

**MF Global Australia Limited
(In Liquidation)**

**Annual Meeting and Report to Members and Creditors
pursuant to Section 508 of the Corporations Act 2001**

22 April 2016

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Definitions

Act	Corporations Act 2001
Administrators	Christopher Robert Campbell, David John Frank Lombe and Vaughan Neil Strawbridge
AGM FY15	Annual Report to Members and Creditors dated 24 April 2015
AGM FY16	Annual Report to Members and Creditors dated 22 April 2016
ASIC	The Australian Securities & Investments Commission
ASO	American Style Options
ASX	Australian Securities Exchange
ATO	Australian Taxation Office
c.	Circa
CFD	Contracts for Difference, a product offered by MFGA
C/\$	Cents in the Dollar
CSA	Client Segregated Account
COC	Committee of Creditors
COI	Committee of Inspection
Company	MF Global Australia Limited ACN 001 662 077 (In Liquidation)
Court	The Federal Court of Australia or any of the state Supreme Courts
Deloitte	Deloitte Touche Tohmatsu
Futures	Is a futures contract offered by MFGA
FX	Foreign Exchange
GLV	Gross Liquidation Value
k	Thousand
Liquidators	Christopher Robert Campbell, David John Frank Lombe and Vaughan Neil Strawbridge
m	Million
Margin FX / MFX	Margin Foreign Exchange
MFGA	MF Global Australia Limited ACN 001 662 077 (In Liquidation)
MFGS	MF Global Singapore Pte Limited
Online FX / OFX	Online Foreign Exchange
Product Pool	Means each of the Pools of cash and recoveries that can be grouped by each MFGA lines of business
Regulations	Corporations Regulations 2001

1 Executive Summary

This report is provided to members and creditors of the Company pursuant to Section 508 of the Act and sets out key actions and updates of the Liquidation since the Annual Report to Members and Creditors dated 24 April 2015 (“AGM FY15”) and an updated estimated financial position for clients and creditors as at 2 March 2016. This report should be read in conjunction with our previous reports and updates to clients and creditors. Copies of these reports can be obtained from the Deloitte website www.deloitte.com/au/mfglobal.

We are pleased to report that the key highlights during the year are:

- Settlement with MFGS which represented a recovery of approximately 99.5% of MFGA client claims against MFGS
- Payment of an eighth and final distribution to CFD clients representing a 98.76% return on client claims
- Payment of a ninth and final distribution to Futures and MFX clients representing a 100% return on Futures and Margin FX client claims
- Settled legal actions in relation to an unrealised investment of MFGA
- Appeared before the Court in July 2015 regarding a disputed employee claim where the claim was dismissed with costs in favour of MFGA. The employee has subsequently appealed the decision. The appeal has been listed for hearing on 18 July 2016
- Issued notice of intention to declare a first dividend to unsecured creditors of MFGA.

Settlements agreed to above have been discussed with and approved by the COI.

As a result of the recoveries during this year we have distributed c.\$12 million to clients. With no further client recoveries outstanding, set out below is a summary of the final financial position of each Client Pool:

\$'000	Futures	CFD	Margin FX	Online FX	Total
Total Client Claims	215,210	83,147	16,193	5,120	319,669
Cumulative Distributions Declared and Paid AGM FY16	215,210	82,116	16,193	4,994	318,512
<i>% of claims declared and paid</i>	<i>100%</i>	<i>98.76%</i>	<i>100%</i>	<i>97.54%</i>	<i>99.6%</i>
Balance of claims	-	1,031	-	126	1,157
Balance Ranking as Unsecured Creditors of MFGA		(1,031)		(126)	(1,157)

With regard to the table above, we note as follows:

- Futures and MFX clients have received a 100c/\$ return on their claims and are therefore no longer classified as creditors of MFGA
- All CFD and OFX recoveries had been made and distributed. The balance of CFD and OFX client claims of c.\$1.03m and c.\$126k respectively are classified as unsecured creditors of MFGA in accordance with the Court Orders dated 19 September 2012
- The costs of the court proceedings and of pursuing recoveries charged to the Client Pools was c.\$9.27m. Of this, c.\$2.5m and c.\$106k was charged to the CFD and OFX product pools respectively in accordance with the Court Orders dated 10 December 2012. The costs are significantly higher than the shortfall amount for the CFD product pool, and represent the vast majority of the shortfall amount for the OFX product pool.

Set out below is a summary of the financial position of MFGA as at 2 March 2016:

Estimated Statement of Position \$'000	Estimate AGM FY15		Update Estimate AGM FY16		Movement	
	Low	High	Low	High	Low	High
Estimated Realisable Value of Assets	35,196	39,313	42,565	42,565	7,369	3,252
Less: Estimated Costs of the Liquidation	(21,959)	(21,159)	(23,096)	(22,496)	(1,137)	(1,337)
Funds Available for Priority Creditors	13,237	18,154	19,469	20,069	6,232	1,915
Less: Estimated Payment to Priority Creditors	(12,848)	(8,930)	(12,340)	(8,854)	508	77
Funds Available for Unsecured Creditors	390	9,224	7,129	11,216	6,740	1,992
Estimated Unsecured Creditor Claims	36,393	18,128	14,451	11,927	21,942	6,201
c/\$ Estimated Return to Unsecured Creditors	1.07	50.88	49.33	94.03	48.26	43.15

The above summary financial position of MFGA shows a significant improvement in estimated returns for unsecured creditors. The key improvements are due to the settlement of MFGS claims.

The major matters required to finalise the wind up of MFGA include:

- Finalising the employee claim which is currently subject to a court process;
- Finalising unsecured creditor claims; and
- Distributing funds to creditors.

A formal Notice of the Annual General Meeting (“AGM”) is attached as **Appendix A**. This notice is pursuant to Sections 508 of the Act for an AGM of the members and creditors (including clients) of the Company to be convened.

Details of the meeting are:

Date: Friday 13 May 2016
 Time: 10:30am (AEST)
 Place: Deloitte
 Level 9
 225 George Street
 Sydney NSW 2000

Purpose: To have an account laid before you showing the manner in which the winding up has been conducted; the actions required to be carried out to completion; and an estimate of the time to completion of the winding up as well as receiving and considering nominations for new/additional members of the COI.

Attached at **Appendix B** is a Form of Proxy to appoint a person or the Chairman to vote at the meeting on your behalf. Also attached at **Appendix C** is a Proof of Debt to be completed by creditors of MFGA who have not yet completed one and returned to this office.

Clients are not required to complete the Proof of Debt forms for their outstanding claims as these will be admitted by the Liquidators on their behalf in accordance with the Court Orders dated 19 September 2012.

2 Position of Client Pools

As outlined in AGM FY15, settlement negotiations with MFGS needed to be resolved in order to enable the Liquidators to finalise the position of the Client Pools.

On 16 April 2015, the COI approved unanimously for MFGA to enter into a formal settlement deed with MFGS. Finalisation of the deed was then subject to approval from the MFGS Committee of Creditors and the High Court of Singapore. MFGS formally notified the Liquidators of fulfilment of these conditions on 28 July 2016 thereby placing the settlement deed into effect. This enabled the Liquidators to effect the settlement and prepare final distributions of funds to MFGA clients which commenced from 20 August 2015.

The settlement that was negotiated represented a recovery of approximately 99.5% of MFGA client claims against MFGS and allowed the Liquidators to remit final distributions to clients of the Futures, CFD and Margin FX Client Pools. A summary of all client distributions, and the final returns from the Client Pools, is set out as follows:

Client Distributions										
Product Pool	First	Second	Third	Fourth	Fifth	Sixth	Seventh	Eighth	Ninth	Total
CFDs	78%	-	-	9%	2%	6%	-	3.76%	-	98.76%
Futures	57%	18%	5%	8%	3%	2.5%	2%	-	4.5%	100%
Margin FX	65%	-	-	7%	-	-	-	-	28%	100%
Online FX	65%	15%	-	15%	-	-	2.54%	-	-	97.54%

With no further recoveries outstanding, set out below is a summary of the final financial position of each Client Pool:

\$'000	Futures	CFD	Margin FX	Online FX	Total
Total Client Claims	215,210	83,147	16,193	5,120	319,669
Cumulative Distributions Declared and Paid AGM FY16	215,210	82,116	16,193	4,994	318,512
<i>% of claims declared and paid</i>	<i>100%</i>	<i>98.76%</i>	<i>100%</i>	<i>97.54%</i>	<i>99.6%</i>
Balance of claims	-	1,031	-	126	1,157
Trasferred to Unsecured Creditors of MFGA		(1,031)		(126)	(1,157)

- Futures and MFX clients have received a 100c/\$ return on their claims and are therefore no longer creditors or contingent creditors of MFGA
- All CFD and OFX recoveries had been made and distributed. The balance of CFD and OFX client claims of c.\$1.03m and c.\$126k respectively are classified as unsecured creditors of MFGA in accordance with the Court Orders dated 19 September 2012.

Clients who have not received their distributions in full are encouraged to immediately email the Liquidators at mfgaustralia@deloitte.com.au with their preferred bank details, attaching a copy of the bank account statement clearly showing the name of the bank account which matches the client account name.

Despite repeated attempts made by the Liquidators to contact clients who have not received their distributions in full, significant funds remain unclaimed. On 15 April 2016 the Liquidators placed an advertisement in the Australian Financial Review in a further attempt to contact clients who are yet to claim their distributions. This advertisement is also available on the Deloitte website.

Any remaining unclaimed client funds held by the Liquidators at 31 May 2016 will be paid to ASIC's Unclaimed Money Unit pursuant to Section 544 of the Corporations Act 2001.

3 Estimated Statement of Position (“ESOP”)

Set out below is an updated estimated statement of position of MFGA:

Estimated Statement of Position (\$'000s)	Estimate AGM FY15		Update Estimate AGM FY16		Movement	
	Low	High	Low	High	Low	High
Cash Available for Distribution						
Total Assets Recovered	35,052	35,052	35,708	35,708	656	656
	35,052	35,052	35,708	35,708	656	656
Add Further Recoveries						
Accrued Cost Recovery from Client Pools to be Paid	144	144	-	-	(144)	(144)
Surplus from Pools	-	4,117	6,857	6,857	6,857	2,740
	144	4,261	6,857	6,857	6,713	2,596
Total Asset Realisations	35,196	39,313	42,565	42,565	7,369	3,252
Less Liquidators Costs:						
Administrators/Liquidators Fees - Paid	(9,140)	(9,140)	(9,842)	(9,842)	(703)	(703)
Administrators/Liquidators Fees - Estimated	(1,400)	(1,000)	(900)	(500)	500	500
Administrators/Liquidators Legal Fees - Paid	(6,412)	(6,412)	(7,596)	(7,596)	(1,184)	(1,184)
Administrators/Liquidators Legal Fees - Estimated	(850)	(450)	(600)	(400)	250	50
Final Trading Costs	(4,158)	(4,158)	(4,158)	(4,158)	-	-
	(21,959)	(21,159)	(23,096)	(22,496)	(1,137)	(1,337)
Total Funds Available for Priority Creditors	13,237	18,154	19,469	20,069	6,232	1,915
Priority Creditors						
Employee Entitlements Paid	8,545	8,545	8,545	8,545	-	-
Disputed Employee Entitlement	4,303	386	3,795	309	508	77
	12,848	8,930	12,340	8,854	508	77
<i>% Distributed to Priority creditors</i>	<i>100%</i>	<i>100%</i>	<i>100%</i>	<i>100%</i>	<i>0%</i>	<i>0%</i>
Surplus/(Shortfall) available for unsecured creditors	390	9,224	7,129	11,216	6,740	1,992
Unsecured Creditors						
Non- Preferential Employee Claims	1,510	1,510	877	877	633	633
Trade Creditors	17,594	14,939	12,417	9,893	5,177	5,046
Shortfall to MFGA Clients	17,290	1,679	1,157	1,157	16,133	522
Total Unsecured Creditors	36,393	18,128	14,451	11,927	21,942	6,201
Surplus / (deficit) Unsecured Creditors	(36,004)	(8,904)	(7,322)	(711)	28,682	8,193
<i>c / \$ return to Unsecured Creditors</i>	<i>1.07</i>	<i>50.88</i>	<i>49.33</i>	<i>94.03</i>	<i>48.26</i>	<i>43.15</i>

Since the last report, the major improvement for unsecured creditors is due to the settlement with MFGS. Set out below is a reconciliation of the major events over the year and the impact on the deficit to unsecured creditors:

Reconciliation of Movement in Estimated Shortfall (\$'000s)	Estimate	
	Low	High
Shortfall to Unsecured Creditors in AGM FY15	(36,004)	(8,904)
Adjust: Impacts to Estimated Position		
MFGS Settlement	27,869	5,486
Realisation of Unlisted Investment & Unsecured Creditor Adjustments	931	3,455
Impact of Reduced Employee Claim	508	77
Liquidators Costs & Miscellaneous Interest and Other Income	9	9
Net Impact of Legal Costs	(634)	(834)
Shortfall to Unsecured Creditors in AGM FY15	(7,322)	(711)

There primary factors that will significantly impact the level and timing of returns to creditors of MFGA include:

- The settlement of the disputed employee claim which is now subject to an appeal having been dismissed with costs in favour of the Liquidators in the Supreme Court of New South Wales. A hearing date for the appeal has been set down for 18 July 2016;
- There being no further legal proceedings beyond the appeal currently set down for 18 July 2016;
- Determining the final list of unsecured creditor claims; and
- The ultimate quantum of unsecured claims once all creditors have submitted their proofs of debt.

Timing of a dividend to unsecured creditors is uncertain and is dependent on the resolution of the above factors.

4 Liquidators' Receipts and Payments

Set out below is a summary of our receipts and payments up to 2 March 2016:

Receipts and Payments - AUD Account		Receipts and Payments - USD Account	
Receipts AUD	(\$)	Receipt USD	USD
Affiliate Recoveries	1,096,979.57	Carried forward from Administration	371,215.95
ASX Commitment Fund	2,077,075.00	Interest	26.49
Carried forward from Administration	10,506,814.36	Transfer of Pre Appointment Funds	34,191.07
Cost Recoveries	6,878,500.11	Total Receipts USD	405,433.51
Debt Trading Fees	157,500.00		
Dividend from Investment	447,000.00		
Dividend from MFGSA	2,428,811.95		
GEERs Funding	1,971,431.42		
Interest	848,687.53		
Legal Cost Recoupments	2,730,641.00		
Plant and Equipment Sales	71,566.89		
Sundry Debtors	179,330.73		
USD House Funds Converted	263,444.06		
Total Receipts AUD	29,657,782.62		
Payments AUD	(\$)	Payments USD	USD
Administrative Costs	(216,312.26)	Bank fees	(16.39)
Administrators Fees	(241,204.30)	MFGUK Settlement costs	(115,924.62)
ATO Clearing account	240,247.86	Services provided from MFGUK	(54,395.00)
Bank Fees	(11,820.47)	Transfer and conversion to AUD House	(235,097.50)
Creditor Meeting Expenses	(13,836.80)	Total Payments USD	(405,433.51)
Data/IT	(44,056.93)		
Electricity	(46,015.88)	Cash at Bank USD	-
Employee Dispute Expenses	(160,959.61)		
Employee Dividend	(3,732,913.72)		
Employee Termination Payments	(3,373,410.84)		
Insurance / Contractors	(53,046.57)		
Legal Fees	(5,594,184.46)		
Legal Fees - Client Representative Court cost	(2,555,596.98)		
Legal Fees - Non Client Representative Court cost	(289,683.54)		
Liquidators Expenses	(101,986.69)		
Liquidators Remuneration	(6,471,710.30)		
Payroll Tax	(37,959.32)		
Payroll/HR	(65,622.42)		
Rent	(118,328.25)		
Superannuation	(363,676.17)		
Wages and Salaries	(557,928.23)		
Total Payments AUD	(23,810,005.88)		
Cash at Bank AUD	5,847,776.74		

The Liquidators note that the \$6.86m surplus from client pools outlined in section 3 of this report had not yet been transferred to the MFGA account as at 2 March 2016 and is therefore not included above.

The Liquidators are required to lodge the receipts and payments with ASIC every six months of the Liquidation.

5 Inspection of Liquidators Account

Creditors are advised pursuant to Section 539(5) of the Act that our account of receipts and payments has been lodged with ASIC, and may be inspected at the offices of Deloitte Touche Tohmatsu, Grosvenor Place, 225 George Street, Sydney NSW 2000, during business hours.

6 Committee of Inspection (“COI”)

After having appointed two new members of the COI at last year’s AGM, the full list of COI members were as follows:

Members	On behalf of	Category
Peter Candy	Graincorp Operations Limited	Futures
James Yhap	James Yhap	Futures
Geoff Louw	Bell Potter Securities Limited	Futures
Kit Lowe	Kit Lowe	Futures
Sam Liuzzo	James Gand Laura McCormick; Samue Trading Pty Ltd	Futures CFD
Jim Neville	Practical Human Resource Solutions Pty Ltd	Trade Creditor

Futures clients received a 100c/\$ recovery of their claims by the end of September 2015. This resulted in all members of the COI who were also Futures clients ceasing to be members of the COI at that time.

The Liquidators would like to thank these members for their input into the complex issues encountered during the Administration and Liquidation.

There have been two COI meetings in the last 12 months and the attendance of these meetings is set out below:

Members	On behalf of	Category	1st 5/11/15	2nd 25/02/16
Sam Liuzzo	Samue Trading Pty Ltd	CFD	✓	✓
Jim Neville	Practical Human Resource Solutions Pty Ltd	Trade Creditor	✓	✓

The COI has been a beneficial sounding board for us. In the last year we have discussed with, and obtained approval from, the COI for the settlements entered into by the Liquidators and also received guidance on other matters including the disputed employee claim and large unsecured claims.

At the Annual General Meeting, creditors will have the opportunity to nominate persons to be added to the COI.

7 Remuneration

We are required to prepare remuneration reports detailing both the actual fees incurred and future estimated fees. These reports are detailed by task area, employee, and the number of hours.

Prior to COI meetings a copy of the remuneration reports are sent to each COI member for their review. During the COI meetings we presented the estimated fees, discussed the nature of the fees and requested approval for payment.

During both the Administration and Liquidation of MFGA we have obtained \$12.24 million in fee approval from the COI. Of this we have incurred and drawn \$9.84 million as set out in the table below. The variance is due to several future fee estimates proposed and approved during the course of the Administration/Liquidation being conservatively overestimated by the Administrators/Liquidators.

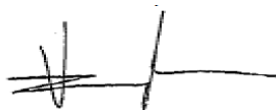
Administrators'/Liquidators' Remuneration (\$'000s)			
Period	Approved	Drawn	Variance
Cumulative Administrators'/Liquidators' Remuneration AGM FY15	11,401	9,140	2,262
Liquidators' Remuneration since AGM FY15	838	703	136
Cumulative Administrators'/Liquidators' Remuneration AGM FY16	12,239	9,842	2,397

8 Annual General Meeting

Notice is given that pursuant to Sections 508 of the Act as **Annexure A** that an annual general meeting ("AGM") of the members and creditors of the Company has been convened and is to be held on **Friday 13 May 2016 at 10:30am (AEST)**, at the offices of Deloitte Touche Tohmatsu, Level 9, 225 George Street, Sydney NSW 2000 for the purpose of having an account laid before them showing the manner in which the winding up has been conducted; the actions required to be carried out to completion; and an estimate of the time to the completion of the winding up.

If you have any queries regarding the contents of this report, or the liquidation in general, please do not hesitate to contact our staff using the following email address mfgaustralia@deloitte.com.au.

Yours faithfully



V N Strawbridge
For and on behalf of
VN Strawbridge, CR Campbell and DJF Lombe
Joint Liquidators



Appendix A – Notice of AGM

**NOTICE CONVENING AN ANNUAL GENERAL MEETING OF MEMBERS AND
CREDITORS**

**MF GLOBAL AUSTRALIA LIMITED
(IN LIQUIDATION) (the "Company")
ACN 001 662 077**

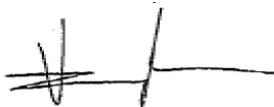
Notice is given pursuant to Section 508 of the *Corporations Act 2001* that a annual general meeting of the members and creditors of the Company will be held at the offices of Deloitte Touche Tohmatsu, Level 9, 225 George Street, Sydney NSW 2000 on Friday 13 May 2016 at 10.30am (AEST), for the purpose of having an account laid before them showing the manner in which the winding up has been conducted and the property of the company disposed of and of hearing any explanations that may be given by the Liquidator.

AGENDA

The meeting is convened for the purpose of:

1. Receiving the account of the Liquidator's acts and dealings and the conduct of the winding up.
2. Actions required to be carried out to completion of the winding up and an estimate of the time required.
3. Receiving and considering nominations for new members of the Committee of Inspection (COI).

DATED this 22nd day of April 2016.



**V N Strawbridge
For and on behalf of
VN Strawbridge, CR Campbell and DJF Lombe
Joint Liquidators**

Deloitte Touche Tohmatsu
Level 9
225 George Street
SYDNEY NSW 2000

Appendix B – Form of Proxy

**MF GLOBAL AUSTRALIA LIMITED
(IN LIQUIDATION)
ACN 001 662 077**

APPOINTMENT OF PROXY

I/WE^{*(1)}, (NAME)
of (ADDRESS)
a member / creditor of MF Global Australia Limited, hereby appoint ⁽²⁾
or in his/her absence as MY / OUR*, GENERAL / SPECIAL*
proxy to vote at the joint meeting of members and creditors to be held on Friday 13 May 2016 at 10:30am
(AEST), or at any adjournment of that meeting.

DATED this day of 2016

⁽³⁾⁽⁴⁾Signature

Important Notes Covering Completion of Proxy

- (1) If a firm, strike out "I" and set out the full name of the firm.
 - (2) Insert the name, address and description of the person appointed.
 - (3) The proxy of a creditor who is a corporation must be executed under the Common Seal of the Company, or by a duly authorised officer stating the nature of that authority.
 - (4) A proxy initially sent by facsimile must also have the original delivered to the Liquidator's office.
- *Strike out where applicable

CERTIFICATE OF WITNESS

Note: This certificate is to be completed only where the person giving the proxy is blind or incapable of writing. The signature of the creditor is not to be attested by the person nominated as proxy.

I, of certify that the above instrument appointing a proxy was completed by me in the presence of and at the request of the person appointing the proxy and read to him before he attached his signature or mark to the instrument.

DATED the day of, 2016

Signature of Witness: _____
Description:
Place of Residence:

Appendix C – Proof of Debt

FORMAL PROOF OF DEBT OR CLAIM (GENERAL FORM)

ACN 001 662 077

To the Liquidator of MF Global Australia Limited (In Liquidation)

1. This is to state that the company was, on 1 November 2011 ⁽¹⁾ and still is, justly and truly indebted to ⁽²⁾
- for
-dollars and cents.

Particulars of the debt are:

Date	Consideration ⁽³⁾	Amount \$	GST included \$	Remarks ⁽⁴⁾

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:⁽⁵⁾
3. ^{(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.
3. ^{(6)*} 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 2016

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		TOTAL PROOF	\$
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.
-

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:

"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.