



**Kleenmaid Appliances Pty Ltd**  
**(In Liquidation) - Report to Creditors**  
Pursuant to Section 508 of the Corporations Act 2001



# Contents

1	Introduction	3
2	Statement of Independence	3
3	Liquidators' actions	3
4	Receipts and payments	4
5	Statutory reporting	4
6	Meeting of creditors	5
7	Liquidators' remuneration	5
8	Distribution	6
	Appendix A – Notice of meeting of creditors	7
	Appendix B – Formal Proof of Debt	8
	Appendix C – Statement of Remuneration	10
	Appendix D – Nomination to Receive Communications Electronically	17



## **1 Introduction**

I refer to the appointment of John Greig, David Lombe and I as Voluntary Administrators on 9 and 15 April 2009 to the Kleenmaid Group and subsequently as Liquidators on 25 May 2009 by a resolution of creditors.

This report is a report to creditors of the Companies pursuant to Section 508(3) of the Corporations Act 2001 (the "Act"). This report should be read in conjunction with our previous reports to creditors.

## **2 Statement of Independence**

We undertook a proper assessment of the risks to our independence prior to accepting the appointment as joint and several Administrators and thereafter as Liquidators of the Kleenmaid Group. This assessment identified no real or potential risks to our independence.

A full Declaration of Independence, Relevant Relationships and Indemnities has been provided to creditors previously. There have been no changes to this declaration.

## **3 Liquidators' actions**

Since our appointment as Liquidators on 25 May 2009, we have realised all of the assets of the Kleenmaid Group whilst continuing to investigate the affairs and reporting to the Australian Securities & Investments Commission ("ASIC") in accordance with the funding agreement entered into between ASIC and the Liquidators.

ASIC is continuing to investigate the affairs of the Kleenmaid Group with assistance from the Liquidators where required. The investigation is confidential and as such we are unable to provide further details.

## 4 Receipts and payments

Set out below is a summary of the receipts and payments for Kleenmaid Appliances Pty Ltd for the period 25 May 2009 to 6 August 2012.

### Receipts

Bank Interest	14,948.35
Cash at Bank at the date of Liquidation	204,094.94
Debtors (Pre Appointment)	320,276.75
Professional Fees	33,200.73
Refund	64.96
Sale of Stock	24.95
	<u>572,610.68</u>

### Payments

Administrators Remuneration	21,701.50
Administrators Expenses	1,257.70
Bank Charges	3,738.30
GST Receivable	44,984.08
Legal Fees	109,246.10
Liquidators Expenses	66.99
Liquidators Remuneration	15,000.00
Professional Fees	681.93
Rent	74,573.60
Repairs & Maintenance	681.82
Security	2,714.36
Storage and destruction Fees	32,777.63
Superannuation	9,037.81
Utilities	58,088.14
Wages & Subcontractors	112,868.56
PAYG Withholding Tax (Liquidation)	5,649.60
	<u>493,068.12</u>
Balance on Hand	<u>\$79,542.56</u>

## 5 Statutory reporting

We have completed and lodged a Section 533 report with ASIC, as required under the Act, for Kleenmaid Appliances Pty Ltd. In addition, we have continued to comply with our other statutory obligations set out under the Act including lodging of six monthly receipts and payments.. Whilst the Section 533 report is confidential, creditors or other interested parties can obtain our 6-monthly account of receipts and payments by application to ASIC.

## 6 Meeting of creditors

A meeting of the creditors of Kleenmaid Appliances Pty Ltd has been convened and is to be held on 10 September 2012 at 11:00am, at the offices of Deloitte Touche Tohmatsu (Level 26 Riverside Centre, 123 Eagle Street, Brisbane QLD 4000). Attached is the following:

- (i) Notice of Meeting of Creditors (**Appendix A**);
- (ii) Formal Proof of Debt Form (**Appendix B**)
- (iii) Remuneration report (**Appendix C**)
- (iv) Nomination to elect to receive reports electronically (**Appendix D**)

Teleconference facilities are available if creditors are not able to attend the meetings in person.

Please contact Gemma Morgan at [gemorgan@deloitte.com.au](mailto:gemorgan@deloitte.com.au) or on (07) 3308 7471 to be provided with the teleconference details.

At the meeting creditors will be advised of any further developments in the liquidation.

In order to more efficiently communicate with creditors, and reduce the costs of the liquidation it would be appreciated if all creditors could fill out and return Annexure D, the nomination to elect to receive reports electronically.

## 7 Liquidators' remuneration

### 7.1 Remuneration to date

Set out in the table below is a summary of the Administrators' and Liquidators' remuneration that was approved by creditors at the second meetings of creditors, together with what has been incurred to 6 August 2012 for Kleenmaid Appliances Pty Ltd and what fees have been drawn (excluding GST).

Kleenmaid Appliances Pty Ltd (In Liquidation)									
Voluntary Administration					Liquidation				
	Approved	Incurred	Paid	Balance Available	Approved	Incurred	Paid	Balance Available	Total available
Kleenmaid Appliances	24,074.00	21,701.50	21,701.50	-	15,000.00	59,777.50	15,000.00	44,777.50	44,777.50
<b>TOTAL</b>	<b>24,074.00</b>	<b>21,701.50</b>	<b>21,701.50</b>	<b>-</b>	<b>15,000.00</b>	<b>59,777.50</b>	<b>15,000.00</b>	<b>44,777.50</b>	<b>44,777.50</b>

As you will see from the above:

- \$21,701.50 has been incurred in respect to Voluntary Administration fees with \$21,701.50 being paid to date
- \$59,777.50 has been incurred in respect to Liquidation fees to date with \$15,000 being paid to date.
- As such, a total of \$44,777.50 has been incurred and unpaid to 6 August 2012.

At the second meeting of creditors on 25 May 2009, a resolution was passed granting the Liquidators \$15,000 fee approval for Kleenmaid Appliances Pty Ltd. Additional work has been carried out in excess of this approval.

The following resolution for Kleenmaid Appliances Pty Ltd will be put forward at the meeting of creditors on 7 September 2012 for remuneration of work to date:

*“That the remuneration of the Liquidators, their partners and staff, as calculated on a time basis in accordance with the hourly rates of Deloitte Touche Tohmatsu for work completed up to 6 August 2012 be fixed and approved in the sum of \$44,777.50 plus GST”*

## 7.2 Remuneration required to complete the Liquidation

To ensure sufficient approval is available, the following resolution will be put forward at the meeting of creditors on 7 September 2012 for remuneration to finalise the Liquidation:

*“That the remuneration of the Liquidators, their partners and staff, as calculated on a time basis in accordance with the hourly rates of Deloitte Touche Tohmatsu for work completed from 6 August 2012 onwards be fixed and approved in the sum of \$15,000 plus GST”*

## 8 Distribution

At this stage, it is difficult to determine the return to creditors, as it is dependent upon the success or otherwise of the various legal actions we are considering relating to voidable transactions. Should sufficient funds become available to enable such a distribution be made, we will advise creditors accordingly.

Should you have any queries concerning the above matters, please contact Gemma Morgan of this office at [gemorgan@deloitte.com.au](mailto:gemorgan@deloitte.com.au) or (07) 3308 7471.

DATED this 27<sup>th</sup> Day of August 2012.



**R J Hughes**  
Joint Liquidator  
Deloitte Touche Tohmatsu  
Level 25, Riverside Centre  
123 Eagle Street, Brisbane

## Appendix A – Notice of meeting of creditors

**FORM 529  
Paragraph 5.6.12(6)  
CORPORATIONS ACT 2001**

**NOTICE OF MEETING OF  
CREDITORS OF COMPANY UNDER LIQUIDATION**

Kleenmaid Appliances Pty Limited (In Liquidation)  
ACN 127 973 086

- (a) On 25 May 2009 the Creditors of the Kleenmaid Appliances Pty Ltd under section 439C of the Corporations Act 2001 appointed, Richard Hughes and John Greig of Deloitte Touche Tohmatsu, Riverside Centre, 123 Eagle Street, Brisbane QLD 4000 and David John Frank Lombe of Deloitte Touche Tohmatsu, Grosvenor Place, 225 George Street, Sydney NSW 2000 as Joint Liquidators of the Companies.
- (b) Notice is now given that a meeting of the creditors of Kleenmaid Appliances Pty Ltd will be held at the offices of Deloitte Touche Tohmatsu, Level 26 Riverside Centre, 123 Eagle Street, Brisbane QLD 4000 on Monday, 10 September 2012 at 11.00 am.
- (c) The purpose of the meeting is to:
- a. To receive and consider the progress report of the liquidation to date.
  - b. To consider and, if thought fit, approve the remuneration of the partners and staff, for the period from 25 May 2009 to 6 August 2012, calculated on a time basis at hourly rates in accordance with Deloitte Touche Tohmatsu's schedule of hourly rates, in the sum of \$44,777.50 plus GST.
  - c. To consider and, if thought fit, approve the future remuneration of the partners and staff from 6 August 2012 onwards, calculated on a time basis at hourly rates in accordance with Deloitte Touche Tohmatsu's schedule of hourly rates, in the sum of \$15,000 plus GST; and
  - d. General Business.

DATED this 27<sup>th</sup> day of August 2012.



**R J Hughes**  
Joint Liquidator  
Deloitte Touche Tohmatsu  
Level 25, Riverside Centre  
123 Eagle Street, Brisbane



## Appendix B – Formal Proof of Debt

FORM 535  
CORPORATIONS ACT 2001

Regulation 5.6.49(2)

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

COMPANY NAME:.....

(IN LIQUIDATION)

ACN:.....

1. This is to state that the company was, on 25 May 2009 <sup>(1)</sup> and still is, justly and truly indebted to<sup>(2)</sup>  
.....  
..... for  
..... dollars and..... cents.

Particulars of the debt are:

Date	Consideration <sup>(3)</sup> \$	Amount included \$	GST	Remarks <sup>(4)</sup>

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:<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    2011

Signature of Signatory.....

NAME IN BLOCK LETTERS.....

Occupation .....

Address.....

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

#### OFFICE USE ONLY

POD No:		ADMIT - Ordinary	\$
Date Received:	/ /	ADMIT - Preferential	\$
Entered into IPS/Computer:		Reject	\$
Amount per RATA	\$	H/Over for Consideration	\$
PREP BY/AUTHORISED		<b>TOTAL PROOF</b>	\$
DATE AUTHORISED	/ /		

## 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) 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.
-

## Appendix C – Statement of Remuneration

### Actual Fees

Company	Kleenmaid Appliances Pty Ltd	Period from	25 May 2009 – 6 August 2012
Practitioners	John Greig, David Lombe and Richard Hughes		
Administration Type	Creditors Voluntary Liquidation		

### Description of work completed

Task Area	General Description	Includes
<b>Assets</b> 2.0 hours \$200.00 (excl. GST)	Debtors	Correspondence with debtors Reviewing and assessing debtors ledgers
<b>Trade on</b> 32.80 hours \$6,440.00 (excl. GST)	Trade on management	Preparing, reviewing and authorising payments to various parties. Correspondence and discussions with banks
	Processing receipts and payments	Entering receipts and payments into accounting system.
<b>Creditors</b> 7.30 hours \$1,660.00 (excl. GST)	Creditor enquiries	Receive and follow up creditor enquiries via telephone Review and prepare correspondence to creditors and their representatives via facsimile, email and post
	Secured creditor reporting	Preparing reports to secured creditor Responding to secured creditor's queries
	Creditor reports	Preparing 439A, investigation, meeting and annual reports to creditors
	Meeting of creditors	Preparation meeting notices, proxies and advertisements Forward notice of meeting to all known creditors Preparation of meeting file, including agenda, certificate of postage, attendance register, list of creditors, reports to creditors, advertisement of meeting and draft minutes of meeting. Preparation and lodgement minutes of meetings with ASIC Respond to stakeholder queries and questions immediately following meeting
<b>Employees</b> 12.10 hours \$2,882.50 (excl. GST)	Employees enquiry	Receive and follow up employee enquiries via telephone Maintain employee enquiry register Preparation of letters to employees advising of their entitlements and options available Receive and prepare correspondence in response to employees objections to leave entitlements
	Calculation of entitlements	Calculating employee entitlements Reviewing employee files and company's books and records Reconciling superannuation accounts Liaising with solicitors regarding entitlements
<b>Investigation</b> 128.80 hours \$26,236.00 (excl. GST)	Conducting investigation	Collection of company books and records Correspondence with ASIC Reconstruction of financial statements Reviewing company's books and records Review and preparation of company nature and history Conducting and summarising statutory searches Preparation of comparative financial statements Preparation of deficiency statement Review of specific transactions and liaising with directors regarding certain transactions Preparation of solvency report Liaising with directors regarding certain transactions Preparation of investigation file Lodgement of investigation with the ASIC
	ASIC reporting	Preparing statutory investigation reports Preparing affidavits seeking non lodgements assistance Liaising with ASIC

Task Area	General Description	Includes
<b>Administration</b> <b>112.60 hours</b> <b>\$22,359.00 (excl. GST)</b>	Correspondence	Reviewing and responding to correspondence
	Document maintenance/ file review/ checklist	First month, then 6 monthly administration review Filing of documents File reviews Updating checklists
	Insurance	Identification of potential issues requiring attention of insurance specialists Correspondence with Willis regarding initial and ongoing insurance requirements Reviewing insurance policies Correspondence with previous brokers
	Bank account administration	Preparing correspondence opening and closing accounts Requesting bank statements Bank account reconciliations Correspondence with bank regarding specific transfers
	ASIC Form 524 and other forms	Preparing and lodging ASIC forms including 524, 911 etc Correspondence with ASIC regarding statutory forms
	ATO & other statutory reporting	Notification of appointment Preparing BAS' Completing group certificates
	Finalisation	Notifying ATO of finalisation Cancelling ABN / GST / PAYG registration Completing checklists Finalising WIP
Planning / Review Books and records / storage	Discussions regarding status of administration Dealing with records in storage Sending job files to storage	
<b>Total</b>		
<b>\$</b>	<b>59,777.50</b>	

## Calculation of Remuneration – 25 May 2009 to 6 August 2012

Employee	Staff Level	Rate	Total hours	Total \$	Assets		Creditors		Employees		Trade On		Investigations		Administration		\$
					Hours	\$	Hours	\$	Hours	\$	Hours	\$	Hours	\$	Hours	\$	
Allen, Jacqui	DRS Graduate	175	3.40	595.00	-	-	-	-	-	-	-	-	3.10	542.50	0.30	52.50	
Bor, Mathew	DRS Sr Analyst 2	250	3.50	875.00	-	-	-	-	0.50	125.00	-	-	-	-	3.00	750.00	
Bow rey, Tim	DRS Graduate	135	11.50	1,552.50	-	-	-	-	-	-	-	-	-	-	11.50	1,552.50	
Bow rey, Tim	DRS Graduate	175	58.90	10,307.50	-	-	0.70	122.50	-	-	-	-	25.20	4,410.00	33.00	5,775.00	
Bye, Alexander	DRS Graduate	135	1.50	202.50	-	-	-	-	-	-	-	-	1.50	202.50	-	-	
Bye, Alexander	DRS Graduate	175	15.00	2,625.00	-	-	-	-	-	-	-	-	15.00	2,625.00	-	-	
Cheung, Teresa	DRS Graduate	135	0.30	40.50	-	-	-	-	-	-	-	-	0.30	40.50	-	-	
Cheung, Teresa	DRS Graduate	175	18.50	3,237.50	-	-	-	-	0.50	87.50	-	-	14.00	2,450.00	4.00	700.00	
Clark, Carol	DRS Sr Analyst 3	175	1.10	192.50	-	-	-	-	-	-	-	-	-	-	1.10	192.50	
Clifton, Kate	DRS Support B	175	3.10	542.50	-	-	-	-	-	-	3.10	542.50	-	-	-	-	
Dobson, Gabrielle	DRS Analyst 1	200	1.90	380.00	1.00	200.00	-	-	-	-	-	-	0.90	180.00	-	-	
El Husni, Ghena	DRS Graduate	145	0.40	58.00	-	-	-	-	-	-	0.10	14.50	-	-	0.30	43.50	
Folb, Daniel	DRS Graduate	175	0.50	87.50	-	-	-	-	-	-	0.20	35.00	0.20	35.00	0.10	17.50	
George, Tanya	DRS Manager 2	245	0.70	171.50	-	-	-	-	-	-	0.70	171.50	-	-	-	-	
George, Tanya	DRS Sr Analyst 3	215	14.80	3,182.00	-	-	-	-	-	-	14.80	3,182.00	-	-	-	-	
George, Tanya	DRS Sr Analyst 3	175	0.70	122.50	-	-	-	-	-	-	0.70	122.50	-	-	-	-	
George, Tanya	DRS Sr Analyst 3	165	7.40	1,221.00	-	-	-	-	-	-	7.40	1,221.00	-	-	-	-	
Given, Craig	DRS Analyst 2	160	0.10	16.00	-	-	-	-	-	-	0.10	16.00	-	-	-	-	
Given, Craig	DRS Graduate	145	1.00	145.00	-	-	-	-	-	-	-	-	-	-	1.00	145.00	
Given, Craig	DRS Vacationer	130	0.80	104.00	-	-	-	-	-	-	-	-	-	-	0.80	104.00	
Graham, Stewart	DRS Graduate	175	2.30	402.50	-	-	0.90	157.50	1.40	245.00	-	-	-	-	-	-	
Graham, Stewart	DRS Vacationer	175	4.50	787.50	-	-	-	-	-	-	-	-	4.50	787.50	-	-	
Jester, Lucy	DRS Sr Analyst 1	250	6.40	1,600.00	-	-	1.20	300.00	-	-	-	-	5.20	1,300.00	-	-	
Lawrence, Kathryn	DRS Analyst 3	150	0.10	15.00	-	-	-	-	-	-	-	-	-	-	0.10	15.00	
Lawrence, Kathryn	DRS Graduate	175	2.50	437.50	-	-	-	-	-	-	-	-	2.50	437.50	-	-	
Lawrence, Kathryn	DRS Sr Analyst 3	175	0.20	35.00	-	-	-	-	-	-	-	-	-	-	0.20	35.00	
Li, Qin	DRS Sr Analyst 1	205	3.20	656.00	-	-	-	-	-	-	-	-	-	-	3.20	656.00	

Employee	Staff Level	Rate	Total	Total	Assets		Creditors		Employees		Trade On		Investigations		Administration	
			hours	\$	Hours	\$	Hours	\$	Hours	\$	Hours	\$	Hours	\$	Hours	\$
Lombe, David	DRS Partner 1	540	3.20	1,728.00	-	-	-	-	-	-	-	-	0.20	108.00	3.00	1,620.00
Mackay, Callum	DRS Graduate	145	0.40	58.00	-	-	-	-	-	-	-	-	-	-	0.40	58.00
Morgan, Gemma	DRS Graduate	145	1.00	145.00	-	-	-	-	-	-	-	-	-	-	1.00	145.00
Muir, Andrew	FOR Acct Director 3	350	9.50	3,325.00	-	-	-	-	-	-	-	-	9.50	3,325.00	-	-
Nicholson, Katherine	DRS Vacationer	130	0.50	65.00	-	-	-	-	-	-	0.50	65.00	-	-	-	-
Oberoi, Mani	DRS Vacationer	130	1.50	195.00	-	-	-	-	-	-	-	-	-	-	1.50	195.00
Parr, Luke	FOR Analyst	185	37.50	6,937.50	-	-	-	-	-	-	-	-	37.50	6,937.50	-	-
Pettersen, Jodi	DRS Graduate	145	0.20	29.00	-	-	-	-	-	-	-	-	-	-	0.20	29.00
Pettersen, Jodi	DRS Vacationer	140	0.10	14.00	-	-	-	-	-	-	-	-	-	-	0.10	14.00
Prentice, Jack	DRS Vacationer	130	1.30	169.00	-	-	-	-	-	-	-	-	1.30	169.00	-	-
Purrington, Kerrie	DRS Support A	175	0.20	35.00	-	-	-	-	-	-	-	-	-	-	0.20	35.00
Raffel, Julian	DRS Sr Analyst 1	250	4.00	1,000.00	-	-	4.00	1,000.00	-	-	-	-	-	-	-	-
Rahman, Tania	DRS Analyst 3	140	0.50	70.00	-	-	-	-	-	-	-	-	-	-	0.50	70.00
Rahman, Tania	DRS Analyst 3	200	7.60	1,520.00	-	-	-	-	-	-	3.20	640.00	-	-	4.40	880.00
Rashidi, Johnny	DRS Graduate	175	0.30	52.50	-	-	-	-	-	-	-	-	-	-	0.30	52.50
Rogge, James	DRS Vacationer	140	0.20	28.00	-	-	-	-	-	-	-	-	-	-	0.20	28.00
Salmon, Kiara	DRS Vacationer	140	1.80	252.00	-	-	-	-	-	-	-	-	-	-	1.80	252.00
Spow art, Naty	DRS Sr Analyst 3	215	13.00	2,795.00	-	-	-	-	-	-	2.00	430.00	-	-	11.00	2,365.00
Spow art, Naty	DRS Sr Analyst 3	175	3.00	525.00	-	-	-	-	-	-	-	-	-	-	3.00	525.00
Spow art, Naty	DRS Sr Analyst 3	165	6.20	1,023.00	-	-	-	-	-	-	-	-	-	-	6.20	1,023.00
Stapleton, Toby	DRS Sr Analyst 1	250	29.70	7,425.00	-	-	-	-	9.70	2,425.00	-	-	-	-	20.00	5,000.00
Tartaglia, Nicole	DRS Manager 1	340	7.90	2,686.00	-	-	-	-	-	-	-	-	7.90	2,686.00	-	-
Twomey, Christopher	DRS Graduate	145	0.20	29.00	-	-	-	-	-	-	-	-	-	-	0.20	29.00
Zalums, Viktor	DRS Analyst 1	160	0.50	80.00	-	-	0.50	80.00	-	-	-	-	-	-	-	-
<b>Total</b>			<b>294.60</b>	<b>59,777.50</b>	<b>1.00</b>	<b>200.00</b>	<b>7.30</b>	<b>1,660.00</b>	<b>12.10</b>	<b>2,882.50</b>	<b>32.80</b>	<b>6,440.00</b>	<b>128.80</b>	<b>26,236.00</b>	<b>112.60</b>	<b>22,359.00</b>
<b>Average rate</b>				<b>203</b>		<b>200</b>		<b>227</b>		<b>238</b>		<b>196</b>		<b>204</b>		<b>199</b>
<b>GST</b>			<b>5,977.75</b>													
<b>Total (incl. GST)</b>			<b>65,755.25</b>													

## Disbursements

Disbursements are divided into three types: **A, B1, B2.**

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

Full details of disbursements on this appointment are provided below:

Description	\$
A Disbursements	-
B1 Travel, Accomodation, Search fees etc	66.90
B2 Materials (Photocopying, Faxes, Telephone expenses) (5% of remuneration)	2,988.88
Total	3,055.78
GST	305.58
<b>Total for the period 25 May 2009 to 6 August 2012</b>	<b>3,361.35</b>

I declare that the disbursements above were necessary and proper in the conduct of the administration.

## Description of work to be completed

Company	Kleenmaid Appliances Pty Ltd	Period from	6 August 2012 to end of Liquidation
Practitioners	John Greig, David Lombe and Richard Hughes		
Administration Type	Creditors Voluntary Liquidation		

Task Area	General Description	Includes
<b>Trade-on</b> <b>\$2,000.00</b>	Trade on management	Preparing, reviewing and authorising payments to various parties. Correspondence and discussions with banks
	Receipts and payments	Entering receipts and payments into accounting system
<b>Creditors</b> <b>\$5,000.00</b>	Creditor enquiries	Receive and follow up creditor enquiries via telephone Review and prepare correspondence to creditors and their representatives via facsimile, email and post
	Creditor reports	Preparing 439A, investigation, meeting and annual reports to creditors
	Meeting of creditors	Preparation meeting notices, proxies and advertisements Forward notice of meeting to all known creditors Preparation of meeting file, including agenda, certificate of postage, attendance register, list of creditors, reports to creditors, advertisement of meeting and draft minutes of meeting. Preparation and lodgement minutes of meetings with ASIC Respond to stakeholder queries and questions immediately following meeting
<b>Administration</b> <b>\$8,000.00</b>	Correspondence	Reviewing and responding to correspondence
	Document maintenance/ file review/ checklist	6 monthly administration review Filing of documents File reviews Updating checklists
	Bank account administration	Preparing correspondence opening and closing accounts Requesting bank statements Bank account reconciliations Correspondence with bank regarding specific transfers
	ASIC Form 524 and other forms	Preparing and lodging ASIC forms including 524, 911 etc Correspondence with ASIC regarding statutory forms
	ATO & other statutory reporting	Notification of appointment Preparing BAS' Completing group certificates
	Finalisation	Notifying ATO of finalisation Cancelling ABN / GST / PAYG registration Completing checklists Finalising WIP
	Planning / Review Books and records / storage	Discussions regarding status of administration Dealing with records in storage Sending job files to storage
<b>Total</b> <b>\$</b>	<b>15,000.00</b>	





An estimate of the hours by task by employee for Kleenmaid Appliances Pty Ltd from 6 August 2012 to the completion of the Liquidation is set out in the table below:

Employee	Position	\$/hour (ex GST)	Total actual hours	Total	Task Area					
					(\$)	Trade-on		Creditors	Administration	
						Hours	\$	Hours	\$	Hours
Buscome, Kerry	DRS Snr Analyst 2	205	24.4	5,000.00	9.8	2,000.00	-	-	14.6	3,000.00
Golinelli, Michael	DRS Snr Analyst 3	145	20.3	2,950.00	-	-	6.9	1,000.00	13.4	1,950.00
Humphreys, Stephen	DRS Director 2	380	5.9	2,250.00	-	-	3.9	1,500.00	2.0	750.00
Hughes, Richard	DRS Partner 1	540	1.5	800.00	-	-	0.9	500.00	0.6	300.00
Morgan, Gemma	DRS Graduate	145	27.6	4,000.00	-	-	13.8	2,000.00	13.8	2,000.00
<b>Total</b>			<b>79.7</b>	<b>15,000.00</b>	<b>9.8</b>	<b>2,000.00</b>	<b>25.6</b>	<b>5,000.00</b>	<b>44.4</b>	<b>8,000.00</b>
GST				<b>1,500.00</b>						
<b>TOTAL (incl. GST)</b>				<b>16,500.00</b>						
<i>Average hourly rate</i>						<i>205</i>		<i>196</i>		<i>180</i>



## Appendix D – Nomination to Receive Communications Electronically

### Nomination to Receive Communications Electronically

Kleenmaid Appliances Pty Limited (In Liquidation)  
ACN 127 973 086

Section 600G of the Corporations Act provides for communications with creditors to be by electronic means, to an electronic address nominated by the creditor.

The Section also allows for information to be stored electronically (such as a web site) and for the location of this information, and the means to access it, to be communicated to the nominated address.

Electronic communication provides a much more timely and cost effective means of communication compared to traditional post.

Should you wish to receive communications electronically please complete the details below.

Name of creditor .....

Address of creditor .....

Email address for receipt of information or notification of information availability .....

We hereby agree to receive information pertaining to the external administration of the above company via:

- The above email address and/or
- Placement on an electronic site with notification of availability and access details notified using the above email address.

Name: .....

Position: .....

Please return the completed form to one of the following:

Fax: (07) 3308 7002  
Email: [kleenmaid@deloitte.com.au](mailto:kleenmaid@deloitte.com.au)  
Post PO Box 1463  
Brisbane QLD 4001  
Marked to the attention of: Gemma Morgan