends can be maximised.

Vote on the Proposal No. 1

Please select the appropriate Yes, No or Object box referred to below with a ☒ to indicate your preferred position.

- Yes ☐ I approve the proposal
- No ☐ I do not approve the proposal
- Object ☐ I object to the proposal being resolved without a meeting of creditors

For your vote to count, your claim against the Company must have been admitted for the purposes of voting by the Liquidator. Please select the option that applies:

- ☐ I have previously submitted a proof of debt form and supporting documents
- ☐ I have **enclosed** a proof of debt form and supporting documents with this proposal form

Creditor details

Name of creditor

Address

ABN (if applicable)

Contact number

Email address

☐

I am **not** a related creditor of the Company

☐

I am a related creditor of the Company*

relationship: _____

*eg Director, relative of Director, related company, beneficiary of a related trust.

**Name of creditor
/authorised person:**

Signature:

Date:

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NOTICE OF PROPOSAL TO CREDITORS

Dated: 6 December 2024

Voting Poll Closes: 15 January 2025

AGENCE PREMIERE PTY LIMITED (IN LIQUIDATION)
ACN 010 206 505
("the Company")

Proposal No. 4 for creditor approval

"That subject to the consent of the Australian Securities & Investment Commission, the Liquidator be approved to destroy the books and records of the Company at any time after the dissolution of the Company."

Reasons for the proposal and the likely impact it will have on creditors if it is passed

- The Liquidator must retain the books and records of the Company for a period of five (5) years from the end of the Liquidation.
- To minimise the costs of storage, I am able to destroy the books and records at any time after the end of the Liquidation, with the consent of Creditors and the Australian Securities and Investments Commission.

Vote on the Proposal No. 4

Please select the appropriate Yes, No or Object box referred to below with a ☒ to indicate your preferred position.

- Yes ☐ I approve the proposal
- No ☐ I do not approve the proposal
- Object ☐ I object to the proposal being resolved without a meeting of creditors

For your vote to count, your claim against the Company must have been admitted for the purposes of voting by the Liquidator. Please select the option that applies:

- ☐ I have previously submitted a proof of debt form and supporting documents
- ☐ I have **enclosed** a proof of debt form and supporting documents with this proposal form

Creditor details

Name of creditor

Address

ABN (if applicable)

Contact number

Email address

☐

I am **not** a related creditor of the Company

☐

I am a related creditor of the Company*

relationship: _____

*eg Director, relative of Director, related company, beneficiary of a related trust.

**Name of creditor
/authorised person:**

Signature:

Date:

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**Agence Premiere Pty Limited
(In Liquidation)
ACN 010 206 505**

**Annexure "J"
Summary Receipts & Payments**

Summarised Receipts & Payments

Agence Premiere Pty. Limited
(In Liquidation)
Transactions From 26 November 2024 To 06 December 2024

A/C	Account	Net	GST	Gross
74	Cash at Bank	20,000.00	0.00	20,000.00
Total Receipts (inc GST)		\$20,000.00	\$0.00	\$20,000.00
Total Payments (inc GST)		\$0.00	\$0.00	\$0.00
Balance in Hand - By Bank Account				
212	Cheque Account			20,000.00
				\$20,000.00



John Keenan
Liquidator