



ASIC
Australian Securities &
Investments Commission

REPORT ON Company Activities and Property Part B

Do not lodge Part B with ASIC.

*Company Director or relevant person to complete Part B
for the External Administrator's use only.*

*Before you start, download INSTRUCTIONS Part A (Form 507) and Part B
www.asic.gov.au/forms/507*

Director to complete

Director(s), Secretary, or other relevant person

About you

B1 Your details

READ INSTRUCTION B1. It explains the additional identity information you should provide to the External Administrator.

Name

Your role in the Company

Phone/Mobile

Email

Address

Street number and name

Suburb/City State/Territory Postcode

B2 Have you received payments from the Company during the last four years?

No Go to Question **B3.**

Yes **READ INSTRUCTION B2.** It gives examples of the types of payments to Report. It explains the information you should provide and how to attach it to this Report.

B3 Did you instruct the Company to make payments to someone else, or another company on your behalf?

No Go to Question **B4.**

Yes **READ INSTRUCTION B3.** It explains the information you should provide and how to attach it to this Report.

B4 Did you operate the Company's business through a trust?

No Go to Question **B5**

Yes **READ INSTRUCTION B4.** It explains the information you should provide and how to attach it to this Report.

About the Company

B5 Who managed the Company's day-to-day business?

READ INSTRUCTION B5. It explains the details you should provide.

Name of Manager (1)

Role in the Company

Duties and responsibilities

Phone

Email

Name of Manager (2)

Role in the Company

Duties and responsibilities

Phone

Email

If you need to attach details of more Managers, go to **ADDING ATTACHMENTS** on page **5** of the **INSTRUCTIONS**.

Company records

READ THE EXPLANATION at the top of page **25** of the **INSTRUCTION** about the importance of keeping Company records.

B6 Did the Company keep electronic records?

- No Go to Question **B7**
- Yes Give contact details below

READ INSTRUCTION B6. It explains the information you should provide and attach to this Report.

Name of person who can provide the External Administrator access to these records, if not you.

Phone

Email

Address where electronic records are kept

Street/unit number and name

Suburb/City State/Territory Postcode

How have they been stored? (e.g., computer, separate hard drive, cloud-based service, etc.)

User name

Password

Registration name

B7 Did the Company keep paper records?

- No Go to Question **B8**
- Yes **READ INSTRUCTION B7.** It explains the information you should provide and attach to this Report.

Name of person who can provide the External Administrator access to these records, if not you.

Phone

Email

Address where paper records are kept

Street/Unit number and name

Suburb/City State/Territory Postcode

B8 Can you or someone else provide financial statements for the last 4 years?

- No Go to Question **B9**
- Yes **READ INSTRUCTION B8.** It explains the information you should provide and attach to this Report.

B9 Have you provided the full details asked for in Questions **B6, B7,** and **B8?**

- No **READ INSTRUCTION B9**

Please explain why you cannot provide company records

- Yes Go to Question **B10**

Company history

B10 Date the Company started trading

READ INSTRUCTION B10. It explains more about this date.

B11 Did the Company purchase or acquire the business or any part of the business from someone else in the last four years?

- No Go to Question **B12**
- Yes **READ INSTRUCTION B11.** It explains the information you should provide and attach to this Report.

Who was the business purchased or acquired from?

Name/Organisation

ACN (if applicable)

What was the purchase price?

Date the Company acquired the business

B12 What is the main thing the Company makes or provides?

READ INSTRUCTION B12. It gives examples of information you should provide.

B13 Did the Company lease or rent business premises?

No Go to Question **B14**

Yes Give details below

If you need to add more names and addresses, go to **ADDING ATTACHMENTS** on page **5** of the **INSTRUCTIONS**.

Address

Street number and name

Suburb/City State/Territory Postcode

Name of the real estate agent
(if none, provide landlord's details)

Phone

Is/was there a lease agreement?

No Go to Question **B14**

Yes Give details below

What is/was the term of the lease agreement for the business premises?

Start date End date

____/____/____

Date of last payment

____/____/____

Provide bond amount

\$ _____

Who has the Company's copy of the lease agreement, if not you?

Name

Address

Street number and name

Suburb/City State/Territory Postcode

B14 Did the business fail?

No Go to Question **B15**

Yes **READ INSTRUCTION B14.** It gives further information.

Give reason(s)

When did the reason(s) become apparent?

____/____/____

B15 Has the Company ceased trading as of the date of this Report?

No Go to Question **B16**

Yes Give details below

Date the Company ceased trading

____/____/____

Reason(s) it ceased trading

B16 Is someone else or another company currently carrying on the business, or any part of the business ordinarily carried on by the Company?

No Go to Question **B17**

Yes Give details below

Name and address of company or person

Street number and name

Suburb/City State/Territory Postcode

Phone

Financial transactions

B17 In the last four years, has the Company disposed of, sold or otherwise transferred any property outside the normal course of business (including the business) other than disclosed at **B3**?

No Go to Question **B18**

Yes Give details below

READ INSTRUCTION B17. It explains *outside the normal course of business* and the information you should provide and attach to this Report.

Description of property disposed of, sold or transferred

Who received the property?

Recipient's address

Street number and name

Suburb/City State/Territory Postcode

Phone

Was the recipient a related party?

READ INSTRUCTION A5 on page **12** of the **INSTRUCTIONS**. It defines *related party* for the purposes of this question.

No Go to Question **B18**

Yes Give details below

Sale price or consideration given

READ INSTRUCTION B17. It explains *consideration*.

Sale/disposition date Payment received date

Provide the External Administrator with a copy of any valuation or contract for the sale or transfer.

Continued in next column

Name and address of company or persons who advised you on this transaction

Name

Street number and name

Suburb/City State/Territory Postcode

Phone

Amount paid for advice

Who paid for the advice?

Attach copies of engagement letter and advice.

If you need to attach more pages, read **ADDING ATTACHMENTS** on page **5** of the **INSTRUCTIONS**.

B18 In the last four years, has the Company entered into any financial transactions with a related party, including acquiring any property or businesses?

READ INSTRUCTION B18

It defines *related party* for the purposes of this question.

No Go to Question **B19**

Yes Give details below

Details of the property or business transferred or received

Related party name

Related party address

Street number and name

Suburb/City State/Territory Postcode

Phone

Value of transaction

Consideration given

READ INSTRUCTION B17. It explains *consideration*.

Consideration received

Date of transaction

 / /

Date of payment, or if in instalments, date of final payment)

 / /

Name of lender

Address

Street number and name

Suburb/City

State/Territory

Postcode

Phone

Amount borrowed from this lender

 \$

Term of the loan

Start date

End Date

 / /

Date the Company borrowed the money

Interest rate per annum

 / / %

Date money was repaid

 / /

If the Company has borrowed from more than one lender, read **ADDING ATTACHMENTS** on page **5** of the **INSTRUCTIONS**.

Was the lender a related party?

READ INSTRUCTION A5 on page **12**. It defines *related party* for the purposes of this question.

No Go to Question **B21**

Yes Give details

Repayment of money to creditors

B21 In the last 12 months, did the Company pay more than a normal payment to a creditor, or enter into any financial arrangement to pay a creditor who demanded payment?

READ INSTRUCTION B21. It gives examples of demands for payment.

No Go to Question **B22**

Yes **READ INSTRUCTION B21**. It provides details about which creditors to include and how to present the information as an attachment to this Report.

B19 In the last four years, has the Company lent money that the borrower has not repaid in full?

No Go to Question **B20**

Yes Give details below

If the Company has lent money to more than one borrower, read **ADDING ATTACHMENTS** on page **5** of the **INSTRUCTIONS**.

Name of borrower

Address

Street number and name

Suburb/City

State/Territory

Postcode

Phone

Total of all money lent to this borrower

 \$

Purpose of loan

Date money was lent

Interest rate per annum

 / / %

Date money was repaid

 / /

Was the borrower a related party?

READ INSTRUCTION A5 on page **12**. It defines *related party* for the purposes of this question.

No

Yes

B20 In the last four years, has the Company borrowed any money and repaid it in full?

No Go to Question **B21**

Yes Give details in next column

Taxation

B22 Did the Company enter into a payment arrangement with the Australian Taxation Office?

No Go to Question **B23**

Yes Provide details

Amount owing \$	Amount paid \$
Date of first payment / /	Balance owing now \$

B23 Who prepared the most recent Income Tax Return, Business Activity Statement, and Superannuation Statements for the Company?

Name

Phone

Dates covered by latest Income Tax Return
Start date End date
/ / / /

Dates covered by latest Business Activity Statement
Start date End date
/ / / /

Dates covered by latest Superannuation Guarantee Charge
Start date End date
/ / / /

READ INSTRUCTION B23. It explains how to provide a copy of the most recent Income Tax Return to the External Administrator, if available.

B24 Have you provided the full details asked for in Questions **B17** to **B23** ?

No **READ INSTRUCTION B24**

Yes Go to Question **B25**

External advisers

B25 Give details of people who provided advice about the Company's affairs for the last four years, other than those you have already given at **B17** and **B23**.

READ INSTRUCTION B25. It explains how to present this information and attach it to this Report.

B26 Is the Company currently subject to or undertaking legal action?

No Go to Question **B27**

Yes Provide details

READ INSTRUCTION B26. It provides details about what to include.

Nature of legal action

Name of acting solicitor

Street number and name

Suburb/City State/Territory Postcode

Phone

Continued on next page.

B27 Did someone help you to complete this Report?

No Go to Question **B28**

Yes Provide details

READ INSTRUCTION B27

Name

Street number and name

Suburb/City State/Territory Postcode

Phone

Email

Do you give the External Administrator permission to discuss this Report with the person who helped you complete this Report?

No

Yes

B28 Declaration by a Director, Secretary, or person nominated by the External Administrator

READ INSTRUCTION B28



I declare that the answers to the questions contained in Part B of this Report and the contents of all attachments are true, correct and complete to the best of my knowledge and belief at the date of this declaration.

Name

Signature

Date

Please return the completed Report to the External Administrator by the date on **page 3, Part A (Form 507)** of this Report.

This is the annexure of _____ Pages marked with * mentioned in **Part B** signed byand dated / / .

YEAR	PAYMENT TYPE	AMOUNT
		\$
		\$
		\$
		\$
		\$
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		\$
		\$
		\$
		\$
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		\$
		\$
		\$
		\$
		\$

This is the annexure of _____ Pages marked with ***** mentioned in **Part B** signed byand dated / / .

YEAR	PAYMENT TYPE	PAYEE	ADDRESS	AMOUNT
				\$
				\$
				\$
				\$
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				\$
				\$
				\$
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This is the annexure of _____ Pages marked with * mentioned in **Part B** signed byand dated / / .

Repayments to creditors

CREDITOR'S NAME IN FULL	ADDRESS IN FULL	EMAIL	PHONE NUMBER	HOW DID CREDITOR ASK FOR PAYMENT (REFER TO EXAMPLE)	WAS THERE PRESSURE TO PAY (TICK IF YES)	PAYMENT AMOUNT OR PROPERTY VALUE GIVEN (PROVIDE AMOUNT TOTTALLING OVER \$3,000)	BALANCE OWING NOW	DATE OF FIRST PAYMENT/ PROVISION OF PROPERTY
					<input type="checkbox"/>		\$	/ /
					<input type="checkbox"/>		\$	/ /
					<input type="checkbox"/>		\$	/ /
					<input type="checkbox"/>		\$	/ /
					<input type="checkbox"/>		\$	/ /
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Q B25

Your answers to questions on this page is for **EXTERNAL ADMINISTRATOR** use only

This is the annexure of **1** Pages marked with ***** mentioned in **Part B** signed byand dated / / .

External Advisers

ADVISER NAME, BUSINESS OR FIRM NAME	NATURE OF ADVICE GIVEN	TICK IF FORMAL ADVICE	ADVISER ADDRESS	PHONE NUMBER	AMOUNT PAID	DATE	PAYMENT METHOD
		<input type="checkbox"/>			\$	/ /	
		<input type="checkbox"/>			\$	/ /	
		<input type="checkbox"/>			\$	/ /	
		<input type="checkbox"/>			\$	/ /	
		<input type="checkbox"/>			\$	/ /	
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