

SUPREME COURT OF QUEENSLAND

REGISTRY: BRISBANE
NUMBER: BS 10478 OF 2011

IN THE MATTER OF EQUITITRUST LIMITED ACN 061 383 944

Applicant: **EQUITITRUST LIMITED ACN 061 383 944**

AND

Respondents: **THE MEMBERS OF THE EQUITITRUST INCOME FUND ARSN 089 079 854 AND THE MEMBERS OF THE EQUITITRUST PRIORITY CLASS INCOME FUND ARSN 089 079 729**

**CERTIFICATE OF EXHIBIT
INDEX TO EXHIBITS**

VOLUME 2 OF 2

Exhibits "DW-7" to "DW-15" to the affidavit of **DAVID WHYTE** sworn at Brisbane on this 30th day of November 2017.

| Exhibit | Description | Page No. |
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| DW-7 | Schedule of work performed by David Whyte, and his staff, during the period 1 November 2016 to 31 October 2017 | 160 – 306 |
| DW-8 | Hourly charge out rates for BDO Business Restructuring Pty Ltd for the 2016/17 financial year and the 2017/2018 financial year | 307 – 308 |
| DW-9 | Parts 14, 15 and 16 of the ARITA Code of Professional Practice | 309 – 337 |
| DW-10 | Twenty-Eighth report to EIF investors | 338 – 344 |
| DW-11 | Twenty-Ninth report to EIF investors | 345 – 354 |
| DW-12 | Thirtieth report to EIF investors | 355 – 363 |
| DW-13 | Letter sent by my solicitors to the liquidators' solicitors dated 31 August 2016 | 364 – 365 |
| DW-14 | Letter received from the solicitors for the liquidators dated 23 September 2016 (excluding the spreadsheets) | 366 – 378 |
| DW-15 | Copy of receipts and payments schedule for the period from 21 November 2011 to 31 October 2017 | 379 – 380 |

Deponent

Solicitor

Jacqueline Suzanne Ogden
Solicitor

Certificate of Exhibit
Filed on behalf of the Court Appointed Receiver
Form 47 R.435

GADENS LAWYERS
Level 11, 111 Eagle Street
BRISBANE QLD 4000
Tel No.: 07 3231 1666
Fax No: 07 3229 5850
SZC:JSO:201204781

REMUNERATION REPORT - Summary of professional fees by category of work for the period 1 November 2016 to 31 October 2017

Equititrust Income Fund (Receiver Appointed)

| Employee | Position | Rate | Totals | | Task Area | | | | | | | | | |
|---------------------|----------------------|------|--------|------------|-----------|-----------|-----------|------------|----------|-----------|----------------|-----------|----------------|-----------|
| | | | | | Assets | | Creditors | | Trade On | | Investigations | | Administration | |
| | | | hrs | \$ | hrs | \$ | hrs | \$ | hrs | \$ | hrs | \$ | hrs | \$ |
| David Whyte | Partner | 580 | 77.9 | 45,182.00 | 18.6 | 10,788.00 | 31.1 | 18,038.00 | 17.9 | 10,382.00 | 1.6 | 928.00 | 8.7 | 5,046.00 |
| Charles Haines | Senior Manager | 470 | 19.2 | 9,024.00 | 7.5 | 3,525.00 | 4.1 | 1,927.00 | 6.3 | 2,961.00 | 0.5 | 235.00 | 0.8 | 376.00 |
| Charles Haines | Senior Manager | 455 | 33.1 | 15,060.50 | 5.1 | 2,320.50 | 16.9 | 7,689.50 | 9.1 | 4,140.50 | | | 2.0 | 910.00 |
| John Somerville | Senior Manager | 455 | 63.4 | 28,847.00 | 4.8 | 2,184.00 | 30.8 | 14,014.00 | 7.8 | 3,549.00 | 7.7 | 3,503.50 | 12.3 | 5,596.50 |
| Jayden Coulston | Manager | 430 | 212.6 | 91,418.00 | 2.6 | 1,118.00 | 13.6 | 5,848.00 | 0.2 | 86.00 | 192.8 | 82,904.00 | 3.4 | 1,462.00 |
| Aubrey Meek | Senior Accountant II | 290 | 36.3 | 10,527.00 | 0.4 | 116.00 | 35.7 | 10,353.00 | 0.2 | 58.00 | | | | |
| Dermot O'Brien | Senior Accountant II | 290 | 1.0 | 290.00 | | | 1.0 | 290.00 | | | | | | |
| Julia Mayne | Accountant I | 255 | 0.4 | 102.00 | | | 0.4 | 102.00 | | | | | | |
| Dermot O'Brien | Senior Accountant II | 235 | 4.7 | 1,104.50 | 0.6 | 141.00 | 3.5 | 822.50 | | | | | 0.6 | 141.00 |
| Eloise Carroll | Accountant II | 215 | 5.4 | 1,161.00 | | | 5.0 | 1,075.00 | 0.4 | 86.00 | | | | |
| Andrew Whittaker | Accountant II | 215 | 0.4 | 86.00 | | | | | | | | | 0.4 | 86.00 |
| Sarah Cunningham | Team Assistant | 215 | 1.0 | 215.00 | | | | | | | | | 1.0 | 215.00 |
| Eloise Carroll | Accountant II | 200 | 47.6 | 9,520.00 | 0.1 | 20.00 | 47.3 | 9,460.00 | 0.2 | 40.00 | | | | |
| Sarah Cunningham | Team Assistant | 200 | 3.7 | 740.00 | | | | | | | | | 3.7 | 740.00 |
| Antoinette Fielding | Undergraduate | 175 | 30.4 | 5,320.00 | 0.7 | 122.50 | 26.1 | 4,567.50 | | | | | 3.6 | 630.00 |
| Ryan Whyte | Undergraduate | 175 | 91.8 | 16,065.00 | | | 37.3 | 6,527.50 | 0.2 | 35.00 | 52.2 | 9,135.00 | 2.1 | 367.50 |
| George Lethbridge | Undergraduate | 175 | 17.6 | 3,080.00 | | | 17.6 | 3,080.00 | | | | | | |
| Andrew Whittaker | Accountant II | 165 | 57.2 | 9,438.00 | 1.2 | 198.00 | 38.7 | 6,385.50 | | | | | 17.3 | 2,854.50 |
| Antoinette Fielding | Undergraduate | 165 | 21.2 | 3,498.00 | | | 20.0 | 3,300.00 | | | 0.8 | 132.00 | 0.4 | 66.00 |
| Ryan Whyte | Undergraduate | 165 | 220.5 | 36,382.50 | | | 216.7 | 35,755.50 | 0.3 | 49.50 | | | 3.5 | 577.50 |
| Nicole Jackson | Team Assistant | 160 | 1.1 | 176.00 | | | | | | | | | 1.1 | 176.00 |
| Andrew Whittaker | Accountant II | 155 | 0.3 | 46.50 | | | 0.3 | 46.50 | | | | | | |
| Moir Hattingh | Team Assistant | 95 | 11.7 | 1,111.50 | | | | | | | | | 11.7 | 1,111.50 |
| Moir Hattingh | Team Assistant | 85 | 14.2 | 1,207.00 | | | | | | | | | 14.2 | 1,207.00 |
| TOTALS | | | 972.7 | 289,601.50 | 41.6 | 20,933.00 | 546.1 | 129,251.50 | 42.6 | 21,367.00 | 255.6 | 96,837.50 | 86.8 | 21,562.50 |
| GST | | | | 28,960.15 | | | | | | | | | | |
| TOTAL INC GST | | | | 318,561.65 | | | | | | | | | | |
| AVERAGE HOURLY RATE | | | 298 | | 494 | | 237 | | 502 | | 379 | | 248 | |

Note: All amounts exclude GST unless otherwise noted

| Description | Name | Position | Milestone | WIP_Date | Hours | Value | Narration |
|-------------|-------------|----------|-----------|------------|-------|----------|--|
| BR | David Whyte | Partner | Assets | 8/11/2016 | 1.30 | \$754.00 | reviewed expert valuer report and annexures including planning objectives and development application |
| BR | David Whyte | Partner | Assets | 22/11/2016 | 0.10 | \$58.00 | reviewed correspondence from our solicitors and interlocutory application in relation to the admittance of expert valuer report in respect of proceedings against a valuer |
| BR | David Whyte | Partner | Assets | 29/11/2016 | 0.20 | \$116.00 | reviewed correspondence from our solicitors and defendants solicitors regarding court hearing today in respect of proceedings against a valuer/telecon with our solicitors regarding hearing |
| BR | David Whyte | Partner | Assets | 29/11/2016 | 0.50 | \$290.00 | reviewed submissions in relation to application to court to allow admittance of expert report in respect of proceedings against a valuer |
| BR | David Whyte | Partner | Assets | 29/11/2016 | 1.30 | \$754.00 | attendance at court in relation to proceedings against valuer/consent orders negotiated in respect of expert reports and matters proceeding to trial |
| BR | David Whyte | Partner | Assets | 10/01/2017 | 0.10 | \$58.00 | reviewed correspondence from our solicitors regarding proceedings against valuer and preparations for trial/confirmed instructions in respect of same |
| BR | David Whyte | Partner | Assets | 31/01/2017 | 0.60 | \$348.00 | reviewed retrospective valuation in respect of Queensland property subject to proceedings against a valuer |
| BR | David Whyte | Partner | Assets | 31/01/2017 | 1.10 | \$638.00 | reviewed correspondence from our solicitors and including retrospective valuation and two critiques of other retrospective valuations relating to proceedings against a valuer |
| BR | David Whyte | Partner | Assets | 6/02/2017 | 0.10 | \$58.00 | reviewed correspondence from our solicitors regarding request for consent to lease secured property/reviewed consent and lease terms |
| BR | David Whyte | Partner | Assets | 9/02/2017 | 0.20 | \$116.00 | reviewed correspondence from four investors/representatives of investors regarding change in details/transfer of units/value of units/status of winding up/reviewed land amended letters in response |
| BR | David Whyte | Partner | Assets | 9/02/2017 | 0.90 | \$522.00 | meeting with our solicitors and counsel regarding proceedings against a valuer/preparation for trial |
| BR | David Whyte | Partner | Assets | 10/02/2017 | 0.90 | \$522.00 | reviewed pleadings in relation to proceedings against a valuer/expert evidence relating to lending policies |
| BR | David Whyte | Partner | Assets | 20/02/2017 | 0.20 | \$116.00 | reviewed correspondence from our solicitors and defendants solicitors regarding proceedings against a valuer/proposed revised timetable for experts to confer/sent response to our solicitors |
| BR | David Whyte | Partner | Assets | 8/03/2017 | 0.10 | \$58.00 | reviewed correspondence from solicitors of Wirrina Corporation confirming payment made and invoice outstanding |

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|----|-------------|---------|--------|------------|------|---|
| BR | David Whyte | Partner | Assets | 20/03/2017 | 0.10 | \$58.00 reviewed correspondence from our solicitors and valuer's solicitors regarding review hearing and proposed court orders in relation to proceedings against the valuer |
| BR | David Whyte | Partner | Assets | 27/03/2017 | 0.30 | \$174.00 reviewed correspondence from our solicitors and defendants solicitors regarding proposed court orders and request for leave to be sought in respect of amended defence of valuer claim |
| BR | David Whyte | Partner | Assets | 30/03/2017 | 0.10 | \$58.00 reviewed correspondence from our solicitors and email to defendants solicitors regarding proposed court orders for proceedings against a valuer |
| BR | David Whyte | Partner | Assets | 30/03/2017 | 0.10 | \$58.00 reviewed correspondence from our solicitors confirming defendants solicitors have consented to court orders for proceedings against a valuer and that the Judge's Associate has been asked to agree the order |
| BR | David Whyte | Partner | Assets | 30/03/2017 | 0.10 | \$58.00 telecon with our solicitors regarding proposed court order for hearing tomorrow/strategy regarding further particulars required |
| BR | David Whyte | Partner | Assets | 3/04/2017 | 0.10 | \$58.00 reviewed correspondence from our solicitors regarding proceedings against a valuer/court order handed down on 31 March |
| BR | David Whyte | Partner | Assets | 6/04/2017 | 0.10 | \$58.00 reviewed correspondence from our solicitors regarding proceedings against valuer/arrangements for experts to meet and information to be provided/confirmed instructions |
| BR | David Whyte | Partner | Assets | 27/04/2017 | 0.10 | \$58.00 reviewed correspondence from our solicitors and defendants solicitors regarding conclaves for lending and valuer experts in respect of proceedings against a valuer/documentation to be briefed and arrangements for conclaves |
| BR | David Whyte | Partner | Assets | 10/05/2017 | 0.90 | \$522.00 reviewed correspondence from our solicitors and defendants solicitors correspondence regarding proceedings against a valuer and including position on need for application for relief on defence/reviewed joint experts lending report |
| BR | David Whyte | Partner | Assets | 13/06/2017 | 0.20 | \$116.00 reviewed status of proceedings against valuer/expert reports position |
| BR | David Whyte | Partner | Assets | 28/06/2017 | 0.10 | \$58.00 reviewed correspondence from our solicitors regarding potential settlement of legal proceedings and correspondence with solicitors acting for the Equititrust Ltd liquidators |
| BR | David Whyte | Partner | Assets | 3/07/2017 | 0.10 | \$58.00 reviewed correspondence from our solicitors regarding joint experts valuation report in respect of proceedings against valuer and other matters affecting the timetable |
| BR | David Whyte | Partner | Assets | 4/07/2017 | 0.20 | \$116.00 reviewed correspondence from our solicitors and valuer's solicitors regarding preparation of joint experts report and instructions to experts/confirmed instructions regarding same |
| BR | David Whyte | Partner | Assets | 4/07/2017 | 0.20 | \$116.00 reviewed correspondence from our solicitors regarding claim against directors and auditors/status of proceedings/draft email to liquidators solicitors and further information to be requested from liquidators |
| BR | David Whyte | Partner | Assets | 10/07/2017 | 0.10 | \$58.00 reviewed correspondence from our solicitors regarding proposed consent order in respect of amendments to court timetable for delivery of joint expert report in relation to proceedings against a valuer |

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|----|-------------|---------|--------|------------|------|---|
| BR | David Whyte | Partner | Assets | 13/07/2017 | 1.10 | \$638.00 reviewed correspondence from our solicitors and Equititrust Ltd's liquidators solicitors regarding status of claim against the directors and auditors/reviewed court documents in respect of same |
| BR | David Whyte | Partner | Assets | 18/07/2017 | 0.20 | \$116.00 reviewed correspondence from our solicitors regarding draft instructions to valuation experts regarding their conclave and joint report/reviewed instructions and court order in respect of same |
| BR | David Whyte | Partner | Assets | 20/07/2017 | 0.10 | \$58.00 telecon with our solicitors regarding status of proceedings against a valuer/instructions to valuer experts/letter to defendants solicitors regarding evidence of issuing final report |
| BR | David Whyte | Partner | Assets | 3/08/2017 | 1.10 | \$638.00 reviewed correspondence from our solicitors regarding current status of proceedings against Equititrust Ltd and defence of same/reviewed affidavits and application for directions regarding same |
| BR | David Whyte | Partner | Assets | 17/08/2017 | 1.30 | \$754.00 reviewed valuer reports in relation to joint expert meetings and outcome of same/email our solicitors in respect of same |
| BR | David Whyte | Partner | Assets | 18/08/2017 | 0.30 | \$174.00 reviewed documentation regarding proceedings against the directors and auditors |
| BR | David Whyte | Partner | Assets | 22/08/2017 | 0.30 | \$174.00 reviewed correspondence from our solicitors and defendant's solicitors in respect of disclosure of draft and final valuations in proceedings against the valuer and potential amendments to proceedings/reviewed draft letters in response |
| BR | David Whyte | Partner | Assets | 28/08/2017 | 0.60 | \$348.00 reviewed correspondence from our solicitors and defendants solicitors regarding further amended defence in respect of proceedings against a valuer/reviewed amended defence |
| BR | David Whyte | Partner | Assets | 3/10/2017 | 0.10 | \$58.00 reviewed correspondence from our solicitors regarding proceedings against valuer/reviewed court order |
| BR | David Whyte | Partner | Assets | 3/10/2017 | 0.10 | \$58.00 reviewed correspondence from our solicitors and Squire Patton Boggs regarding court order in respect of proceedings against Equititrust Ltd, the directors of EL and auditors of the fund |
| BR | David Whyte | Partner | Assets | 10/10/2017 | 0.40 | \$232.00 reviewed reply to amended defence in respect of proceedings against a valuer |
| BR | David Whyte | Partner | Assets | 10/10/2017 | 0.20 | \$116.00 telecon with our solicitors regarding proposed mediation dates in relation to proceedings against a valuer/timing for court application relating to equalisation payments and drafting of correspondence to Equititrust Ltd's solicitors on remuneration claim |
| BR | David Whyte | Partner | Assets | 12/10/2017 | 0.10 | \$58.00 reviewed correspondence from our solicitors regarding proposed mediation in respect of proceedings against valuer/confirmed instructions in respect of same |
| BR | David Whyte | Partner | Assets | 23/10/2017 | 0.20 | \$116.00 reviewed correspondence from our solicitors regarding deadline for further disclosure in the proceedings against the valuer/reviewed letter to defendant's solicitors regarding request for disclosure of electronic valuer file |
| BR | David Whyte | Partner | Assets | 23/10/2017 | 0.10 | \$58.00 reviewed correspondence from our solicitors confirming arrangements for mediation of proceedings against a valuer/court order and letter sent to defendant's solicitors |

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|----|----------------|----------------|--------|------------|------|---|
| BR | David Whyte | Partner | Assets | 24/10/2017 | 0.10 | \$58.00 reviewed draft email to solicitors requesting an update on the status of the proceedings against the auditors and directors |
| BR | David Whyte | Partner | Assets | 24/10/2017 | 0.10 | \$58.00 email the liquidators of Equititrust requesting an update on the outcome of the public examinations and if there could be any potential recoveries for investors (or creditors) |
| BR | David Whyte | Partner | Assets | 24/10/2017 | 1.60 | \$928.00 reviewed correspondence from solicitors acting for a former employee of a borrower/claim against secured creditor/reviewed receivership correspondence relating to borrower/reviewed email from Receiver attaching previous correspondence with employee |
| BR | David Whyte | Partner | Assets | 26/10/2017 | 0.10 | \$58.00 reviewed trustee in bankruptcy's report to creditors regarding a guarantor |
| BR | David Whyte | Partner | Assets | 30/10/2017 | 0.10 | \$58.00 reviewed correspondence from our solicitors regarding consent order for mediation and status of proceedings against a valuer/reviewed order |
| BR | Charles Haines | Senior Manager | Assets | 7/03/2017 | 0.50 | \$227.50 Review 5 annual reports in relation to the Borrower Group issued pursuant to section 508 of Corporations Act. Determine that Dividend is unlikely under each company. |
| BR | Charles Haines | Senior Manager | Assets | 13/03/2017 | 0.20 | \$91.00 Review letter to estate regarding confirmation of unit holdings. Review documentation regarding transfer of units between unit holders |
| BR | Charles Haines | Senior Manager | Assets | 13/03/2017 | 0.40 | \$182.00 Review file note prepared by Ryan Whyte in relation to calculation of Equalisation Payment. Review rationale for unit holders who had units transferred that couldn't be calculated by IT formula |
| BR | Charles Haines | Senior Manager | Assets | 21/03/2017 | 0.10 | \$45.50 Ph call to solicitor of deceased estate and transfer of unitholding to Executor |
| BR | Charles Haines | Senior Manager | Assets | 21/03/2017 | 0.10 | \$45.50 Review email for solicitor acting for deceased Estate and queries on behalf of Trustees |
| BR | Charles Haines | Senior Manager | Assets | 30/03/2017 | 0.10 | \$45.50 Review and amend letter to unit holder regarding deceased estate |
| BR | Charles Haines | Senior Manager | Assets | 4/04/2017 | 0.20 | \$91.00 Review change of detail from for deceased estate and review correspondence to a Trustee for a deceased estate, confirming transfer status |
| BR | Charles Haines | Senior Manager | Assets | 4/05/2017 | 0.20 | \$91.00 Review email from lawyer in relation to client who allegedly held documents in safe custody with Equititrust, investigate background of claim. |
| BR | Charles Haines | Senior Manager | Assets | 4/05/2017 | 0.10 | \$45.50 Review change of details request from unitholder, review death certificate and ID. compare specimen signature to correspondence |
| BR | Charles Haines | Senior Manager | Assets | 5/05/2017 | 0.10 | \$45.50 Review correspondence to unitholder in relation to request of details form not matching specimen signature held on database |

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|----|--------------------------------------|------------|------|--|
| BR | Charles Haines Senior Manager Assets | 5/05/2017 | 0.20 | \$91.00 Review email from solicitor in relation to Certificate of Title. Draft email in relation to background in respect of Equititrust safe custody arrangements. |
| BR | Charles Haines Senior Manager Assets | 13/06/2017 | 0.10 | \$45.50 Review letter to unit holder regarding transfer of units |
| BR | Charles Haines Senior Manager Assets | 13/06/2017 | 0.30 | \$136.50 Finalise amendments to report to investors |
| BR | Charles Haines Senior Manager Assets | 13/06/2017 | 0.40 | \$182.00 Finalise amendments to report to investors |
| BR | Charles Haines Senior Manager Assets | 13/06/2017 | 0.40 | \$182.00 Finalise amendments to report to investors |
| BR | Charles Haines Senior Manager Assets | 19/06/2017 | 0.10 | \$45.50 Review and authorise payment for Investor mail out |
| BR | Charles Haines Senior Manager Assets | 19/06/2017 | 0.20 | \$91.00 Briefing with staff regarding creditor update matters and potential queries from investors |
| BR | Charles Haines Senior Manager Assets | 20/06/2017 | 0.30 | \$136.50 Review and amend correspondence to unitholder regarding requesting a value of unit holdings, review both current and former trustee records, review calculation. Amend calculation based on adjusted dividend |
| BR | Charles Haines Senior Manager Assets | 21/06/2017 | 0.10 | \$45.50 Review change of details request for unit holder |
| BR | Charles Haines Senior Manager Assets | 21/06/2017 | 0.30 | \$136.50 Investigate distribution to unitholder and confirm process of transfer of data from investor database to accounting software |
| BR | Charles Haines Senior Manager Assets | 21/06/2017 | 0.20 | \$91.00 Review legal correspondence in relation to Liquidators claim against Directors and Auditors |
| BR | Charles Haines Senior Manager Assets | 23/06/2017 | 0.10 | \$45.50 Review change of details request, review specimen signature to file |
| BR | Charles Haines Senior Manager Assets | 23/06/2017 | 0.40 | \$182.00 Review change of details request for 4 unit holders, review specimen signatures to file |
| BR | Charles Haines Senior Manager Assets | 4/07/2017 | 0.60 | \$282.00 Review 6 letters to unitholders, review supporting documentation including change of details forms and specimen signatures. |
| BR | Charles Haines Senior Manager Assets | 25/07/2017 | 0.20 | \$94.00 Follow up term deposit interest rates, 3 emails |

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|----|--------------------------------------|------------|------|--|
| BR | Charles Haines Senior Manager Assets | 8/08/2017 | 0.70 | \$329.00 Review valuer's reports regarding Savills claims, download files to computer review invoice for works performed, review engagement terms. Draft email regarding report being sent to lawyers |
| BR | Charles Haines Senior Manager Assets | 8/08/2017 | 0.20 | \$94.00 Ph call and email to solicitors regarding experts report in relation to Savills claim |
| BR | Charles Haines Senior Manager Assets | 10/08/2017 | 0.30 | \$141.00 Review four letters to unit holders in relation to change of details and transfer of holdings, review supporting documentation including specimen signatures, wills and probate |
| BR | Charles Haines Senior Manager Assets | 22/08/2017 | 0.10 | \$47.00 Review legal email and associated correspondence regarding valuer's claim |
| BR | Charles Haines Senior Manager Assets | 28/08/2017 | 0.10 | \$47.00 Review legal correspondence regarding valuer claim |
| BR | Charles Haines Senior Manager Assets | 1/09/2017 | 0.10 | \$47.00 Review email from lawyers in relation to forensic enquiry |
| BR | Charles Haines Senior Manager Assets | 14/09/2017 | 0.20 | \$94.00 Meeting with JC and RW regarding dividend worksheet and calculation |
| BR | Charles Haines Senior Manager Assets | 15/09/2017 | 0.70 | \$329.00 Liaise with solicitors in relation to Savills matter being held in court, obtain counsel and solicitors opinion in relation to proposed mediation liaise with Appointee and provide instructions to solicitors re mediation process |
| BR | Charles Haines Senior Manager Assets | 15/09/2017 | 0.20 | \$94.00 Review email from Counsel regarding mediation |
| BR | Charles Haines Senior Manager Assets | 18/09/2017 | 0.20 | \$94.00 Review and amend letters to three unit holders in relation to change of details, probate and confirmation of unit balances |
| BR | Charles Haines Senior Manager Assets | 18/09/2017 | 0.10 | \$47.00 Review and update 3 letters to unit holders confirming details |
| BR | Charles Haines Senior Manager Assets | 20/09/2017 | 0.50 | \$235.00 Review letters to unitholders including the correspondence in relation to a dispute of unitholding ownership, where forms have been executed under a POA |
| BR | Charles Haines Senior Manager Assets | 20/09/2017 | 0.20 | \$94.00 Review email from Gadens regarding strategy to proceed re mediation, email Receiver regarding proposed strategy |
| BR | Charles Haines Senior Manager Assets | 20/09/2017 | 0.10 | \$47.00 Ph call Gadens regarding mediation update and availability of Counsel |
| BR | Charles Haines Senior Manager Assets | 20/09/2017 | 0.20 | \$94.00 Email Gadens in relation to Savills mediation including engagement of Counsel, date of mediation and appointment of mediator |

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|----|----------------|----------------|--------|------------|------|---|
| BR | Charles Haines | Senior Manager | Assets | 22/09/2017 | 0.20 | \$94.00 Review correspondence to unitholders in relation to change of details requests |
| BR | Charles Haines | Senior Manager | Assets | 22/09/2017 | 0.10 | \$47.00 Review email regarding investment rates for term deposit |
| BR | Charles Haines | Senior Manager | Assets | 22/09/2017 | 0.10 | \$47.00 Review letter to NAB regarding term deposit |
| BR | Charles Haines | Senior Manager | Assets | 25/09/2017 | 0.20 | \$94.00 Review two letters to unit holders regarding updated unit holding value and change of details |
| BR | Charles Haines | Senior Manager | Assets | 26/09/2017 | 0.10 | \$47.00 Review legal update in relation to Liquidators proceedings and indemnity claim |
| BR | Charles Haines | Senior Manager | Assets | 27/09/2017 | 0.10 | \$47.00 Review email from lawyers regarding valuation mediation and update re availability of Counsel and mediator |
| BR | Charles Haines | Senior Manager | Assets | 28/09/2017 | 0.20 | \$94.00 Ph call Gadens regarding Savills mediation date availability confirm with Receiver |
| BR | Charles Haines | Senior Manager | Assets | 6/10/2017 | 0.20 | \$94.00 Review FAR in relation to Savills claim, ph call to Receiver in relation to filing with Court |
| BR | Charles Haines | Senior Manager | Assets | 13/10/2017 | 0.10 | \$47.00 Review and approve letter to unit holder regarding change in details |
| BR | Charles Haines | Senior Manager | Assets | 20/10/2017 | 0.20 | \$94.00 Re updated from solicitors re upcoming mediation |
| BR | Charles Haines | Senior Manager | Assets | 23/10/2017 | 0.10 | \$47.00 Update report to unitholders |
| BR | Charles Haines | Senior Manager | Assets | 23/10/2017 | 0.30 | \$141.00 Review and update Equalisation payment file note for lawyers for drafting of application to Court, meet JC re amendments |
| BR | Charles Haines | Senior Manager | Assets | 23/10/2017 | 0.40 | \$188.00 Update report to unitholders |
| BR | Charles Haines | Senior Manager | Assets | 23/10/2017 | 0.30 | \$141.00 Review updated work paper for dividend and application to court |
| BR | Charles Haines | Senior Manager | Assets | 23/10/2017 | 0.20 | \$94.00 Review email from solicitor regarding upcoming mediation |

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|----|-----------------|----------------|--------|------------|------|----------|--|
| BR | John Somerville | Senior Manager | Assets | 7/11/2016 | 0.30 | \$136.50 | Review of our expert valuer's report in the proceedings against the valuer of the Cape Gloucester property |
| BR | John Somerville | Senior Manager | Assets | 14/11/2016 | 0.20 | \$91.00 | Review of email from our consultant regarding loan management database requested by the solicitors for the liquidators of Equititrust Ltd to pursue claim against the auditors. Discussion with BDO IT re same |
| BR | John Somerville | Senior Manager | Assets | 14/11/2016 | 0.10 | \$45.50 | Email to the solicitors for the liquidators of Equititrust Ltd regarding loan management database to assist with quantifying loss in relation to the claim against the auditors |
| BR | John Somerville | Senior Manager | Assets | 29/11/2016 | 0.10 | \$45.50 | Call from our solicitors regarding court hearing in relation to leave to file and serve our expert's report in the Cape Gloucester valuer proceedings |
| BR | John Somerville | Senior Manager | Assets | 29/11/2016 | 0.20 | \$91.00 | Review of submissions to court in relation to leave to file and serve our expert's report in the Cape Gloucester valuer proceedings |
| BR | John Somerville | Senior Manager | Assets | 3/01/2017 | 0.40 | \$182.00 | Review of consent sought for registration of a lease over property which the EIF holds a caveat over. Draft consent to lease |
| BR | John Somerville | Senior Manager | Assets | 30/01/2017 | 0.40 | \$182.00 | Review of further expert reports served by the defendant in the proceedings against the Cape Gloucester valuer |
| BR | John Somerville | Senior Manager | Assets | 31/01/2017 | 1.20 | \$546.00 | Review of expert valuation served by the defendant in the Cape Gloucester valuer proceedings. Review of critiques of the expert reports |
| BR | John Somerville | Senior Manager | Assets | 31/01/2017 | 0.30 | \$136.50 | Discussion with David Whyte regarding expert reports served by the defendants in the proceedings against the Cape Gloucester valuer |
| BR | John Somerville | Senior Manager | Assets | 9/02/2017 | 0.90 | \$409.50 | meeting with our solicitors and counsel regarding proceedings against a valuer/preparation for trial |
| BR | John Somerville | Senior Manager | Assets | 9/02/2017 | 0.20 | \$91.00 | Review of further material filed in the proceedings against the valuer of the Cape Gloucester property and email to David Whyte regarding same |
| BR | John Somerville | Senior Manager | Assets | 10/02/2017 | 0.10 | \$45.50 | Review of letters to investors requesting further information to effect change of detail requests |
| BR | John Somerville | Senior Manager | Assets | 15/02/2017 | 0.30 | \$136.50 | Prepare summary of proceedings against the Cape Gloucester valuer for planning meeting |
| BR | John Somerville | Senior Manager | Assets | 17/02/2017 | 0.10 | \$45.50 | Review and consider email from our solicitors regarding joint expert's report in the Cape Gloucester valuer proceedings |
| BR | Jayden Coulston | Manager | Assets | 26/10/2017 | 0.40 | \$172.00 | Review file to confirm loan position in relation to former borrower. Review correspondence from trustee in bankruptcy of guarantor re s73 proposal. |

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| BR | Jayden Coulston | Manager | Assets | 30/10/2017 | 0.20 | \$86.00 Phone call and email to solicitors regarding borrower file documentation to confirm whether EIF can claim in the bankrupt estate of guarantor. |
| BR | Jayden Coulston | Manager | Assets | 30/10/2017 | 0.30 | \$129.00 Review terms of deed of settlement in relation to borrower to determine whether a claim can be made in the bankrupt estate of guarantor. |
| BR | Jayden Coulston | Manager | Assets | 30/10/2017 | 1.60 | \$688.00 Consider claim regarding unpaid employee entitlements and s433 Corps Act obligations in relation to sale of business. Review all background documentation and files and draft response letter to solicitors acting on behalf of employee. |
| BR | Jayden Coulston | Manager | Assets | 31/10/2017 | 0.10 | \$43.00 Email to David Whyte regarding deed of settlement and potential claim against bankrupt estate of guarantor. |
| BR | Aubrey Meek | Senior Accountant II | Assets | 20/01/2017 | 0.20 | \$58.00 Telephone discussion with NAB re interest rate on bank account. Negotiate increased interest rate and discuss possible alternatives with John. |
| BR | Aubrey Meek | Senior Accountant II | Assets | 20/01/2017 | 0.20 | \$58.00 Peruse email received from NAB re bank account and interest rate change. Draft email re enquiry in other term deposit products and corresponding interest rates. |
| BR | Dermot O'Brien | Senior Accountant II | Assets | 5/12/2016 | 0.60 | \$141.00 Prepare a list of members to be sent notice of David Whyte's application to court for remuneration |
| BR | Andrew Whittaker | Accountant II | Assets | 24/01/2017 | 0.50 | \$82.50 Email to Sarah to ask her to set up new Term Deposit account in MYOB. Access to MYOB to prepare requisition and print. Print term deposit form. Draft letter to NAB requesting transfer into new term deposit. |
| BR | Andrew Whittaker | Accountant II | Assets | 19/04/2017 | 0.50 | \$82.50 Review of email from Charles Haines regarding reimbursement of an invoice from Squire Boggs Patton. Review of emails to identify previous method of reimbursement. Discussion with Charles Haines regarding previous correspondence from John S. |
| BR | Andrew Whittaker | Accountant II | Assets | 19/04/2017 | 0.20 | \$33.00 Draft email to Squire Boggs Patton regarding reimbursement of invoice. Save invoice and timesheet as PDF and attached. |
| BR | Eloise Carroll | Accountant II | Assets | 3/05/2017 | 0.10 | \$20.00 Phone call requesting a status update from an investor and a change to an investors account. |
| BR | Antoinette Fielding | Undergraduate | Assets | 25/07/2017 | 0.30 | \$52.50 Phone call to NAB to enquire rates for the term deposit. |
| BR | Antoinette Fielding | Undergraduate | Assets | 3/08/2017 | 0.20 | \$35.00 Phone call from Government employee re. financial survey for investors. |
| BR | Antoinette Fielding | Undergraduate | Assets | 3/08/2017 | 0.20 | \$35.00 Phone call from Government employee re. financial survey for investors. |
| BR | David Whyte | Partner | Investigation | 6/03/2017 | 0.20 | \$116.00 reviewed correspondence from consultant regarding loan book analysis/losses incurred/provisions marked |

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| BR | David Whyte | Partner | Investigation | 27/04/2017 | 0.30 | \$174.00 reviewed correspondence from our solicitors regarding order for production of documents from the EPF Receivers and including those relating to the settlement with the EIF/reviewed deed of settlement terms and requirement to produce under court order |
| BR | David Whyte | Partner | Investigation | 11/09/2017 | 0.80 | \$464.00 reviewed constitution and product disclosure statement in relation to potential claim |
| BR | David Whyte | Partner | Investigation | 10/10/2017 | 0.30 | \$174.00 reviewed judgement in relation to production of documents for public examination |
| BR | Charles Haines | Senior Manager | Investigation | 13/07/2017 | 0.40 | \$188.00 Review legal correspondence regarding Voluntary Administrators claim against EIF for costs and documentation including minutes of creditors meeting |
| BR | Charles Haines | Senior Manager | Investigation | 28/07/2017 | 0.10 | \$47.00 Review Gadens advice regarding timeline of liq claim |
| BR | John Somerville | Senior Manager | Investigation | 8/11/2016 | 0.40 | \$182.00 Review of request from the liquidators of Equititrust Ltd for a copy of the EIF loan management database to quantify loss resulting from former auditors negligence. Review of issues copying database and email to David Whyte regarding same |
| BR | John Somerville | Senior Manager | Investigation | 9/11/2016 | 0.10 | \$45.50 Email to our IT consultant regarding logistics providing a copy of the loan management database to the solicitors for the liquidators of Equititrust Ltd to quantify claim against the former auditors |
| BR | John Somerville | Senior Manager | Investigation | 9/11/2016 | 0.10 | \$45.50 Discussion with IT consultant regarding copying loan management database for the solicitors for the liquidators of Equititrust Ltd to assist with quantifying claim against the former auditors |
| BR | John Somerville | Senior Manager | Investigation | 10/11/2016 | 0.20 | \$91.00 Email to the solicitors for the liquidators of Equititrust Ltd in relation to the loan management database to assist with quantifying claim against the former auditors |
| BR | John Somerville | Senior Manager | Investigation | 11/11/2016 | 0.20 | \$91.00 Call to consultant regarding loan management database and functions to assist solicitors for the liquidators of Equititrust Ltd with the claim against the former auditors |
| BR | John Somerville | Senior Manager | Investigation | 11/11/2016 | 0.10 | \$45.50 Review of email from the solicitor for the liquidators of Equititrust Ltd regarding accessing loan management database and email to our IT consultant regarding same |
| BR | John Somerville | Senior Manager | Investigation | 17/11/2016 | 0.30 | \$136.50 Call from our consultant regarding request from solicitors for the liquidators of Equititrust to access further loan records to support claim against the auditors |
| BR | John Somerville | Senior Manager | Investigation | 17/11/2016 | 0.30 | \$136.50 Call from our consultant regarding queries from the solicitors for the liquidators of Equititrust Ltd in relation to the loan management database and information required to support claim against the auditors |
| BR | John Somerville | Senior Manager | Investigation | 17/11/2016 | 0.20 | \$91.00 Review and consider email from our consultant regarding queries from the solicitors for the liquidators of Equititrust Ltd in relation to the loan management database and information required to support claim against the auditors |
| BR | John Somerville | Senior Manager | Investigation | 21/11/2016 | 0.30 | \$136.50 Review of email from the solicitors of Equititrust Ltd regarding further data to support claim against auditors. Review of server in relation to further data requested |

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| BR | John Somerville | Senior Manager | Investigation | 21/11/2016 | 0.10 | \$45.50 | Call from the solicitors of Equititrust Ltd in relation to further data required to support claim against auditors |
| BR | John Somerville | Senior Manager | Investigation | 24/11/2016 | 0.30 | \$136.50 | Call to our consultant regarding further data requested by the solicitors for the liquidators of Equititrust Ltd to prosecute the claim against the auditors. Email to the solicitors for the liquidators of Equititrust Ltd regarding same |
| BR | John Somerville | Senior Manager | Investigation | 24/11/2016 | 0.40 | \$182.00 | Review of further data requested by the solicitors for the liquidators of Equititrust Ltd to support claim against the auditors. Email to the solicitors for the liquidators regarding same |
| BR | John Somerville | Senior Manager | Investigation | 25/11/2016 | 0.10 | \$45.50 | Email to the solicitors for the liquidators of Equititrust Ltd regarding files requested for the financial management database to support claim against valuer |
| BR | John Somerville | Senior Manager | Investigation | 25/11/2016 | 0.20 | \$91.00 | Call from our consultant regarding further data requested by the solicitors for the liquidators of Equititrust Ltd to support the claim against the former auditors |
| BR | John Somerville | Senior Manager | Investigation | 25/11/2016 | 0.10 | \$45.50 | Call from the solicitors for the liquidators of Equititrust Ltd to support the claim against the former auditors |
| BR | John Somerville | Senior Manager | Investigation | 28/11/2016 | 0.30 | \$136.50 | Call to the solicitors for the liquidators of Equititrust Ltd in relation to further data required to support the claim against the former auditors |
| BR | John Somerville | Senior Manager | Investigation | 28/11/2016 | 0.10 | \$45.50 | Call to our IT consultant regarding further request from the solicitors for the liquidators of Equititrust Ltd in relation to further data required to support the claim against the former auditors |
| BR | John Somerville | Senior Manager | Investigation | 28/11/2016 | 0.20 | \$91.00 | Call from the solicitors for the liquidators of Equititrust Ltd regarding request for complete copy of EIF server to assist with claim against auditors and email to David Whyte regarding same |
| BR | John Somerville | Senior Manager | Investigation | 29/11/2016 | 0.10 | \$45.50 | Call to our IT consultant regarding accessing files linked to the financial management database as requested by the solicitors for the liquidators of Equititrust Ltd to support claim against the auditors |
| BR | John Somerville | Senior Manager | Investigation | 29/11/2016 | 0.40 | \$182.00 | Review of issues allowing access to our IT consultant to the server to identify further data to support the claim against the auditors as requested by the solicitors for the liquidators of Equititrust Ltd. Email to our IT consultant regarding same |
| BR | John Somerville | Senior Manager | Investigation | 6/12/2016 | 0.10 | \$45.50 | Email to our IT consultant regarding information required to support claim against auditors. Email to the solicitors for the liquidators regarding same |
| BR | John Somerville | Senior Manager | Investigation | 13/12/2016 | 0.20 | \$91.00 | Call to our IT consultant regarding accessing information requested by the solicitors for the liquidators of Equititrust Ltd to quantify the claim against the former auditors |
| BR | John Somerville | Senior Manager | Investigation | 13/12/2016 | 0.20 | \$91.00 | Email to the solicitors for the liquidators of Equititrust Ltd in relation to further information requested to support the claim against the former auditors |
| BR | John Somerville | Senior Manager | Investigation | 14/12/2016 | 0.40 | \$182.00 | Draft undertaking to allow the solicitors for the Liquidators of Equititrust Ltd to access the server to progress the claim against the former auditors. Email to David Whyte regarding same |

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| BR | John Somerville | Senior Manager | Investigation | 16/12/2016 | 0.50 | \$227.50 | Review and amendments to draft undertaking to allow solicitors for the liquidators of Equititrust Ltd to access the Fund's records. Email to our solicitors regarding same |
| BR | John Somerville | Senior Manager | Investigation | 19/12/2016 | 0.30 | \$136.50 | Review and amendments to undertaking in relation to access to a copy of the server for the solicitors of the liquidators of Equititrust Ltd to support claim against auditors. Email to the solicitors for the liquidators regarding same |
| BR | John Somerville | Senior Manager | Investigation | 22/12/2016 | 0.10 | \$45.50 | Call to our internal IT team regarding copying drives of the EIF server for the solicitors for the liquidators of Equititrust Ltd to support claim against auditors |
| BR | John Somerville | Senior Manager | Investigation | 22/12/2016 | 0.10 | \$45.50 | Instructions to Ryan Whyte regarding copying drives of the EIF server for the solicitors for the liquidators of Equititrust Ltd to support claim against auditors |
| BR | John Somerville | Senior Manager | Investigation | 22/12/2016 | 0.20 | \$91.00 | Letter to the solicitors for the liquidators of Equititrust Ltd in relation to a copy of the EIF server to assist with claim against former auditors |
| BR | John Somerville | Senior Manager | Investigation | 22/12/2016 | 0.20 | \$91.00 | Liaising with our internal IT team in relation to providing a copy of the EIF server to the solicitors for the liquidators of Equititrust Ltd to progress claim against former auditors |
| BR | John Somerville | Senior Manager | Investigation | 12/01/2017 | 0.20 | \$91.00 | Review of email from the solicitors for the liquidators of Equititrust Ltd in relation to the EIF database required to support claim against the auditors. Call to the solicitors for the liquidators regarding same |
| BR | John Somerville | Senior Manager | Investigation | 13/01/2017 | 0.20 | \$91.00 | Email to the solicitors for the liquidators of Equititrust Ltd in relation to further information to assist with claim against the former auditors |
| BR | John Somerville | Senior Manager | Investigation | 2/02/2017 | 0.10 | \$45.50 | Respond to email from the solicitors for the liquidators of Equititrust Ltd in relation to a request for further records to support claim against the former auditors |
| BR | John Somerville | Senior Manager | Investigation | 7/02/2017 | 0.10 | \$45.50 | Email to our consultant regarding further documents to be produced to assist claim against former auditors as requested by the solicitors for the liquidators of Equititrust Ltd |
| BR | John Somerville | Senior Manager | Investigation | 10/02/2017 | 0.20 | \$91.00 | Call from our consultant regarding reports requested by the solicitors for the liquidators of Equititrust Ltd to support the claim against the former valuer |
| BR | John Somerville | Senior Manager | Investigation | 10/02/2017 | 0.10 | \$45.50 | Email to the solicitors for the liquidators of Equititrust Ltd regarding reports to support the claim against the former valuer |
| BR | Jayden Coulston | Manager | Investigation | 7/08/2017 | 1.40 | \$602.00 | Meeting with David Whyte, Charles Haines and Ryan Whyte regarding calculation of equalisation payments to members who did not receive monthly interest/capital payments for the period 01/07/11 - 21/11/11. Read notes from John Somerville. |
| BR | Jayden Coulston | Manager | Investigation | 8/08/2017 | 1.60 | \$688.00 | Conduct initial review of methodology in calculating equalisation payments. Review spreadsheet methodology for the categorisation of investors to receive/not to receive equalisation payments. |
| BR | Jayden Coulston | Manager | Investigation | 9/08/2017 | 2.40 | \$1,032.00 | Conduct further review of methodology in calculating equalisation payments. Review spreadsheet for the categorisation of investors to receive/not to receive equalisation payments. Review different scenarios whereby manual adjustments are required. |

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| BR | Jayden Coulston | Manager | Investigation | 10/08/2017 | 2.20 | \$946.00 | Continued review of methodology in calculating equalisation payments. Testing of methodology on individual unit holders across different calculation scenarios. Note discrepancies identified. |
| BR | Jayden Coulston | Manager | Investigation | 10/08/2017 | 2.90 | \$1,247.00 | Continued review of methodology in calculating equalisation payments. Testing of methodology on individual unit holders across different calculation scenarios. Note discrepancies identified. |
| BR | Jayden Coulston | Manager | Investigation | 15/08/2017 | 0.80 | \$344.00 | Meeting with Ryan Whyte to review updated equalisation payment schedule. Review calculations for multiple scenarios where complex calculations are required (i.e. unit transfers prior to appointment, hardship payments, partial unit transfers etc). |
| BR | Jayden Coulston | Manager | Investigation | 15/08/2017 | 1.50 | \$645.00 | Continue review of equalisation payment calculations for multiple scenarios where complex calculations are required (i.e. unit transfers prior to appointment, hardship payments, partial unit transfers etc). |
| BR | Jayden Coulston | Manager | Investigation | 18/08/2017 | 1.50 | \$645.00 | Continue review of equalisation payment calculations and testing for individual investors. Begin draft file note outlining process undertaken to calculate equalisation payments. |
| BR | Jayden Coulston | Manager | Investigation | 22/08/2017 | 1.70 | \$731.00 | Continued testing equalisation payment calculations for c.600 individual unit holders whereby the IT formula did not work and manual adjustments were required. Make amendments and notes in relation to specific deposit IDs for further review. |
| BR | Jayden Coulston | Manager | Investigation | 22/08/2017 | 0.70 | \$301.00 | Continued testing equalisation payment calculations for c.600 individual unit holders whereby the IT formula did not work and manual adjustments were required. Make amendments and notes in relation to specific deposit IDs for further review. |
| BR | Jayden Coulston | Manager | Investigation | 22/08/2017 | 3.00 | \$1,290.00 | Continued testing equalisation payment calculations for c.600 individual unit holders whereby the IT formula did not work and manual adjustments were required. Make amendments and notes in relation to specific deposit IDs for further review. |
| BR | Jayden Coulston | Manager | Investigation | 23/08/2017 | 1.30 | \$559.00 | Continued testing equalisation payment calculations for c.600 individual unit holders whereby the IT formula did not work and manual adjustments were required. Make amendments and notes in relation to specific deposit IDs for further review. |
| BR | Jayden Coulston | Manager | Investigation | 23/08/2017 | 1.10 | \$473.00 | Continued testing equalisation payment calculations for c.600 individual unit holders whereby the IT formula did not work and manual adjustments were required. Make amendments and notes in relation to specific deposit IDs for further review. |
| BR | Jayden Coulston | Manager | Investigation | 23/08/2017 | 3.10 | \$1,333.00 | Continued testing equalisation payment calculations for c.600 individual unit holders whereby the IT formula did not work and manual adjustments were required. Make amendments and notes in relation to specific deposit IDs for further review. |
| BR | Jayden Coulston | Manager | Investigation | 24/08/2017 | 2.20 | \$946.00 | Continued testing equalisation payment calculations for individual unit holders whereby the IT formula did not work and manual adjustments were required. Update file note to discuss specific discrepancies and issues with Ryan Whyte. |
| BR | Jayden Coulston | Manager | Investigation | 24/08/2017 | 1.50 | \$645.00 | Continued testing equalisation payment calculations for c.600 individual unit holders whereby the IT formula did not work and manual adjustments were required. Make amendments and notes in relation to specific deposit IDs for further review. |
| BR | Jayden Coulston | Manager | Investigation | 25/08/2017 | 1.30 | \$559.00 | Continued testing equalisation payment calculations for c.600 individual unit holders whereby the IT formula did not work and manual adjustments were required. Make amendments and notes in relation to specific deposit IDs for further review. |
| BR | Jayden Coulston | Manager | Investigation | 25/08/2017 | 0.50 | \$215.00 | Continued testing equalisation payment calculations for c.600 individual unit holders whereby the IT formula did not work and manual adjustments were required. Make amendments and notes in relation to specific deposit IDs for further review. |

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| BR | Jayden Coulston | Manager | Investigation | 25/08/2017 | 2.90 | \$1,247.00 | Analysing draft Equalisation Payment spreadsheet with Ryan Whyte and review different complications that have occurred with the IT formula. Adjust investor accounts to find the accurate equalisation payment. |
| BR | Jayden Coulston | Manager | Investigation | 28/08/2017 | 1.60 | \$688.00 | Continued testing equalisation payment calculations for c.600 individual unit holders whereby the IT formula did not work and manual adjustments were required. Make amendments and notes in relation to specific deposit IDs for further review. |
| BR | Jayden Coulston | Manager | Investigation | 28/08/2017 | 1.80 | \$774.00 | Continued testing equalisation payment calculations for c.600 individual unit holders whereby the IT formula did not work and manual adjustments were required. Make amendments and notes in relation to specific deposit IDs for further review. |
| BR | Jayden Coulston | Manager | Investigation | 28/08/2017 | 0.60 | \$258.00 | Continued testing equalisation payment calculations for c.600 individual unit holders whereby the IT formula did not work and manual adjustments were required. Make amendments and notes in relation to specific deposit IDs for further review. |
| BR | Jayden Coulston | Manager | Investigation | 28/08/2017 | 2.40 | \$1,032.00 | Continued testing equalisation payment calculations for c.600 individual unit holders whereby the IT formula did not work and manual adjustments were required. Make amendments and notes in relation to specific deposit IDs for further review. |
| BR | Jayden Coulston | Manager | Investigation | 29/08/2017 | 2.30 | \$989.00 | Continued testing equalisation payment calculations for c.600 individual unit holders whereby the IT formula did not work and manual adjustments were required. Make amendments and notes in relation to specific deposit IDs for further review. |
| BR | Jayden Coulston | Manager | Investigation | 29/08/2017 | 3.10 | \$1,333.00 | Continued testing equalisation payment calculations for c.600 individual unit holders whereby the IT formula did not work and manual adjustments were required. Make amendments and notes in relation to specific deposit IDs for further review. |
| BR | Jayden Coulston | Manager | Investigation | 30/08/2017 | 1.80 | \$774.00 | Continued testing equalisation payment calculations for c.600 individual unit holders whereby the IT formula did not work and manual adjustments were required. Make amendments and notes in relation to specific deposit IDs for further review. |
| BR | Jayden Coulston | Manager | Investigation | 30/08/2017 | 0.50 | \$215.00 | Continued testing equalisation payment calculations for c.600 individual unit holders whereby the IT formula did not work and manual adjustments were required. Make amendments and notes in relation to specific deposit IDs for further review. |
| BR | Jayden Coulston | Manager | Investigation | 30/08/2017 | 0.60 | \$258.00 | Continued testing equalisation payment calculations for c.600 individual unit holders whereby the IT formula did not work and manual adjustments were required. Make amendments and notes in relation to specific deposit IDs for further review. |
| BR | Jayden Coulston | Manager | Investigation | 31/08/2017 | 1.80 | \$774.00 | Continued testing equalisation payment calculations for c.600 individual unit holders whereby the IT formula did not work and manual adjustments were required. Make amendments and notes in relation to specific deposit IDs for further review. |
| BR | Jayden Coulston | Manager | Investigation | 31/08/2017 | 1.50 | \$645.00 | Continued testing equalisation payment calculations for c.600 individual unit holders whereby the IT formula did not work and manual adjustments were required. Make amendments and notes in relation to specific deposit IDs for further review. |
| BR | Jayden Coulston | Manager | Investigation | 31/08/2017 | 0.60 | \$258.00 | Continued testing equalisation payment calculations for c.600 individual unit holders whereby the IT formula did not work and manual adjustments were required. Make amendments and notes in relation to specific deposit IDs for further review. |
| BR | Jayden Coulston | Manager | Investigation | 31/08/2017 | 1.20 | \$516.00 | Continued testing equalisation payment calculations for c.600 individual unit holders whereby the IT formula did not work and manual adjustments were required. Make amendments and notes in relation to specific deposit IDs for further review. |
| BR | Jayden Coulston | Manager | Investigation | 1/09/2017 | 0.70 | \$301.00 | Continued testing equalisation payment calculations for c.600 individual unit holders whereby the IT formula did not work and manual adjustments were required. Make amendments and notes in relation to specific deposit IDs for further review. |

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| BR | Jayden Coulston | Manager | Investigation | 1/09/2017 | 0.90 | \$387.00 | Continued testing equalisation payment calculations for c.600 individual unit holders whereby the IT formula did not work and manual adjustments were required. Make amendments and notes in relation to specific deposit IDs for further review. |
| BR | Jayden Coulston | Manager | Investigation | 1/09/2017 | 0.50 | \$215.00 | Continued testing equalisation payment calculations for c.600 individual unit holders whereby the IT formula did not work and manual adjustments were required. Make amendments and notes in relation to specific deposit IDs for further review. |
| BR | Jayden Coulston | Manager | Investigation | 1/09/2017 | 0.90 | \$387.00 | Continued testing equalisation payment calculations for c.600 individual unit holders whereby the IT formula did not work and manual adjustments were required. Make amendments and notes in relation to specific deposit IDs for further review. |
| BR | Jayden Coulston | Manager | Investigation | 1/09/2017 | 0.50 | \$215.00 | Continued testing equalisation payment calculations for c.600 individual unit holders whereby the IT formula did not work and manual adjustments were required. Make amendments and notes in relation to specific deposit IDs for further review. |
| BR | Jayden Coulston | Manager | Investigation | 4/09/2017 | 2.60 | \$1,118.00 | Continued testing equalisation payment calculations for c.600 individual unit holders whereby the IT formula did not work and manual adjustments were required. Liaise with Ryan Whyte re amendments to calculations. |
| BR | Jayden Coulston | Manager | Investigation | 4/09/2017 | 1.40 | \$602.00 | Continued testing equalisation payment calculations for c.600 individual unit holders whereby the IT formula did not work and manual adjustments were required. Liaise with Ryan Whyte re amendments to calculations. |
| BR | Jayden Coulston | Manager | Investigation | 4/09/2017 | 1.80 | \$774.00 | Continued testing equalisation payment calculations for c.600 individual unit holders whereby the IT formula did not work and manual adjustments were required. Liaise with Ryan Whyte re amendments to calculations. |
| BR | Jayden Coulston | Manager | Investigation | 5/09/2017 | 1.20 | \$516.00 | Continued testing equalisation payment calculations for c.600 individual unit holders whereby the IT formula did not work and manual adjustments were required. Make amendments to calculations where required and update notes. |
| BR | Jayden Coulston | Manager | Investigation | 5/09/2017 | 2.10 | \$903.00 | Continued testing equalisation payment calculations for c.600 individual unit holders whereby the IT formula did not work and manual adjustments were required. Make amendments to calculations where required and update notes. |
| BR | Jayden Coulston | Manager | Investigation | 5/09/2017 | 1.90 | \$817.00 | Continued testing equalisation payment calculations for c.600 individual unit holders whereby the IT formula did not work and manual adjustments were required. Make amendments to calculations where required and update notes. |
| BR | Jayden Coulston | Manager | Investigation | 5/09/2017 | 0.80 | \$344.00 | Continued testing equalisation payment calculations for c.600 individual unit holders whereby the IT formula did not work and manual adjustments were required. Make amendments to calculations where required and update notes. |
| BR | Jayden Coulston | Manager | Investigation | 6/09/2017 | 0.60 | \$258.00 | Continued testing equalisation payment calculations for c.600 individual unit holders whereby the IT formula did not work and manual adjustments were required. Make amendments to calculations where required and update notes. |
| BR | Jayden Coulston | Manager | Investigation | 6/09/2017 | 0.70 | \$301.00 | Continued testing equalisation payment calculations for c.600 individual unit holders whereby the IT formula did not work and manual adjustments were required. Make amendments to calculations where required and update notes. |
| BR | Jayden Coulston | Manager | Investigation | 6/09/2017 | 0.50 | \$215.00 | Continued testing equalisation payment calculations for c.600 individual unit holders whereby the IT formula did not work and manual adjustments were required. Make amendments to calculations where required and update notes. |
| BR | Jayden Coulston | Manager | Investigation | 6/09/2017 | 2.30 | \$989.00 | Continued testing equalisation payment calculations for c.600 individual unit holders whereby the IT formula did not work and manual adjustments were required. Make amendments to calculations where required and update notes. |

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| BR | Jayden Coulston | Manager | Investigation | 19/09/2017 | 0.60 | \$258.00 | Liaise with Ryan Whyte re engaging external IT contractor to extract further data from database to run formulas for tfr in/out calculations and to double check current calculations. Discuss potential issues with calculations. |
| BR | Jayden Coulston | Manager | Investigation | 19/09/2017 | 0.80 | \$344.00 | Continued testing equalisation payment calculations for c.600 individual unit holders whereby the IT formula did not work and manual adjustments were required. Liaise with Ryan Whyte re amendments to calculations. |
| BR | Jayden Coulston | Manager | Investigation | 20/09/2017 | 0.80 | \$344.00 | Continued testing equalisation payment calculations for c.600 individual unit holders whereby the IT formula did not work and manual adjustments were required. |
| BR | Jayden Coulston | Manager | Investigation | 20/09/2017 | 0.50 | \$215.00 | Continued testing equalisation payment calculations for c.600 individual unit holders whereby the IT formula did not work and manual adjustments were required. |
| BR | Jayden Coulston | Manager | Investigation | 20/09/2017 | 2.90 | \$1,247.00 | Testing equalisation payment calculations for additional c.188 individual unit holders whereby the IT formula produced negative equalisation payments and manual adjustments were required to correct the formula. |
| BR | Jayden Coulston | Manager | Investigation | 21/09/2017 | 0.70 | \$301.00 | Continued testing equalisation payment calculations for additional c.188 individual unit holders whereby the IT formula produced negative equalisation payments and manual adjustments were required to correct the formula. |
| BR | Jayden Coulston | Manager | Investigation | 21/09/2017 | 0.90 | \$387.00 | Continued testing equalisation payment calculations for additional c.188 individual unit holders whereby the IT formula produced negative equalisation payments and manual adjustments were required to correct the formula. |
| BR | Jayden Coulston | Manager | Investigation | 21/09/2017 | 0.80 | \$344.00 | Finalise and send email to external IT contractor regarding issues with equalisation calculations and further information required. Request assistance with producing further reports to reconcile transfers and calculations. Update and attach spreadsheet. |
| BR | Jayden Coulston | Manager | Investigation | 21/09/2017 | 1.10 | \$473.00 | Draft email to external IT contractor regarding issues with equalisation calculations and further information required to finalise calculations. Request assistance with producing further reports to reconcile transfers and calculations. |
| BR | Jayden Coulston | Manager | Investigation | 21/09/2017 | 0.30 | \$129.00 | Continued testing equalisation payment calculations for additional c.188 individual unit holders whereby the IT formula produced negative equalisation payments and manual adjustments were required to correct the formula. |
| BR | Jayden Coulston | Manager | Investigation | 21/09/2017 | 1.30 | \$559.00 | Continued testing equalisation payment calculations for additional c.188 individual unit holders whereby the IT formula produced negative equalisation payments and manual adjustments were required to correct the formula. |
| BR | Jayden Coulston | Manager | Investigation | 21/09/2017 | 0.30 | \$129.00 | Phone call to external IT contractor regarding issues with equalisation calculations and further information required. Email to follow. |
| BR | Jayden Coulston | Manager | Investigation | 25/09/2017 | 0.90 | \$387.00 | Continued testing equalisation payment calculations for additional c.188 individual unit holders whereby the IT formula produced negative equalisation payments and manual adjustments were required to correct the formula. |
| BR | Jayden Coulston | Manager | Investigation | 25/09/2017 | 1.00 | \$430.00 | Continued testing equalisation payment calculations for additional c.188 individual unit holders whereby the IT formula produced negative equalisation payments and manual adjustments were required to correct the formula. |
| BR | Jayden Coulston | Manager | Investigation | 25/09/2017 | 3.10 | \$1,333.00 | Continued testing equalisation payment calculations for additional c.188 individual unit holders whereby the IT formula produced negative equalisation payments and manual adjustments were required to correct the formula. Make adjustments. |

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| BR | Jayden Coulston | Manager | Investigation | 25/09/2017 | 0.60 | \$258.00 T/c to external IT contractor regarding complications to equalisation payment spreadsheet and additional reports produced to assist with identifying complications. Discussion re identifying/formulating transfer in/out calculations where required. |
| BR | Jayden Coulston | Manager | Investigation | 25/09/2017 | 0.50 | \$215.00 Review additional reports provided by external IT contractor to reconcile hardship and additional interest payments after 01/07/2010. Instructions to Ryan Whyte to reconcile reports to master spreadsheet. |
| BR | Jayden Coulston | Manager | Investigation | 26/09/2017 | 0.60 | \$258.00 Consider quote from external IT contractor to extract additional data from server to assist with checking equalisation payment calculations and data integrity. Discussion with Charles Haines and email to David Whyte requesting authorisation to engage external IT contractor. |
| BR | Jayden Coulston | Manager | Investigation | 26/09/2017 | 1.00 | \$430.00 Continued testing equalisation payment calculations for additional c.188 individual unit holders whereby the IT formula produced negative equalisation payments and manual adjustments were required to correct the formula. |
| BR | Jayden Coulston | Manager | Investigation | 26/09/2017 | 2.70 | \$1,161.00 Continued testing equalisation payment calculations for additional c.188 individual unit holders whereby the IT formula produced negative equalisation payments and manual adjustments were required to correct the formula. Liaised with Ryan Whyte. |
| BR | Jayden Coulston | Manager | Investigation | 26/09/2017 | 1.70 | \$731.00 Continued testing equalisation payment calculations for additional c.188 individual unit holders whereby the IT formula produced negative equalisation payments and manual adjustments were required to correct the formula. |
| BR | Jayden Coulston | Manager | Investigation | 27/09/2017 | 1.20 | \$516.00 Continued testing equalisation payment calculations for additional c.188 individual unit holders whereby the IT formula produced negative equalisation payments and manual adjustments were required to correct the formula. |
| BR | Jayden Coulston | Manager | Investigation | 27/09/2017 | 1.50 | \$645.00 Formatting equalisation payment spreadsheet to send to external IT contractor for review. Update category legend, notes etc. |
| BR | Jayden Coulston | Manager | Investigation | 27/09/2017 | 1.80 | \$774.00 Build formulas to extract transfer in/out calculations for apportioned return of capital between transferring accounts. Implementation and testing of formula on master spreadsheet. |
| BR | Jayden Coulston | Manager | Investigation | 27/09/2017 | 0.90 | \$387.00 Continued testing of formulas to extract transfer in/out calculations for apportioned return of capital between transferring accounts. Calculate total estimated equalisation payments to be made across all categorised accounts (c.\$2.9m). |
| BR | Jayden Coulston | Manager | Investigation | 28/09/2017 | 0.10 | \$43.00 Reply email to external IT contractor re equalisation payment distribution queries. |
| BR | Jayden Coulston | Manager | Investigation | 28/09/2017 | 1.10 | \$473.00 Build and implement self checking formulas to equalisation payment dataset to test data integrity. Review and amend calculations where checking formula identified errors. |
| BR | Jayden Coulston | Manager | Investigation | 28/09/2017 | 1.20 | \$516.00 Cont. review of and amending of equalisation payment calculations where self checking formula identified errors. |
| BR | Jayden Coulston | Manager | Investigation | 28/09/2017 | 1.70 | \$731.00 Cont. draft file note explaining process undertaken for calculating equalisation payment. Prepare checklist for remaining tasks to complete/missing information for finalising equalisation payment calculation review. |
| BR | Jayden Coulston | Manager | Investigation | 29/09/2017 | 1.60 | \$688.00 Cont. draft file note explaining process undertaken for calculating equalisation payment and preparation of checklist for remaining tasks to complete/missing information for finalising equalisation payment calculation review. |

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| BR | Jayden Coulston | Manager | Investigation | 29/09/2017 | 1.40 | \$602.00 | Cont. error checking calculations for equalisation payment. |
| BR | Jayden Coulston | Manager | Investigation | 29/09/2017 | 1.20 | \$516.00 | Telephone John Somerville re calculation process to identify highest capital rate of return and additional interest paid to investors. Discuss process and prepare work paper to support calculation of highest rate of return to be applied to all investors. |
| BR | Jayden Coulston | Manager | Investigation | 3/10/2017 | 2.40 | \$1,032.00 | Review email and additional data extracted by external IT contractor from the EIF database to assist with return of capital allocation between transferring accounts. Test spreadsheet to identify patterns between data received. |
| BR | Jayden Coulston | Manager | Investigation | 3/10/2017 | 1.90 | \$817.00 | Cont. testing spreadsheet received from external IT contractor to identify patterns between data received and consider potential formula to automatically calculate apportioned return of capital between transferring accounts. |
| BR | Jayden Coulston | Manager | Investigation | 4/10/2017 | 2.10 | \$903.00 | Cont. testing spreadsheet data received from external IT contractor to identify patterns between data received and consider potential formula to automatically calculate apportioned return of capital between transferring accounts. |
| BR | Jayden Coulston | Manager | Investigation | 4/10/2017 | 0.70 | \$301.00 | Draft email to external IT contractor regarding extraction of further data from the EIF server to assist with calculating the pro-rata return of capital between accounts where units were transferred between 30/06/10 and 30/03/11. |
| BR | Jayden Coulston | Manager | Investigation | 4/10/2017 | 0.50 | \$215.00 | Finalise email to external IT contractor regarding extraction of further data from the EIF server to assist with calculating the pro-rata return of capital between accounts where units were transferred between 30/06/10 and 30/03/11. Update and send spreadsheet |
| BR | Jayden Coulston | Manager | Investigation | 5/10/2017 | 1.40 | \$602.00 | Review email from external IT contractor regarding further data extracted from server to assist with equalisation payment calculations. Review attached spreadsheet to determine data patterns and if it can be used to run calculations. |
| BR | Jayden Coulston | Manager | Investigation | 5/10/2017 | 0.90 | \$387.00 | Cont. cross-checking apportionment of equalisation payments between accounts where funds were partially transferred. |
| BR | Jayden Coulston | Manager | Investigation | 5/10/2017 | 1.10 | \$473.00 | Cont. cross-checking apportionment of equalisation payments between accounts where funds were partially transferred. |
| BR | Jayden Coulston | Manager | Investigation | 5/10/2017 | 1.60 | \$688.00 | Cont. cross-checking apportionment of equalisation payments between accounts where funds were partially transferred. |
| BR | Jayden Coulston | Manager | Investigation | 6/10/2017 | 0.40 | \$172.00 | Liaise with Ryan Whyte re checking equalisation payment data for transfer account apportionments. |
| BR | Jayden Coulston | Manager | Investigation | 6/10/2017 | 0.50 | \$215.00 | Liaise with RW re cross-checking equalisation payment calculations to data provided by external IT contractor. |
| BR | Jayden Coulston | Manager | Investigation | 9/10/2017 | 2.90 | \$1,247.00 | Analyse spreadsheet received from external IT contractor with further data extracted from server. Reconcile all new deposits from 01/07/10 to 30/03/11 from extracted data against equalisation master spreadsheet. Add data to master spreadsheet where missing. |
| BR | Jayden Coulston | Manager | Investigation | 9/10/2017 | 0.50 | \$215.00 | Liaise with Ryan Whyte re cross-checking equalisation payment calculations where new money had been received between 01/07/10 and 30/03/11. |

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| BR | Jayden Coulston | Manager | Investigation | 9/10/2017 | 1.30 | \$559.00 | Cont. review of equalisation calculations for new investor deposits received between 01/07/10 and 30/03/11. Amend master spreadsheet where required. |
| BR | Jayden Coulston | Manager | Investigation | 10/10/2017 | 3.10 | \$1,333.00 | Review Ryan Whyte's updates to master equalisation spreadsheet. Create self checking formulas and reconcile all calculation and total columns to ensure data integrity across c. 2,800 investor accounts. Update data discrepancies where required. |
| BR | Jayden Coulston | Manager | Investigation | 10/10/2017 | 2.40 | \$1,032.00 | Create and run self checking formulas and reconcile all transfer in/out apportionment calculations to ensure data integrity across c. 210 investor accounts. Update data discrepancies where required. |
| BR | Jayden Coulston | Manager | Investigation | 10/10/2017 | 0.30 | \$129.00 | Update notes for tasks remaining to complete to finalise equalisation spreadsheet calculations. |
| BR | Jayden Coulston | Manager | Investigation | 11/10/2017 | 0.80 | \$344.00 | Review 2 x spreadsheets received from external IT contractor (detailed calculation and summary calculation). Reconcile external IT contractor's calculations for equalisation payment against BDO calculations. Note \$300k variance in calculations (\$2.7m vs \$3.0m). |
| BR | Jayden Coulston | Manager | Investigation | 11/10/2017 | 0.90 | \$387.00 | Email and telephone call to external IT contractor regarding equalisation payment calculations provided and variance between its and BDO's calculations. Discuss potential reasons for variances. External IT contractor to assess both sets of calculations and revert back. |
| BR | Jayden Coulston | Manager | Investigation | 11/10/2017 | 1.20 | \$516.00 | Cont. reconciliation between external IT contractor's and BDO's equalisation payment calculations. |
| BR | Jayden Coulston | Manager | Investigation | 11/10/2017 | 0.50 | \$215.00 | Begin preparing draft explanatory notes for Court application for equalisation payments. |
| BR | Jayden Coulston | Manager | Investigation | 11/10/2017 | 1.20 | \$516.00 | Cont. preparing draft explanatory notes for Court application for equalisation payments. |
| BR | Jayden Coulston | Manager | Investigation | 13/10/2017 | 0.90 | \$387.00 | Liaise with Ryan Whyte to conduct final checks on all manual adjustments made to equalisation calculations, link all offsetting hardship payments to equalisation payments on accounts owned by the same legal entity. |
| BR | Jayden Coulston | Manager | Investigation | 13/10/2017 | 0.70 | \$301.00 | Email to external IT contractor requesting extraction of further data from database to cross-check actual and calculated final investor account balances for equalisation payment. Request list of missing transfers for the period November 2016 to date. |
| BR | Jayden Coulston | Manager | Investigation | 13/10/2017 | 1.10 | \$473.00 | Cont. drafting explanatory notes for equalisation payment and provision to lawyers to assist with Court application. |
| BR | Jayden Coulston | Manager | Investigation | 13/10/2017 | 2.00 | \$860.00 | Cont. drafting explanatory notes for equalisation payment and provision to lawyers to assist with Court application. |
| BR | Jayden Coulston | Manager | Investigation | 16/10/2017 | 1.50 | \$645.00 | Review emails and spreadsheets from external IT contractor regarding complete data set and current balances of investor accounts to conduct a final reconciliation of equalisation payment calculations for data integrity. Liaise with Ryan Whyte re reconciliation |
| BR | Jayden Coulston | Manager | Investigation | 16/10/2017 | 0.50 | \$215.00 | Testing of investor account final balances for equalisation payment with Ryan Whyte. |

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| BR | Jayden Coulston | Manager | Investigation | 16/10/2017 | 0.70 | \$301.00 Liaise with Ryan Whyte and build final master spreadsheet, listing all equalisation payments in one tab and excluding all working notes for provision to solicitors for Court application. |
| BR | Jayden Coulston | Manager | Investigation | 16/10/2017 | 0.90 | \$387.00 Cont. drafting explanatory notes for equalisation payment Court application. |
| BR | Jayden Coulston | Manager | Investigation | 16/10/2017 | 0.80 | \$344.00 Cont. drafting explanatory notes for equalisation payment Court application. |
| BR | Jayden Coulston | Manager | Investigation | 16/10/2017 | 0.50 | \$215.00 Cont. drafting explanatory notes for equalisation payment Court application. |
| BR | Jayden Coulston | Manager | Investigation | 17/10/2017 | 0.90 | \$387.00 Cont. drafting explanatory notes for equalisation payment Court application. |
| BR | Jayden Coulston | Manager | Investigation | 17/10/2017 | 1.20 | \$516.00 Cont. drafting explanatory notes for equalisation payment Court application. |
| BR | Jayden Coulston | Manager | Investigation | 17/10/2017 | 2.90 | \$1,247.00 Prepare summary sheet linked to all worksheets in master equalisation payment spreadsheet showing all payments due to investors. Finalise formatting of spreadsheet for provision to solicitors for application to Court. |
| BR | Jayden Coulston | Manager | Investigation | 18/10/2017 | 0.50 | \$215.00 Cont. drafting explanatory notes for equalisation payment application to Court. Set out calculations and basis for payment. |
| BR | Jayden Coulston | Manager | Investigation | 18/10/2017 | 1.10 | \$473.00 Cont. drafting explanatory notes for equalisation payment application to Court. Set out calculations and basis for payment. |
| BR | Jayden Coulston | Manager | Investigation | 18/10/2017 | 0.60 | \$258.00 Cont. drafting explanatory notes for equalisation payment application to Court. Set out calculations and basis for payment. |
| BR | Jayden Coulston | Manager | Investigation | 18/10/2017 | 0.40 | \$172.00 Cont. drafting explanatory notes for equalisation payment application to Court. Set out calculations and basis for payment. |
| BR | Jayden Coulston | Manager | Investigation | 19/10/2017 | 0.60 | \$258.00 Cont. drafting explanatory notes for equalisation payment Court application. |
| BR | Jayden Coulston | Manager | Investigation | 19/10/2017 | 1.30 | \$559.00 Cont. drafting explanatory notes for equalisation payment Court application. |
| BR | Jayden Coulston | Manager | Investigation | 19/10/2017 | 0.90 | \$387.00 Cont. drafting explanatory notes for equalisation payment Court application. Draft email to solicitors regarding same. Email draft to Charles Haines for approval. |
| BR | Jayden Coulston | Manager | Investigation | 23/10/2017 | 0.90 | \$387.00 Update and finalise explanatory notes for equalisation payment based on review by Charles Haines. Discuss updates to explanatory notes with Charles. |

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| BR | Jayden Coulston | Manager | Investigation | 24/10/2017 | 0.10 | \$43.00 Email to external IT contractor regarding finalisation of equalisation payment review. |
| BR | Jayden Coulston | Manager | Investigation | 26/10/2017 | 0.80 | \$344.00 Review correspondence from Levitt Robinson solicitors regarding claim for employee entitlements on mortgagee in possession matter. Review all background correspondence in order to draft a response. Prepare draft response. |
| BR | Antoinette Fielding | Undergraduate | Investigation | 10/03/2017 | 0.30 | \$49.50 meeting with Charles Haines regarding investors request for unit balance, and issues with same. |
| BR | Antoinette Fielding | Undergraduate | Investigation | 30/06/2017 | 0.50 | \$82.50 Received water bill for property- searched files to determine if the Fund is liable to pay. |
| BR | Ryan Whyte | Undergraduate | Investigation | 4/08/2017 | 0.20 | \$35.00 Review and update the Equititrust Equalisation spreadsheet for Jayden to review. |
| BR | Ryan Whyte | Undergraduate | Investigation | 7/08/2017 | 1.40 | \$245.00 Analysing Equalisation Payment spreadsheet and reviewing accounts that have been transferred into new accounts from 1 July 2010 onwards. Verify accounts that require the equalisation payment and find the amount required to pay to each investment. |
| BR | Ryan Whyte | Undergraduate | Investigation | 7/08/2017 | 0.80 | \$140.00 Analysing Equalisation Payment spreadsheet and reviewing accounts that have been transferred into new accounts from 1 July 2010 onwards. Verify accounts that require the equalisation payment and find the amount required to pay to each investment. |
| BR | Ryan Whyte | Undergraduate | Investigation | 7/08/2017 | 0.30 | \$52.50 Analysing Equalisation Payment spreadsheet and reviewing accounts that have been transferred into new accounts from 1 July 2010 onwards. Verify accounts that require the equalisation payment and find the amount required to pay to each investment. |
| BR | Ryan Whyte | Undergraduate | Investigation | 15/08/2017 | 0.70 | \$122.50 Analysing Equalisation Payment spreadsheet and reviewing accounts that have been transferred into new accounts from 1 July 2010 onwards. Verify accounts that require the equalisation payment and find the amount required to pay to each investment. |
| BR | Ryan Whyte | Undergraduate | Investigation | 15/08/2017 | 1.50 | \$262.50 Analysing Equalisation Payment spreadsheet and reviewing accounts that have been transferred into new accounts from 1 July 2010 onwards. Verify accounts that require the equalisation payment and find the amount required to pay to each investment. |
| BR | Ryan Whyte | Undergraduate | Investigation | 15/08/2017 | 0.50 | \$87.50 Analysing Equalisation Payment spreadsheet and reviewing accounts that have been transferred into new accounts from 1 July 2010 onwards. Verify accounts that require the equalisation payment and find the amount required to pay to each investment. |
| BR | Ryan Whyte | Undergraduate | Investigation | 25/08/2017 | 2.90 | \$507.50 Analysing Equalisation Payment spreadsheet with Jayden Coulston and review different complications that have occurred with the Intersoft formula. Adjust investor accounts to find the accurate equalisation payment. |
| BR | Ryan Whyte | Undergraduate | Investigation | 8/09/2017 | 1.50 | \$262.50 Analysing Equalisation Payment spreadsheet and reviewing accounts that have been transferred into new accounts from 1 July 2010 onwards. Verify accounts that require the equalisation payment and find the amount required to pay to each investment. |
| BR | Ryan Whyte | Undergraduate | Investigation | 8/09/2017 | 0.30 | \$52.50 Analysing Equalisation Payment spreadsheet with Jayden Coulston and review different complications that have occurred with the Intersoft formula. Adjust investor accounts to find the accurate equalisation payment. |
| BR | Ryan Whyte | Undergraduate | Investigation | 8/09/2017 | 1.30 | \$227.50 Analysing Equalisation Payment spreadsheet and reviewing accounts that have been transferred into new accounts from 1 July 2010 onwards. Verify accounts that require the equalisation payment and find the amount required to pay to each investment. |

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| BR | Ryan Whyte | Undergraduate | Investigation | 16/10/2017 | 0.90 | \$157.50 | Analysing Equalisation Payment spreadsheet and reviewing accounts that have been transferred into new accounts from 1 July 2010 onwards. Verify accounts that require the equalisation payment and find the amount required to pay to each investment. |
| BR | Ryan Whyte | Undergraduate | Investigation | 16/10/2017 | 0.60 | \$105.00 | Analysing Equalisation Payment spreadsheet and reviewing accounts that have been transferred into new accounts from 1 July 2010 onwards. Verify accounts that require the equalisation payment and find the amount required to pay to each investment. |
| BR | Ryan Whyte | Undergraduate | Investigation | 16/10/2017 | 1.10 | \$192.50 | Analysing Equalisation Payment spreadsheet and reviewing accounts that have been transferred into new accounts from 1 July 2010 onwards. Verify accounts that require the equalisation payment and find the amount required to pay to each investment. |
| BR | Ryan Whyte | Undergraduate | Investigation | 16/10/2017 | 1.90 | \$332.50 | Analysing Equalisation Payment spreadsheet and reviewing accounts that have been transferred into new accounts from 1 July 2010 onwards. Verify accounts that require the equalisation payment and find the amount required to pay to each investment. |
| BR | Ryan Whyte | Undergraduate | Investigation | 16/10/2017 | 1.40 | \$245.00 | Analysing Equalisation Payment spreadsheet and reviewing accounts that have been transferred into new accounts from 1 July 2010 onwards. Verify accounts that require the equalisation payment and find the amount required to pay to each investment. |
| BR | David Whyte | Partner | Trade On | 4/11/2016 | 0.10 | \$58.00 | reviewed correspondence from ASIC and our solicitors regarding suspension of AFSL/email our solicitors regarding same |
| BR | David Whyte | Partner | Trade On | 16/11/2016 | 0.10 | \$58.00 | reviewed correspondence from our solicitors regarding suspension of AFSL and correspondence with ASIC relating to expiry of suspension on 30 November 2016 |
| BR | David Whyte | Partner | Trade On | 17/11/2016 | 0.10 | \$58.00 | authorised payments |
| BR | David Whyte | Partner | Trade On | 21/11/2016 | 0.10 | \$58.00 | reviewed correspondence from our solicitors and ASIC relating to request to extend suspension of the AFSL |
| BR | David Whyte | Partner | Trade On | 29/11/2016 | 0.10 | \$58.00 | authorised payments |
| BR | David Whyte | Partner | Trade On | 2/12/2016 | 0.10 | \$58.00 | authorised payments |
| BR | David Whyte | Partner | Trade On | 3/01/2017 | 0.20 | \$116.00 | meeting with John Somerville regarding outstanding issues relating to equalisation payment, Hall Chadwick claim, valuer claim, application to be made to court for directions |
| BR | David Whyte | Partner | Trade On | 3/01/2017 | 0.10 | \$58.00 | authorised payments |
| BR | David Whyte | Partner | Trade On | 3/01/2017 | 0.10 | \$58.00 | authorised payments |
| BR | David Whyte | Partner | Trade On | 4/01/2017 | 0.10 | \$58.00 | authorised payment |

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| BR | David Whyte | Partner | Trade On | 5/01/2017 | 0.20 | \$116.00 authorised payments |
| BR | David Whyte | Partner | Trade On | 9/01/2017 | 0.20 | \$116.00 meeting with John Somerville regarding claim against valuer/outstanding issues with Hall Chadwick/progression of same |
| BR | David Whyte | Partner | Trade On | 10/01/2017 | 0.10 | \$58.00 authorised payments |
| BR | David Whyte | Partner | Trade On | 30/01/2017 | 0.40 | \$232.00 reviewed correspondence from our solicitors regarding court order and judgement regarding public examinations to be conducted by the liquidators of EL/reviewed order and judgement |
| BR | David Whyte | Partner | Trade On | 30/01/2017 | 0.10 | \$58.00 reviewed letter to bank requesting new fixed term deposit and calculation of amount to be transferred |
| BR | David Whyte | Partner | Trade On | 31/01/2017 | 0.10 | \$58.00 authorised payments |
| BR | David Whyte | Partner | Trade On | 1/02/2017 | 0.10 | \$58.00 authorised payments |
| BR | David Whyte | Partner | Trade On | 3/02/2017 | 1.20 | \$696.00 preparation for meeting with our solicitors regarding claims by the liquidators of Equititrust Ltd/reviewed relevant correspondence |
| BR | David Whyte | Partner | Trade On | 3/02/2017 | 1.10 | \$638.00 meeting with John Somerville and our solicitors regarding progressing claim made by the liquidators of Equititrust Ltd/work to be done to admit/reject/request further information and response to claim generally |
| BR | David Whyte | Partner | Trade On | 6/02/2017 | 0.20 | \$116.00 reviewed liquidators report to creditors |
| BR | David Whyte | Partner | Trade On | 6/02/2017 | 0.10 | \$58.00 authorised payments |
| BR | David Whyte | Partner | Trade On | 9/02/2017 | 0.20 | \$116.00 authorised payments |
| BR | David Whyte | Partner | Trade On | 13/02/2017 | 0.20 | \$116.00 reviewed Hall Chadwick claim for remuneration |
| BR | David Whyte | Partner | Trade On | 15/02/2017 | 0.20 | \$116.00 reviewed list of outstanding issues |
| BR | David Whyte | Partner | Trade On | 15/02/2017 | 1.50 | \$870.00 planning meeting with John Somerville and Charles Haines regarding status of outstanding issues including claim against valuer, Hall Chadwick claim, equalisation payment court application, distributions to investors |

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| BR | David Whyte | Partner | Trade On | 22/02/2017 | 0.50 | \$290.00 reviewed court judgement relating to administrators and liquidators fees and including allocation to individual trusts and recovery of general liquidation work against trusts |
| BR | David Whyte | Partner | Trade On | 1/03/2017 | 0.10 | \$58.00 authorised payment |
| BR | David Whyte | Partner | Trade On | 9/03/2017 | 0.20 | \$116.00 authorised payments |
| BR | David Whyte | Partner | Trade On | 13/03/2017 | 0.10 | \$58.00 authorised payments |
| BR | David Whyte | Partner | Trade On | 14/03/2017 | 2.20 | \$1,276.00 reviewed correspondence with Hall Chadwick and their solicitors regarding claim for indemnity/reviewed reports to investors and creditors regarding fees and description of work undertaken |
| BR | David Whyte | Partner | Trade On | 15/03/2017 | 0.80 | \$464.00 commenced drafting summary to our solicitors in relation to review of Hall Chadwick's claim for remuneration and expenses against the fund |
| BR | David Whyte | Partner | Trade On | 21/03/2017 | 1.10 | \$638.00 reviewed correspondence with Hall Chadwick regarding indemnity claim/drafted response to our solicitors |
| BR | David Whyte | Partner | Trade On | 21/03/2017 | 1.20 | \$696.00 drafted email to our solicitors regarding Hall Chadwick claims/response to same |
| BR | David Whyte | Partner | Trade On | 27/03/2017 | 0.10 | \$58.00 authorised payments |
| BR | David Whyte | Partner | Trade On | 3/04/2017 | 0.10 | \$58.00 authorised payments |
| BR | David Whyte | Partner | Trade On | 3/04/2017 | 0.10 | \$58.00 reviewed correspondence and invoice from consultant/reviewed terms of engagement |
| BR | David Whyte | Partner | Trade On | 5/04/2017 | 0.10 | \$58.00 authorised payments |
| BR | David Whyte | Partner | Trade On | 7/04/2017 | 0.10 | \$58.00 reviewed report to creditors from Equititrust Ltd liquidators |
| BR | David Whyte | Partner | Trade On | 18/04/2017 | 0.10 | \$58.00 authorised payment |
| BR | David Whyte | Partner | Trade On | 26/04/2017 | 0.20 | \$116.00 reviewed correspondence from bank regarding expiry of term deposit/logon to internet banking/reviewed interest rates to extend/discussed renewal instructions with RW |

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| BR | David Whyte | Partner | Trade On | 26/04/2017 | 0.10 | \$58.00 reviewed letter to bank regarding transfer of funds and rollover of term deposit |
| BR | David Whyte | Partner | Trade On | 2/05/2017 | 0.10 | \$58.00 authorised payments |
| BR | David Whyte | Partner | Trade On | 10/05/2017 | 0.10 | \$58.00 authorised payments |
| BR | David Whyte | Partner | Trade On | 11/05/2017 | 0.10 | \$58.00 reviewed correspondence from nab regarding term deposit interest and maturity/options to extend |
| BR | David Whyte | Partner | Trade On | 23/05/2017 | 0.10 | \$58.00 reviewed report to creditors received from Equititrust Ltd liquidators |
| BR | David Whyte | Partner | Trade On | 13/06/2017 | 0.10 | \$58.00 authorised payment |
| BR | David Whyte | Partner | Trade On | 14/06/2017 | 0.20 | \$116.00 reviewed correspondence from Hall Chadwick regarding application to court relating to defence of proceedings brought on behalf of the EIF/email our solicitors regarding same |
| BR | David Whyte | Partner | Trade On | 22/06/2017 | 0.10 | \$58.00 authorised payment |
| BR | David Whyte | Partner | Trade On | 30/06/2017 | 0.10 | \$58.00 authorised payment |
| BR | David Whyte | Partner | Trade On | 13/07/2017 | 0.10 | \$58.00 authorised payments |
| BR | David Whyte | Partner | Trade On | 20/07/2017 | 0.10 | \$58.00 authorised payment |
| BR | David Whyte | Partner | Trade On | 27/07/2017 | 0.10 | \$58.00 reviewed term deposit rates/consider re-investment period and compare to other financial institutions |
| BR | David Whyte | Partner | Trade On | 3/08/2017 | 0.10 | \$58.00 reviewed payment/login internet banking/authorised payment |
| BR | David Whyte | Partner | Trade On | 7/08/2017 | 0.20 | \$116.00 reviewed Equititrust Ltd's liquidators report to creditors regarding public examination of several parties/potential claim |
| BR | David Whyte | Partner | Trade On | 8/08/2017 | 0.10 | \$58.00 authorised payments |

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| BR | David Whyte | Partner | Trade On | 21/08/2017 | 0.10 | \$58.00 reviewed invoice/logon to internet banking/authorised payment |
| BR | David Whyte | Partner | Trade On | 7/09/2017 | 0.10 | \$58.00 authorised payment |
| BR | David Whyte | Partner | Trade On | 12/09/2017 | 0.10 | \$58.00 logon to internet banking/authorised payment |
| BR | David Whyte | Partner | Trade On | 14/09/2017 | 0.10 | \$58.00 logon to internet banking/authorised payment |
| BR | David Whyte | Partner | Trade On | 3/10/2017 | 0.10 | \$58.00 reviewed correspondence from ASIC regarding suspension of AFSL and expiry of same/email ASIC and our solicitors regarding same |
| BR | David Whyte | Partner | Trade On | 5/10/2017 | 0.30 | \$174.00 reviewed correspondence from our solicitors and including draft letter to ASIC requesting an extension of the suspension of Equititrust Ltd's AFSL/checked facts/confirmed proposed amendments to the letter to finalise |
| BR | David Whyte | Partner | Trade On | 9/10/2017 | 0.10 | \$58.00 login to internet banking/authorised payment |
| BR | David Whyte | Partner | Trade On | 19/10/2017 | 0.10 | \$58.00 authorised payments |
| BR | David Whyte | Partner | Trade On | 26/10/2017 | 0.80 | \$464.00 reviewed correspondence from our solicitors and between the EL liquidators, their solicitors and our solicitors regarding claim for remuneration and expenses/reviewed draft letter/email our solicitors regarding queries and finalisation of same |
| BR | David Whyte | Partner | Trade On | 30/10/2017 | 0.10 | \$58.00 authorised payments |
| BR | David Whyte | Partner | Trade On | 30/10/2017 | 0.10 | \$58.00 reviewed correspondence from ASIC in respect of extension of suspension of AFSL/sent response |
| BR | David Whyte | Partner | Trade On | 31/10/2017 | 0.10 | \$58.00 logon to internet banking/authorised payment |
| BR | David Whyte | Partner | Trade On | 31/10/2017 | 0.10 | \$58.00 login to internet banking/authorised payments |
| BR | Charles Haines | Senior Manager | Trade On | 15/02/2017 | 1.50 | \$682.50 Planning meeting with David Whyte and John Somerville regarding status of outstanding issues including claim against valuer, Hall Chadwick claim, equalisation payment court application and distributions to investors |
| BR | Charles Haines | Senior Manager | Trade On | 15/02/2017 | 1.10 | \$500.50 Review multiple valuations in relation to the Savills valuation claim, review mediation brief and Plaintiff and Defendant position paper for additional background material associated with claim. |

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| BR | Charles Haines | Senior Manager | Trade On | 1/03/2017 | 0.10 | \$45.50 | Review and approve trade creditor payment for ongoing licence fee |
| BR | Charles Haines | Senior Manager | Trade On | 1/03/2017 | 0.10 | \$45.50 | Review EIF Unitholder Change of detail form, checklist and signature specimen |
| BR | Charles Haines | Senior Manager | Trade On | 1/03/2017 | 0.10 | \$45.50 | Review unitholder change of request documentation, compare sample signature to records, request further information from unit holder to support request. |
| BR | Charles Haines | Senior Manager | Trade On | 1/03/2017 | 0.10 | \$45.50 | Amend letter to unitholder regarding request of address change correspondence |
| BR | Charles Haines | Senior Manager | Trade On | 7/03/2017 | 0.20 | \$91.00 | Review three letters to unit holders requesting updates for tax purposes and update in holding details due to death of unitholder |
| BR | Charles Haines | Senior Manager | Trade On | 7/03/2017 | 0.10 | \$45.50 | Phone call and email to Liquidators office to obtain copy of annual report for borrower |
| BR | Charles Haines | Senior Manager | Trade On | 8/03/2017 | 0.10 | \$45.50 | Review 5 legal invoices for payment and authorise |
| BR | Charles Haines | Senior Manager | Trade On | 10/03/2017 | 0.10 | \$45.50 | Review and amend correspondence to Council regarding rates notice received on sold property. |
| BR | Charles Haines | Senior Manager | Trade On | 10/03/2017 | 0.30 | \$136.50 | Review correspondence to 5 unit holders requesting change of details or confirmation of holdings. Review sample signatures and reports from system to confirm holdings. |
| BR | Charles Haines | Senior Manager | Trade On | 10/03/2017 | 0.10 | \$45.50 | Review correspondence to 2 unit holders requesting change of details or confirmation of holdings. Review sample signatures and reports from system to confirm holdings. |
| BR | Charles Haines | Senior Manager | Trade On | 10/03/2017 | 0.10 | \$45.50 | Review and amend correspondence to unit holder in relation to deceased estate, change of details, authorised signatories, periodic payments and distributions. |
| BR | Charles Haines | Senior Manager | Trade On | 10/03/2017 | 0.20 | \$91.00 | Review and amend correspondence to unit holder in relation to current status of unitholding, review records in relation to transfer of holdings |
| BR | Charles Haines | Senior Manager | Trade On | 10/03/2017 | 0.10 | \$45.50 | Review and amend correspondence to unit holder in relation to deceased estate, change of details, authorised signatories, periodic payments and distributions. |
| BR | Charles Haines | Senior Manager | Trade On | 13/03/2017 | 0.10 | \$45.50 | Amend correspondence to Deceased Estate Unit holder regarding change of details and periodic payments |
| BR | Charles Haines | Senior Manager | Trade On | 14/03/2017 | 0.10 | \$45.50 | Review correspondence to Trustee of Deceased Estate and instructions in relation to change of unit holder details |

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| BR | Charles Haines Senior Manager Trade On | 15/03/2017 | 0.30 | \$136.50 | Review Equalisation payment spreadsheet in relation to certain unit holders. Meet Ryan Whyte in relation to amendments to spreadsheet and calculations. |
| BR | Charles Haines Senior Manager Trade On | 17/03/2017 | 0.40 | \$182.00 | Review 6 letters to unitholders regarding change of details. Amend letter to Trustee of Deceased Estate. Review letter to unit holder confirming information update |
| BR | Charles Haines Senior Manager Trade On | 20/03/2017 | 0.30 | \$136.50 | Review 5 letters to unit holders regarding change of details, including deceased estate, and multiple unit holders. |
| BR | Charles Haines Senior Manager Trade On | 27/03/2017 | 0.20 | \$91.00 | Review requests from five unitholders requesting change of details including review correspondence and check specimen signature to file. |
| BR | Charles Haines Senior Manager Trade On | 27/03/2017 | 0.10 | \$45.50 | Ph call to unitholder in relation to change of details requested and specimen signature on file and updated ID to be provided |
| BR | Charles Haines Senior Manager Trade On | 27/03/2017 | 0.20 | \$91.00 | Review and update correspondence to four unitholders requesting change of details including deceased estate and unitholder with no specimen signature on file |
| BR | Charles Haines Senior Manager Trade On | 28/03/2017 | 0.10 | \$45.50 | Amend letter to unitholder regarding executor of deceased estate and change of details |
| BR | Charles Haines Senior Manager Trade On | 10/04/2017 | 0.10 | \$45.50 | Email regarding payment of invoice and on billing to Squire Boggs |
| BR | Charles Haines Senior Manager Trade On | 13/04/2017 | 0.30 | \$136.50 | Review and update three letters to unit holders, review two change of unitholders detail forms and including ID confirmation and other supporting documentation |
| BR | Charles Haines Senior Manager Trade On | 21/04/2017 | 0.30 | \$136.50 | Review and amend correspondence to four unit holders in relation to update to unit holding details and confirmation of unit balances. Review underlying correspondence, supporting documentation and statements. |
| BR | Charles Haines Senior Manager Trade On | 3/05/2017 | 0.30 | \$136.50 | Review correspondence from three unit holders in relation to change of details including change of addresses and confirmation of deceased estate. |
| BR | Charles Haines Senior Manager Trade On | 13/06/2017 | 0.30 | \$136.50 | Review change of details request from three unit holders, including review of specimen signatures, Deeds of Retirement for Trustee retirement and change of details forms completed by unitholders |
| BR | Charles Haines Senior Manager Trade On | 20/06/2017 | 0.30 | \$136.50 | Review correspondence from three unitholders regarding change of details request, review documentation supplied by two and cross reference. Review letter to unitholder regarding further documentation |
| BR | Charles Haines Senior Manager Trade On | 20/06/2017 | 0.30 | \$136.50 | Review and amend correspondence to 3 unitholders in relation to change of details request. |
| BR | Charles Haines Senior Manager Trade On | 26/06/2017 | 0.10 | \$45.50 | Review correspondence to unitholder, re deceased unit holder and change of details |

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| BR | Charles Haines | Senior Manager | Trade On | 28/06/2017 | 0.30 | \$136.50 | Review three letters to unitholders regarding change of details request. including supporting documentation and specimen signatures from database |
| BR | Charles Haines | Senior Manager | Trade On | 29/06/2017 | 0.70 | \$318.50 | Review correspondence to seven unit holders regarding change of details. Review supporting documentation including wills, probate, trust documentation and evidence of specimen signatures |
| BR | Charles Haines | Senior Manager | Trade On | 10/07/2017 | 0.10 | \$47.00 | Review letter to unit holder regarding change of details |
| BR | Charles Haines | Senior Manager | Trade On | 10/07/2017 | 0.10 | \$47.00 | Amend correspondence to unitholder re deceased estate |
| BR | Charles Haines | Senior Manager | Trade On | 18/07/2017 | 0.40 | \$188.00 | Review four letters to unit holders regarding value of units, review supporting documentation, review calculations, amend letters as required to clarify joint holdings. |
| BR | Charles Haines | Senior Manager | Trade On | 24/07/2017 | 0.80 | \$376.00 | Review 8 letters to unitholders, including change of details, review specimen signatures, review death certificates, edit letters as required |
| BR | Charles Haines | Senior Manager | Trade On | 2/08/2017 | 0.40 | \$188.00 | Review and approve 5 change of detail request, including review of wills, probate and specimen signatures. Authorise payment |
| BR | Charles Haines | Senior Manager | Trade On | 7/08/2017 | 0.50 | \$235.00 | Review 6 letters to unitholders regarding change of details, update on unit price, appointment of Trustee, review specimen signatures and supporting documentation |
| BR | Charles Haines | Senior Manager | Trade On | 10/08/2017 | 0.10 | \$47.00 | Review licence update confirmation, meet JC regarding update on Equalisation payment workout |
| BR | Charles Haines | Senior Manager | Trade On | 22/08/2017 | 0.60 | \$282.00 | Review 11 items of correspondence to unitholders including change of details forms, review signatures, review wills and probate. Review Finpower listings to confirm unit holdings and review distributions calculations |
| BR | Charles Haines | Senior Manager | Trade On | 25/08/2017 | 0.30 | \$141.00 | Review 4 letters to unitholders regarding change in details re supporting documentation, signatures, wills and probate |
| BR | Charles Haines | Senior Manager | Trade On | 25/08/2017 | 0.20 | \$94.00 | Review investor query and amounts paid under three distributions and reconciliations |
| BR | Charles Haines | Senior Manager | Trade On | 29/08/2017 | 0.50 | \$235.00 | Review 6 letters to unitholder including change of details requests, review specimen signatures, wills, deeds of probate and confirm change of details in system |
| BR | Charles Haines | Senior Manager | Trade On | 29/08/2017 | 0.20 | \$94.00 | Amend distribution letter based on reducing balance calc |
| BR | Charles Haines | Senior Manager | Trade On | 31/08/2017 | 0.30 | \$141.00 | Review four letters to unitholders in relation to calculation of unitholding value, review previous distribution amounts and calculation of distribution rates on both straight-line and diminishing value basis |

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| BR | Charles Haines | Senior Manager | Trade On | 12/09/2017 | 0.10 | \$47.00 Arrange funds transfer between investment and ops account, for payment of valuation costs |
| BR | Charles Haines | Senior Manager | Trade On | 12/09/2017 | 0.10 | \$47.00 Review and authorise transaction in relation to costs associated with valuation fee |
| BR | Charles Haines | Senior Manager | Trade On | 12/09/2017 | 0.40 | \$188.00 Review and amend 6 letters to unitholders regarding change of details, unit balance confirmation and Probate on will. |
| BR | Charles Haines | Senior Manager | Trade On | 13/09/2017 | 0.20 | \$94.00 Review and amend correspondence to unitholders regarding request for unit value details and change of unit holder details |
| BR | Charles Haines | Senior Manager | Trade On | 13/09/2017 | 0.10 | \$47.00 Review and amend correspondence to unitholder regarding multiple transfers under Power of Attorney. |
| BR | Charles Haines | Senior Manager | Trade On | 18/09/2017 | 0.20 | \$94.00 Review two letters to unitholders confirming balances and previous transactions and transfers between multiple accounts, confirm balances. |
| BR | Charles Haines | Senior Manager | Trade On | 25/09/2017 | 0.10 | \$47.00 Amend correspondence to unit holder in relation to unitholdings and update in relation to unit transfer |
| BR | Charles Haines | Senior Manager | Trade On | 4/10/2017 | 0.10 | \$47.00 Review letter to unit holder |
| BR | Charles Haines | Senior Manager | Trade On | 5/10/2017 | 0.20 | \$94.00 Review two letters to unitholders |
| BR | Charles Haines | Senior Manager | Trade On | 25/10/2017 | 0.30 | \$141.00 Review three letters to unitholders in relation to change of details and unit balances, review supporting documentation and Finpower unit statements |
| BR | John Somerville | Senior Manager | Trade On | 23/11/2016 | 0.10 | \$45.50 Review of payment requisitions |
| BR | John Somerville | Senior Manager | Trade On | 23/11/2016 | 0.40 | \$182.00 Review of receipts and payments account and reconciliation for the period 21 November 2011 to 31 October 2016. Discussion with Andrew Lane regarding same |
| BR | John Somerville | Senior Manager | Trade On | 24/11/2016 | 0.10 | \$45.50 Review of payment requisitions |
| BR | John Somerville | Senior Manager | Trade On | 28/11/2016 | 0.10 | \$45.50 Review of payment requisitions |
| BR | John Somerville | Senior Manager | Trade On | 29/11/2016 | 0.10 | \$45.50 Review of accounts payable and instructions to Andrew Lane regarding same |

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| BR | John Somerville | Senior Manager Trade On | 5/12/2016 | 0.10 | \$45.50 Review of payment requisitions |
| BR | John Somerville | Senior Manager Trade On | 9/12/2016 | 0.10 | \$45.50 Review of payment requisitions |
| BR | John Somerville | Senior Manager Trade On | 15/12/2016 | 0.10 | \$45.50 Review of payment requisitions |
| BR | John Somerville | Senior Manager Trade On | 23/12/2016 | 0.10 | \$45.50 Review of payment requisitions |
| BR | John Somerville | Senior Manager Trade On | 3/01/2017 | 0.10 | \$45.50 Review of payment requisitions |
| BR | John Somerville | Senior Manager Trade On | 3/01/2017 | 0.20 | \$91.00 meeting with David Whyte regarding outstanding issues relating to equalisation payment, Hall Chadwick claim, valuer claim, application to be made to court for directions |
| BR | John Somerville | Senior Manager Trade On | 4/01/2017 | 0.10 | \$45.50 Review of payment requisitions |
| BR | John Somerville | Senior Manager Trade On | 9/01/2017 | 0.20 | \$91.00 meeting with David Whyte regarding claim against valuer/outstanding issues with Hall Chadwick/progression of same |
| BR | John Somerville | Senior Manager Trade On | 10/01/2017 | 0.60 | \$273.00 Review of status of claim and counter claim against the liquidators of Equititrust Ltd and email to our solicitors regarding same |
| BR | John Somerville | Senior Manager Trade On | 10/01/2017 | 0.10 | \$45.50 Review of payment requisitions |
| BR | John Somerville | Senior Manager Trade On | 16/01/2017 | 0.10 | \$45.50 Review of accounts payable and payment requisitions |
| BR | John Somerville | Senior Manager Trade On | 17/01/2017 | 0.10 | \$45.50 Review of payment requisitions |
| BR | John Somerville | Senior Manager Trade On | 23/01/2017 | 0.10 | \$45.50 Review of term deposit rates and instructions to Andrew Lane regarding placing funds on term deposit |
| BR | John Somerville | Senior Manager Trade On | 23/01/2017 | 0.30 | \$136.50 Review and amendments to receipts and payments account to accompany the update report to investors. Instructions to Andrew Lane regarding same |
| BR | John Somerville | Senior Manager Trade On | 25/01/2017 | 0.20 | \$91.00 Review of new term deposit. Review and amendments to instructions to NAB re new term deposit |

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| BR | John Somerville | Senior Manager | Trade On | 1/02/2017 | 0.20 | \$91.00 Review of payment requisitions and accounts payable |
| BR | John Somerville | Senior Manager | Trade On | 3/02/2017 | 1.10 | \$500.50 meeting with David Whyte and our solicitors regarding progressing claim made by the liquidators of Equititrust Ltd/work to be done to admit/reject/request further information and response to claim generally |
| BR | John Somerville | Senior Manager | Trade On | 7/02/2017 | 0.10 | \$45.50 Review of updates to cashbook |
| BR | John Somerville | Senior Manager | Trade On | 8/02/2017 | 0.40 | \$182.00 Review and analysis of the time costs claimed by the liquidators of Equititrust Ltd against the Fund |
| BR | John Somerville | Senior Manager | Trade On | 8/02/2017 | 0.10 | \$45.50 Review of payment requisitions |
| BR | John Somerville | Senior Manager | Trade On | 8/02/2017 | 0.70 | \$318.50 Review and analysis of the time costs claimed by the liquidators of Equititrust Ltd against the Fund |
| BR | John Somerville | Senior Manager | Trade On | 15/02/2017 | 0.30 | \$136.50 Preparing summary of issues in relation to claim and counter claims against the liquidators of Equititrust Ltd, equalisation payment and other outstanding matters for the planning meeting |
| BR | John Somerville | Senior Manager | Trade On | 15/02/2017 | 0.10 | \$45.50 Review of BAS |
| BR | John Somerville | Senior Manager | Trade On | 15/02/2017 | 1.50 | \$682.50 planning meeting with David Whyte and Charles Haines regarding status of outstanding issues including claim against valuer, Hall Chadwick claim, equalisation payment court application, distributions to investors |
| BR | Jayden Coulston | Manager | Trade On | 26/10/2017 | 0.20 | \$86.00 Review and approve payment requisitions prepared for 3 x legal fee invoices. |
| BR | Aubrey Meek | Senior Accountant II | Trade On | 14/11/2016 | 0.20 | \$58.00 Prepare letter to investor seeking to update the details for their investment with the Fund. Access Finpower database to review current details and advise process to update |
| BR | Eloise Carroll | Accountant II | Trade On | 8/06/2017 | 0.20 | \$40.00 Prepared the Payment for Gadens fees in NAB online banking regarding legal work preformed |
| BR | Eloise Carroll | Accountant II | Trade On | 20/07/2017 | 0.40 | \$86.00 Prepared payment in MYOB and Online banking for supplier fees. |
| BR | Ryan Whyte | Undergraduate | Trade On | 7/11/2016 | 0.10 | \$16.50 Processed payment in MYOB of invoice 99322 for Finpower licence fees. |
| BR | Ryan Whyte | Undergraduate | Trade On | 26/04/2017 | 0.20 | \$33.00 Call to NAB in relation to a term deposit for Equititrust Income Fund maturing on 1 May 2017. Find out the updated interest rates and the term periods. |

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| BR | Ryan Whyte | Undergraduate | Trade On | 31/07/2017 | 0.20 | \$35.00 Paid Finpower licence fee Finpower invoice for July in MYOB and through the NAB bank account. Printed payment summaries for Charles Haines viewing. |
| BR | David Whyte | Partner | Creditors | 2/11/2016 | 0.20 | \$116.00 reviewed correspondence from investors/representatives of investors regarding change in details/transfer of units/reviewed letters in response |
| BR | David Whyte | Partner | Creditors | 2/11/2016 | 0.10 | \$58.00 reviewed correspondence from seven investors/representatives of investors regarding change in details/transfer of units/estimated return and timing/reviewed letters in response |
| BR | David Whyte | Partner | Creditors | 2/11/2016 | 0.10 | \$58.00 reviewed correspondence from five investors/representatives of investors regarding change in details/transfer of units/approved same |
| BR | David Whyte | Partner | Creditors | 3/11/2016 | 0.10 | \$58.00 reviewed correspondence from three investors/representatives of investors regarding change in details/transfer of units/estimated return to investors and distributions to date/reviewed letters in response |
| BR | David Whyte | Partner | Creditors | 3/11/2016 | 0.10 | \$58.00 reviewed correspondence from three investors/representatives of investors regarding change in details/transfer of units/distributions to date/reviewed letters in response |
| BR | David Whyte | Partner | Creditors | 15/11/2016 | 0.10 | \$58.00 reviewed correspondence from advisor regarding value of units and transaction statement |
| BR | David Whyte | Partner | Creditors | 16/11/2016 | 0.10 | \$58.00 reviewed correspondence from three investors/representatives of investors regarding change in details/transfer of units/reviewed letters in response |
| BR | David Whyte | Partner | Creditors | 17/11/2016 | 0.10 | \$58.00 reviewed correspondence from two investors/representatives of investors regarding change in details/transfer of units/authorised same |
| BR | David Whyte | Partner | Creditors | 24/11/2016 | 0.10 | \$58.00 reviewed correspondence from investors regarding deceased estate/reviewed documentation in respect of same/authorised transfer of units |
| BR | David Whyte | Partner | Creditors | 29/11/2016 | 0.10 | \$58.00 reviewed correspondence from investor regarding status of winding up and estimated timing of final distribution/reviewed letter in response |
| BR | David Whyte | Partner | Creditors | 3/01/2017 | 0.10 | \$58.00 reviewed correspondence from two investors/representatives of investors regarding change in details/transfer of units/authorised same |
| BR | David Whyte | Partner | Creditors | 3/01/2017 | 0.10 | \$58.00 reviewed correspondence from investor regarding outstanding distribution/authorised payment |
| BR | David Whyte | Partner | Creditors | 5/01/2017 | 0.10 | \$58.00 reviewed letter to investor regarding timing of further distributions/matters to be finalised |
| BR | David Whyte | Partner | Creditors | 9/01/2017 | 0.10 | \$58.00 reviewed correspondence from investor regarding proposed equalisation payment and impact on their investment/reviewed calculation of payment |

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| BR | David Whyte | Partner | Creditors | 9/01/2017 | 0.10 | \$58.00 reviewed correspondence from two investors regarding change in details/transfer of units/approved same |
| BR | David Whyte | Partner | Creditors | 30/01/2017 | 0.10 | \$58.00 reviewed correspondence from Equititrust liquidators solicitors regarding claim under indemnity |
| BR | David Whyte | Partner | Creditors | 30/01/2017 | 0.10 | \$58.00 reviewed correspondence from three investors/representatives of investors regarding change in details/transfer of units/estimated return and distributions to date/approved same/reviewed letters in response |
| BR | David Whyte | Partner | Creditors | 31/01/2017 | 0.10 | \$58.00 reviewed correspondence from investor regarding calculation of equalisation payment/reviewed letter in response |
| BR | David Whyte | Partner | Creditors | 1/02/2017 | 0.30 | \$174.00 reviewed/amended report to investors |
| BR | David Whyte | Partner | Creditors | 1/02/2017 | 0.10 | \$58.00 reviewed/signed report to investors |
| BR | David Whyte | Partner | Creditors | 2/02/2017 | 0.10 | \$58.00 reviewed letter from investor regarding costs of winding up/timing to finalise administration/reviewed letter in response |
| BR | David Whyte | Partner | Creditors | 3/02/2017 | 0.10 | \$58.00 reviewed letters to two investors regarding returned mail/request for new addresses |
| BR | David Whyte | Partner | Creditors | 7/02/2017 | 0.70 | \$406.00 reviewed correspondence from investor regarding winding up of the fund/matters to be dealt with to finalise the administration and status of same |
| BR | David Whyte | Partner | Creditors | 7/02/2017 | 0.20 | \$116.00 reviewed correspondence from investor regarding report to investors and fees paid to date/reviewed and amended letter in response |
| BR | David Whyte | Partner | Creditors | 15/02/2017 | 0.10 | \$58.00 reviewed correspondence from two investors regarding change in details/reviewed letters in response |
| BR | David Whyte | Partner | Creditors | 16/02/2017 | 0.10 | \$58.00 reviewed correspondence from two investors regarding change in details/transfer of units/approved same |
| BR | David Whyte | Partner | Creditors | 21/02/2017 | 0.10 | \$58.00 reviewed correspondence from two investors regarding change in details/transfer of units/authorised same/reviewed letters in response |
| BR | David Whyte | Partner | Creditors | 22/02/2017 | 1.30 | \$754.00 reviewed Hall Chadwick timesheets in relation to claim for indemnity |
| BR | David Whyte | Partner | Creditors | 23/02/2017 | 1.10 | \$638.00 continued review of Hall Chadwick timesheets in relation to claim for indemnity |

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| BR | David Whyte | Partner | Creditors | 23/02/2017 | 2.10 | \$1,218.00 continued review of Hall Chadwick timesheets in relation to claim for indemnity |
| BR | David Whyte | Partner | Creditors | 23/02/2017 | 2.10 | \$1,218.00 continued review of Hall Chadwick timesheets in relation to claim for indemnity |
| BR | David Whyte | Partner | Creditors | 24/02/2017 | 0.10 | \$58.00 reviewed correspondence from three investors/representatives of investors regarding change in details/transfer of units/approved same/reviewed letters in response |
| BR | David Whyte | Partner | Creditors | 24/02/2017 | 1.80 | \$1,044.00 continued review of Hall Chadwick timesheets in relation to claim for indemnity |
| BR | David Whyte | Partner | Creditors | 27/02/2017 | 0.10 | \$58.00 reviewed correspondence from four investors regarding distributions to date/units held/value of units/reviewed letters in response |
| BR | David Whyte | Partner | Creditors | 27/02/2017 | 0.10 | \$58.00 reviewed correspondence from investor regarding transfer of units/distributions/completion of winding up/reviewed letter in response |
| BR | David Whyte | Partner | Creditors | 27/02/2017 | 0.10 | \$58.00 reviewed correspondence from investor regarding costs of administration to date/timing to finalise the winding up/reviewed letter in response |
| BR | David Whyte | Partner | Creditors | 28/02/2017 | 1.50 | \$870.00 continued review of Hall Chadwick timesheets from 20 April 2012 to 30 November 2012 regarding claim for indemnity from fund |
| BR | David Whyte | Partner | Creditors | 28/02/2017 | 2.10 | \$1,218.00 reviewed Hall Chadwick timesheets from 20 April 2012 to 30 November 2012 regarding claim for indemnity from fund |
| BR | David Whyte | Partner | Creditors | 1/03/2017 | 0.10 | \$58.00 reviewed letter to investor regarding finalisation of winding up/legal proceedings on foot/estimated return to investors |
| BR | David Whyte | Partner | Creditors | 1/03/2017 | 0.10 | \$58.00 reviewed correspondence from investors/representatives of investors regarding change in details/transfer of units/authorised same |
| BR | David Whyte | Partner | Creditors | 7/03/2017 | 0.10 | \$58.00 reviewed correspondence from investor regarding units held/distributions to date/estimated return to investors/reviewed letter in response |
| BR | David Whyte | Partner | Creditors | 8/03/2017 | 0.20 | \$116.00 reviewed transaction statements for two investors/reviewed original investment transaction statement and amounts transferred to two investors/distributions paid to date/confirmed instructions in respect of same |
| BR | David Whyte | Partner | Creditors | 8/03/2017 | 0.10 | \$58.00 reviewed water rates notice received from council/instructed Andrew Lane in respect of same |
| BR | David Whyte | Partner | Creditors | 13/03/2017 | 0.10 | \$58.00 reviewed correspondence from investors regarding change in details/authorised same |

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| BR | David Whyte | Partner | Creditors | 13/03/2017 | 0.10 | \$58.00 reviewed correspondence from SA council regarding outstanding water rates/reviewed letter in response |
| BR | David Whyte | Partner | Creditors | 13/03/2017 | 0.10 | \$58.00 reviewed correspondence from five investors/representatives of investors regarding change in details/transfer of units/value of units/authorised same/reviewed letters in response |
| BR | David Whyte | Partner | Creditors | 13/03/2017 | 0.10 | \$58.00 reviewed correspondence from three investors/representatives of investors regarding change in details/transfer of units/reviewed letters in response |
| BR | David Whyte | Partner | Creditors | 14/03/2017 | 0.10 | \$58.00 telecon with investor regarding further distributions expected/timing of same/change in details |
| BR | David Whyte | Partner | Creditors | 17/03/2017 | 0.10 | \$58.00 reviewed letters to five investors regarding change in details |
| BR | David Whyte | Partner | Creditors | 20/03/2017 | 0.10 | \$58.00 reviewed letters to three investors regarding change in details |
| BR | David Whyte | Partner | Creditors | 21/03/2017 | 0.10 | \$58.00 reviewed correspondence from four investors/representatives of investors regarding change in details/reviewed letters in response |
| BR | David Whyte | Partner | Creditors | 27/03/2017 | 0.10 | \$58.00 reviewed correspondence from two investors regarding change in details/transfer of units/reviewed letters in response |
| BR | David Whyte | Partner | Creditors | 28/03/2017 | 0.10 | \$58.00 reviewed correspondence from five investors regarding change in details/approved same/reviewed letters in response |
| BR | David Whyte | Partner | Creditors | 29/03/2017 | 0.30 | \$174.00 meeting with our solicitors regarding Hall Chadwick claim and progression of same/review of timesheets and proposed way forward/further information required |
| BR | David Whyte | Partner | Creditors | 31/03/2017 | 0.10 | \$58.00 reviewed correspondence from two investors regarding change in details/transfer of units/reviewed letters in response |
| BR | David Whyte | Partner | Creditors | 4/04/2017 | 0.10 | \$58.00 reviewed correspondence from two investors regarding change in details/transfer of units/reviewed letters in response |
| BR | David Whyte | Partner | Creditors | 18/04/2017 | 0.20 | \$116.00 reviewed correspondence and documentation received from five investors/representatives of investors regarding change in details/reviewed letters in response |
| BR | David Whyte | Partner | Creditors | 21/04/2017 | 0.10 | \$58.00 reviewed correspondence from investor regarding change in details and transfer of units/reviewed letter in response |
| BR | David Whyte | Partner | Creditors | 27/04/2017 | 0.10 | \$58.00 reviewed correspondence from investor regarding winding up of the fund/estimated return/reviewed letter in response |

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| BR | David Whyte | Partner | Creditors | 3/05/2017 | 0.10 | \$58.00 reviewed correspondence from two investors regarding change in details/transfer of units/reviewed letters in response |
| BR | David Whyte | Partner | Creditors | 4/05/2017 | 0.10 | \$58.00 reviewed correspondence from two investors regarding change in details/transfer of units/reviewed letters in response |
| BR | David Whyte | Partner | Creditors | 10/05/2017 | 0.40 | \$232.00 reviewed correspondence from our solicitors and Hall Chadwick's solicitors regarding claim for indemnity/reviewed invoices provided/email our solicitors regarding proposed response |
| BR | David Whyte | Partner | Creditors | 11/05/2017 | 0.50 | \$290.00 reviewed correspondence from four investors/representatives of investors/reviewed wills and grants of probate/authorised change in details/transfer of units/reviewed letters in response |
| BR | David Whyte | Partner | Creditors | 23/05/2017 | 0.20 | \$116.00 reviewed Equititrust Ltd's liquidators annual report pursuant to section 508 of the Corporations Act |
| BR | David Whyte | Partner | Creditors | 24/05/2017 | 0.50 | \$290.00 reviewed correspondence from six investors/representatives of investors regarding change in details/transfer of units/winding up of the fund/reviewed letters in response/discussed changes with Aubrey Meek |
| BR | David Whyte | Partner | Creditors | 31/05/2017 | 0.10 | \$58.00 reviewed correspondence from three investors regarding change in details/reviewed letters in response |
| BR | David Whyte | Partner | Creditors | 1/06/2017 | 0.30 | \$174.00 reviewed correspondence from six investors regarding change in details/deceased estates/documentation provided/reviewed letters in response/discussed with Aubrey Meek |
| BR | David Whyte | Partner | Creditors | 5/06/2017 | 0.10 | \$58.00 reviewed correspondence from investor regarding next update to investors/current position regarding next distribution/responded to email |
| BR | David Whyte | Partner | Creditors | 6/06/2017 | 0.20 | \$116.00 reviewed correspondence from an investor regarding status of the winding up/sent response detailing key issues to be resolved and steps required before finalising the administration and payment of a final distribution |
| BR | David Whyte | Partner | Creditors | 7/06/2017 | 0.10 | \$58.00 reviewed correspondence from three investors regarding change in details/reviewed letters in response |
| BR | David Whyte | Partner | Creditors | 8/06/2017 | 0.60 | \$348.00 reviewed draft report to investors |
| BR | David Whyte | Partner | Creditors | 13/06/2017 | 0.50 | \$290.00 reviewed/amended report to investors |
| BR | David Whyte | Partner | Creditors | 13/06/2017 | 0.10 | \$58.00 reviewed/signed report to investors |
| BR | David Whyte | Partner | Creditors | 13/06/2017 | 0.10 | \$58.00 reviewed correspondence from investor regarding transfer of units/process involved/discussed with Andrew Whittaker |

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| BR | David Whyte | Partner | Creditors | 13/06/2017 | 0.10 | \$58.00 reviewed correspondence from investor regarding units held/transfer of units/reviewed letter in response |
| BR | David Whyte | Partner | Creditors | 14/06/2017 | 0.30 | \$174.00 reviewed correspondence and documentation received from three investors/discussed change in trustee with Charles Haines/approved change in details and reviewed letters in response |
| BR | David Whyte | Partner | Creditors | 22/06/2017 | 0.10 | \$58.00 reviewed correspondence from seven investors regarding change in details/transfer of units/authorised/reviewed letters in response |
| BR | David Whyte | Partner | Creditors | 22/06/2017 | 0.10 | \$58.00 reviewed draft letter to solicitors for the liquidators of Equititrust Ltd regarding further information required to support their claim for the voluntary administration period |
| BR | David Whyte | Partner | Creditors | 27/06/2017 | 0.10 | \$58.00 reviewed correspondence from investor regarding expected timing to finalise administration and ongoing costs regarding same/reviewed/amended letter in response |
| BR | David Whyte | Partner | Creditors | 27/06/2017 | 0.10 | \$58.00 reviewed correspondence from two investors regarding change in details/approved same |
| BR | David Whyte | Partner | Creditors | 29/06/2017 | 0.10 | \$58.00 reviewed letters to four investors regarding change in details/transfer of units |
| BR | David Whyte | Partner | Creditors | 30/06/2017 | 0.10 | \$58.00 reviewed letter to investor regarding outstanding issues to finalise administration and estimated return to investors |
| BR | David Whyte | Partner | Creditors | 4/07/2017 | 0.10 | \$58.00 reviewed correspondence from six investors/representatives of investors regarding change in details/distributions to investors/reviewed letters in response |
| BR | David Whyte | Partner | Creditors | 6/07/2017 | 0.20 | \$116.00 reviewed correspondence from nine investors/representatives of investors regarding change in details/transfer of units/reviewed letters in response |
| BR | David Whyte | Partner | Creditors | 10/07/2017 | 0.10 | \$58.00 reviewed correspondence from two investors regarding change in details/reviewed letters in response |
| BR | David Whyte | Partner | Creditors | 11/07/2017 | 0.10 | \$58.00 reviewed two letters to investors regarding change in details |
| BR | David Whyte | Partner | Creditors | 18/07/2017 | 0.10 | \$58.00 reviewed correspondence from three investors/representatives of investors regarding change in details/transfer of units/value of units/distributions to date/reviewed letters in response |
| BR | David Whyte | Partner | Creditors | 25/07/2017 | 0.20 | \$116.00 reviewed correspondence from seven investors/representatives of investors regarding change in details/transfer of units/value of units/distributions/reviewed letters in response |
| BR | David Whyte | Partner | Creditors | 3/08/2017 | 0.20 | \$116.00 reviewed correspondence from five investors/representatives of investors regarding change in details/transfer of units/reviewed letters in response |

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| BR | David Whyte | Partner | Creditors | 3/08/2017 | 0.30 | \$174.00 reviewed EIF application form and PDS regarding terms of investments, including treatment of joint holdings/discussed with Charles Haines |
| BR | David Whyte | Partner | Creditors | 7/08/2017 | 0.10 | \$58.00 reviewed correspondence from three investors/representatives of investors regarding change in details/approved same/reviewed letters in response |
| BR | David Whyte | Partner | Creditors | 7/08/2017 | 0.40 | \$232.00 meeting with Charles Haines, Jayden Coulston and Ryan Whyte regarding proposed equalisation payment/background to same |
| BR | David Whyte | Partner | Creditors | 21/08/2017 | 0.10 | \$58.00 reviewed letter to investors representative regarding change in details/transfer of units/documentation required |
| BR | David Whyte | Partner | Creditors | 21/08/2017 | 0.20 | \$116.00 reviewed correspondence from investor regarding winding up of fund/distributions to date/matters to be finalised/drafted response |
| BR | David Whyte | Partner | Creditors | 22/08/2017 | 0.20 | \$116.00 reviewed correspondence from eight investors/representatives of investors regarding change in details/transfer of units/approved same/reviewed letters in response |
| BR | David Whyte | Partner | Creditors | 28/08/2017 | 0.30 | \$174.00 telecon with investor regarding status of winding up/matters to finalise to enable distribution |
| BR | David Whyte | Partner | Creditors | 29/08/2017 | 0.20 | \$116.00 reviewed letter to investor regarding distributions to date/discussed with Charles Haines |
| BR | David Whyte | Partner | Creditors | 29/08/2017 | 0.20 | \$116.00 reviewed correspondence from three investors regarding change in details/transfer of units/reviewed documentation supplied and letters in response |
| BR | David Whyte | Partner | Creditors | 29/08/2017 | 0.10 | \$58.00 reviewed two letters to investors regarding distributions to date/estimated return to investors/units held |
| BR | David Whyte | Partner | Creditors | 31/08/2017 | 0.20 | \$116.00 reviewed correspondence from six investors regarding change in details/transfer of units/distributions to date/authorised same/reviewed letters in response |
| BR | David Whyte | Partner | Creditors | 3/10/2017 | 0.20 | \$116.00 reviewed correspondence from seven investors/representatives of investors regarding change in details/transfer of units/value of units/reviewed letters in response |
| BR | David Whyte | Partner | Creditors | 5/10/2017 | 0.20 | \$116.00 reviewed correspondence from three investors/representatives regarding change in details/transfer of units/value of units/reviewed letters in response |
| BR | David Whyte | Partner | Creditors | 5/10/2017 | 0.70 | \$406.00 reviewed application forms and other documentation supporting investor details for three investments and transfer in respect of same/reviewed letters to investors regarding holdings and further documentation required to effect changes |
| BR | David Whyte | Partner | Creditors | 10/10/2017 | 0.10 | \$58.00 reviewed letter to investor regarding distributions to date/value of units/further distributions expected |

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| BR | David Whyte | Partner | Creditors | 16/10/2017 | 0.20 | \$116.00 reviewed correspondence to investor regarding transfer of units/further information required/reviewed client application form |
| BR | David Whyte | Partner | Creditors | 17/10/2017 | 0.30 | \$174.00 reviewed correspondence from investor regarding transfer of units/reviewed constitution in respect of members interests and transfer requirements |
| BR | David Whyte | Partner | Creditors | 17/10/2017 | 0.40 | \$232.00 reviewed correspondence from our solicitors regarding claim from the liquidators of Equititrust Ltd for remuneration and expenses/reviewed draft letter to their solicitors |
| BR | David Whyte | Partner | Creditors | 19/10/2017 | 0.10 | \$58.00 reviewed correspondence from three investors/representatives of investors regarding change in details/approved same/reviewed letter in response |
| BR | David Whyte | Partner | Creditors | 19/10/2017 | 0.10 | \$58.00 reviewed correspondence from investor regarding change in details/appointment of attorney/authorised changes |
| BR | David Whyte | Partner | Creditors | 26/10/2017 | 0.10 | \$58.00 reviewed correspondence to three investors regarding units held/value of units/transfer of units/change in details |
| BR | David Whyte | Partner | Creditors | 30/10/2017 | 0.20 | \$116.00 commenced review of report to investors |
| BR | David Whyte | Partner | Creditors | 30/10/2017 | 0.20 | \$116.00 reviewed report to investors/discuss with Charles Haines |
| BR | David Whyte | Partner | Creditors | 31/10/2017 | 1.30 | \$754.00 reviewed correspondence in relation to valuer claim/reviewed correspondence regarding EL liquidators claim/reviewed and amended report to investors |
| BR | David Whyte | Partner | Creditors | 31/10/2017 | 0.20 | \$116.00 reviewed report to investors |
| BR | Charles Haines | Senior Manager | Creditors | 27/02/2017 | 0.10 | \$45.50 Review and amendments to letters to investors regarding change of detail requests |
| BR | Charles Haines | Senior Manager | Creditors | 27/02/2017 | 0.20 | \$91.00 Review file note prepared by Ryan Whyte in relation to progress of investor equalisation payment calculation for units transferred in/out post 1/7/2010 and hardship payments and part transfers. |
| BR | Charles Haines | Senior Manager | Creditors | 5/06/2017 | 2.20 | \$1,001.00 Prepare 29th report to investors, update in relation to legal proceedings, receipts and payments for the period 1 January 2017 to 31 May 2017, review updated equalisation payments |
| BR | Charles Haines | Senior Manager | Creditors | 6/06/2017 | 0.20 | \$91.00 Meeting with Court Appointed Receiver in relation to update to investors and outstanding matters to be addressed from previous report. |
| BR | Charles Haines | Senior Manager | Creditors | 6/06/2017 | 0.20 | \$91.00 Ph call and email to Squire Boggs in relation to update in relation to Liquidators claim against the Auditors and Directors claim |

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| BR | Charles Haines Senior Manager Creditors | 6/06/2017 | 0.10 | \$45.50 Review and amend request for change in unitholder details, require probate |
| BR | Charles Haines Senior Manager Creditors | 6/06/2017 | 0.90 | \$409.50 Prepare 29th report to investors, update in relation to equalisation payments, Receiver's remuneration for the period of the report and post the last remuneration application to court |
| BR | Charles Haines Senior Manager Creditors | 6/06/2017 | 0.50 | \$227.50 Prepare 29th report to investors, update in relation to equalisation payments, Receiver's remuneration for the period of the report and post the last remuneration application to court |
| BR | Charles Haines Senior Manager Creditors | 6/06/2017 | 0.10 | \$45.50 Review email from Squire Patton regarding reimbursement of expenses |
| BR | Charles Haines Senior Manager Creditors | 6/06/2017 | 0.40 | \$182.00 Prepare 29th report to investors, update in relation to equalisation payments, Receiver's remuneration for the period of the report and post the last remuneration application to court |
| BR | Charles Haines Senior Manager Creditors | 6/06/2017 | 1.20 | \$546.00 Prepare 29th report to investors, update in relation to equalisation payments, Receiver's remuneration for the period of the report and post the last remuneration application to court |
| BR | Charles Haines Senior Manager Creditors | 7/06/2017 | 0.10 | \$45.50 Review 2 letters to unitholders in relation to change of details |
| BR | Charles Haines Senior Manager Creditors | 7/06/2017 | 0.50 | \$227.50 Update report to Investors in relation to future dividend scenario and update regarding Legal Claim |
| BR | Charles Haines Senior Manager Creditors | 7/06/2017 | 1.60 | \$728.00 Finalise report to Investors, ph call to IT regarding generation of updated Investor Database address listing. |
| BR | Charles Haines Senior Manager Creditors | 12/06/2017 | 2.90 | \$1,319.50 Update report to Investors including additional information in relation to valuer's claim, claim against Auditors and directors, claims by the Liquidators against the fund and timings of future distributions |
| BR | Charles Haines Senior Manager Creditors | 12/06/2017 | 1.10 | \$500.50 Update report to Investors including additional information in relation to valuer's claim, claim against Auditors and directors, claims by the Liquidators against the fund and timings of future distributions |
| BR | Charles Haines Senior Manager Creditors | 13/06/2017 | 0.10 | \$45.50 Review letter to unit holder requesting probate documentation in support of change of details request |
| BR | Charles Haines Senior Manager Creditors | 14/06/2017 | 0.10 | \$45.50 Email to IT Company regarding upload of Investor report to both Fund websites |
| BR | Charles Haines Senior Manager Creditors | 14/06/2017 | 0.20 | \$91.00 Review quote for copying and mailing of report to Investors, follow up status of mail out listing for email and mail |
| BR | Charles Haines Senior Manager Creditors | 15/06/2017 | 0.30 | \$136.50 Review email listing and draft covering wording for 29th report to investors |

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| BR | Charles Haines Senior Manager Creditors | 15/06/2017 | 0.10 | \$45.50 Review update mailing list from IT |
| BR | Charles Haines Senior Manager Creditors | 16/06/2017 | 0.10 | \$45.50 Follow up IT Company regarding upload of Investor report to websites |
| BR | Charles Haines Senior Manager Creditors | 16/06/2017 | 0.10 | \$45.50 Email IT consultant regarding File upload to websites |
| BR | Charles Haines Senior Manager Creditors | 16/06/2017 | 0.10 | \$45.50 Follow up email consultant regarding finalisation of mailing |
| BR | Charles Haines Senior Manager Creditors | 16/06/2017 | 0.10 | \$45.50 Review mail out invoice for 29th report to investors, arrange payment |
| BR | Charles Haines Senior Manager Creditors | 19/06/2017 | 0.40 | \$182.00 Prepare notes for staff in relation to 29th report to Investors in preparation for any telephone enquiry post update |
| BR | Charles Haines Senior Manager Creditors | 19/06/2017 | 0.40 | \$182.00 Prepare notes for staff in relation to 29th report to Investors in preparation for any telephone enquiry post update |
| BR | Charles Haines Senior Manager Creditors | 21/08/2017 | 0.20 | \$94.00 Review distribution to unitholder in Finpower cross-reference data to distributions paid |
| BR | Charles Haines Senior Manager Creditors | 21/09/2017 | 0.20 | \$94.00 Draft email in relation to request to publish correspondence on the EL websites. |
| BR | Charles Haines Senior Manager Creditors | 26/09/2017 | 0.10 | \$47.00 Review email to Intersoft in relation to information required to finalise equalisation div worksheet |
| BR | Charles Haines Senior Manager Creditors | 26/09/2017 | 0.10 | \$47.00 Review and amend letter to unit holder re change of details |
| BR | Charles Haines Senior Manager Creditors | 17/10/2017 | 0.30 | \$141.00 Review draft report meet with JS regarding update to litigation sections in relation to ongoing action against valuer and Liquidation status update |
| BR | Charles Haines Senior Manager Creditors | 18/10/2017 | 0.10 | \$47.00 Review change of details request and supporting documentation |
| BR | Charles Haines Senior Manager Creditors | 24/10/2017 | 0.40 | \$188.00 Review and update 30th report to unitholders in relation to legal matters, expense claim by Liquidators, equalisation payment and anticipated distribution |
| BR | Charles Haines Senior Manager Creditors | 24/10/2017 | 0.10 | \$47.00 Consider update from solicitors in relation to valuer claim prior to upcoming mediation |

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| BR | Charles Haines | Senior Manager | Creditors | 24/10/2017 | 0.30 | \$141.00 Review and update 30th report to unitholders in relation to legal matters, expense claim by Liquidators, equalisation payment and anticipated distribution |
| BR | Charles Haines | Senior Manager | Creditors | 24/10/2017 | 0.20 | \$94.00 Ph call to Squire Patton Boggs regarding update in relation to auditor claim. Update Receiver in relation to matter and timeframe in relation to 30th report to unitholders |
| BR | Charles Haines | Senior Manager | Creditors | 24/10/2017 | 0.30 | \$141.00 Draft email Squire Patton Boggs regarding update in relation to auditor claim. Review previous update for comparative purposes. |
| BR | Charles Haines | Senior Manager | Creditors | 24/10/2017 | 0.20 | \$94.00 Review 30th report to unitholder, make amendments |
| BR | Charles Haines | Senior Manager | Creditors | 24/10/2017 | 0.20 | \$94.00 Review 30th report to unitholder, make amendments |
| BR | Charles Haines | Senior Manager | Creditors | 24/10/2017 | 0.20 | \$94.00 Review claim by alleged former employee of borrower, review background and contracts of sale regarding any included floating charge assets |
| BR | Charles Haines | Senior Manager | Creditors | 30/10/2017 | 0.20 | \$94.00 Ph call to Squire Patton Boggs regarding update in relation to reports to investors |
| BR | Charles Haines | Senior Manager | Creditors | 30/10/2017 | 0.20 | \$94.00 Review background material in relation to loan and deed of settlement |
| BR | Charles Haines | Senior Manager | Creditors | 30/10/2017 | 0.10 | \$47.00 Review and authorise payments to solicitors in relation to various matters |
| BR | Charles Haines | Senior Manager | Creditors | 31/10/2017 | 0.40 | \$188.00 Finalisation of report, printing and uploading to websites |
| BR | John Somerville | Senior Manager | Creditors | 7/11/2016 | 0.10 | \$45.50 Email to Ryan Whyte regarding responses required to investor queries in relation to tax statements and estimated returns |
| BR | John Somerville | Senior Manager | Creditors | 9/11/2016 | 0.10 | \$45.50 Review and amendments to letters to investors requesting further information to process change of detail requests |
| BR | John Somerville | Senior Manager | Creditors | 9/11/2016 | 0.10 | \$45.50 Review of queries from investors regarding deceased estates and email to Ryan Whyte regarding responses required |
| BR | John Somerville | Senior Manager | Creditors | 9/11/2016 | 0.20 | \$91.00 Review of letters to investors requesting further information to process change of detail requests and deceased estates |
| BR | John Somerville | Senior Manager | Creditors | 10/11/2016 | 0.20 | \$91.00 Call from an investor seeking an update on the status of the winding up and confirmation of unit balance and value for tax purposes |

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| BR | John Somerville | Senior Manager Creditors | 10/11/2016 | 0.20 | \$91.00 Emails to Ryan Whyte regarding responses required to investor correspondence |
| BR | John Somerville | Senior Manager Creditors | 10/11/2016 | 0.10 | \$45.50 Review of internal control forms and supporting documentation to update the Finpower investor management database for change of detail requests |
| BR | John Somerville | Senior Manager Creditors | 11/11/2016 | 0.20 | \$91.00 Review and amendments to letters to investors regarding confirmation of unit balances and estimated value for tax purposes |
| BR | John Somerville | Senior Manager Creditors | 11/11/2016 | 0.20 | \$91.00 Review of deceased estate notifications and further documentation required to process change. Email to investor regarding same |
| BR | John Somerville | Senior Manager Creditors | 14/11/2016 | 0.10 | \$45.50 Review of internal control forms and supporting documentation to update the Finpower investor management database for deceased estate notifications and change of trustees |
| BR | John Somerville | Senior Manager Creditors | 14/11/2016 | 0.20 | \$91.00 Review and amendments to letters to investors regarding confirmation of unit balances and estimated values for tax purposes |
| BR | John Somerville | Senior Manager Creditors | 14/11/2016 | 0.10 | \$45.50 Review of internal control forms and supporting documentation to update the Finpower investor management database for change of detail requests |
| BR | John Somerville | Senior Manager Creditors | 14/11/2016 | 0.10 | \$45.50 Review of updates to the Finpower investor management database for change of detail requests |
| BR | John Somerville | Senior Manager Creditors | 15/11/2016 | 0.10 | \$45.50 Review and amendments to letters to investors regarding change of detail and transfer of unit requests |
| BR | John Somerville | Senior Manager Creditors | 17/11/2016 | 0.10 | \$45.50 Attend to telephone enquiry from an investors seeking confirmation of unit balance and estimated value for tax purposes |
| BR | John Somerville | Senior Manager Creditors | 17/11/2016 | 0.20 | \$91.00 Review of letters to investors regarding confirmation of unit balances and further information required to effect change of detail requests |
| BR | John Somerville | Senior Manager Creditors | 18/11/2016 | 0.10 | \$45.50 Review of updates to the Finpower investor management database for change of detail requests |
| BR | John Somerville | Senior Manager Creditors | 18/11/2016 | 0.10 | \$45.50 Review of internal control forms and supporting documentation to update the Finpower investor management database for deceased estates |
| BR | John Somerville | Senior Manager Creditors | 21/11/2016 | 0.40 | \$182.00 Review of amended equalisation payment worksheet and test methodology |
| BR | John Somerville | Senior Manager Creditors | 21/11/2016 | 0.80 | \$364.00 Continue review of the amended equalisation payment worksheet and test methodology |

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| BR | John Somerville | Senior Manager Creditors | 22/11/2016 | 0.20 | \$91.00 Email to our IT consultant regarding equalisation payment workbook and issues in relation to same |
| BR | John Somerville | Senior Manager Creditors | 23/11/2016 | 0.10 | \$45.50 Review of internal control forms and supporting documentation to update the Finpower investor management database for deceased estates |
| BR | John Somerville | Senior Manager Creditors | 23/11/2016 | 0.10 | \$45.50 Review of updates to the Finpower investor management database for change of detail requests |
| BR | John Somerville | Senior Manager Creditors | 25/11/2016 | 0.10 | \$45.50 Review and amendments to letters to investors regarding further information required to effect change of detail requests |
| BR | John Somerville | Senior Manager Creditors | 25/11/2016 | 0.10 | \$45.50 Review of internal control forms and supporting documentation to update the Finpower investor management database for change of detail and transfer of unit requests |
| BR | John Somerville | Senior Manager Creditors | 29/11/2016 | 0.30 | \$136.50 Review and amendments to letters to investors in response to updates on the status of the winding up and estimated timing of future distributions |
| BR | John Somerville | Senior Manager Creditors | 2/12/2016 | 0.70 | \$318.50 Review and consider revised equalisation spreadsheet received from our IT consultant. Email instructions to Aubrey Meek regarding manual adjustments required for units transferred to new/existing holdings during the relevant period |
| BR | John Somerville | Senior Manager Creditors | 2/12/2016 | 0.10 | \$45.50 Review and amendments to letters to investors seeking further information to effect change of detail requests |
| BR | John Somerville | Senior Manager Creditors | 5/12/2016 | 0.10 | \$45.50 Review and amendments to letters to investors requesting further information to effect change of detail requests |
| BR | John Somerville | Senior Manager Creditors | 5/12/2016 | 0.10 | \$45.50 Review of internal control forms and supporting documentation to update the Finpower investor management database for change of detail requests |
| BR | John Somerville | Senior Manager Creditors | 5/12/2016 | 0.20 | \$91.00 Instructions to Aubrey Meek re investor equalisation payment calculations |
| BR | John Somerville | Senior Manager Creditors | 6/12/2016 | 0.30 | \$136.50 Email to Aubrey Meek regarding further analysis required to manually calculate equalisation payment to investors |
| BR | John Somerville | Senior Manager Creditors | 7/12/2016 | 0.10 | \$45.50 Attend to telephone enquiry from an investor seeking an update on the winding up |
| BR | John Somerville | Senior Manager Creditors | 9/12/2016 | 0.30 | \$136.50 Review and amendments to letters to investors regarding confirmation of unit balances and estimated value for tax purposes |
| BR | John Somerville | Senior Manager Creditors | 9/12/2016 | 0.10 | \$45.50 Review of updates to the Finpower investor management database for investor change of detail requests |

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| BR | John Somerville | Senior Manager Creditors | 9/12/2016 | 0.10 | \$45.50 Review and amendments to letters to investors requesting further information to process change of detail requests for deceased estates |
| BR | John Somerville | Senior Manager Creditors | 9/12/2016 | 0.20 | \$91.00 Review of internal control forms and supporting documents to update the Finpower investor management database for deceased estates and change of trustees |
| BR | John Somerville | Senior Manager Creditors | 12/12/2016 | 0.10 | \$45.50 Review of letters to investors confirming unit balances and estimate value for tax purposes |
| BR | John Somerville | Senior Manager Creditors | 13/12/2016 | 0.10 | \$45.50 Review of letter to investor regarding confirmation of unit balances and estimated value for tax purposes |
| BR | John Somerville | Senior Manager Creditors | 13/12/2016 | 0.10 | \$45.50 Review and amendments to letter to an advisor requesting further information to effect a change of detail request |
| BR | John Somerville | Senior Manager Creditors | 15/12/2016 | 0.20 | \$91.00 Draft letter to an investor in response to notice of the receiver's application for remuneration approval |
| BR | John Somerville | Senior Manager Creditors | 15/12/2016 | 0.20 | \$91.00 Review of distribution payments to investors where original distribution cheques bounced |
| BR | John Somerville | Senior Manager Creditors | 15/12/2016 | 0.10 | \$45.50 Review and amendments to letters to investors regarding confirmation of unit balances for tax purposes |
| BR | John Somerville | Senior Manager Creditors | 16/12/2016 | 0.30 | \$136.50 Review and amendments to letters to investors in response to queries about current unit balances |
| BR | John Somerville | Senior Manager Creditors | 16/12/2016 | 0.20 | \$91.00 Review and amendments to letters to investors in response to notice of the receiver's application for remuneration approval |
| BR | John Somerville | Senior Manager Creditors | 16/12/2016 | 0.20 | \$91.00 Review of letters to investors seeking confirmation of unit balances and estimated value |
| BR | John Somerville | Senior Manager Creditors | 16/12/2016 | 0.20 | \$91.00 Review of letters to investors regarding requests for confirmation of unit balances and estimated value for tax purposes |
| BR | John Somerville | Senior Manager Creditors | 16/12/2016 | 0.20 | \$91.00 Review and amendments to letters to investors regarding change of detail requests and deceased estate notifications |
| BR | John Somerville | Senior Manager Creditors | 16/12/2016 | 0.10 | \$45.50 Review of updates to the Finpower investor management database for investor change of details |
| BR | John Somerville | Senior Manager Creditors | 16/12/2016 | 0.10 | \$45.50 Review and amendments to letters to investors seeking further information to effect change of trustees |

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| BR | John Somerville | Senior Manager Creditors | 19/12/2016 | 0.20 | \$91.00 Review and amendments to letters to investors regarding change of detail requests |
| BR | John Somerville | Senior Manager Creditors | 19/12/2016 | 0.10 | \$45.50 Review and amendments to letters to investors confirmation unit balances for tax purposes |
| BR | John Somerville | Senior Manager Creditors | 19/12/2016 | 0.20 | \$91.00 Review of updates to the Finpower investor management database for change of detail requests and transfer of units. Review of internal control forms and supporting documentation in relation to the changes |
| BR | John Somerville | Senior Manager Creditors | 19/12/2016 | 0.10 | \$45.50 Attend to telephone enquiry from an investor seeking an update on timing of next distribution |
| BR | John Somerville | Senior Manager Creditors | 20/12/2016 | 0.10 | \$45.50 Attend to telephone enquiry from an advisor in relation to a deceased estate and email instructions to Ryan Whyte regarding same |
| BR | John Somerville | Senior Manager Creditors | 20/12/2016 | 0.10 | \$45.50 Review of letters to investors confirming unit balances and estimated value for tax purposes |
| BR | John Somerville | Senior Manager Creditors | 21/12/2016 | 0.20 | \$91.00 Review of letters to investors regarding confirmation of unit balances and estimated value for tax purposes |
| BR | John Somerville | Senior Manager Creditors | 22/12/2016 | 0.20 | \$91.00 Review and amendments to letters to investors in response to requests for confirmation of unit balances for tax purposes |
| BR | John Somerville | Senior Manager Creditors | 22/12/2016 | 0.20 | \$91.00 Review of internal control forms and supporting documentation to update the Finpower investor management database for investor change of detail requests |
| BR | John Somerville | Senior Manager Creditors | 22/12/2016 | 0.30 | \$136.50 Review of internal control forms and supporting documentation to update the Finpower investor management database for change of details and deceased estate notifications |
| BR | John Somerville | Senior Manager Creditors | 23/12/2016 | 0.10 | \$45.50 Review and amendments to letters to investors regarding change of detail requests |
| BR | John Somerville | Senior Manager Creditors | 3/01/2017 | 0.10 | \$45.50 Review of internal control forms and supporting documentation to update the Finpower investor management database for change of detail requests |
| BR | John Somerville | Senior Manager Creditors | 4/01/2017 | 0.10 | \$45.50 Attend to telephone enquiry from an investor seeking an update on the status of the winding up |
| BR | John Somerville | Senior Manager Creditors | 5/01/2017 | 0.60 | \$273.00 Review of investor equalisation payment spreadsheet and consider manual adjustments required to calculate equalisation payment |
| BR | John Somerville | Senior Manager Creditors | 5/01/2017 | 0.10 | \$45.50 Review of updates to the Finpower investor management database |

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| BR | John Somerville | Senior Manager Creditors | 5/01/2017 | 0.10 | \$45.50 Review of letters to investors seeking further information to process change of detail requests |
| BR | John Somerville | Senior Manager Creditors | 6/01/2017 | 0.10 | \$45.50 Review and amendments to letter to a beneficiary of an estate regarding uncleared third distribution payment |
| BR | John Somerville | Senior Manager Creditors | 9/01/2017 | 0.10 | \$45.50 Review and amendments to letter to investor regarding replacement third distribution payment |
| BR | John Somerville | Senior Manager Creditors | 9/01/2017 | 0.10 | \$45.50 Review of internal control forms and supporting documentation to update the Finpower investor management database for change of detail requests |
| BR | John Somerville | Senior Manager Creditors | 9/01/2017 | 0.10 | \$45.50 Review of internal control forms and supporting documentation to update the Finpower investor management database for change of details |
| BR | John Somerville | Senior Manager Creditors | 10/01/2017 | 0.70 | \$318.50 Review and consider equalisation payment issues in the Finpower investor management database and email to the team regarding same |
| BR | John Somerville | Senior Manager Creditors | 10/01/2017 | 0.20 | \$91.00 Draft letter to an investor regarding equalisation payment issues |
| BR | John Somerville | Senior Manager Creditors | 10/01/2017 | 0.10 | \$45.50 Review of letter to investor regarding further information required to effect change of detail request |
| BR | John Somerville | Senior Manager Creditors | 11/01/2017 | 0.10 | \$45.50 Review and amendments to letters to investors regarding change of detail requests |
| BR | John Somerville | Senior Manager Creditors | 11/01/2017 | 0.10 | \$45.50 Review of letters to investors in response to requests for confirmation of unit balances and estimated value for tax purposes |
| BR | John Somerville | Senior Manager Creditors | 11/01/2017 | 0.10 | \$45.50 Review of internal control forms and supporting documentation to update the Finpower investor management database for change of details and deceased estates |
| BR | John Somerville | Senior Manager Creditors | 12/01/2017 | 0.20 | \$91.00 Review and amendments to letters to investors in response to queries in relation to the status of the winding up |
| BR | John Somerville | Senior Manager Creditors | 12/01/2017 | 0.20 | \$91.00 Email to Andrew Lane with instructions to prepare update report to investors |
| BR | John Somerville | Senior Manager Creditors | 12/01/2017 | 0.10 | \$45.50 Review of internal control forms and supporting documentation to update the Finpower investor management database for change of detail requests |
| BR | John Somerville | Senior Manager Creditors | 12/01/2017 | 0.10 | \$45.50 Review of updates to the Finpower investor management database for change of detail and transfer of units |

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| BR | John Somerville | Senior Manager Creditors | 13/01/2017 | 0.10 | \$45.50 Review of updates the Finpower investor management database |
| BR | John Somerville | Senior Manager Creditors | 13/01/2017 | 0.60 | \$273.00 meeting with Ryan Whyte in relation to calculating the equalisation payment due to investors |
| BR | John Somerville | Senior Manager Creditors | 16/01/2017 | 0.20 | \$91.00 Review and amendments to letters to investors/advisors requesting further information to process change of detail requests |
| BR | John Somerville | Senior Manager Creditors | 16/01/2017 | 0.20 | \$91.00 Review of updates to the Finpower investor management database for change of detail and transfer of unit requests. Review of letters to investors/advisors confirming updates |
| BR | John Somerville | Senior Manager Creditors | 17/01/2017 | 0.20 | \$91.00 Review and amendments to letters to investors in response to requests for an update on the status of the winding up |
| BR | John Somerville | Senior Manager Creditors | 17/01/2017 | 0.10 | \$45.50 Review of letters to investors/advisors in response to confirmation of unit balances and estimated value for tax purposes |
| BR | John Somerville | Senior Manager Creditors | 17/01/2017 | 0.20 | \$91.00 Review and amendments to letters to investors/advisors in response to requests for confirmation of unit balances and estimated values for tax purposes |
| BR | John Somerville | Senior Manager Creditors | 18/01/2017 | 0.10 | \$45.50 Review of letters to investors confirming unit balances and estimated values for tax purposes |
| BR | John Somerville | Senior Manager Creditors | 19/01/2017 | 0.10 | \$45.50 Review of letters to investors in relation to confirmation of unit balances and estimated value for tax purposes |
| BR | John Somerville | Senior Manager Creditors | 19/01/2017 | 0.10 | \$45.50 Review of updates to the Finpower investor management database for investor change of detail requests |
| BR | John Somerville | Senior Manager Creditors | 19/01/2017 | 0.10 | \$45.50 Review and amendments to letters to investors requesting further documents to effect change of detail requests |
| BR | John Somerville | Senior Manager Creditors | 19/01/2017 | 0.80 | \$364.00 Draft 28th update report to investors |
| BR | John Somerville | Senior Manager Creditors | 19/01/2017 | 0.40 | \$182.00 Review and update estimated return to investors as at 31 December 2016 |
| BR | John Somerville | Senior Manager Creditors | 19/01/2017 | 0.40 | \$182.00 Review and amendments to 28th update report to investors |
| BR | John Somerville | Senior Manager Creditors | 20/01/2017 | 0.10 | \$45.50 Review of internal control forms and supporting documentation to update the Finpower investor management database for investor change of detail, deceased estates and transfers of units |

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| BR | John Somerville | Senior Manager Creditors | 20/01/2017 | 0.10 | \$45.50 Review and amendments to letters to investors requesting further information to effect change of detail requests |
| BR | John Somerville | Senior Manager Creditors | 20/01/2017 | 0.10 | \$45.50 Attend to telephone enquiry from a beneficiary seeking information on processing a unit holder's deceased estate |
| BR | John Somerville | Senior Manager Creditors | 23/01/2017 | 0.10 | \$45.50 Review and amendments to letters to investors requesting further information to effect change of detail requests |
| BR | John Somerville | Senior Manager Creditors | 23/01/2017 | 0.10 | \$45.50 Review of letters to investors confirming unit balances and estimated value for tax purposes |
| BR | John Somerville | Senior Manager Creditors | 23/01/2017 | 0.30 | \$136.50 Review and amendments to update report to investors |
| BR | John Somerville | Senior Manager Creditors | 25/01/2017 | 0.10 | \$45.50 Review and amendments to letters to investors seeking further information to effect change of detail requests |
| BR | John Somerville | Senior Manager Creditors | 25/01/2017 | 0.10 | \$45.50 Review of updates to the Finpower investor management database |
| BR | John Somerville | Senior Manager Creditors | 25/01/2017 | 0.10 | \$45.50 Review of internal control forms and supporting documentation to update the AX investor management database for change of detail requests |
| BR | John Somerville | Senior Manager Creditors | 25/01/2017 | 0.10 | \$45.50 Review of letters to investors confirming unit balances and estimated value for tax purposes |
| BR | John Somerville | Senior Manager Creditors | 27/01/2017 | 0.30 | \$136.50 Review and amendments to updated estimated return to investors |
| BR | John Somerville | Senior Manager Creditors | 27/01/2017 | 0.30 | \$136.50 Review and amendments to 28th update report to investors |
| BR | John Somerville | Senior Manager Creditors | 27/01/2017 | 0.20 | \$91.00 Review of letter from solicitors for the liquidators of Equititrust Ltd re indemnity claim. Review of expenses claimed |
| BR | John Somerville | Senior Manager Creditors | 27/01/2017 | 0.10 | \$45.50 Review of letters to investors regarding confirmation of unit balances and estimated values for tax purposes |
| BR | John Somerville | Senior Manager Creditors | 27/01/2017 | 0.10 | \$45.50 Review of internal control forms and supporting documentation to update the Finpower investor management database for change of detail requests |
| BR | John Somerville | Senior Manager Creditors | 27/01/2017 | 0.10 | \$45.50 Discussion with Ryan Whyte regarding equalisation payment calculation |

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| BR | John Somerville | Senior Manager Creditors | 30/01/2017 | 0.20 | \$91.00 Review of investor equalisation payment calculation worksheet |
| BR | John Somerville | Senior Manager Creditors | 30/01/2017 | 0.70 | \$318.50 Meeting with Ryan Whyte regarding equalisation payment calculation |
| BR | John Somerville | Senior Manager Creditors | 1/02/2017 | 0.10 | \$45.50 Instructions to Andrew Lane re circulating update report to investors |
| BR | John Somerville | Senior Manager Creditors | 1/02/2017 | 0.30 | \$136.50 Draft letters to investors in response to queries in relation to the winding up |
| BR | John Somerville | Senior Manager Creditors | 2/02/2017 | 0.20 | \$91.00 Call from an investor seeking further information about his holdings to complete an income tax return |
| BR | John Somerville | Senior Manager Creditors | 2/02/2017 | 0.10 | \$45.50 Call from an accountant of an investor regarding information required to complete tax return |
| BR | John Somerville | Senior Manager Creditors | 2/02/2017 | 0.20 | \$91.00 Review and amendments to letters to investors seeking further information in relation to the winding up |
| BR | John Somerville | Senior Manager Creditors | 2/02/2017 | 0.20 | \$91.00 Review of updates to the Finpower investor management database |
| BR | John Somerville | Senior Manager Creditors | 3/02/2017 | 0.20 | \$91.00 Review and amendments to letters to investors in response to queries in relation to the 28th update report |
| BR | John Somerville | Senior Manager Creditors | 3/02/2017 | 0.10 | \$45.50 Review of internal control forms and supporting documentation to update the Finpower investor management database for investor change of detail and transfer of unit requests and deceased estate notifications |
| BR | John Somerville | Senior Manager Creditors | 3/02/2017 | 0.10 | \$45.50 Review of updates to the Finpower investor management database |
| BR | John Somerville | Senior Manager Creditors | 3/02/2017 | 0.80 | \$364.00 Review and analysis of time costs submitted by the liquidators of Equititrust Ltd to determine whether they can be validly claimed against the Fund pursuant to the indemnity |
| BR | John Somerville | Senior Manager Creditors | 3/02/2017 | 0.20 | \$91.00 Attend to telephone enquiry from an investor seeking further information in relation to the 28th update report |
| BR | John Somerville | Senior Manager Creditors | 6/02/2017 | 0.80 | \$364.00 Discussion with Ryan Whyte regarding equalisation payment calculations |
| BR | John Somerville | Senior Manager Creditors | 6/02/2017 | 0.20 | \$91.00 Attend to call from an investor seeking an update on the status of the winding up and requesting information in relation to unit holdings |

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| BR | John Somerville | Senior Manager Creditors | 7/02/2017 | 0.10 | \$45.50 Review and amendments to letter to an investor seeking further information in relation to distributions |
| BR | John Somerville | Senior Manager Creditors | 7/02/2017 | 0.20 | \$91.00 Call from an investor seeking an update on the status of the winding up. Email to investor re process to change details |
| BR | John Somerville | Senior Manager Creditors | 7/02/2017 | 0.10 | \$45.50 Attend to telephone enquiry from an EIF investor in response to queries to the receiver's 28th update report |
| BR | John Somerville | Senior Manager Creditors | 8/02/2017 | 0.20 | \$91.00 Attend to telephone enquiry from an investor seeking an update on the status of the winding up |
| BR | John Somerville | Senior Manager Creditors | 8/02/2017 | 0.10 | \$45.50 Review and amendments to letter to investors regarding confirmation of unit balances and estimated value for tax purposes |
| BR | John Somerville | Senior Manager Creditors | 8/02/2017 | 0.10 | \$45.50 Review of letters to investors regarding further information required to process change of detail requests |
| BR | John Somerville | Senior Manager Creditors | 8/02/2017 | 1.20 | \$546.00 Prepare template for investor equalisation payment calculation for units transferred in/out post 1/7/2010, hardship payments and part transfers. Instructions to Ryan Whyte regarding same |
| BR | John Somerville | Senior Manager Creditors | 14/02/2017 | 0.10 | \$45.50 Review of internal control forms and supporting documentation for change of detail requests and transfer of unit requests |
| BR | John Somerville | Senior Manager Creditors | 14/02/2017 | 0.10 | \$45.50 Review of letters to investors seeking further information to process change of detail requests |
| BR | John Somerville | Senior Manager Creditors | 14/02/2017 | 0.40 | \$182.00 Review of equalisation payment manual calculations |
| BR | John Somerville | Senior Manager Creditors | 14/02/2017 | 0.20 | \$91.00 Review of updates to the Finpower investor management database |
| BR | John Somerville | Senior Manager Creditors | 15/02/2017 | 0.20 | \$91.00 Review of internal control forms and supporting documentation to update the Finpower investor management for investor change of detail requests |
| BR | John Somerville | Senior Manager Creditors | 15/02/2017 | 0.10 | \$45.50 Review and amendments to letters to investors regarding change of detail requests and further information required to effect transfer of units |
| BR | John Somerville | Senior Manager Creditors | 17/02/2017 | 1.40 | \$637.00 Review and analysis of indemnity claim of the liquidators of Equititrust Ltd, including reviewing time narrations and considering whether reasonably and properly incurred for the benefit of the EIF |
| BR | John Somerville | Senior Manager Creditors | 20/02/2017 | 0.10 | \$45.50 Review and amendments to letters to investors regarding further information required to effect change of detail and transfer of unit requests |

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| BR | John Somerville | Senior Manager | Creditors | 20/02/2017 | 0.10 | \$45.50 Review of internal control forms and supporting documentation to update the Finpower investor management database for change of detail and transfer of unit requests |
| BR | John Somerville | Senior Manager | Creditors | 20/02/2017 | 0.60 | \$273.00 Review investor equalisation payment calculations with Ryan Whyte |
| BR | John Somerville | Senior Manager | Creditors | 20/02/2017 | 0.60 | \$273.00 Review of equalisation payment for investors who received hardship payments in FY2011 and for investments maturing on an annual basis. Discussion with Ryan Whyte regarding same |
| BR | John Somerville | Senior Manager | Creditors | 23/02/2017 | 0.30 | \$136.50 Further review equalisation payment worksheet with Ryan Whyte |
| BR | John Somerville | Senior Manager | Creditors | 23/02/2017 | 0.10 | \$45.50 Review of internal control forms and supporting documentation to update the Finpower investor management database for change of detail requests and deceased estates |
| BR | John Somerville | Senior Manager | Creditors | 23/02/2017 | 0.10 | \$45.50 Review and amendments to letters to investors regarding change of detail requests, confirmation of unit balances for tax purposes and updates on the status of the winding up |
| BR | Jayden Coulston | Manager | Creditors | 28/09/2017 | 1.00 | \$430.00 Peruse 29th update to investors and begin drafting 30th update to investors. |
| BR | Jayden Coulston | Manager | Creditors | 29/09/2017 | 0.70 | \$301.00 Cont. drafting 30th update to investors. |
| BR | Jayden Coulston | Manager | Creditors | 4/10/2017 | 0.90 | \$387.00 Cont. drafting 30th update to investors. |
| BR | Jayden Coulston | Manager | Creditors | 4/10/2017 | 1.00 | \$430.00 Cont. drafting 30th update to investors. |
| BR | Jayden Coulston | Manager | Creditors | 6/10/2017 | 0.50 | \$215.00 Review WIP summary prepared by Ryan Whyte for update to investors. |
| BR | Jayden Coulston | Manager | Creditors | 6/10/2017 | 1.60 | \$688.00 Cont. draft update to creditors, including estimated final distribution position, receipts and payments, equalisation payments etc. |
| BR | Jayden Coulston | Manager | Creditors | 19/10/2017 | 1.90 | \$817.00 Review correspondence from solicitors regarding mediation for claim against valuer and draft corro to solicitors of Liquidators of EL in relation to remuneration claim against EIF. Cont. drafting update to investors, specifically in relation to these matters. |
| BR | Jayden Coulston | Manager | Creditors | 20/10/2017 | 0.70 | \$301.00 Cont. drafting 30th update to investors to be sent to investors in October 2017. |
| BR | Jayden Coulston | Manager | Creditors | 23/10/2017 | 0.50 | \$215.00 Review correspondence drafted to 3 x investors regarding change of details, transfer of units and confirmation of balances. Liaise with Antoinette Fielding re updates to correspondence. |

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| BR | Jayden Coulston | Manager | Creditors | 23/10/2017 | 1.40 | \$602.00 Cont. drafting 6-monthly update report to investors. |
| BR | Jayden Coulston | Manager | Creditors | 24/10/2017 | 0.90 | \$387.00 Discuss updates to investor report with Charles Haines. Make updates to investor report, analyse current bond and unsecured creditor positions. |
| BR | Jayden Coulston | Manager | Creditors | 24/10/2017 | 0.20 | \$86.00 Make final updates to report to investors. |
| BR | Jayden Coulston | Manager | Creditors | 26/10/2017 | 0.10 | \$43.00 Update correspondence to investor requesting trust deed for transfer of units. |
| BR | Jayden Coulston | Manager | Creditors | 30/10/2017 | 0.90 | \$387.00 Make updates to draft report to Investors as per David Whyte's review and comments. |
| BR | Jayden Coulston | Manager | Creditors | 31/10/2017 | 0.60 | \$258.00 Settle draft 30th update to investors with final comments from Charles Haines and correspondence from the Liquidators of EL re ongoing proceedings. |
| BR | Jayden Coulston | Manager | Creditors | 31/10/2017 | 0.20 | \$86.00 Email to external IT contractor re uploading 30th report to investors to both Equititrust websites. Liaise with Ryan Whyte regarding mail out procedures and obtaining quote for printing/postage. |
| BR | Jayden Coulston | Manager | Creditors | 31/10/2017 | 0.40 | \$172.00 Review and update investor email and postage address listing for mail out of 30th update to investors. Liaise with Ryan Whyte regarding dealing with problem/incomplete addresses. |
| BR | Jayden Coulston | Manager | Creditors | 31/10/2017 | 0.10 | \$43.00 Email copy of 30th update to investors to external IT contractor to upload to both Equititrust websites. |
| BR | Aubrey Meek | Senior Accountant II | Creditors | 1/11/2016 | 0.20 | \$58.00 Phone call from investor seeking to update the details for their investment with the Fund. Access database to review current details and advise process to update. |
| BR | Aubrey Meek | Senior Accountant II | Creditors | 1/11/2016 | 0.20 | \$58.00 Prepare letter to investor seeking to update the details for their investment with the Fund. Access Finpower database to review current details and advise process to update |
| BR | Aubrey Meek | Senior Accountant II | Creditors | 1/11/2016 | 0.20 | \$58.00 Access investor management database and process investor change of details/transfer of units requests as approved by David Whyte. |
| BR | Aubrey Meek | Senior Accountant II | Creditors | 1/11/2016 | 0.20 | \$58.00 Access investor management database and process investor change of details/transfer of units requests as approved by David Whyte. |
| BR | Aubrey Meek | Senior Accountant II | Creditors | 2/11/2016 | 0.20 | \$58.00 Prepare a letter to an investor in relation to a request for a unit holding balance. Log onto investor management database, search for investor and print investor balance. |
| BR | Aubrey Meek | Senior Accountant II | Creditors | 2/11/2016 | 0.20 | \$58.00 Call from an advisor in relation to a request for a unit holdings statement and Finpower statement. |

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| BR | Aubrey Meek | Senior Accountant II | Creditors | 2/11/2016 | 0.20 | \$58.00 Prepare a letter to an investor in relation to a request for a unit holding balance. Log onto investor management database, search for investor and print investor balance. |
| BR | Aubrey Meek | Senior Accountant II | Creditors | 3/11/2016 | 0.20 | \$58.00 Prepare a letter to an investor in relation to a request for a unit holding balance. Log onto investor management database, search for investor and print investor balance. |
| BR | Aubrey Meek | Senior Accountant II | Creditors | 3/11/2016 | 0.20 | \$58.00 Prepare a letter to an investor in relation to a request for a unit holding balance. Log onto investor management database, search for investor and print investor balance. |
| BR | Aubrey Meek | Senior Accountant II | Creditors | 4/11/2016 | 0.20 | \$58.00 Call from an advisor requesting information in relation to future distributions. |
| BR | Aubrey Meek | Senior Accountant II | Creditors | 4/11/2016 | 0.20 | \$58.00 Prepare a letter to an advisor in relation to a request for a unit holding balance. Access investor management database, search for investor and generate investor unit balance report. Print and collate. |
| BR | Aubrey Meek | Senior Accountant II | Creditors | 4/11/2016 | 0.20 | \$58.00 Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy. |
| BR | Aubrey Meek | Senior Accountant II | Creditors | 4/11/2016 | 0.20 | \$58.00 Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy. |
| BR | Aubrey Meek | Senior Accountant II | Creditors | 4/11/2016 | 0.20 | \$58.00 Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy. |
| BR | Aubrey Meek | Senior Accountant II | Creditors | 7/11/2016 | 0.20 | \$58.00 Prepare letter to executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access Finpower database to review current investor details and advise. |
| BR | Aubrey Meek | Senior Accountant II | Creditors | 7/11/2016 | 0.20 | \$58.00 Access investor management database and process investor change of details/transfer of units requests as approved by David Whyte. |
| BR | Aubrey Meek | Senior Accountant II | Creditors | 7/11/2016 | 0.20 | \$58.00 Access investor management database and process investor change of details/transfer of units requests as approved by David Whyte. |
| BR | Aubrey Meek | Senior Accountant II | Creditors | 9/11/2016 | 0.20 | \$58.00 Call from an advisor requesting information in relation to future distributions. |
| BR | Aubrey Meek | Senior Accountant II | Creditors | 9/11/2016 | 0.20 | \$58.00 Review of signatures for change of details requests received from investors and compare to signatures held in the investor management database. Print and attach to internal control forms for David Whyte's review. |
| BR | Aubrey Meek | Senior Accountant II | Creditors | 9/11/2016 | 0.20 | \$58.00 Review of signatures for change of details requests received from investors and compare to signatures held in the investor management database. Print and attach to internal control forms for David Whyte's review. |
| BR | Aubrey Meek | Senior Accountant II | Creditors | 9/11/2016 | 0.20 | \$58.00 Phone call from investor seeking to update the details for their investment with the Fund. Access database to review current details and advise process to update. |

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| BR | Aubrey Meek | Senior Accountant II | Creditors | 9/11/2016 | 0.20 | \$58.00 Call from an investor/advisor seeking an update on the winding up of the fund. |
| BR | Aubrey Meek | Senior Accountant II | Creditors | 10/11/2016 | 0.20 | \$58.00 Call from an advisor requesting information in relation to future distributions. |
| BR | Aubrey Meek | Senior Accountant II | Creditors | 14/11/2016 | 0.20 | \$58.00 Phone call from investor seeking to update the details for their investment with the Fund. Access Finpower database to review current details and advise process to update. |
| BR | Aubrey Meek | Senior Accountant II | Creditors | 16/11/2016 | 0.20 | \$58.00 Phone call from investor seeking to update the details for their investment with the Fund. Access database to review current details and advise process to update. |
| BR | Aubrey Meek | Senior Accountant II | Creditors | 17/11/2016 | 0.20 | \$58.00 Call from an investor/advisor seeking an update on the winding up of the fund. |
| BR | Aubrey Meek | Senior Accountant II | Creditors | 24/11/2016 | 0.20 | \$58.00 Prepare letter to investor seeking to update the details for their investment with the Fund. Access database to review current details and advise process to update |
| BR | Aubrey Meek | Senior Accountant II | Creditors | 24/11/2016 | 0.20 | \$58.00 Prepare letter to investor seeking to update the details for their investment with the Fund. Access database to review current details and advise process to update |
| BR | Aubrey Meek | Senior Accountant II | Creditors | 25/11/2016 | 0.20 | \$58.00 Phone call from investor seeking to update the details for their investment with the Fund. Access database to review current details and advise process to update. |
| BR | Aubrey Meek | Senior Accountant II | Creditors | 25/11/2016 | 0.20 | \$58.00 Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy. |
| BR | Aubrey Meek | Senior Accountant II | Creditors | 25/11/2016 | 0.20 | \$58.00 Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy. |
| BR | Aubrey Meek | Senior Accountant II | Creditors | 28/11/2016 | 0.20 | \$58.00 Phone call from investor seeking to update the details for their investment with the Fund. Access database to review current details and advise process to update. |
| BR | Aubrey Meek | Senior Accountant II | Creditors | 28/11/2016 | 0.20 | \$58.00 Review of signatures for change of details received from investors and compare to signatures held in the investor management database. Print and attach to internal control forms for David Whyte's review. |
| BR | Aubrey Meek | Senior Accountant II | Creditors | 28/11/2016 | 0.20 | \$58.00 Review of signatures for change of details received from investors and compare to signatures held in the investor management database. Print and attach to internal control forms for David Whyte's review. |
| BR | Aubrey Meek | Senior Accountant II | Creditors | 29/11/2016 | 0.20 | \$58.00 Access investor management database and process investor change of details/transfer of units requests as approved by David Whyte. |
| BR | Aubrey Meek | Senior Accountant II | Creditors | 29/11/2016 | 0.20 | \$58.00 Call from an investor in relation to a request for an updated unit holdings balance. Review investor on the database and advise. |

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| BR | Aubrey Meek | Senior Accountant II | Creditors | 30/11/2016 | 0.20 | \$58.00 Call from an investor/advisor seeking an update on the winding up of the fund. |
| BR | Aubrey Meek | Senior Accountant II | Creditors | 30/11/2016 | 0.20 | \$58.00 Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy. |
| BR | Aubrey Meek | Senior Accountant II | Creditors | 5/12/2016 | 1.10 | \$319.00 Print out multiple investor transaction statements as per Consolidation and Payment Equalisation spreadsheet to support calculations in spreadsheet. Investigate accounts in database and multiple investment accounts per investor. Save to folders. |
| BR | Aubrey Meek | Senior Accountant II | Creditors | 5/12/2016 | 0.10 | \$29.00 Call from an investor in relation to a request for an updated unit holdings balance. Review investor on the database and advise. |
| BR | Aubrey Meek | Senior Accountant II | Creditors | 6/12/2016 | 0.30 | \$87.00 Call from an investor requesting Finpower statements and an estimate for the value of their client's units held in the fund. |
| BR | Aubrey Meek | Senior Accountant II | Creditors | 6/12/2016 | 0.20 | \$58.00 Phone call from investor seeking to update the details for their investment with the Fund. Access database to review current details and advise process to update. |
| BR | Aubrey Meek | Senior Accountant II | Creditors | 7/12/2016 | 0.20 | \$58.00 Prepare a letter to an investor in relation to a request for a unit holding balance. Log onto investor management database, search for investor and print investor balance. |
| BR | Aubrey Meek | Senior Accountant II | Creditors | 7/12/2016 | 0.20 | \$58.00 Prepare a letter to an investor in relation to a request for a unit holding balance. Log onto investor management database, search for investor and print investor balance. |
| BR | Aubrey Meek | Senior Accountant II | Creditors | 8/12/2016 | 0.20 | \$58.00 Prepare letter to investor seeking to update the details for their investment with the Fund. Access Finpower database to review current details and advise process to update |
| BR | Aubrey Meek | Senior Accountant II | Creditors | 8/12/2016 | 0.20 | \$58.00 Prepare letter to investor seeking to update the details for their investment with the Fund. Access Finpower database to review current details and advise process to update |
| BR | Aubrey Meek | Senior Accountant II | Creditors | 8/12/2016 | 0.20 | \$58.00 Call from an investor/advisor seeking an update on the winding up of the fund. |
| BR | Aubrey Meek | Senior Accountant II | Creditors | 8/12/2016 | 0.20 | \$58.00 Prepare letter to executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access Finpower database to review current investor details and advise. |
| BR | Aubrey Meek | Senior Accountant II | Creditors | 8/12/2016 | 0.20 | \$58.00 Prepare letter to executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access Finpower database to review current investor details and advise. |
| BR | Aubrey Meek | Senior Accountant II | Creditors | 9/12/2016 | 0.20 | \$58.00 Prepare letter to investor seeking to update the details for their investment with the Fund. Access Finpower database to review current details and advise process to update |
| BR | Aubrey Meek | Senior Accountant II | Creditors | 9/12/2016 | 0.20 | \$58.00 Prepare letter to investor seeking to update the details for their investment with the Fund. Access Finpower database to review current details and advise process to update |

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| BR | Aubrey Meek | Senior Accountant II | Creditors | 9/12/2016 | 0.20 | \$58.00 Prepare letter to investor seeking to update the details for their investment with the Fund. Access Finpower database to review current details and advise process to update |
| BR | Aubrey Meek | Senior Accountant II | Creditors | 12/12/2016 | 0.10 | \$29.00 Call from an investor/advisor seeking an update on the winding up of the fund. |
| BR | Aubrey Meek | Senior Accountant II | Creditors | 13/12/2016 | 0.20 | \$58.00 Call from an investor in relation to a request for an updated unit holdings balance. Review investor on the Finpower database and advise. |
| BR | Aubrey Meek | Senior Accountant II | Creditors | 14/12/2016 | 0.10 | \$29.00 Phone call from investor seeking to update the details for their investment with the Fund. Access Finpower database to review current details and advise process to update. |
| BR | Aubrey Meek | Senior Accountant II | Creditors | 14/12/2016 | 0.20 | \$58.00 Prepare letter to investor seeking to update the details for their investment with the Fund. Access Finpower database to review current details and advise process to update |
| BR | Aubrey Meek | Senior Accountant II | Creditors | 14/12/2016 | 0.20 | \$58.00 Prepare a letter to an investor in relation to a request for a unit holding balance. Log onto Finpower investor management database, search for investor and print investor balance. |
| BR | Aubrey Meek | Senior Accountant II | Creditors | 14/12/2016 | 0.20 | \$58.00 Prepare a letter to an investor in relation to a request for a unit holding balance. Log onto Finpower investor management database, search for investor and print investor balance. |
| BR | Aubrey Meek | Senior Accountant II | Creditors | 14/12/2016 | 0.20 | \$58.00 Prepare a letter to an investor in relation to a request for a unit holding balance. Log onto Finpower investor management database, search for investor and print investor balance. |
| BR | Aubrey Meek | Senior Accountant II | Creditors | 14/12/2016 | 0.20 | \$58.00 Prepare a letter to an investor in relation to a request for a unit holding balance. Log onto Finpower investor management database, search for investor and print investor balance. |
| BR | Aubrey Meek | Senior Accountant II | Creditors | 14/12/2016 | 0.20 | \$58.00 Prepare a letter to an investor in relation to a request for a unit holding balance. Log onto Finpower investor management database, search for investor and print investor balance. |
| BR | Aubrey Meek | Senior Accountant II | Creditors | 15/12/2016 | 0.20 | \$58.00 Prepare a letter to an investor in relation to a request for a unit holding balance. Log onto investor management database, search for investor and print investor balance. |
| BR | Aubrey Meek | Senior Accountant II | Creditors | 15/12/2016 | 0.20 | \$58.00 Prepare a letter to an investor in relation to a request for a unit holding balance. Log onto investor management database, search for investor and print investor balance. |
| BR | Aubrey Meek | Senior Accountant II | Creditors | 15/12/2016 | 0.20 | \$58.00 Call from an investor/advisor seeking an update on the winding up of the fund. |
| BR | Aubrey Meek | Senior Accountant II | Creditors | 15/12/2016 | 0.20 | \$58.00 Prepare a letter to an investor in relation to a request for a unit holding balance. Log onto investor management database, search for investor and print investor balance. |
| BR | Aubrey Meek | Senior Accountant II | Creditors | 15/12/2016 | 0.20 | \$58.00 Prepare a letter to an investor in relation to a request for a unit holding balance. Log onto investor management database, search for investor and print investor balance. |

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| BR | Aubrey Meek | Senior Accountant II | Creditors | 15/12/2016 | 0.20 | \$58.00 Prepare a letter to an investor in relation to a request for a unit holding balance. Log onto investor management database, search for investor and print investor balance. |
| BR | Aubrey Meek | Senior Accountant II | Creditors | 16/12/2016 | 0.20 | \$58.00 Call from an investor in relation to a request for an updated unit holdings balance. Review investor on the Finpower database and advise. |
| BR | Aubrey Meek | Senior Accountant II | Creditors | 22/12/2016 | 0.20 | \$58.00 Call from an advisor in relation to a transfer of units from a deceased estate to beneficiaries of the estate. |
| BR | Aubrey Meek | Senior Accountant II | Creditors | 5/01/2017 | 0.20 | \$58.00 Call from an investor/advisor seeking an update on the winding up of the fund. |
| BR | Aubrey Meek | Senior Accountant II | Creditors | 5/01/2017 | 0.20 | \$58.00 Phone call from investor seeking to update the details for their investment with the Fund. Access database to review current details and advise process to update. |
| BR | Aubrey Meek | Senior Accountant II | Creditors | 5/01/2017 | 0.20 | \$58.00 Prepare a letter to an investor in relation to a request for a unit holding balance. Log onto Finpower investor management database, search for investor and print investor balance. |
| BR | Aubrey Meek | Senior Accountant II | Creditors | 5/01/2017 | 0.20 | \$58.00 Prepare a letter to an investor in relation to a request for a unit holding balance. Log onto Finpower investor management database, search for investor and print investor balance. |
| BR | Aubrey Meek | Senior Accountant II | Creditors | 10/01/2017 | 0.20 | \$58.00 Call from an investor seeking an update on the winding up of the fund. |
| BR | Aubrey Meek | Senior Accountant II | Creditors | 10/01/2017 | 0.20 | \$58.00 Phone call from investor seeking to update the details for their investment with the Fund. Access database to review current details and advise process to update. |
| BR | Aubrey Meek | Senior Accountant II | Creditors | 11/01/2017 | 0.20 | \$58.00 Prepare a letter to an investor in relation to a request for a unit holding balance. Log onto Finpower investor management database, search for investor and print investor balance. |
| BR | Aubrey Meek | Senior Accountant II | Creditors | 11/01/2017 | 0.20 | \$58.00 Prepare a letter to an investor in relation to a request for a unit holding balance. Log onto investor management database, search for investor and print investor balance. |
| BR | Aubrey Meek | Senior Accountant II | Creditors | 11/01/2017 | 0.20 | \$58.00 Prepare a letter to an investor in relation to a request for a unit holding balance. Log onto Finpower investor management database, search for investor and print investor balance. |
| BR | Aubrey Meek | Senior Accountant II | Creditors | 12/01/2017 | 0.30 | \$87.00 Call from an investor in relation to a request for an updated unit holdings balance. Review investor on the Finpower database and advise. |
| BR | Aubrey Meek | Senior Accountant II | Creditors | 12/01/2017 | 0.40 | \$116.00 Prepare a letter to an investor in relation to a request for a unit holding balance. Log onto Finpower investor management database, search for investor and print investor balance. |
| BR | Aubrey Meek | Senior Accountant II | Creditors | 12/01/2017 | 0.40 | \$116.00 Prepare a letter to an investor in relation to a request for a unit holding balance. Log onto Finpower investor management database, search for investor and print investor balance. |

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| BR | Aubrey Meek | Senior Accountant II | Creditors | 13/01/2017 | 0.20 | \$58.00 Prepare a letter to an investor in relation to a request for a unit holding balance. Log onto Finpower investor management database, search for investor and print investor balance. |
| BR | Aubrey Meek | Senior Accountant II | Creditors | 16/01/2017 | 0.20 | \$58.00 Phone call from investor seeking to update the details for their investment with the Fund. Access database to review current details and advise process to update. |
| BR | Aubrey Meek | Senior Accountant II | Creditors | 17/01/2017 | 0.20 | \$58.00 Call from an investor requesting Finpower statements and an estimate for the value of their client's units held in the fund. |
| BR | Aubrey Meek | Senior Accountant II | Creditors | 18/01/2017 | 0.20 | \$58.00 Phone call from investor seeking to update the details for their investment with the Fund. Access database to review current details and advise process to update. |
| BR | Aubrey Meek | Senior Accountant II | Creditors | 19/01/2017 | 0.20 | \$58.00 Phone call from investor seeking to update the details for their investment with the Fund. Access database to review current details and advise process to update. |
| BR | Aubrey Meek | Senior Accountant II | Creditors | 19/01/2017 | 0.20 | \$58.00 Prepare letter to investor seeking to update the details for their investment with the Fund. Access database to review current details and advise process to update |
| BR | Aubrey Meek | Senior Accountant II | Creditors | 19/01/2017 | 0.20 | \$58.00 Prepare letter to investor seeking to update the details for their investment with the Fund. Access database to review current details and advise process to update |
| BR | Aubrey Meek | Senior Accountant II | Creditors | 20/01/2017 | 0.20 | \$58.00 Call from an investor in relation to a request for an updated unit holdings balance. Review investor on the database and advise. |
| BR | Aubrey Meek | Senior Accountant II | Creditors | 23/01/2017 | 0.20 | \$58.00 Call from an investor requesting Finpower statements and an estimate for the value of their client's units held in the fund. |
| BR | Aubrey Meek | Senior Accountant II | Creditors | 25/01/2017 | 0.20 | \$58.00 Call from an advisor requesting information in relation to future distributions. |
| BR | Aubrey Meek | Senior Accountant II | Creditors | 30/01/2017 | 0.20 | \$58.00 Call from an investor in relation to a request for an updated unit holdings balance. Review investor on the database and advise. |
| BR | Aubrey Meek | Senior Accountant II | Creditors | 31/01/2017 | 0.20 | \$58.00 Call from an investor in relation to a request for an updated unit holdings balance. Review investor on the database and advise. |
| BR | Aubrey Meek | Senior Accountant II | Creditors | 1/02/2017 | 0.20 | \$58.00 Call from an advisor requesting information in relation to future distributions. |
| BR | Aubrey Meek | Senior Accountant II | Creditors | 2/02/2017 | 0.20 | \$58.00 Phone call from investor seeking to update the details for their investment with the Fund. Access database to review current details and advise process to update. |
| BR | Aubrey Meek | Senior Accountant II | Creditors | 7/02/2017 | 0.20 | \$58.00 Phone call from investor seeking to update the details for their investment with the Fund. Access database to review current details and advise process to update. |

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| BR | Aubrey Meek | Senior Accountant II | Creditors | 8/02/2017 | 0.20 | \$58.00 Phone call from investor seeking to update the details for their investment with the Fund. Access database to review current details and advise process to update. |
| BR | Aubrey Meek | Senior Accountant II | Creditors | 8/02/2017 | 0.20 | \$58.00 Prepare letter to investor seeking to update the details for their investment with the Fund. Access database to review current details and advise process to update |
| BR | Aubrey Meek | Senior Accountant II | Creditors | 8/02/2017 | 0.20 | \$58.00 Prepare a letter to an investor in relation to a request for a unit holding balance. Log onto Finpower investor management database, search for investor and print investor balance. |
| BR | Aubrey Meek | Senior Accountant II | Creditors | 8/02/2017 | 0.20 | \$58.00 Prepare a letter to an investor in relation to a request for a unit holding balance. Log onto Finpower investor management database, search for investor and print investor balance. |
| BR | Aubrey Meek | Senior Accountant II | Creditors | 8/02/2017 | 0.30 | \$87.00 Phone call from executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access database to review current investor details and advise. |
| BR | Aubrey Meek | Senior Accountant II | Creditors | 8/02/2017 | 0.40 | \$116.00 Prepare a letter to an investor in relation to a request for a unit holding balance. Log onto Finpower investor management database, search for investor and print investor balance. |
| BR | Aubrey Meek | Senior Accountant II | Creditors | 9/02/2017 | 0.20 | \$58.00 Call from an investor in relation to a request for an updated unit holdings balance. Review investor on the database and advise. |
| BR | Aubrey Meek | Senior Accountant II | Creditors | 9/02/2017 | 0.20 | \$58.00 Prepare a letter to an investor in relation to a request for a unit holding balance. Log onto investor management database, search for investor and print investor balance. |
| BR | Aubrey Meek | Senior Accountant II | Creditors | 10/02/2017 | 0.20 | \$58.00 Phone call from investor seeking to update the details for their investment with the Fund. Access database to review current details and advise process to update. |
| BR | Aubrey Meek | Senior Accountant II | Creditors | 10/02/2017 | 0.20 | \$58.00 Phone call from executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access database to review current investor details and advise. |
| BR | Aubrey Meek | Senior Accountant II | Creditors | 10/02/2017 | 0.20 | \$58.00 Prepare letter to executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access database to review current investor details and advise. |
| BR | Aubrey Meek | Senior Accountant II | Creditors | 10/02/2017 | 0.20 | \$58.00 Prepare letter to executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access database to review current investor details and advise. |
| BR | Aubrey Meek | Senior Accountant II | Creditors | 13/02/2017 | 0.20 | \$58.00 Phone call from investor seeking to update the details for their investment with the Fund. Access database to review current details and advise process to update. |
| BR | Aubrey Meek | Senior Accountant II | Creditors | 14/02/2017 | 0.20 | \$58.00 Call from an investor in relation to a request for an updated unit holdings balance. Review investor on the database and advise. |
| BR | Aubrey Meek | Senior Accountant II | Creditors | 14/02/2017 | 0.20 | \$58.00 Call from an investor in relation to a request for an updated unit holdings balance. Review investor on the database and advise. |

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| BR | Aubrey Meek | Senior Accountant II | Creditors | 15/02/2017 | 0.20 | \$58.00 Call from an investor in relation to a request for an updated unit holdings balance. Review investor on the database and advise. |
| BR | Aubrey Meek | Senior Accountant II | Creditors | 15/02/2017 | 0.20 | \$58.00 Prepare letter to investor seeking to update the details for their investment with the Fund. Access database to review current details and advise process to update |
| BR | Aubrey Meek | Senior Accountant II | Creditors | 16/02/2017 | 0.20 | \$58.00 Prepare a letter to an advisor in relation to a request for a unit holding balance. Access Finpower investor management database, search for investor and generate investor unit balance report. Print and collate. |
| BR | Aubrey Meek | Senior Accountant II | Creditors | 16/02/2017 | 0.20 | \$58.00 Phone call from investor seeking to update the details for their investment with the Fund. Access database to review current details and advise process to update. |
| BR | Aubrey Meek | Senior Accountant II | Creditors | 16/02/2017 | 0.20 | \$58.00 Prepare a letter to an advisor in relation to a request for a unit holding balance. Access Finpower investor management database, search for investor and generate investor unit balance report. Print and collate. |
| BR | Aubrey Meek | Senior Accountant II | Creditors | 17/02/2017 | 0.20 | \$58.00 Call from an advisor in relation to a transfer of units from a deceased estate to beneficiaries of the estate. |
| BR | Aubrey Meek | Senior Accountant II | Creditors | 17/02/2017 | 0.20 | \$58.00 Phone call from investor seeking to update the details for their investment with the Fund. Access database to review current details and advise process to update. |
| BR | Aubrey Meek | Senior Accountant II | Creditors | 17/02/2017 | 0.20 | \$58.00 Phone call from investor seeking to update the details for their investment with the Fund. Access Finpower database to review current details and advise process to update. |
| BR | Aubrey Meek | Senior Accountant II | Creditors | 20/02/2017 | 0.20 | \$58.00 Call from an investor in relation to a request for an updated unit holdings balance. Review investor on the database and advise. |
| BR | Aubrey Meek | Senior Accountant II | Creditors | 22/02/2017 | 0.20 | \$58.00 Call from an investor in relation to a request for an updated unit holdings balance. Review investor on the Finpower database and advise. |
| BR | Aubrey Meek | Senior Accountant II | Creditors | 22/02/2017 | 0.20 | \$58.00 Call from an investor in relation to a request for an updated unit holdings balance. Review investor on the database and advise. |
| BR | Aubrey Meek | Senior Accountant II | Creditors | 23/02/2017 | 0.20 | \$58.00 Phone call from investor seeking to update the details for their investment with the Fund. Access database to review current details and advise process to update. |
| BR | Aubrey Meek | Senior Accountant II | Creditors | 23/02/2017 | 0.20 | \$58.00 Phone call from investor seeking to update the details for their investment with the Fund. Access database to review current details and advise process to update. |
| BR | Aubrey Meek | Senior Accountant II | Creditors | 24/02/2017 | 0.20 | \$58.00 Phone call from investor seeking to update the details for their investment with the Fund. Access database to review current details and advise process to update. |
| BR | Aubrey Meek | Senior Accountant II | Creditors | 24/02/2017 | 0.20 | \$58.00 Phone call from investor seeking to update the details for their investment with the Fund. Access database to review current details and advise process to update. |

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| BR | Aubrey Meek | Senior Accountant II | Creditors | 24/02/2017 | 0.20 | \$58.00 Phone call from investor seeking to update the details for their investment with the Fund. Access database to review current details and advise process to update. |
| BR | Aubrey Meek | Senior Accountant II | Creditors | 27/02/2017 | 0.20 | \$58.00 Call from an investor in relation to a request for an updated unit holdings balance. Review investor on the database and advise. |
| BR | Aubrey Meek | Senior Accountant II | Creditors | 27/02/2017 | 0.20 | \$58.00 Phone call from investor seeking to update the details for their investment with the Fund. Access database to review current details and advise process to update. |
| BR | Aubrey Meek | Senior Accountant II | Creditors | 28/02/2017 | 0.20 | \$58.00 Call from an investor seeking an update on the winding up of the fund. |
| BR | Aubrey Meek | Senior Accountant II | Creditors | 28/02/2017 | 0.20 | \$58.00 Call from an investor in relation to a request for an updated unit holdings balance. Review investor on the database and advise. |
| BR | Aubrey Meek | Senior Accountant II | Creditors | 1/03/2017 | 0.20 | \$58.00 Call from an investor in relation to a request for an updated unit holdings balance. Review investor on the database and advise. |
| BR | Aubrey Meek | Senior Accountant II | Creditors | 2/03/2017 | 0.20 | \$58.00 Call from an investor in relation to a request for an updated unit holdings balance. Review investor on the database and advise. |
| BR | Aubrey Meek | Senior Accountant II | Creditors | 10/03/2017 | 0.20 | \$58.00 Prepare letter to executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access Finpower database to review current investor details and advise. |
| BR | Aubrey Meek | Senior Accountant II | Creditors | 14/03/2017 | 0.20 | \$58.00 Prepare letter to investor seeking to update the details for their investment with the Fund. Access database to review current details and advise process to update |
| BR | Aubrey Meek | Senior Accountant II | Creditors | 15/03/2017 | 0.20 | \$58.00 Call from an investor in relation to a request for an updated unit holdings balance. Review investor on the database and advise. |
| BR | Aubrey Meek | Senior Accountant II | Creditors | 20/03/2017 | 0.20 | \$58.00 Phone call from investor seeking to update the details for their investment with the Fund. Access database to review current details and advise process to update. |
| BR | Aubrey Meek | Senior Accountant II | Creditors | 20/03/2017 | 0.20 | \$58.00 Phone call from investor seeking to update the details for their investment with the Fund. Access database to review current details and advise process to update. |
| BR | Aubrey Meek | Senior Accountant II | Creditors | 21/03/2017 | 0.20 | \$58.00 Call from an investor seeking an update on the winding up of the fund. |
| BR | Aubrey Meek | Senior Accountant II | Creditors | 23/03/2017 | 0.20 | \$58.00 Prepare letter to investor seeking to update the details for their investment with the Fund. Access database to review current details and advise process to update. |
| BR | Aubrey Meek | Senior Accountant II | Creditors | 24/03/2017 | 0.20 | \$58.00 Call from an investor seeking an update on the winding up of the fund. |

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| BR | Aubrey Meek | Senior Accountant II | Creditors | 6/04/2017 | 0.20 | \$58.00 Call from an investor in relation to a request for an updated unit holdings balance. Review investor on the Finpower database and advise. |
| BR | Aubrey Meek | Senior Accountant II | Creditors | 10/04/2017 | 0.20 | \$58.00 Call from an investor in relation to a request for an updated unit holdings balance. Review investor on the Finpower database and advise. |
| BR | Aubrey Meek | Senior Accountant II | Creditors | 11/04/2017 | 0.10 | \$29.00 Call from an investor in relation to a request for an updated unit holdings balance. Review investor on the Finpower database and advise. |
| BR | Aubrey Meek | Senior Accountant II | Creditors | 21/04/2017 | 0.20 | \$58.00 Phone call from investor seeking to update the details for their investment with the Fund. Access database to review current details and advise process to update. |
| BR | Aubrey Meek | Senior Accountant II | Creditors | 17/05/2017 | 0.20 | \$58.00 Prepare letter to executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access database to review current investor details and advise. |
| BR | Aubrey Meek | Senior Accountant II | Creditors | 17/05/2017 | 0.20 | \$58.00 Prepare letter to executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access database to review current investor details and advise. |
| BR | Aubrey Meek | Senior Accountant II | Creditors | 18/05/2017 | 0.20 | \$58.00 Call from an investor/advisor seeking an update on the winding up of the fund. |
| BR | Aubrey Meek | Senior Accountant II | Creditors | 24/05/2017 | 0.20 | \$58.00 Prepare letter to investor seeking to update the details for their investment with the Fund. Access database to review current details and advise process to update |
| BR | Aubrey Meek | Senior Accountant II | Creditors | 24/05/2017 | 0.20 | \$58.00 Prepare letter to investor seeking to update the details for their investment with the Fund. Access database to review current details and advise process to update |
| BR | Aubrey Meek | Senior Accountant II | Creditors | 24/05/2017 | 0.20 | \$58.00 Prepare letter to investor seeking to update the details for their investment with the Fund. Access database to review current details and advise process to update |
| BR | Aubrey Meek | Senior Accountant II | Creditors | 24/05/2017 | 0.20 | \$58.00 Prepare letter to investor seeking to update the details for their investment with the Fund. Access database to review current details and advise process to update |
| BR | Aubrey Meek | Senior Accountant II | Creditors | 26/05/2017 | 0.20 | \$58.00 Phone call from investor in response to their request to transfer units from a superfund to their personal name. Access Finpower database to review current investor details and advise. |
| BR | Aubrey Meek | Senior Accountant II | Creditors | 30/05/2017 | 0.20 | \$58.00 Prepare letter to investor seeking to update the details for their investment with the Fund. Access database to review current details and advise process to update |
| BR | Aubrey Meek | Senior Accountant II | Creditors | 30/05/2017 | 0.20 | \$58.00 Prepare letter to investor seeking to update the details for their investment with the Fund. Access database to review current details and advise process to update |
| BR | Aubrey Meek | Senior Accountant II | Creditors | 30/05/2017 | 0.20 | \$58.00 Prepare letter to investor seeking to update the details for their investment with the Fund. Access database to review current details and advise process to update |

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| BR | Aubrey Meek | Senior Accountant II | Creditors | 30/05/2017 | 0.20 | \$58.00 Prepare letter to investor seeking to update the details for their investment with the Fund. Access database to review current details and advise process to update |
| BR | Aubrey Meek | Senior Accountant II | Creditors | 30/05/2017 | 0.20 | \$58.00 Prepare letter to investor seeking to update the details for their investment with the Fund. Access database to review current details and advise process to update |
| BR | Aubrey Meek | Senior Accountant II | Creditors | 30/05/2017 | 0.20 | \$58.00 Prepare letter to investor seeking to update the details for their investment with the Fund. Access database to review current details and advise process to update |
| BR | Aubrey Meek | Senior Accountant II | Creditors | 30/05/2017 | 0.20 | \$58.00 Prepare letter to investor seeking to update the details for their investment with the Fund. Access database to review current details and advise process to update |
| BR | Aubrey Meek | Senior Accountant II | Creditors | 31/05/2017 | 0.20 | \$58.00 Prepare letter to investor seeking to update the details for their investment with the Fund. Access database to review current details and advise process to update |
| BR | Aubrey Meek | Senior Accountant II | Creditors | 31/05/2017 | 0.20 | \$58.00 Prepare letter to investor seeking to update the details for their investment with the Fund. Access database to review current details and advise process to update |
| BR | Aubrey Meek | Senior Accountant II | Creditors | 1/06/2017 | 0.20 | \$58.00 Prepare letter to investor seeking to update the details for their investment with the Fund. Access Finpower database to review current details and advise process to update |
| BR | Aubrey Meek | Senior Accountant II | Creditors | 1/06/2017 | 0.20 | \$58.00 Prepare letter to executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access Finpower database to review current investor details and advise. |
| BR | Aubrey Meek | Senior Accountant II | Creditors | 6/06/2017 | 0.30 | \$87.00 Prepare remuneration report summary for report to creditors 31 May 2017. |
| BR | Aubrey Meek | Senior Accountant II | Creditors | 14/06/2017 | 0.50 | \$145.00 Review draft of mailing list as prepared by Eloise Carroll for mail out to investors. Discussions with Charles Haines. |
| BR | Aubrey Meek | Senior Accountant II | Creditors | 21/06/2017 | 0.20 | \$58.00 Prepare letter to investor seeking to update the details for their investment with the Fund. Access database to review current details and advise process to update |
| BR | Aubrey Meek | Senior Accountant II | Creditors | 21/06/2017 | 0.20 | \$58.00 Prepare letter to investor seeking to update the details for their investment with the Fund. Access database to review current details and advise process to update |
| BR | Aubrey Meek | Senior Accountant II | Creditors | 23/06/2017 | 0.30 | \$87.00 Call from an investor/advisor seeking an update on the winding up of the fund. |
| BR | Dermot O'Brien | Senior Accountant II | Creditors | 4/11/2016 | 0.40 | \$94.00 Review of signatures for 3 change of details/transfer of units requests received from investors/advisors and review the supplied documents for authorisation and completion and compare to signatures held in the Finpower investor management database. Print and a |
| BR | Dermot O'Brien | Senior Accountant II | Creditors | 4/11/2016 | 0.20 | \$47.00 Call from an advisor in relation to a request for a unit holdings statement and Finpower statement. |

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| BR | Dermot O'Brien | Senior Accountant II | Creditors | 16/11/2016 | 0.50 | \$117.50 Review 5 letters prepared by BDO staff to investors/advisors in relation to various requests to update the Finpower database, confirmation of requested changes, requests for unit balance estimates and transaction statements for Finpower related purposes. |
| BR | Dermot O'Brien | Senior Accountant II | Creditors | 22/11/2016 | 0.30 | \$70.50 Review 3 letters prepared by BDO staff to investors/advisors in relation to various requests to update the Finpower database, confirmation of requested changes, requests for unit balance estimates and transaction statements for Finpower related purposes. |
| BR | Dermot O'Brien | Senior Accountant II | Creditors | 22/11/2016 | 0.40 | \$94.00 Review 4 letters prepared by BDO staff to investors/advisors in relation to various requests to update the Finpower database, confirmation of requested changes, requests for unit balance estimates and transaction statements for Finpower related purposes. |
| BR | Dermot O'Brien | Senior Accountant II | Creditors | 1/12/2016 | 0.40 | \$94.00 Review 2 letters prepared by BDO staff to investors/advisors in relation to various requests to update the Finpower database, confirmation of requested changes, requests for unit balance estimates and transaction statements for Finpower related purposes. |
| BR | Dermot O'Brien | Senior Accountant II | Creditors | 2/12/2016 | 0.50 | \$117.50 Review 3 letters prepared by BDO staff to investors/advisors in relation to various requests to update the Finpower database, confirmation of requested changes, requests for unit balance estimates and transaction statements for Finpower related purposes. |
| BR | Dermot O'Brien | Senior Accountant II | Creditors | 6/12/2016 | 0.30 | \$70.50 Liaise with supplier to prepare mail out of notice to investors re David Whyte's remuneration application |
| BR | Dermot O'Brien | Senior Accountant II | Creditors | 7/12/2016 | 0.50 | \$117.50 Review 5 letters prepared by BDO staff to investors/advisors in relation to various requests to update the Finpower database, confirmation of requested changes, requests for unit balance estimates and transaction statements for Finpower related purposes. |
| BR | Dermot O'Brien | Senior Accountant II | Creditors | 11/01/2017 | 0.50 | \$145.00 Review 3 letters prepared by BDO staff to investors/advisors in relation to various requests to update the Finpower database, confirmation of requested changes, requests for unit balance estimates and transaction statements for Finpower related purposes. |
| BR | Dermot O'Brien | Senior Accountant II | Creditors | 12/01/2017 | 0.50 | \$145.00 Review 3 letters prepared by BDO staff to investors/advisors in relation to various requests to update the Finpower database, confirmation of requested changes, requests for unit balance estimates and transaction statements for Finpower related purposes. |
| BR | Andrew Whittaker | Accountant II | Creditors | 3/11/2016 | 0.20 | \$33.00 Review of correspondence from adviser regarding the nature of distribution payments. Draft response to adviser. |
| BR | Andrew Whittaker | Accountant II | Creditors | 3/11/2016 | 0.10 | \$16.50 Review of correspondence from investor regarding correct email address all correspondence should be sent to. Access to Finpower to check investor details. Details correspond. |
| BR | Andrew Whittaker | Accountant II | Creditors | 3/11/2016 | 0.40 | \$66.00 Call from adviser regarding whether a final distribution is going to be made and a request for current unit valuation and deposit statement. Access to Finpower to export statement. Draft letter advising of current unit valuation. |
| BR | Andrew Whittaker | Accountant II | Creditors | 3/11/2016 | 0.20 | \$33.00 Call to investors' son to request Power of Attorney. One of the investor is now deceased. Draft letter requesting change of details. Update call register. |
| BR | Andrew Whittaker | Accountant II | Creditors | 3/11/2016 | 0.60 | \$99.00 Scanned in and saved to file 8 approved letters to advisers and investors regarding requests for current unit valuations, various change of details requests and a transfer request. Emailed all letters. |
| BR | Andrew Whittaker | Accountant II | Creditors | 3/11/2016 | 0.40 | \$66.00 Scanned in and saved to file 6 approved letters to advisers and investors regarding requests for current unit valuations and change of details requests (deceased estate). Emailed all letters. |

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| BR | Andrew Whittaker | Accountant II | Creditors | 4/11/2016 | 0.20 | \$33.00 Call from adviser requesting the requirements to change a joint holding (one investor deceased) into a single holding of the sole survivor. Draft letter for change of details request. |
| BR | Andrew Whittaker | Accountant II | Creditors | 15/11/2016 | 0.30 | \$49.50 Access to MYOB to amend 2 accounts payable requisitions for 2 creditors. Access to NAB Connect to draft 2 payment. |
| BR | Andrew Whittaker | Accountant II | Creditors | 15/11/2016 | 0.20 | \$33.00 Call from investor regarding correspondence they sent to BDO for a change of details request to allow unrepresented cheque to be re sent. Update call log. |
| BR | Andrew Whittaker | Accountant II | Creditors | 15/11/2016 | 0.40 | \$66.00 Spoke with John about outstanding tasks that need to be completed to finalise remuneration application. Review of and amendments to narrations for 1 October 2015 to 31 October 2016 |
| BR | Andrew Whittaker | Accountant II | Creditors | 17/11/2016 | 0.20 | \$33.00 Review of to processed payments to creditors. Scanned and saved to file. Filed hard copy. |
| BR | Andrew Whittaker | Accountant II | Creditors | 17/11/2016 | 0.20 | \$33.00 Review of correspondence regarding a change of authority for a investor. Print POA. Prepare internal docs to process request. |
| BR | Andrew Whittaker | Accountant II | Creditors | 17/11/2016 | 0.20 | \$33.00 Call to investor regarding additional documentation requested to process transfer request. Update call log. |
| BR | Andrew Whittaker | Accountant II | Creditors | 17/11/2016 | 0.20 | \$33.00 Call form investor regarding documentation required to process transfer request. Update call log. |
| BR | Andrew Whittaker | Accountant II | Creditors | 22/11/2016 | 0.30 | \$49.50 Review of invoice from creditor, scanned in and saved to file. Access to MYOB to create accounts payable requisition. |
| BR | Andrew Whittaker | Accountant II | Creditors | 22/11/2016 | 0.20 | \$33.00 Review of drafted letter to investor regarding further documentation needed to process request. Access to Finpower to search for any ID on file for investor. Signature verified. Prepare internal control docs to process change of details request. |
| BR | Andrew Whittaker | Accountant II | Creditors | 22/11/2016 | 0.10 | \$16.50 Review of correspondence from investor regarding transfer request. Attached original correspondence requesting documentation to process transfer request. Emailed to investor. |
| BR | Andrew Whittaker | Accountant II | Creditors | 23/11/2016 | 0.20 | \$33.00 Review of investor correspondence regarding a change of details for a deceased estate on a joint holding. Prepare internal control forms to process request. |
| BR | Andrew Whittaker | Accountant II | Creditors | 23/11/2016 | 0.20 | \$33.00 Call from investor's daughter regarding additional documentation required for a transfer request from a deceased estate. Search through Equititrust folder with existing correspondence requiring more documentation. Confirm docs further needed. |
| BR | Andrew Whittaker | Accountant II | Creditors | 24/11/2016 | 0.30 | \$49.50 Review of approved investor change of details request. Access to Finpower to update details. Screen print changes as source docs. |
| BR | Andrew Whittaker | Accountant II | Creditors | 25/11/2016 | 0.40 | \$66.00 Review of 8 invoices form a creditor for services rendered. Access to MYOB to create accounts payable requisitions. Access to NAB to draft payment. Print source docs. |

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| BR | Andrew Whittaker | Accountant II | Creditors | 25/11/2016 | 0.30 | \$49.50 | Review of correspondence from advisor requesting current unit holding valuation and distributions made to date. Access to Finpower to export deposit statement. Draft letter addressing request. |
| BR | Andrew Whittaker | Accountant II | Creditors | 25/11/2016 | 0.40 | \$66.00 | Call from an investor's Son with POA requesting an additional change of details form and requesting current unit valuation. Email form. Update call log. Draft letter addressing request. |
| BR | Andrew Whittaker | Accountant II | Creditors | 25/11/2016 | 0.80 | \$132.00 | Review of correspondence from adviser regarding query into total amount of units in the fund & how capital distributions are affecting that number. Review of 3 previous reports to investors. Call adviser regarding query. Access to Finpower to review units |
| BR | Andrew Whittaker | Accountant II | Creditors | 25/11/2016 | 0.40 | \$66.00 | Access to Finpower to export deposit statement. Draft letter regarding a request from adviser for current units held in 3 investor accounts summary of distributions paid out to date. |
| BR | Andrew Whittaker | Accountant II | Creditors | 25/11/2016 | 0.20 | \$33.00 | Call from investor regarding a request for current unit valuation and summary of dividends to date. Update call log. |
| BR | Andrew Whittaker | Accountant II | Creditors | 25/11/2016 | 0.20 | \$33.00 | Call to investor regarding recent change of details and expected time frame for previous unsuccessful distributions to be re issued. Update call log. |
| BR | Andrew Whittaker | Accountant II | Creditors | 30/11/2016 | 0.20 | \$33.00 | Review of Finpower invoice. Access to MYOB to process invoice and create accounts payable requisition. Access to NAB to draft payment. Print source docs. |
| BR | Andrew Whittaker | Accountant II | Creditors | 30/11/2016 | 0.40 | \$66.00 | Review and amendments to letter to adviser regarding current unit valuation and balance request. Access to Finpower to export deposit statement. |
| BR | Andrew Whittaker | Accountant II | Creditors | 30/11/2016 | 0.20 | \$33.00 | Call from investor requesting copies of all updates to investors for 2016 and also an approximate timeframe for the final distribution to be made. Update call log. |
| BR | Andrew Whittaker | Accountant II | Creditors | 7/12/2016 | 0.20 | \$33.00 | Review of voicemail from investor regarding change of details request. Call to investor. Update call log. |
| BR | Andrew Whittaker | Accountant II | Creditors | 7/12/2016 | 0.20 | \$33.00 | Review of Worldwide printing invoice. Access to MYOB to process accounts payable requisition. Access to NAB to draft payment. |
| BR | Andrew Whittaker | Accountant II | Creditors | 7/12/2016 | 0.20 | \$33.00 | Review of 2 processed and paid accounts payable requisitions. Scanned in and saved to file. File hard copy. |
| BR | Andrew Whittaker | Accountant II | Creditors | 15/12/2016 | 0.60 | \$99.00 | Access to Finpower to export 4 deposit statements. Draft 2 letters regarding requests from investor for deposit statements and current unit valuation and change of details request. |
| BR | Andrew Whittaker | Accountant II | Creditors | 15/12/2016 | 0.40 | \$66.00 | Access to Finpower to search through an investor's deposits to verify where current open deposits were transferred from. |
| BR | Andrew Whittaker | Accountant II | Creditors | 15/12/2016 | 0.10 | \$16.50 | Access to Finpower to retrieve contact details for an investor. |

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| BR | Andrew Whittaker | Accountant II | Creditors | 15/12/2016 | 0.60 | \$99.00 Review of 3 invoices from Gadens. Access to MYOB to create 3 accounts payable requisitions. Print. Access to NAB to draft payments. |
| BR | Andrew Whittaker | Accountant II | Creditors | 15/12/2016 | 0.20 | \$33.00 Call from investor regarding a change of details request and request for deposit statements for 3 accounts. Update call log. |
| BR | Andrew Whittaker | Accountant II | Creditors | 16/12/2016 | 0.50 | \$82.50 Review and amendments to 2 letters to investors regarding requests for deposit statements and unit valuations. Scanned in and saved to file 2 approved letters to investors. Access to Finpower to save to system. Emailed 2 letters to investors. |
| BR | Andrew Whittaker | Accountant II | Creditors | 20/12/2016 | 0.20 | \$33.00 Call from investor regarding outstanding distribution & request for deposit statement. Update call log. |
| BR | Andrew Whittaker | Accountant II | Creditors | 20/12/2016 | 0.40 | \$66.00 Review of correspondence from adviser regarding a deceased estate. Access to Finpower to identify investor and review transfer request progress. Call to adviser to confirm transfer complete. Draft confirmation letter to adviser. |
| BR | Andrew Whittaker | Accountant II | Creditors | 20/12/2016 | 0.30 | \$49.50 Draft letter to investor regarding a request for deposit statement and current unit valuation. Access to Finpower to export deposit statement. |
| BR | Andrew Whittaker | Accountant II | Creditors | 23/12/2016 | 0.30 | \$49.50 Review of invoice from Finpower. Print invoice. Access to MYOB to process accounts payable requisition. Access to NAB to draft payment. Print supporting docs. |
| BR | Andrew Whittaker | Accountant II | Creditors | 3/01/2017 | 0.40 | \$66.00 Review and amendments to letter to adviser regarding a transfer of units request and timeframe of future distributions. Review of latest report to investors. |
| BR | Andrew Whittaker | Accountant II | Creditors | 3/01/2017 | 0.30 | \$49.50 Draft letter to investor regarding confirmation of payment of 3rd distribution. Access to Finpower to review investor details. |
| BR | Andrew Whittaker | Accountant II | Creditors | 3/01/2017 | 0.20 | \$33.00 Review and amendments to letter to an adviser regarding confirmation of a transfer request and approximate timeframe for the final distribution. |
| BR | Andrew Whittaker | Accountant II | Creditors | 4/01/2017 | 0.20 | \$33.00 Review of Gadens invoice for professional fees. Access to MYOB to process accounts payable requisition. Access to NAB to draft payment. Print invoice & source docs. |
| BR | Andrew Whittaker | Accountant II | Creditors | 4/01/2017 | 0.40 | \$66.00 Call from adviser regarding a request for current unit valuation. Access to Finpower to identify investor and export transaction statement. Update call log. Draft letter to adviser regarding request. |
| BR | Andrew Whittaker | Accountant II | Creditors | 4/01/2017 | 0.20 | \$33.00 Review of Gadens invoice for professional fees. Access to MYOB to process accounts payable requisition. Access to NAB to draft payment. Print invoice & source docs. |
| BR | Andrew Whittaker | Accountant II | Creditors | 4/01/2017 | 0.30 | \$49.50 Review and amendments to letter to adviser regarding transfer request confirmation. Access to Finpower to export 4 deposit statements. Print deposit statements and letter. |
| BR | Andrew Whittaker | Accountant II | Creditors | 4/01/2017 | 0.20 | \$33.00 Review of Gadens invoice for professional fees. Access to MYOB to process accounts payable requisition. Access to NAB to draft payment. Print invoice & source docs. |

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| BR | Andrew Whittaker | Accountant II | Creditors | 4/01/2017 | 0.20 | \$33.00 Call from investor regarding a change of address request. Update call log. Update call log template for 2017 |
| BR | Andrew Whittaker | Accountant II | Creditors | 5/01/2017 | 0.20 | \$33.00 Review of investor request to update authority. Access to Finpower to verify investor signature. Prepare internal control form to process update. |
| BR | Andrew Whittaker | Accountant II | Creditors | 5/01/2017 | 0.10 | \$16.50 Review and amendments to letter to adviser regarding current unit balance request. |
| BR | Andrew Whittaker | Accountant II | Creditors | 5/01/2017 | 0.40 | \$66.00 Review of three invoices from creditor regarding advertising for the remuneration application. Scanned invoices in. Access to MYOB to draft accounts payable requisitions. Access to NAB to draft payment. Print all source docs. |
| BR | Andrew Whittaker | Accountant II | Creditors | 10/01/2017 | 0.30 | \$49.50 Review of correspondence from John regarding an investor query about the equalisation payment. Draft letter to investor. Access to Finpower to export 2 deposit statements. Print letter and source docs. |
| BR | Andrew Whittaker | Accountant II | Creditors | 10/01/2017 | 0.10 | \$16.50 Call to Gadens to request invoices for disbursements on invoice 353677. |
| BR | Andrew Whittaker | Accountant II | Creditors | 10/01/2017 | 0.20 | \$33.00 Review and amendments to letter to investor regarding returned distributions. |
| BR | Andrew Whittaker | Accountant II | Creditors | 10/01/2017 | 0.10 | \$16.50 Review and amendments to letter to investors regarding the equalisation payment. |
| BR | Andrew Whittaker | Accountant II | Creditors | 10/01/2017 | 0.20 | \$33.00 Review of approved letter to investor regarding a distribution cheque. Scanned in and saved to file. Filed hard copy. Emailed to investor. Access to Finpower to save to file. |
| BR | Andrew Whittaker | Accountant II | Creditors | 10/01/2017 | 0.20 | \$33.00 Review of 2 processed and paid accounts payable requisitions. Scanned in and saved to file. Filed hard copies. |
| BR | Andrew Whittaker | Accountant II | Creditors | 10/01/2017 | 0.20 | \$33.00 Review of Gadens invoice for professional fees. Access to MYOB to process accounts payable requisition. Access to NAB to draft payment. Print invoice & source docs. |
| BR | Andrew Whittaker | Accountant II | Creditors | 10/01/2017 | 0.20 | \$33.00 Access to MYOB to amend accounts payable requisition. Print |
| BR | Andrew Whittaker | Accountant II | Creditors | 11/01/2017 | 0.30 | \$49.50 Draft letter to investor regarding request for current units valuation for pension purposes. Access to Finpower to export deposit statement. |
| BR | Andrew Whittaker | Accountant II | Creditors | 11/01/2017 | 0.20 | \$33.00 Call from investor regarding a request for current valuation of units held. Access to Finpower to identify investor. Update call log. |
| BR | Andrew Whittaker | Accountant II | Creditors | 16/01/2017 | 0.10 | \$16.50 Review of authorised letter to investor regarding change of details for returned mail. Scanned and saved to file. Emailed to investor. filed copy. |

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| BR | Andrew Whittaker | Accountant II | Creditors | 16/01/2017 | 0.10 | \$16.50 Review and amendments to letter to investor regarding change of details request. |
| BR | Andrew Whittaker | Accountant II | Creditors | 16/01/2017 | 0.10 | \$16.50 Review of authorised letter to investor regarding returned mail and change of details. Scanned in and saved to file. Filed hard copy. emailed to investor. |
| BR | Andrew Whittaker | Accountant II | Creditors | 16/01/2017 | 0.10 | \$16.50 Review of returned email to investor. Review of letter to check email address. Access to Finpower to review email address. |
| BR | Andrew Whittaker | Accountant II | Creditors | 18/01/2017 | 0.10 | \$16.50 Review and amendments to letter to adviser regarding request for current unit holding valuation. |
| BR | Andrew Whittaker | Accountant II | Creditors | 20/01/2017 | 0.30 | \$49.50 Generate WIP listing from APS for remuneration summary. Draft pivot table for period 1 August 2016 to 31 December 2016. |
| BR | Andrew Whittaker | Accountant II | Creditors | 23/01/2017 | 0.30 | \$49.50 Call regarding a deceased investor. Access to Finpower to identify investor. Update call log. Draft letter regarding change of details. |
| BR | Andrew Whittaker | Accountant II | Creditors | 24/01/2017 | 0.40 | \$66.00 Call from adviser regarding a change of details request and current unit valuation request. Access to Finpower to identify investor. Update call log. Draft letter regarding change of details request. |
| BR | Andrew Whittaker | Accountant II | Creditors | 24/01/2017 | 0.40 | \$66.00 Access to Finpower to export deposit statement. Draft letter to adviser regarding request for current unit holding valuation and details of distributions to date. |
| BR | Andrew Whittaker | Accountant II | Creditors | 24/01/2017 | 0.70 | \$115.50 Access to MYOB to export receipts and payments summary. Review and amendments to receipts and payments for 28th update report to investors. Print supporting docs. |
| BR | Andrew Whittaker | Accountant II | Creditors | 25/01/2017 | 0.30 | \$49.50 Call regarding a deceased investor. Access to Finpower to identify investor. Update call log. Draft letter regarding change of details. |
| BR | Andrew Whittaker | Accountant II | Creditors | 25/01/2017 | 0.20 | \$33.00 Review of investor request to update details. Access to Finpower to verify signature. Screen print as source doc. Prepare internal control forms to process change of details. |
| BR | Andrew Whittaker | Accountant II | Creditors | 31/01/2017 | 0.20 | \$33.00 Review of Gadens invoice. Print invoice. Access to MYOB to create payment requisitions. Access to NAB to draft payment. Print supporting docs. |
| BR | Andrew Whittaker | Accountant II | Creditors | 31/01/2017 | 0.20 | \$33.00 Review of Gadens invoice. Print invoice. Access to MYOB to create payment requisitions. Access to NAB to draft payment. Print supporting docs. |
| BR | Andrew Whittaker | Accountant II | Creditors | 31/01/2017 | 0.20 | \$33.00 Review of Finpower invoice. Print invoice. Access to MYOB to create payment requisitions. Access to NAB to draft payment. Print supporting docs. |
| BR | Andrew Whittaker | Accountant II | Creditors | 1/02/2017 | 0.20 | \$33.00 Call from investor regarding the January update to investors. Update call log. |

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| BR | Andrew Whittaker | Accountant II | Creditors | 2/02/2017 | 0.10 | \$16.50 Review of authorised letter to investors regarding a complaint. Scanned in and saved to file. Sent to outgoing post. filed hard copy. |
| BR | Andrew Whittaker | Accountant II | Creditors | 2/02/2017 | 1.00 | \$165.00 Review and amendments to mailing list for 28th report to be sent out. Access to Finpower to review investor accounts and make small amendments to include investor names in mailing addresses for 6 investor accounts. |
| BR | Andrew Whittaker | Accountant II | Creditors | 6/02/2017 | 0.20 | \$33.00 Review of worldwide printing invoice. Access to MYOB to process requisition. Access to NAB to draft payment. Print supporting docs. |
| BR | Andrew Whittaker | Accountant II | Creditors | 8/02/2017 | 0.20 | \$33.00 Review of Gadens invoice. Access to MYOB to draft accounts payable requisition. Scanned in invoice and saved in MYOB. Access to NAB to draft payment. Print source docs. |
| BR | Andrew Whittaker | Accountant II | Creditors | 8/02/2017 | 0.20 | \$33.00 Review of Gadens invoice. Access to MYOB to draft accounts payable requisition. Scanned in invoice and saved in MYOB. Access to NAB to draft payment. Print source docs. |
| BR | Andrew Whittaker | Accountant II | Creditors | 8/02/2017 | 0.20 | \$33.00 Review of processed and paid requisition. Access to NAB to print confirmation statement. Scanned payment in and saved to file. |
| BR | Andrew Whittaker | Accountant II | Creditors | 8/02/2017 | 0.20 | \$33.00 Review of correspondence from investor regarding change of details request. Draft letter regarding request. |
| BR | Andrew Whittaker | Accountant II | Creditors | 8/02/2017 | 0.20 | \$33.00 Review of Finpower statement. Access to MYOB to review recent payments. Access to NAB to review payments. Save statement to file. |
| BR | Andrew Whittaker | Accountant II | Creditors | 9/02/2017 | 0.10 | \$16.50 Review of correspondence from investor regarding incorrect post code. Access to Finpower correct post code. |
| BR | Andrew Whittaker | Accountant II | Creditors | 1/03/2017 | 0.20 | \$33.00 Review of creditor invoice. Access to MYOB to process accounts payable requisition. Access to NAB to draft payment. Print all supporting docs. |
| BR | Andrew Whittaker | Accountant II | Creditors | 1/03/2017 | 0.10 | \$16.50 Review of processed payment to creditor. Access to NAB to print confirmation. Scanned in and saved to file. file hard copy. |
| BR | Andrew Whittaker | Accountant II | Creditors | 1/03/2017 | 0.20 | \$33.00 Review of investor correspondence regarding change of details request. Access to Finpower to verify signature. Prepare internal control form to process request. |
| BR | Andrew Whittaker | Accountant II | Creditors | 6/03/2017 | 0.10 | \$16.50 Review and amendments to letter to investor drafted by Antoinette regarding unit valuation request. |
| BR | Andrew Whittaker | Accountant II | Creditors | 6/03/2017 | 0.70 | \$115.50 Review of mail folder to identify any outstanding invoices to be accounted for and payment drafted. Access to MYOB to review payments made to date. Access to NAB to review payments made to date. |
| BR | Andrew Whittaker | Accountant II | Creditors | 8/03/2017 | 0.40 | \$66.00 Review of outstanding Gadens invoice, call to Gadens to confirm payment has not been made and to request statement of outstanding invoices. Access to MYOB to draft accounts payable requisition for Gadens invoice. Access to NAB to draft payment. |

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| BR | Andrew Whittaker | Accountant II | Creditors | 8/03/2017 | 0.30 | \$49.50 Review of two Gadens invoices. Access to MYOB to draft accounts payable requisition for Gadens invoice. Access to NAB to draft payment. |
| BR | Andrew Whittaker | Accountant II | Creditors | 8/03/2017 | 0.30 | \$49.50 Review of two Gadens invoices. Access to MYOB to draft accounts payable requisition for Gadens invoice. Access to NAB to draft payment. |
| BR | Andrew Whittaker | Accountant II | Creditors | 15/03/2017 | 0.20 | \$33.00 Review of three processed accounts payable requisitions. Access to NAB to print confirmation. Scanned in and saved to file. |
| BR | Andrew Whittaker | Accountant II | Creditors | 15/03/2017 | 0.10 | \$16.50 Review of correspondence from investor regarding an update on unit balance valuation request. Email to investor with letter attached addressing request. |
| BR | Andrew Whittaker | Accountant II | Creditors | 15/03/2017 | 0.20 | \$33.00 Review of Gadens invoices on file to verify if any invoices have been underpaid to date. Call to Gadens to request details of partly paid invoice. |
| BR | Andrew Whittaker | Accountant II | Creditors | 16/03/2017 | 0.10 | \$16.50 Review of email from investor regarding an update on a change of details request. Email to investor regarding request. |
| BR | Andrew Whittaker | Accountant II | Creditors | 23/03/2017 | 0.10 | \$16.50 Call from Gadens regarding outstanding invoice and trust account statement. |
| BR | Andrew Whittaker | Accountant II | Creditors | 27/03/2017 | 0.10 | \$16.50 Review of processes payment for Gadens invoices. Access to Nab to print confirmation. Scanned payment docs in and saved to file. |
| BR | Andrew Whittaker | Accountant II | Creditors | 30/03/2017 | 0.30 | \$49.50 Review of correspondence from investor regarding confirmation on change of details request. Access to Finpower to review investor account and files. Export change of details docs and print. Draft confirmation letter. |
| BR | Andrew Whittaker | Accountant II | Creditors | 3/04/2017 | 0.30 | \$49.50 Review of 2 Finpower invoices. Access to MYOB to process accounts payable. Access to NAB to draft payments. Print source docs. |
| BR | Andrew Whittaker | Accountant II | Creditors | 5/04/2017 | 0.20 | \$33.00 Call to Finpower to request a copy of the purchase order for a custom invoices received. Draft email to Support at Finpower referring to the call and request. |
| BR | Andrew Whittaker | Accountant II | Creditors | 5/04/2017 | 0.20 | \$33.00 Review of Gcomm invoice. Process payment in MYOB. Access to NAB to draft payment. Print all supporting docs. |
| BR | Andrew Whittaker | Accountant II | Creditors | 5/04/2017 | 0.10 | \$16.50 Review of processed payment for Gcomm invoice. Access to NAB to print confirmation. Scanned in internal docs and saved to file. |
| BR | Andrew Whittaker | Accountant II | Creditors | 6/04/2017 | 0.10 | \$16.50 Review of approved email to Finpower regarding request for purchase order. Send email to Jo at Finpower requesting purchase order for Finpower customisation charge. |
| BR | Andrew Whittaker | Accountant II | Creditors | 10/04/2017 | 0.20 | \$33.00 Review of Arthur James invoice, process payment in MYOB. Access to NAB to draft payment. Print all supporting docs. |

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| BR | Andrew Whittaker | Accountant II | Creditors | 13/04/2017 | 0.10 | \$16.50 Review and amendments to letter to adviser regarding confirmation of change of details request. |
| BR | Andrew Whittaker | Accountant II | Creditors | 18/04/2017 | 0.10 | \$16.50 Review of processed payment. Access to MYOB to print confirmation. Scanned in and saved to file. |
| BR | Andrew Whittaker | Accountant II | Creditors | 19/04/2017 | 0.10 | \$16.50 Review of authorised letter to investor regarding confirmation of change of details request. Scanned in and saved to file. Email to investor. |
| BR | Andrew Whittaker | Accountant II | Creditors | 19/04/2017 | 0.10 | \$16.50 Draft email to Intersoft regarding outstanding invoice. |
| BR | Andrew Whittaker | Accountant II | Creditors | 24/04/2017 | 0.10 | \$16.50 Review of email from Intersoft regarding a purchase order for customisation works to be done on Finpower. Print attachments as source docs for invoice. |
| BR | Andrew Whittaker | Accountant II | Creditors | 2/05/2017 | 0.20 | \$33.00 Review of three processed payments for Finpower invoices. Access to NAB to print confirmation statements. Scanned docs in and saved to file. File hard copies. |
| BR | Andrew Whittaker | Accountant II | Creditors | 2/05/2017 | 0.10 | \$16.50 Review and amendments to letter to adviser regarding deceased estate. |
| BR | Andrew Whittaker | Accountant II | Creditors | 2/05/2017 | 0.20 | \$33.00 Review of Finpower invoice. Access to MYOB to process accounts receivable. Access to NAB to draft payment. Print supporting docs. |
| BR | Andrew Whittaker | Accountant II | Creditors | 3/05/2017 | 0.10 | \$16.50 Review of approved letter to adviser regarding deceased estate. scanned in and saved to file. emailed to adviser. |
| BR | Andrew Whittaker | Accountant II | Creditors | 31/05/2017 | 0.20 | \$33.00 Review of invoice from creditor regarding IT expense. Print invoice. Access to MYOB to process accounts payable. Access to NAB to draft payment. |
| BR | Andrew Whittaker | Accountant II | Creditors | 2/06/2017 | 0.20 | \$33.00 Review of BDO Invoice for May Fees from Aubrey. Access to MYOB to process payment. Access to NAB to draft payment. Print supporting docs. |
| BR | Andrew Whittaker | Accountant II | Creditors | 5/06/2017 | 0.30 | \$49.50 Review of email from displeased investor regarding the winding up of the fund. Call from investor regarding the progress of the winding up of the fund. Discussion with David Whyte regarding investor. |
| BR | Andrew Whittaker | Accountant II | Creditors | 6/06/2017 | 0.20 | \$33.00 Review of correspondence from adviser regarding a current unit valuation enquiry. Draft letter to adviser requesting further investor details. |
| BR | Andrew Whittaker | Accountant II | Creditors | 6/06/2017 | 0.10 | \$16.50 Review of authorised letter to adviser regarding request for unit valuation. Scanned in and saved to file. Emailed to adviser. |
| BR | Andrew Whittaker | Accountant II | Creditors | 7/06/2017 | 0.20 | \$33.00 Review of email from adviser regarding a request for current unit balance and approximate timeframe of future distribution. Print email. Access to Finpower to review account. Draft response email. |

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| BR | Andrew Whittaker | Accountant II | Creditors | 7/06/2017 | 0.20 | \$33.00 Review of two authorised letters to investors regarding change of details requests. Scanned in and saved to file. Emailed to investors. Filed hard copies. |
| BR | Andrew Whittaker | Accountant II | Creditors | 9/06/2017 | 0.30 | \$49.50 Call from investor RE change of details request. Access to Finpower to review file for copy of signature. Investor advised they don't have photo ID for signature verification. Draft file note RE investor request and issue. Draft internal control to process |
| BR | Andrew Whittaker | Accountant II | Creditors | 12/06/2017 | 0.30 | \$49.50 Access to Finpower to export 5 deposit statements for an investor. |
| BR | Andrew Whittaker | Accountant II | Creditors | 12/06/2017 | 0.30 | \$49.50 Review of correspondence from adviser regarding a transfer request. Access to Finpower to verify investor signature. Print signature as source doc. Prepare internal control docs to process transfer. |
| BR | Andrew Whittaker | Accountant II | Creditors | 13/06/2017 | 0.50 | \$82.50 Review of correspondence from investor regarding a request for current unit balance valuation + transfer request, print email. Access to Finpower to review and export 2 deposit statements. Draft letter RE valuation request + transfer request. Print forms |
| BR | Andrew Whittaker | Accountant II | Creditors | 13/06/2017 | 0.10 | \$16.50 Review of authorised letter to investor regarding unit balance valuation and transfer requests. Scanned in and saved to file. emailed to investor. |
| BR | Andrew Whittaker | Accountant II | Creditors | 13/06/2017 | 0.40 | \$66.00 Review of approved change of details request from investor. Access to Finpower to update details. Screen print updates as source docs. Scan internal control forms in and save to file in Finpower. Draft confirmation letter. |
| BR | Andrew Whittaker | Accountant II | Creditors | 13/06/2017 | 0.50 | \$82.50 Review of approved change of details request from investor. Access to Finpower to update details. Screen print updates as source docs. Scan internal control forms in and save to file in Finpower. |
| BR | Andrew Whittaker | Accountant II | Creditors | 13/06/2017 | 0.40 | \$66.00 Review of approved change of details request from investor. Access to Finpower to update details. Screen print updates as source docs. Scan internal control forms in and save to file in Finpower. |
| BR | Andrew Whittaker | Accountant II | Creditors | 20/06/2017 | 0.30 | \$49.50 Review of processed change of details request. Scanned in and saved to file. Access to Finpower to save to file. Review of authorised letter to investor regarding confirmation of change of details. Scanned in and saved to file. Emailed to investor. |
| BR | Andrew Whittaker | Accountant II | Creditors | 20/06/2017 | 0.20 | \$33.00 Review and amendments to letter to adviser regarding current unit valuation request. |
| BR | Andrew Whittaker | Accountant II | Creditors | 20/06/2017 | 0.60 | \$99.00 Discussion with Eloise Carroll about a query from an investor who has not received any distributions. Access to Finpower to review account. Access to MYOB to review distributions paid. Discussion with Charles Haines RE same. |
| BR | Andrew Whittaker | Accountant II | Creditors | 20/06/2017 | 0.60 | \$99.00 Review of correspondence from adviser regarding current unit balance valuation request. Access to Finpower to review account and export two deposit statements. Draft letter to adviser RE request. Print deposit statements. |
| BR | Andrew Whittaker | Accountant II | Creditors | 20/06/2017 | 0.30 | \$49.50 Review of correspondence from investor regarding a transfer request. Access to Finpower to verify signature. Export copy of signature as source doc. Print docs and prepare internal control docs to process request. |
| BR | Andrew Whittaker | Accountant II | Creditors | 21/06/2017 | 0.20 | \$33.00 Discussion with Charles RE investor distributions. Access to Finpower to export deposit statement and print. |

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| BR | Andrew Whittaker | Accountant II | Creditors | 22/06/2017 | 0.20 | \$33.00 Review of 4 authorised letters to investors regarding current unit balance requests. Scanned in and saved to file. Emailed to investors. Filed hard copies. |
| BR | Andrew Whittaker | Accountant II | Creditors | 22/06/2017 | 0.40 | \$66.00 Review and amendments to 6 letters to investors and advisers regarding current unit balance requests and change of details requests. |
| BR | Andrew Whittaker | Accountant II | Creditors | 26/06/2017 | 0.40 | \$66.00 Access to Finpower to review transfer. Export deposit statement to confirm balance transferred out of account. Review and amendments to investment account details to correct account name. Screen print changes and print as source docs. |
| BR | Andrew Whittaker | Accountant II | Creditors | 26/06/2017 | 0.20 | \$33.00 Review of 3 authorised letters to investors regarding change of details request. Scanned letters in and saved to file. Emailed letters to investors. Filed hard copies. |
| BR | Andrew Whittaker | Accountant II | Creditors | 27/06/2017 | 0.20 | \$33.00 Draft confirmation letter to investor regarding transfer request. Update investor corro register. |
| BR | Andrew Whittaker | Accountant II | Creditors | 28/06/2017 | 0.10 | \$16.50 Review of authorised letter to investor regarding confirmation of transfer request. Scanned in and saved to file. Emailed to investor. Filed hard copy. |
| BR | Andrew Whittaker | Accountant II | Creditors | 30/06/2017 | 0.20 | \$33.00 Review of Finpower invoice. Access to MYOB to process accounts payable, access to NAB to draft payment. Print all supporting docs. |
| BR | Andrew Whittaker | Accountant II | Creditors | 30/06/2017 | 0.10 | \$16.50 Review and amendments to accounts payable requisition. |
| BR | Andrew Whittaker | Accountant II | Creditors | 30/06/2017 | 0.50 | \$82.50 Review of correspondence from Public Trustee regarding a deceased estate and request for information in relation to the investment. Access to Finpower review investment. Draft letter RE request. Issue exporting deposit statement from Finpower. |
| BR | Andrew Whittaker | Accountant II | Creditors | 30/06/2017 | 0.20 | \$33.00 Review of processed accounts payable. Access to MYOB to print confirmation. Scan in docs and save to file. |
| BR | Andrew Whittaker | Accountant II | Creditors | 4/07/2017 | 0.10 | \$15.50 Review and amendments to letter to adviser regarding current unit balance valuation request. |
| BR | Andrew Whittaker | Accountant II | Creditors | 4/07/2017 | 0.20 | \$31.00 Review of authorised letter to adviser regarding current unit balance valuation request. Scanned in and saved to file. Access to Finpower to save to file. Emailed to adviser |
| BR | Eloise Carroll | Accountant II | Creditors | 10/03/2017 | 0.30 | \$60.00 Reviewed documentation and prepare letter to investor requesting further information to transfer units |
| BR | Eloise Carroll | Accountant II | Creditors | 13/03/2017 | 0.20 | \$40.00 Prepared ltr to investor in relation to transfer of units. |
| BR | Eloise Carroll | Accountant II | Creditors | 14/03/2017 | 0.30 | \$60.00 Phone Call from investor following up a letter re transfer of units and unit balance that was requested on the 6\03. |

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| BR | Eloise Carroll | Accountant II | Creditors | 14/03/2017 | 0.40 | \$80.00 located and print forms regarding change of details, transfer form and transmission form. Scanned and send all forms and letter to investor regarding transfer of units and unit balance. |
| BR | Eloise Carroll | Accountant II | Creditors | 14/03/2017 | 0.10 | \$20.00 Updated Ltr to Investor requesting transaction statement. |
| BR | Eloise Carroll | Accountant II | Creditors | 17/03/2017 | 0.90 | \$180.00 Scan, Saved and send 5 letters to investors regarding change of details |
| BR | Eloise Carroll | Accountant II | Creditors | 17/03/2017 | 0.30 | \$60.00 Prepare letter to investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update. |
| BR | Eloise Carroll | Accountant II | Creditors | 17/03/2017 | 0.30 | \$60.00 Prepare letter to investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update. |
| BR | Eloise Carroll | Accountant II | Creditors | 17/03/2017 | 0.30 | \$60.00 Prepare letter to investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update. |
| BR | Eloise Carroll | Accountant II | Creditors | 20/03/2017 | 0.30 | \$60.00 Phone call with investor regarding fund requirements to transfer units and change details |
| BR | Eloise Carroll | Accountant II | Creditors | 20/03/2017 | 0.30 | \$60.00 Prepare letter to investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update. |
| BR | Eloise Carroll | Accountant II | Creditors | 21/03/2017 | 0.20 | \$40.00 scanned, saved and email letter to investor regarding change of details requested |
| BR | Eloise Carroll | Accountant II | Creditors | 21/03/2017 | 0.10 | \$20.00 Scanned, copied and email letter to investor regarding a requested for further ID for a change of details |
| BR | Eloise Carroll | Accountant II | Creditors | 21/03/2017 | 0.10 | \$20.00 Scanned, copied and email letter for investor regarding change of details request |
| BR | Eloise Carroll | Accountant II | Creditors | 27/03/2017 | 0.40 | \$80.00 Prepare letter to investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update. |
| BR | Eloise Carroll | Accountant II | Creditors | 12/04/2017 | 0.40 | \$80.00 Investor called regarding postal address on file and regarding distribution |
| BR | Eloise Carroll | Accountant II | Creditors | 13/04/2017 | 0.20 | \$40.00 Call from an investor regarding confirmation of bank details. |
| BR | Eloise Carroll | Accountant II | Creditors | 18/04/2017 | 0.40 | \$80.00 Received a call from investor requesting unit balance and change of address. |

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| BR | Eloise Carroll | Accountant II | Creditors | 18/04/2017 | 0.50 | \$100.00 Called an investor back relating to a query in relation to correspondence. Update the database |
| BR | Eloise Carroll | Accountant II | Creditors | 18/04/2017 | 0.30 | \$60.00 Advisor asking for unit balance, investment account names and general question about the investment |
| BR | Eloise Carroll | Accountant II | Creditors | 18/04/2017 | 0.50 | \$100.00 Reviewed Documentation sent by investor, discussed with Charles Haines on the movement of the investors account |
| BR | Eloise Carroll | Accountant II | Creditors | 20/04/2017 | 0.30 | \$60.00 Prepared a letter for deceased Estate for a change of details and access fin power database for relevant information |
| BR | Eloise Carroll | Accountant II | Creditors | 20/04/2017 | 0.50 | \$100.00 Prepare a letter to investor in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance. |
| BR | Eloise Carroll | Accountant II | Creditors | 24/04/2017 | 0.40 | \$80.00 Prepare an internal checklist for change of details and transfer for deceased Estate. Accessed fin power to locate investor id and details of the investment |
| BR | Eloise Carroll | Accountant II | Creditors | 24/04/2017 | 0.40 | \$80.00 Prepared an internal checklist for change of details on deceased estate. Reviewed investors account on Finpower. Located documentation including death certificates and will of the other investor as jointly held account. |
| BR | Eloise Carroll | Accountant II | Creditors | 27/04/2017 | 0.10 | \$20.00 Copied, saved and send letter to investor regarding a request for information about account |
| BR | Eloise Carroll | Accountant II | Creditors | 28/04/2017 | 0.30 | \$60.00 Access Finpower to search the balance and movement on an investor account. Called advisor regarding query received by email |
| BR | Eloise Carroll | Accountant II | Creditors | 2/05/2017 | 0.40 | \$80.00 Prepare letter to investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update. |
| BR | Eloise Carroll | Accountant II | Creditors | 2/05/2017 | 0.20 | \$40.00 Drafted correspondence to an investor's advisor requesting a change of details form be completed in order to update the Finpower database. |
| BR | Eloise Carroll | Accountant II | Creditors | 4/05/2017 | 0.30 | \$60.00 Phone call from a lawyer regarding a request for documentation regarding a title deed held by the Fund |
| BR | Eloise Carroll | Accountant II | Creditors | 4/05/2017 | 0.20 | \$40.00 Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy. |
| BR | Eloise Carroll | Accountant II | Creditors | 4/05/2017 | 0.20 | \$40.00 Phone call from investor seeking to update the details for their investment with the Fund. Access Finpower database to review current details and advise process to update. |
| BR | Eloise Carroll | Accountant II | Creditors | 4/05/2017 | 0.10 | \$20.00 Email to investor's lawyer responding to request for documentation on the investor's holding. |

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| BR | Eloise Carroll | Accountant II | Creditors | 4/05/2017 | 0.10 | \$20.00 Draft email to an investor regarding the transfer of units form being filled out incorrectly. |
| BR | Eloise Carroll | Accountant II | Creditors | 4/05/2017 | 0.30 | \$60.00 Prepare letter to investor seeking to update the details for their investment with the Fund. Access Finpower database to review current details and advise process to update |
| BR | Eloise Carroll | Accountant II | Creditors | 4/05/2017 | 0.30 | \$60.00 Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy. |
| BR | Eloise Carroll | Accountant II | Creditors | 4/05/2017 | 0.30 | \$60.00 Review letter from investor, located documentation in physical file and prepare response. |
| BR | Eloise Carroll | Accountant II | Creditors | 4/05/2017 | 0.60 | \$120.00 Review of correspondence from investors in relation to a change of details request. Contact investors as there was not sufficient documentation provided to process the requests as per the funds policy. |
| BR | Eloise Carroll | Accountant II | Creditors | 4/05/2017 | 0.30 | \$60.00 Phone call from investor seeking to update the details for their investment with the Fund. Access Finpower database to review current details and advise process to update. |
| BR | Eloise Carroll | Accountant II | Creditors | 4/05/2017 | 0.30 | \$60.00 Phone call from investor seeking to update the details for their investment with the Fund. Access Finpower database to review current details and advise process to update. |
| BR | Eloise Carroll | Accountant II | Creditors | 5/05/2017 | 0.10 | \$20.00 Scanned documents and saved to files and database, sent off documents to required investor via email. |
| BR | Eloise Carroll | Accountant II | Creditors | 5/05/2017 | 0.30 | \$60.00 Phone call from investor in response to their request to transfer units from a superfund to their personal name. Access Finpower database to review current investor details and advise. |
| BR | Eloise Carroll | Accountant II | Creditors | 5/05/2017 | 0.20 | \$40.00 Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy. |
| BR | Eloise Carroll | Accountant II | Creditors | 8/05/2017 | 0.30 | \$60.00 Phone call from investor in response to a confirmation of their request to change details. Access Fin power database to review current investor details and advise. |
| BR | Eloise Carroll | Accountant II | Creditors | 8/05/2017 | 0.30 | \$60.00 Prepare letter to investor seeking to update the details for their investment with the Fund. Access Finpower database to review current details and advise process to update |
| BR | Eloise Carroll | Accountant II | Creditors | 8/05/2017 | 0.30 | \$60.00 Phone call from consultant regarding an email received from Charles Haines regarding request for Certificate of Title deed and whereabouts of same |
| BR | Eloise Carroll | Accountant II | Creditors | 8/05/2017 | 0.20 | \$40.00 Phone call to investor's Lawyer regarding request for a certificate of title and requesting more information as per consultant |
| BR | Eloise Carroll | Accountant II | Creditors | 8/05/2017 | 0.30 | \$60.00 Review of correspondence from investors in relation to a transfer of units of deceased estate request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy. |

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| BR | Eloise Carroll | Accountant II | Creditors | 8/05/2017 | 0.50 | \$100.00 Prepare letter to executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access Finpower database to review current investor details and advise. |
| BR | Eloise Carroll | Accountant II | Creditors | 9/05/2017 | 0.10 | \$20.00 Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy. |
| BR | Eloise Carroll | Accountant II | Creditors | 9/05/2017 | 0.50 | \$100.00 Reviewed Documentation on finpower for two investments held with the same investor. Prepare a letter to investor requesting further information |
| BR | Eloise Carroll | Accountant II | Creditors | 10/05/2017 | 0.30 | \$60.00 Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy. |
| BR | Eloise Carroll | Accountant II | Creditors | 10/05/2017 | 0.60 | \$120.00 Review of correspondence from investors in relation to a transfer of units of deceased estate request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy. |
| BR | Eloise Carroll | Accountant II | Creditors | 10/05/2017 | 0.30 | \$60.00 Prepare a letter to an investor in relation to a request for a change of bank account details. Log onto Finpower investor management database, search for investor and print investor balance. |
| BR | Eloise Carroll | Accountant II | Creditors | 10/05/2017 | 0.20 | \$40.00 Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy. |
| BR | Eloise Carroll | Accountant II | Creditors | 10/05/2017 | 0.30 | \$60.00 Prepare letter to investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update. |
| BR | Eloise Carroll | Accountant II | Creditors | 10/05/2017 | 0.20 | \$40.00 Prepared a payment in Myob and NAB for legal fees for the period 17/03/2017 to 26/04/2017 |
| BR | Eloise Carroll | Accountant II | Creditors | 12/05/2017 | 0.30 | \$60.00 Phone call from investor seeking to update the details for their investment with the Fund. Access Finpower database to review current details and advise process to update. |
| BR | Eloise Carroll | Accountant II | Creditors | 12/05/2017 | 0.10 | \$20.00 Phone call from an investor's accountant regarding incorrect documents completed by the investor |
| BR | Eloise Carroll | Accountant II | Creditors | 12/05/2017 | 0.20 | \$40.00 Prepare letter to investor in response to their request to transfer units from a Super Fund to their personal name. Access investor management database to review current investor details and advise. |
| BR | Eloise Carroll | Accountant II | Creditors | 17/05/2017 | 0.20 | \$40.00 Phone call from investor in response to a confirmation of their request to transfer units. Access Fin Power database to review current investor details and advise. |
| BR | Eloise Carroll | Accountant II | Creditors | 17/05/2017 | 0.30 | \$60.00 Phone call from investor in response to their request to transfer units from a superfund to their personal name. Access fin power database to review current investor details and advise. |
| BR | Eloise Carroll | Accountant II | Creditors | 17/05/2017 | 0.50 | \$100.00 Phone call to an investor's advisor regarding the incorrect name on documentation that was received from the advisor for a transfer from superfund to the investor personal name. |

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| BR | Eloise Carroll | Accountant II | Creditors | 18/05/2017 | 0.10 | \$20.00 Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy. |
| BR | Eloise Carroll | Accountant II | Creditors | 22/05/2017 | 0.20 | \$40.00 Phone call from executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access fin power database to review current investor details and advise. |
| BR | Eloise Carroll | Accountant II | Creditors | 22/05/2017 | 0.20 | \$40.00 Phone call from investor seeking to update the details for their investment with the Fund. Access fin power database to review current details and advise process to update |
| BR | Eloise Carroll | Accountant II | Creditors | 23/05/2017 | 0.40 | \$80.00 Prepare a letter to an investor in relation to a request for a unit holding balance. Log onto Finpower investor management database, search for investor and print investor balance. |
| BR | Eloise Carroll | Accountant II | Creditors | 23/05/2017 | 0.20 | \$40.00 Phone call from executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access Finpower database to review current investor details and advise. |
| BR | Eloise Carroll | Accountant II | Creditors | 23/05/2017 | 0.10 | \$20.00 Review of correspondence from investors in relation to a change of details request. Change the investor details in fin power. |
| BR | Eloise Carroll | Accountant II | Creditors | 25/05/2017 | 0.20 | \$40.00 Phone call from investor seeking to update the details for their investment with the Fund. Access Fin Power database to review current details and advise process to update. |
| BR | Eloise Carroll | Accountant II | Creditors | 25/05/2017 | 0.20 | \$40.00 Call from an investor in relation to a request for an updated unit holdings balance. Review investor on the fin power database and advise. |
| BR | Eloise Carroll | Accountant II | Creditors | 25/05/2017 | 0.20 | \$40.00 Prepare letter to investor seeking to update the details for their investment with the Fund. Access fin power database to review current details and advise process to update |
| BR | Eloise Carroll | Accountant II | Creditors | 26/05/2017 | 0.50 | \$100.00 Prepare letter to executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access Finpower database to review current investor details and advise. |
| BR | Eloise Carroll | Accountant II | Creditors | 26/05/2017 | 0.30 | \$60.00 Phone call to an advisor regarding incorrectly completed transfer documents. |
| BR | Eloise Carroll | Accountant II | Creditors | 26/05/2017 | 0.30 | \$60.00 Prepare letter to investor in response to their request to transfer units from a Super Fund to their personal name. Access fin power database to review current investor details and advise. |
| BR | Eloise Carroll | Accountant II | Creditors | 29/05/2017 | 0.20 | \$40.00 Phone call from investor seeking to update the details for their investment with the Fund. Access Finpower database to review current details and advise process to update. |
| BR | Eloise Carroll | Accountant II | Creditors | 29/05/2017 | 0.10 | \$20.00 Call from an investor in relation to a request for an updated unit holdings balance. Review investor on the Finpower database and advise. |
| BR | Eloise Carroll | Accountant II | Creditors | 29/05/2017 | 0.20 | \$40.00 Prepare a letter to an investor in relation to a request for a unit holding balance. Log onto Finpower investor management database, search for investor and print investor balance. |

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| BR | Eloise Carroll | Accountant II | Creditors | 29/05/2017 | 0.30 | \$60.00 Prepare letter to investor in response to their request to transfer units from a Super Fund to their personal name. Access Finpower database to review current investor details and advise. |
| BR | Eloise Carroll | Accountant II | Creditors | 29/05/2017 | 0.20 | \$40.00 Phone call from investor seeking to update the details for their investment with the Fund. Access Finpower database to review current details and advise process to update. |
| BR | Eloise Carroll | Accountant II | Creditors | 30/05/2017 | 0.20 | \$40.00 Update 2 letters to investors seeking to update the details for their investment with the Fund. |
| BR | Eloise Carroll | Accountant II | Creditors | 30/05/2017 | 0.30 | \$60.00 Phone call from investor seeking to update the details for their investment with the Fund. Access Finpower database to review current details and advise process to update. |
| BR | Eloise Carroll | Accountant II | Creditors | 31/05/2017 | 0.30 | \$60.00 Phone call from investor seeking to update the details for their investment with the Fund. Access Finpower database to review current details and advise process to update. |
| BR | Eloise Carroll | Accountant II | Creditors | 1/06/2017 | 0.10 | \$20.00 Review of unread emails sent to the mailbox. Print email for letter response to be updated in the Finpower database. Review and update investor correspondence register accordingly. |
| BR | Eloise Carroll | Accountant II | Creditors | 1/06/2017 | 0.20 | \$40.00 Phone call from investor seeking to update the details for their investment with the Fund. Access Finpower database to review current details and advise process to update. |
| BR | Eloise Carroll | Accountant II | Creditors | 6/06/2017 | 0.30 | \$60.00 Phone call from investor seeking to update the details for their investment with the Fund. Access Finpower database to review current details and advise process to update. |
| BR | Eloise Carroll | Accountant II | Creditors | 6/06/2017 | 0.10 | \$20.00 Emailed Reception regarding the date that the report to investors is due to go out and instruction for directing phone calls received. |
| BR | Eloise Carroll | Accountant II | Creditors | 7/06/2017 | 0.20 | \$40.00 Phone call from investor seeking to update the details for their investment with the Fund. Access Finpower database to review current details and advise process to update. |
| BR | Eloise Carroll | Accountant II | Creditors | 7/06/2017 | 0.10 | \$20.00 Emailed an investor a change of details form as per their request. |
| BR | Eloise Carroll | Accountant II | Creditors | 7/06/2017 | 0.30 | \$60.00 Phone call from Hall Chadwick requesting the mailing list for their report to creditors. |
| BR | Eloise Carroll | Accountant II | Creditors | 7/06/2017 | 0.10 | \$20.00 Emailed IT requesting a mailing list for the investor report |
| BR | Eloise Carroll | Accountant II | Creditors | 7/06/2017 | 0.20 | \$40.00 Scanned documents and saved to files and database, sent off documents to required investor via email. |
| BR | Eloise Carroll | Accountant II | Creditors | 8/06/2017 | 0.20 | \$40.00 Phone call from investor in response to a confirmation of their request to change details. Access fin power database to review current investor details and advise. |

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| BR | Eloise Carroll | Accountant II | Creditors | 12/06/2017 | 0.20 | \$40.00 Call from an investor seeking an update on the winding up of the fund. |
| BR | Eloise Carroll | Accountant II | Creditors | 12/06/2017 | 0.20 | \$40.00 Call from an investor in relation to a request for an updated unit holdings balance. Review investor on the Finpower database and advise. |
| BR | Eloise Carroll | Accountant II | Creditors | 12/06/2017 | 0.30 | \$60.00 Call from an investor in relation to a request for an updated unit holdings balance. Review investor on the Finpower database and advise. |
| BR | Eloise Carroll | Accountant II | Creditors | 13/06/2017 | 0.40 | \$80.00 Prepare letter to investor seeking to update the details for their investment with the Fund. Access Finpower database to review current details and advise process to update |
| BR | Eloise Carroll | Accountant II | Creditors | 13/06/2017 | 0.20 | \$40.00 Phone call from investor in response to their request to transfer units from a superfund to their personal name. Access Finpower database to review current investor details and advise. |
| BR | Eloise Carroll | Accountant II | Creditors | 13/06/2017 | 0.40 | \$80.00 Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy. |
| BR | Eloise Carroll | Accountant II | Creditors | 13/06/2017 | 0.40 | \$80.00 Call from an investor in relation to a request for an updated unit holdings balance. Review investor on the Finpower database and advise. |
| BR | Eloise Carroll | Accountant II | Creditors | 13/06/2017 | 0.40 | \$80.00 Call from an investor seeking an update on the winding up of the fund. |
| BR | Eloise Carroll | Accountant II | Creditors | 13/06/2017 | 0.30 | \$60.00 Prepare letter to executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access Finpower database to review current investor details and advise. |
| BR | Eloise Carroll | Accountant II | Creditors | 14/06/2017 | 1.00 | \$200.00 Reviewed the mailing list prepared by Jack Yang. Filtered the mail list by the method of correspondence chosen by the investor to enable the 29th report to investors to be sent via post and email. |
| BR | Eloise Carroll | Accountant II | Creditors | 14/06/2017 | 1.30 | \$260.00 Reviewed the mailing list prepared by Jack Yang. Filtered the mail list by the method of correspondence chosen by the investor to enable the 29th report to investors to be sent via post and email. |
| BR | Eloise Carroll | Accountant II | Creditors | 14/06/2017 | 1.40 | \$280.00 Reviewed the mailing list prepared by Jack Yang. Filtered the mail list by the method of correspondence chosen by the investor to enable the 29th report to investors to be sent via post and email. |
| BR | Eloise Carroll | Accountant II | Creditors | 14/06/2017 | 1.40 | \$280.00 Reviewed the mailing list prepared by Jack Yang. Filtered the mail list by the method of correspondence chosen by the investor to enable the 29th report to investors to be sent via post and email. |
| BR | Eloise Carroll | Accountant II | Creditors | 15/06/2017 | 0.30 | \$60.00 Call from an investor in relation to a request for an updated unit holdings balance. Review investor on the Finpower database and advise. |
| BR | Eloise Carroll | Accountant II | Creditors | 15/06/2017 | 0.30 | \$60.00 Phone call from investor seeking to update the details for their investment with the Fund and explained how to complete the form. Access Finpower database to review current details and advise process to update. |

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| BR | Eloise Carroll | Accountant II | Creditors | 16/06/2017 | 0.20 | \$40.00 Phone call from investor seeking to update the details for their investment with the Fund. Access Finpower database to review current details and advise process to update. |
| BR | Eloise Carroll | Accountant II | Creditors | 16/06/2017 | 0.30 | \$60.00 Call from an investor in relation to a request for an updated unit holdings balance. Review investor on the Finpower database and advise. |
| BR | Eloise Carroll | Accountant II | Creditors | 16/06/2017 | 0.30 | \$60.00 Review of unread emails from investors. Print email for letter response to be updated in the Finpower database. Review and update investor correspondence register accordingly. |
| BR | Eloise Carroll | Accountant II | Creditors | 19/06/2017 | 0.30 | \$60.00 Prepared the payment in MYOB for world printing invoice regarding the printing of the 29th report. |
| BR | Eloise Carroll | Accountant II | Creditors | 20/06/2017 | 0.40 | \$80.00 Prepare letter to investor seeking to update the details for their investment with the Fund. Access Finpower database to review current details and advise process to update |
| BR | Eloise Carroll | Accountant II | Creditors | 20/06/2017 | 0.40 | \$80.00 Prepare letter to investor seeking to update the details for their investment with the Fund. Access Finpower database to review current details and advise process to update |
| BR | Eloise Carroll | Accountant II | Creditors | 20/06/2017 | 0.30 | \$60.00 Phone call from executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access Finpower database to review current investor details and advise. |
| BR | Eloise Carroll | Accountant II | Creditors | 20/06/2017 | 0.40 | \$80.00 Prepare letter to investor seeking to update the details for their investment with the Fund. Access Finpower database to review current details and advise process to update |
| BR | Eloise Carroll | Accountant II | Creditors | 20/06/2017 | 0.30 | \$60.00 Call from an investor seeking an update on the winding up of the fund. |
| BR | Eloise Carroll | Accountant II | Creditors | 20/06/2017 | 0.10 | \$20.00 Call from an investor seeking an update on the winding up of the fund. |
| BR | Eloise Carroll | Accountant II | Creditors | 20/06/2017 | 0.40 | \$80.00 Prepare letter to investor seeking to update the details for their investment with the Fund. Access Finpower database to review current details and advise process to update |
| BR | Eloise Carroll | Accountant II | Creditors | 21/06/2017 | 0.80 | \$160.00 Phone call from investor seeking to update the details for their investment with the Fund and required help to complete the change of details form . Access Finpower database to review current details and advise process to update. |
| BR | Eloise Carroll | Accountant II | Creditors | 21/06/2017 | 0.30 | \$60.00 Call from an investor in relation to a request for an updated unit holdings balance. Review investor on the Finpower database and advise. |
| BR | Eloise Carroll | Accountant II | Creditors | 22/06/2017 | 0.40 | \$80.00 Prepare letter to investor seeking to update the details for their investment with the Fund. Access Finpower database to review current details and advise process to update |
| BR | Eloise Carroll | Accountant II | Creditors | 22/06/2017 | 0.30 | \$60.00 Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy. |

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| BR | Eloise Carroll | Accountant II | Creditors | 22/06/2017 | 0.20 | \$40.00 Phone call from investor seeking to update the details for their investment with the Fund. Access Finpower database to review current details and advise process to update. |
| BR | Eloise Carroll | Accountant II | Creditors | 22/06/2017 | 0.30 | \$60.00 Call from an investor in relation to a request for an updated unit holdings balance. Review investor on the Finpower database and advise. |
| BR | Eloise Carroll | Accountant II | Creditors | 22/06/2017 | 0.40 | \$80.00 Phone call from executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access Finpower database to review current investor details and advise. |
| BR | Eloise Carroll | Accountant II | Creditors | 23/06/2017 | 0.30 | \$60.00 Review of correspondence from investors in relation to a transfer of units request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy. |
| BR | Eloise Carroll | Accountant II | Creditors | 23/06/2017 | 0.50 | \$100.00 Prepare letter to investor seeking to update the details for their investment with the Fund. Access Finpower database to review current details and advise process to update |
| BR | Eloise Carroll | Accountant II | Creditors | 23/06/2017 | 0.40 | \$80.00 Call from an investor in relation to a request for an updated unit holdings balance. Review investor on the Finpower database and advise. |
| BR | Eloise Carroll | Accountant II | Creditors | 23/06/2017 | 0.30 | \$60.00 Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy |
| BR | Eloise Carroll | Accountant II | Creditors | 23/06/2017 | 0.30 | \$60.00 Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy. |
| BR | Eloise Carroll | Accountant II | Creditors | 26/06/2017 | 0.40 | \$80.00 Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy. |
| BR | Eloise Carroll | Accountant II | Creditors | 27/06/2017 | 0.60 | \$120.00 Prepare a letter to an investor in relation to a request for a unit holding balance. Log onto Finpower investor management database, search for investor and print investor balance. |
| BR | Eloise Carroll | Accountant II | Creditors | 27/06/2017 | 0.40 | \$80.00 Call from an investor in relation to a request for an updated unit holdings balance. Review investor on the Finpower database and advise. |
| BR | Eloise Carroll | Accountant II | Creditors | 27/06/2017 | 0.40 | \$80.00 Call from an investor in relation to a request for an updated unit holdings balance. Review investor on the Finpower database and advise. |
| BR | Eloise Carroll | Accountant II | Creditors | 27/06/2017 | 0.30 | \$60.00 Phone call from investor in response to a confirmation of their request to change details. Access Finpower database to review current investor details and advise. |
| BR | Eloise Carroll | Accountant II | Creditors | 27/06/2017 | 0.90 | \$180.00 Phone call from investor in response to their request to transfer units from a superfund to their personal name. Access Finpower database to review current investor details and advise. The Investor also required help to complete the transfer forma |
| BR | Eloise Carroll | Accountant II | Creditors | 28/06/2017 | 0.30 | \$60.00 Prepare letter to investor seeking to update the details for their investment with the Fund. Access Finpower database to review current details and advise process to update |

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| BR | Eloise Carroll | Accountant II | Creditors | 28/06/2017 | 0.40 | \$80.00 Prepare letter to investor seeking to update the details for their investment with the Fund. Access Finpower database to review current details and advise process to update |
| BR | Eloise Carroll | Accountant II | Creditors | 28/06/2017 | 0.40 | \$80.00 Prepare a letter to an investor in relation to a request for a unit holding balance. Log onto fin power investor management database, search for investor and print investor balance. |
| BR | Eloise Carroll | Accountant II | Creditors | 28/06/2017 | 0.40 | \$80.00 Phone call from executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access Finpower database to review current investor details and advise. |
| BR | Eloise Carroll | Accountant II | Creditors | 28/06/2017 | 0.20 | \$40.00 Phone call from investor seeking to update the details for their investment with the Fund. Access Finpower database to review current details and advise process to update. |
| BR | Eloise Carroll | Accountant II | Creditors | 28/06/2017 | 0.30 | \$60.00 Phone call from investor seeking to update the details for their investment with the Fund. Access Finpower database to review current details and advise process to update. |
| BR | Eloise Carroll | Accountant II | Creditors | 29/06/2017 | 0.40 | \$80.00 Phone call from investor seeking to update the details for their investment with the Fund. Access Finpower database to review current details and advise process to update. |
| BR | Eloise Carroll | Accountant II | Creditors | 3/07/2017 | 0.30 | \$64.50 Phone call from investor seeking to update the details for their investment with the Fund. Access Finpower database to review current details and advise process to update. |
| BR | Eloise Carroll | Accountant II | Creditors | 4/07/2017 | 0.20 | \$43.00 Phone call from investor seeking to update the details for their investment with the Fund. Access Finpower database to review current details and advise process to update. |
| BR | Eloise Carroll | Accountant II | Creditors | 10/07/2017 | 0.10 | \$21.50 Sent an email to an investor as per their request for confirmation of a change of name on their investment account |
| BR | Eloise Carroll | Accountant II | Creditors | 10/07/2017 | 0.60 | \$129.00 Prepare letter to investor seeking to update the details for their investment with the Fund. Access Finpower database to review current details and advise process to update |
| BR | Eloise Carroll | Accountant II | Creditors | 10/07/2017 | 0.40 | \$86.00 Prepare letter to investor seeking to update the details for their investment with the Fund. Access Finpower database to review current details and advise process to update |
| BR | Eloise Carroll | Accountant II | Creditors | 10/07/2017 | 0.20 | \$43.00 Call from an investor in relation to a request for an updated unit holdings balance. Review investor on the Finpower database and advise. |
| BR | Eloise Carroll | Accountant II | Creditors | 10/07/2017 | 0.20 | \$43.00 Phone call from executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access fin power database to review current investor details and advise. |
| BR | Eloise Carroll | Accountant II | Creditors | 11/07/2017 | 0.30 | \$64.50 Phone call from investor seeking to update the details for their investment with the Fund. Access Finpower database to review current details and advise process to update. |
| BR | Eloise Carroll | Accountant II | Creditors | 12/07/2017 | 0.20 | \$43.00 Call from an investor seeking an update on the winding up of the fund and questions about our request for documentation |

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| BR | Eloise Carroll | Accountant II | Creditors | 13/07/2017 | 0.20 | \$43.00 Reviewed returned mail and record investor details in returned mail register. Prepare letter to investor to request new address details. |
| BR | Eloise Carroll | Accountant II | Creditors | 13/07/2017 | 0.20 | \$43.00 Prepare a letter to an investor in relation to a request for a unit holding balance. Log onto Finpower investor management database, search for investor and print investor balance. |
| BR | Eloise Carroll | Accountant II | Creditors | 13/07/2017 | 0.20 | \$43.00 Phone call from investor seeking to update the details for their investment with the Fund. Access Finpower database to review current details and advise process to update. |
| BR | Eloise Carroll | Accountant II | Creditors | 13/07/2017 | 0.20 | \$43.00 Phone call from investor seeking to update the details for their investment with the Fund. Access Finpower database to review current details and advise process to update. |
| BR | Eloise Carroll | Accountant II | Creditors | 13/07/2017 | 0.30 | \$64.50 Phone call from executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access Finpower database to review current investor details and advise. |
| BR | Eloise Carroll | Accountant II | Creditors | 13/07/2017 | 0.20 | \$43.00 Reviewed returned mail and record investor details in returned mail register. Prepare letter to investor to request new address details. |
| BR | Eloise Carroll | Accountant II | Creditors | 26/07/2017 | 0.40 | \$86.00 Phone call from executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access Finpower database to review current investor details and advise. |
| BR | Eloise Carroll | Accountant II | Creditors | 8/08/2017 | 0.30 | \$64.50 Call from an investor in relation to a request for an updated unit holdings balance. Review investor on the Finpower database and advise. |
| BR | Eloise Carroll | Accountant II | Creditors | 9/08/2017 | 0.20 | \$43.00 Prepare a letter to an investor in relation to a request for a unit holding balance. Log onto Finpower investor management database, search for investor and print investor balance. |
| BR | Eloise Carroll | Accountant II | Creditors | 24/08/2017 | 0.10 | \$21.50 Phone call from investor in response to their request to transfer units from a superfund to their personal name. Access Finpower database to review current investor details and advise. |
| BR | Eloise Carroll | Accountant II | Creditors | 1/09/2017 | 0.20 | \$43.00 Call from an investor in relation to a request for an updated unit holdings balance. Review investor on the Finpower database and advise. |
| BR | Antoinette Fielding | Undergraduate | Creditors | 16/02/2017 | 0.30 | \$49.50 Prepare letter to investor in response to their request to transfer units from a Pension Fund to Personal Name. Access Finpower database to review current investor details and advise. |
| BR | Antoinette Fielding | Undergraduate | Creditors | 16/02/2017 | 0.20 | \$33.00 Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy. |
| BR | Antoinette Fielding | Undergraduate | Creditors | 16/02/2017 | 0.20 | \$33.00 Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy. |
| BR | Antoinette Fielding | Undergraduate | Creditors | 17/02/2017 | 0.20 | \$33.00 Reviewed returned mail and record investor details in returned mail register. Prepare letter to request new address details. |

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| BR | Antoinette Fielding | Undergraduate | Creditors | 17/02/2017 | 0.20 | \$33.00 Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy |
| BR | Antoinette Fielding | Undergraduate | Creditors | 21/02/2017 | 0.60 | \$99.00 Review of two correspondences from investors in relation to a change of details requests. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy. |
| BR | Antoinette Fielding | Undergraduate | Creditors | 21/02/2017 | 0.20 | \$33.00 Returned mail |
| BR | Antoinette Fielding | Undergraduate | Creditors | 21/02/2017 | 0.50 | \$82.50 Review of two correspondences from investors in relation to a change of details requests. Prepare internal control forms to verify sufficient documentation provided. Scanned documents and saved to files and database. |
| BR | Antoinette Fielding | Undergraduate | Creditors | 21/02/2017 | 0.10 | \$16.50 Review of two correspondences from investors in relation to a change of details requests. Prepare internal control forms to verify sufficient documentation provided. Scanned documents and saved to files and database. |
| BR | Antoinette Fielding | Undergraduate | Creditors | 22/02/2017 | 0.30 | \$49.50 Scanned documents and saved to files and database, sent off documents to required investor via email or post. |
| BR | Antoinette Fielding | Undergraduate | Creditors | 22/02/2017 | 0.30 | \$49.50 Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy. |
| BR | Antoinette Fielding | Undergraduate | Creditors | 22/02/2017 | 0.30 | \$49.50 Scanned documents and saved to files and database |
| BR | Antoinette Fielding | Undergraduate | Creditors | 22/02/2017 | 0.20 | \$33.00 Prepare a letter to an investor in relation to a request for a unit holding balance. Log onto Finpower investor management database, search for investor and print investor balance. |
| BR | Antoinette Fielding | Undergraduate | Creditors | 22/02/2017 | 0.40 | \$66.00 Review of two correspondences from investors in relation to a change of details requests. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy. |
| BR | Antoinette Fielding | Undergraduate | Creditors | 22/02/2017 | 0.20 | \$33.00 Reviewed returned mail and record investor details in returned mail register. Prepare letter or call investor to request new address details. |
| BR | Antoinette Fielding | Undergraduate | Creditors | 23/02/2017 | 0.30 | \$49.50 Review of correspondence from investors in relation to a transfer of units request and distribution timing enquiry. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy. |
| BR | Antoinette Fielding | Undergraduate | Creditors | 23/02/2017 | 0.30 | \$49.50 Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy |
| BR | Antoinette Fielding | Undergraduate | Creditors | 23/02/2017 | 0.10 | \$16.50 Reviewed returned mail and record investor details in returned mail register. Prepare letter or call investor to request new address details. |
| BR | Antoinette Fielding | Undergraduate | Creditors | 23/02/2017 | 0.50 | \$82.50 Prepare a letter to investor in relation to the timing of distributions from the Fund. Access Finpower database to review current details and draft letter for their request |

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| BR | Antoinette Fielding | Undergraduate | Creditors | 3/03/2017 | 0.30 | \$49.50 Call from an investor in relation to a request for an updated unit holdings balance. Review investor on the Finpower database and advise. |
| BR | Antoinette Fielding | Undergraduate | Creditors | 3/03/2017 | 0.20 | \$33.00 Scanned documents and saved to files and database, sent off documents to required investor via email or post. |
| BR | Antoinette Fielding | Undergraduate | Creditors | 3/03/2017 | 0.60 | \$99.00 Review of three correspondences from investors in relation to change of details request's. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy |
| BR | Antoinette Fielding | Undergraduate | Creditors | 6/03/2017 | 0.30 | \$49.50 Call from an investor in relation to a request for an updated unit holdings balance. Review investor on the Finpower database and advise. |
| BR | Antoinette Fielding | Undergraduate | Creditors | 6/03/2017 | 0.40 | \$66.00 Edit and addition of information about transfers and creating new accounts, requested by Advisor after phone call. |
| BR | Antoinette Fielding | Undergraduate | Creditors | 6/03/2017 | 0.50 | \$82.50 Phone call with Advisor to confirm what was required from us. Created File note to log what information was given during phone call. Added more information to letter. |
| BR | Antoinette Fielding | Undergraduate | Creditors | 6/03/2017 | 0.60 | \$99.00 Prepared letter re. unit balance, calculated remaining distributions and accessed Finpower to export deposit. |
| BR | Antoinette Fielding | Undergraduate | Creditors | 6/03/2017 | 0.20 | \$33.00 Prepared a letter to investor for photo ID after searching database and not finding a matching signature |
| BR | Antoinette Fielding | Undergraduate | Creditors | 9/03/2017 | 0.20 | \$33.00 Call from an investor/advisor seeking an update on the winding up of the fund. |
| BR | Antoinette Fielding | Undergraduate | Creditors | 9/03/2017 | 0.30 | \$49.50 Review of correspondence from investors in relation to a transfer of units of deceased estate request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy. |
| BR | Antoinette Fielding | Undergraduate | Creditors | 9/03/2017 | 0.20 | \$33.00 Updating letters with changes to be checked by CH |
| BR | Antoinette Fielding | Undergraduate | Creditors | 9/03/2017 | 0.20 | \$33.00 Scanned, Saved and emailed signed letter to investor |
| BR | Antoinette Fielding | Undergraduate | Creditors | 9/03/2017 | 0.20 | \$33.00 Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy. |
| BR | Antoinette Fielding | Undergraduate | Creditors | 10/03/2017 | 0.30 | \$49.50 Searched for original signed documents are requested by investor to be returned by mail. Prepared letter to be sent with requested documents. |
| BR | Antoinette Fielding | Undergraduate | Creditors | 16/03/2017 | 0.20 | \$33.00 Review of investor email, searched database to see if change of details as previously requested has been processed. Prepared confirmation letter. |

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| BR | Antoinette Fielding | Undergraduate | Creditors | 17/03/2017 | 0.20 | \$33.00 Prepared a change of details/ change of trustee re. investor correspondence |
| BR | Antoinette Fielding | Undergraduate | Creditors | 17/03/2017 | 0.20 | \$33.00 Prepared a change of authority re. investor correspondence. Checked attached documents were enough information. |
| BR | Antoinette Fielding | Undergraduate | Creditors | 20/03/2017 | 0.30 | \$49.50 Prepared two confirmation of changes per Charles Haines request. |
| BR | Antoinette Fielding | Undergraduate | Creditors | 20/03/2017 | 0.30 | \$49.50 Advisor correspondence, preparing both a change of details and change of authority checklist for the account. |
| BR | Antoinette Fielding | Undergraduate | Creditors | 23/03/2017 | 0.20 | \$33.00 Completed a change of details on the database per investors request. |
| BR | Antoinette Fielding | Undergraduate | Creditors | 23/03/2017 | 0.20 | \$33.00 Completed a change of authority per investor request |
| BR | Antoinette Fielding | Undergraduate | Creditors | 23/03/2017 | 0.20 | \$33.00 Scanned, saved and sent off confirmation of changes letters to two investors |
| BR | Antoinette Fielding | Undergraduate | Creditors | 24/03/2017 | 0.20 | \$33.00 Preparing change of investor details checklist, searching database for signature. |
| BR | Antoinette Fielding | Undergraduate | Creditors | 27/03/2017 | 0.30 | \$49.50 Completed a change of details, scanned and saved to BDO files and to the Finpower database. Also created new note on Database regarding change of details. |
| BR | Antoinette Fielding | Undergraduate | Creditors | 10/04/2017 | 0.30 | \$49.50 Phone call with investor regarding correspondence from BDO and Hall Chadwick - refer to file note. prepared file note and emailed Charles the details of conversation. |
| BR | Antoinette Fielding | Undergraduate | Creditors | 8/05/2017 | 0.70 | \$115.50 Reviewing documentation provided and completing a deceased estate transfer request in accordance with the Fund's Requirements. Complete transfer on Finpower. |
| BR | Antoinette Fielding | Undergraduate | Creditors | 8/05/2017 | 0.20 | \$33.00 Printing/ Scanning the relevant documents to save to database after transfer completed. |
| BR | Antoinette Fielding | Undergraduate | Creditors | 18/05/2017 | 0.50 | \$82.50 Preparing a change of details checklist - Searching database for signature, & our files for signature. Reviewing the deceased estate transfer performed 2013. |
| BR | Antoinette Fielding | Undergraduate | Creditors | 19/05/2017 | 0.20 | \$33.00 Prepared a letter to an advisor re. a transfer request. referring to documentation provided and requesting which additional documents we need in order to facilitate the transfer |
| BR | Antoinette Fielding | Undergraduate | Creditors | 25/05/2017 | 0.50 | \$82.50 Prepare 3 letters to investors seeking to update the details for their investment with the Fund. Access Finpower database to review current details and advise process to update |

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|----|---------------------|---------------|-----------|------------|------|---|
| BR | Antoinette Fielding | Undergraduate | Creditors | 25/05/2017 | 0.20 | \$33.00 Prepare letter to investor seeking to update the details for their investment with the Fund. Access Finpower database to review current details and advise process to update |
| BR | Antoinette Fielding | Undergraduate | Creditors | 25/05/2017 | 0.40 | \$66.00 Phone call from Investor regarding change in details. Located letter and confirmed with investor that the requested change of details is being processed. |
| BR | Antoinette Fielding | Undergraduate | Creditors | 25/05/2017 | 0.20 | \$33.00 Prepare letter to investor seeking to update the details for their investment with the Fund. Access Finpower database to review current details and advise process to update |
| BR | Antoinette Fielding | Undergraduate | Creditors | 26/05/2017 | 0.20 | \$33.00 Prepare letter to investor seeking to update the details for their investment with the Fund. Access Finpower database to review current details and advise process to update |
| BR | Antoinette Fielding | Undergraduate | Creditors | 26/05/2017 | 0.10 | \$16.50 Phone call with investor requesting a change of address. |
| BR | Antoinette Fielding | Undergraduate | Creditors | 2/06/2017 | 0.50 | \$82.50 Scanning, saving to file, and emailing off 5 letters to investors regarding change of detail requests. |
| BR | Antoinette Fielding | Undergraduate | Creditors | 2/06/2017 | 0.20 | \$33.00 Call to investor to confirm email address after email bounced. |
| BR | Antoinette Fielding | Undergraduate | Creditors | 20/06/2017 | 0.10 | \$16.50 Review of Investor correspondence regarding change of details request. Referred to the Finpower database, investor signature not on file. |
| BR | Antoinette Fielding | Undergraduate | Creditors | 20/06/2017 | 0.20 | \$33.00 Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy. |
| BR | Antoinette Fielding | Undergraduate | Creditors | 20/06/2017 | 0.30 | \$49.50 Phone call with Investor regarding Change of Details request/ process. Prepared letter to investor with necessary forms attached. |
| BR | Antoinette Fielding | Undergraduate | Creditors | 26/06/2017 | 0.30 | \$49.50 Searching Finpower database files for investor signature to match to change of details request. Preparing letter to investor requesting Identification. |
| BR | Antoinette Fielding | Undergraduate | Creditors | 26/06/2017 | 0.30 | \$49.50 Prepare letter to executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access Finpower database to review current investor details and advise |
| BR | Antoinette Fielding | Undergraduate | Creditors | 26/06/2017 | 0.50 | \$82.50 Prepare letters to two investors seeking to update the details for their investment with the Fund. Access Finpower database to review current details and advise process to update |
| BR | Antoinette Fielding | Undergraduate | Creditors | 26/06/2017 | 0.50 | \$82.50 Completed two change of details on the Finpower database. Screenshot changes to confirm, printed and saved to our files and databases. |
| BR | Antoinette Fielding | Undergraduate | Creditors | 27/06/2017 | 0.30 | \$49.50 Review of correspondence from advisors in relation to a transfer of units of deceased estate request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy. |

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| BR | Antoinette Fielding | Undergraduate | Creditors | 28/06/2017 | 0.10 | \$16.50 Prepare letter to executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access Finpower database to review current investor details and advise. |
| BR | Antoinette Fielding | Undergraduate | Creditors | 28/06/2017 | 0.20 | \$33.00 Prepare letter to executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access Finpower database to review current investor details and advise. |
| BR | Antoinette Fielding | Undergraduate | Creditors | 28/06/2017 | 0.20 | \$33.00 Review of correspondence from investors in relation to a change of details request. Preparing letter to investor to request certified ID as signature not held |
| BR | Antoinette Fielding | Undergraduate | Creditors | 28/06/2017 | 0.10 | \$16.50 Scanned documents and saved to files and database, sent off documents to required investor via email or post. |
| BR | Antoinette Fielding | Undergraduate | Creditors | 28/06/2017 | 0.30 | \$49.50 Prepare a letter to investor in relation to the timing of distributions from the Fund and their response to the report to investors. |
| BR | Antoinette Fielding | Undergraduate | Creditors | 29/06/2017 | 0.20 | \$33.00 Preparing letter to investor re. their queries regarding the report to investors |
| BR | Antoinette Fielding | Undergraduate | Creditors | 3/07/2017 | 0.20 | \$35.00 Call from an investor seeking an update on the winding up of the fund and confirmation of change of details |
| BR | Antoinette Fielding | Undergraduate | Creditors | 4/07/2017 | 0.30 | \$52.50 Scanned documents and saved to files and database, sent off documents to required investor via email or post. |
| BR | Antoinette Fielding | Undergraduate | Creditors | 4/07/2017 | 0.20 | \$35.00 Prepared letter to POA following the earlier phone call, re-stating the required documents with the forms. |
| BR | Antoinette Fielding | Undergraduate | Creditors | 4/07/2017 | 0.20 | \$35.00 Review of email received from Lawyers requesting information on an account/reviewed database. |
| BR | Antoinette Fielding | Undergraduate | Creditors | 4/07/2017 | 0.40 | \$70.00 Review of correspondence from two investors in relation to change of details requests. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy. Accessing Finpower to get POA/ Signature specimen |
| BR | Antoinette Fielding | Undergraduate | Creditors | 4/07/2017 | 0.30 | \$52.50 Prepared letters to two investor seeking to update the details for their investment with the Fund. Access Finpower database to review current details and advise process to update |
| BR | Antoinette Fielding | Undergraduate | Creditors | 4/07/2017 | 0.10 | \$17.50 Call to POA of investor re. their email advising of a new address . Requested POA and listed the required documents for the change of details. |
| BR | Antoinette Fielding | Undergraduate | Creditors | 4/07/2017 | 0.20 | \$35.00 Review of correspondence from investors in relation to change of details requests. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy. Accessing Finpower to get POA/ Signature specimens. |
| BR | Antoinette Fielding | Undergraduate | Creditors | 5/07/2017 | 0.40 | \$70.00 Accessed Finpower database to complete change of detail requests for two investors. Scanned documents and saved to file. Completed notes on the accounts |

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| BR | Antoinette Fielding | Undergraduate | Creditors | 6/07/2017 | 0.10 | \$17.50 Reviewing email from solicitor of investor, accessing past correspondence to investor |
| BR | Antoinette Fielding | Undergraduate | Creditors | 6/07/2017 | 0.20 | \$35.00 Scanned documents and saved to files and database, sent off documents to required investor via email or post. |
| BR | Antoinette Fielding | Undergraduate | Creditors | 6/07/2017 | 0.30 | \$52.50 Accessed Finpower database and completed two change of details per investor requests. Scanned documents and saved to files |
| BR | Antoinette Fielding | Undergraduate | Creditors | 7/07/2017 | 0.50 | \$87.50 Prepared letters to two investors seeking to update the details for their investment with the Fund. Access Finpower database to review current details and advise process to update |
| BR | Antoinette Fielding | Undergraduate | Creditors | 7/07/2017 | 0.10 | \$17.50 Sent off correspondence to investor via. Email |
| BR | Antoinette Fielding | Undergraduate | Creditors | 11/07/2017 | 0.40 | \$70.00 Phone call from investor in response to their request to transfer units from a superfund to their personal name. Access Finpower database to review current investor details and advise. Prepare letter and screenshots. |
| BR | Antoinette Fielding | Undergraduate | Creditors | 11/07/2017 | 0.40 | \$70.00 Scanned in, saved to file and sent off correspondence to investors re. their requests. |
| BR | Antoinette Fielding | Undergraduate | Creditors | 12/07/2017 | 0.10 | \$17.50 Review of correspondence from investors in relation to a transfer of units request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy. |
| BR | Antoinette Fielding | Undergraduate | Creditors | 14/07/2017 | 0.50 | \$87.50 Phone call to solicitor re. their advising of a deceased estate. Prepare change of details letter including a summary of the unit holdings, distributions to date and value of units. |
| BR | Antoinette Fielding | Undergraduate | Creditors | 14/07/2017 | 0.20 | \$35.00 Prepare letter to investor seeking to update the details for their investment with the Fund. Access Finpower database to review current details and advise process to update |
| BR | Antoinette Fielding | Undergraduate | Creditors | 24/07/2017 | 0.20 | \$35.00 Prepare letter to investor seeking to update the details for their investment with the Fund. Access Finpower database to review current details and advise process to update |
| BR | Antoinette Fielding | Undergraduate | Creditors | 25/07/2017 | 0.40 | \$70.00 Scanned documents and saved to files and database, sent off documents to required 4 investor via email or post. |
| BR | Antoinette Fielding | Undergraduate | Creditors | 26/07/2017 | 0.10 | \$17.50 Scanned documents and saved to files and database, sent off documents to required investor via email or post. |
| BR | Antoinette Fielding | Undergraduate | Creditors | 27/07/2017 | 0.30 | \$52.50 Review of correspondence from investors in relation to a transfer of units of deceased estate request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy. |
| BR | Antoinette Fielding | Undergraduate | Creditors | 27/07/2017 | 0.20 | \$35.00 Prepare letter to investor seeking to update the details for their investment with the Fund. Access Finpower database to review current details and advise process to update |

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| BR | Antoinette Fielding | Undergraduate | Creditors | 27/07/2017 | 0.10 | \$17.50 Call from an investor in relation to a request for an updated unit holdings balance. Review investor on the Finpower database and advise. |
| BR | Antoinette Fielding | Undergraduate | Creditors | 2/08/2017 | 0.20 | \$35.00 Prepared Invoice in MYOB and NAB to GMOCC Pty Ltd for domain hosting for David Whyte to sign. |
| BR | Antoinette Fielding | Undergraduate | Creditors | 3/08/2017 | 0.20 | \$35.00 Prepare letter to investor seeking to update the details for their investment with the Fund. Access Finpower database to review current details and advise process to update |
| BR | Antoinette Fielding | Undergraduate | Creditors | 4/08/2017 | 0.20 | \$35.00 Phone call from executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access Finpower database to review current investor details and advise. |
| BR | Antoinette Fielding | Undergraduate | Creditors | 4/08/2017 | 0.20 | \$35.00 Prepare letter to executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access Finpower database to review current investor details and advise. |
| BR | Antoinette Fielding | Undergraduate | Creditors | 8/08/2017 | 0.20 | \$35.00 Phone call from investor seeking to update the details for their investment with the Fund. Access Finpower database to review current details and advise process to update. |
| BR | Antoinette Fielding | Undergraduate | Creditors | 9/08/2017 | 0.20 | \$35.00 Reviewing a deceased estate account & past documents to answer executors request for account information |
| BR | Antoinette Fielding | Undergraduate | Creditors | 10/08/2017 | 0.20 | \$35.00 Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy. Access Finpower database and complete the changes. |
| BR | Antoinette Fielding | Undergraduate | Creditors | 15/08/2017 | 0.20 | \$35.00 Review of correspondence from investors in relation to a deceased estate change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy. |
| BR | Antoinette Fielding | Undergraduate | Creditors | 15/08/2017 | 0.10 | \$17.50 Phone call from investor seeking to update the details for their investment with the Fund. Access Finpower database to review current details and advise process to update. |
| BR | Antoinette Fielding | Undergraduate | Creditors | 15/08/2017 | 0.10 | \$17.50 Phone call from investor seeking to update the details for their investment with the Fund. Access Finpower database to review current details and advise process to update. |
| BR | Antoinette Fielding | Undergraduate | Creditors | 17/08/2017 | 0.20 | \$35.00 Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy. Access Finpower database and complete the changes. |
| BR | Antoinette Fielding | Undergraduate | Creditors | 17/08/2017 | 0.10 | \$17.50 Phone call from executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access Finpower database to review current investor details and advise. |
| BR | Antoinette Fielding | Undergraduate | Creditors | 17/08/2017 | 0.30 | \$52.50 Prepare letter to executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access Finpower database to review current investor details and advise. |
| BR | Antoinette Fielding | Undergraduate | Creditors | 18/08/2017 | 0.10 | \$17.50 Phone call from executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access Finpower database to review current investor details and advise. |

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| BR | Antoinette Fielding | Undergraduate | Creditors | 18/08/2017 | 0.30 | \$52.50 Prepare letter to executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access Finpower database to review current investor details and advise. |
| BR | Antoinette Fielding | Undergraduate | Creditors | 18/08/2017 | 0.20 | \$35.00 Prepare letter to investor seeking to update the details for their investment with the Fund. Access Finpower database to review current details and advise process to update |
| BR | Antoinette Fielding | Undergraduate | Creditors | 18/08/2017 | 0.50 | \$87.50 Investigation into unclaimed distributions for a deceased estate per investor request. |
| BR | Antoinette Fielding | Undergraduate | Creditors | 22/08/2017 | 0.30 | \$52.50 Phone call from investor seeking to update the details for their investment with the Fund. Access Finpower database to review current details and advise process to update. Prepare letter to investor seeking to update the details for their investment |
| BR | Antoinette Fielding | Undergraduate | Creditors | 22/08/2017 | 0.10 | \$17.50 Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy. |
| BR | Antoinette Fielding | Undergraduate | Creditors | 22/08/2017 | 0.20 | \$35.00 Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy. |
| BR | Antoinette Fielding | Undergraduate | Creditors | 22/08/2017 | 0.20 | \$35.00 Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy. |
| BR | Antoinette Fielding | Undergraduate | Creditors | 24/08/2017 | 0.30 | \$52.50 Review of correspondence from investors in relation to a transfer of units request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy. |
| BR | Antoinette Fielding | Undergraduate | Creditors | 24/08/2017 | 0.10 | \$17.50 Call from an investor seeking an update on the winding up of the fund. |
| BR | Antoinette Fielding | Undergraduate | Creditors | 25/08/2017 | 0.50 | \$87.50 Reviewing distribution payments for confirmation of payment per investor request. |
| BR | Antoinette Fielding | Undergraduate | Creditors | 29/08/2017 | 0.20 | \$35.00 Scanned documents and saved to files and database, sent off documents to required investor via email or post. |
| BR | Antoinette Fielding | Undergraduate | Creditors | 29/08/2017 | 0.10 | \$17.50 Call from an investor in relation to a request for an updated unit holdings balance. Review investor on the Finpower database and advise. |
| BR | Antoinette Fielding | Undergraduate | Creditors | 30/08/2017 | 0.20 | \$35.00 Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy. Access Finpower database and complete the changes. |
| BR | Antoinette Fielding | Undergraduate | Creditors | 30/08/2017 | 0.20 | \$35.00 Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy. Access Finpower database and complete the changes. |
| BR | Antoinette Fielding | Undergraduate | Creditors | 5/09/2017 | 0.30 | \$52.50 Investigation into the first distribution EFT bounce backs per investor request. |

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| BR | Antoinette Fielding | Undergraduate | Creditors | 5/09/2017 | 0.20 | \$35.00 Downloading/ exporting and saving to file transaction statements for JC in relation to proposed equalisation payment. |
| BR | Antoinette Fielding | Undergraduate | Creditors | 5/09/2017 | 0.30 | \$52.50 Downloading/ exporting and saving to file transaction statements for JC in relation to proposed equalisation payment. |
| BR | Antoinette Fielding | Undergraduate | Creditors | 5/09/2017 | 0.10 | \$17.50 Prepare letter to investor confirming update of details for their investment with the Fund. Access Finpower database to review current details. |
| BR | Antoinette Fielding | Undergraduate | Creditors | 5/09/2017 | 0.80 | \$140.00 Investigation into the first distribution EFT bounce backs per investor request. |
| BR | Antoinette Fielding | Undergraduate | Creditors | 5/09/2017 | 0.20 | \$35.00 Downloading/ exporting and saving to file transaction statements for JC in relation to proposed equalisation payment. |
| BR | Antoinette Fielding | Undergraduate | Creditors | 6/09/2017 | 0.30 | \$52.50 Downloading/ exporting and saving to file transaction statements for JC in relation to proposed equalisation payment. |
| BR | Antoinette Fielding | Undergraduate | Creditors | 6/09/2017 | 0.30 | \$52.50 Downloading/ exporting and saving to file transaction statements for JC in relation to proposed equalisation payment. |
| BR | Antoinette Fielding | Undergraduate | Creditors | 6/09/2017 | 0.30 | \$52.50 Prepare a letter to an investor in relation to a request for a unit holding balance. Log onto Finpower investor management database, search for investor and print investor balance. |
| BR | Antoinette Fielding | Undergraduate | Creditors | 6/09/2017 | 0.20 | \$35.00 Prepare letter to investor seeking to update the details for their investment with the Fund. Access Finpower database to review current details and advise process to update |
| BR | Antoinette Fielding | Undergraduate | Creditors | 7/09/2017 | 0.70 | \$122.50 Investigating correspondence from investor in relation to transfers between multiple accounts. Preparing letter advising of findings. |
| BR | Antoinette Fielding | Undergraduate | Creditors | 7/09/2017 | 0.20 | \$35.00 Prepare letter to executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access Finpower database to review current investor details and advise. |
| BR | Antoinette Fielding | Undergraduate | Creditors | 8/09/2017 | 0.20 | \$35.00 Phone call to investor regarding status of winding up and queries raised. |
| BR | Antoinette Fielding | Undergraduate | Creditors | 13/09/2017 | 0.40 | \$70.00 Discussions with Charles Haines re. investor enquiry into authority of an account. Review of correspondence sent in via investors solicitors. |
| BR | Antoinette Fielding | Undergraduate | Creditors | 13/09/2017 | 0.20 | \$35.00 Call from an investor in relation to a request for an updated unit holdings balance. Review investor on the Finpower database and advise. |
| BR | Antoinette Fielding | Undergraduate | Creditors | 13/09/2017 | 0.10 | \$17.50 Call from an investor in relation to a request for an updated unit holdings balance. Review investor on the Finpower database and advise. |

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| BR | Antoinette Fielding | Undergraduate | Creditors | 15/09/2017 | 0.10 | \$17.50 Phone call to an investor re. the timing of distributions from the Fund. Updated Investor correspondence register |
| BR | Antoinette Fielding | Undergraduate | Creditors | 20/09/2017 | 0.20 | \$35.00 Scanned documents and saved to files and database, sent off documents to required investor via email or post. |
| BR | Antoinette Fielding | Undergraduate | Creditors | 20/09/2017 | 0.20 | \$35.00 Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy. Access Finpower database and complete the changes. |
| BR | Antoinette Fielding | Undergraduate | Creditors | 21/09/2017 | 0.20 | \$35.00 Preparing letter to investor re. account authority enquiry. |
| BR | Antoinette Fielding | Undergraduate | Creditors | 3/10/2017 | 0.50 | \$87.50 Scanned documents and saved to files, sent off documents to required investor via email or post. |
| BR | Antoinette Fielding | Undergraduate | Creditors | 4/10/2017 | 0.20 | \$35.00 Phone call with investor. Reviewed documentation on file re. investor request. Prepared email file note for CH. |
| BR | Antoinette Fielding | Undergraduate | Creditors | 4/10/2017 | 0.20 | \$35.00 Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy. Access Finpower database and complete the changes. |
| BR | Antoinette Fielding | Undergraduate | Creditors | 4/10/2017 | 0.20 | \$35.00 Prepare letter to investor seeking to update the details for their investment with the Fund. Access Finpower database to review current details and advise process to update |
| BR | Antoinette Fielding | Undergraduate | Creditors | 4/10/2017 | 0.30 | \$52.50 Review of correspondence from investors in relation to a change of details request. Verified sufficient documentation provided to process request as per the Funds policy. Access Finpower database and complete the changes. |
| BR | Antoinette Fielding | Undergraduate | Creditors | 4/10/2017 | 0.20 | \$35.00 Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy. Access Finpower database and complete the changes. |
| BR | Antoinette Fielding | Undergraduate | Creditors | 4/10/2017 | 0.20 | \$35.00 Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy. Access Finpower database and complete the changes. |
| BR | Antoinette Fielding | Undergraduate | Creditors | 4/10/2017 | 0.20 | \$35.00 Prepare letter to executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access Finpower database to review current investor details and advise. |
| BR | Antoinette Fielding | Undergraduate | Creditors | 4/10/2017 | 0.20 | \$35.00 Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy. Access Finpower database and complete the changes. |
| BR | Antoinette Fielding | Undergraduate | Creditors | 5/10/2017 | 0.20 | \$35.00 Phone call from investor seeking to update the details for their investment with the Fund. Access Finpower database to review current details and advise process to update. |
| BR | Antoinette Fielding | Undergraduate | Creditors | 5/10/2017 | 0.10 | \$17.50 Phone call from investor seeking to update the details for their investment with the Fund. Access Finpower database to review current details and advise process to update. |

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| BR | Antoinette Fielding | Undergraduate | Creditors | 11/10/2017 | 0.30 | \$52.50 Prepare letter to investor confirming update of details for their investment with the Fund. Access Finpower database to review current details. |
| BR | Antoinette Fielding | Undergraduate | Creditors | 11/10/2017 | 0.20 | \$35.00 Scanned documents and saved to files and database, sent off documents to required investor via email or post. |
| BR | Antoinette Fielding | Undergraduate | Creditors | 11/10/2017 | 0.10 | \$17.50 Phone call from investor seeking to update the details for their investment with the Fund. Access Finpower database to review current details and advise process to update. |
| BR | Antoinette Fielding | Undergraduate | Creditors | 11/10/2017 | 0.10 | \$17.50 Phone call from investor seeking to update the details for their investment with the Fund. Access Finpower database to review current details and advise process to update. |
| BR | Antoinette Fielding | Undergraduate | Creditors | 17/10/2017 | 0.20 | \$35.00 Processing Finpower invoice through Myob. Creating payment on NAB online. |
| BR | Antoinette Fielding | Undergraduate | Creditors | 17/10/2017 | 0.20 | \$35.00 Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy. Access Finpower database and complete the changes. |
| BR | Antoinette Fielding | Undergraduate | Creditors | 18/10/2017 | 0.10 | \$17.50 Call from an investor in relation to a request for an updated unit holdings balance. Review investor on the Finpower database and advise. |
| BR | Antoinette Fielding | Undergraduate | Creditors | 18/10/2017 | 0.30 | \$52.50 Phone call from executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access Finpower database to review current investor details and advise. |
| BR | Antoinette Fielding | Undergraduate | Creditors | 19/10/2017 | 0.10 | \$17.50 Reviewing three voicemails from investors. Searching Finpower database and confirming details before calling back. |
| BR | Antoinette Fielding | Undergraduate | Creditors | 19/10/2017 | 0.10 | \$17.50 Call from an investor seeking an update on the winding up of the fund. |
| BR | Antoinette Fielding | Undergraduate | Creditors | 19/10/2017 | 0.20 | \$35.00 Prepare a letter to an investor in relation to a request for a unit holding balance. Log onto Finpower investor management database, search for investor and print investor balance. Downloading transaction statements of Finpower. |
| BR | Antoinette Fielding | Undergraduate | Creditors | 19/10/2017 | 0.20 | \$35.00 Prepare letter to executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access Finpower database to review current investor details and advise. |
| BR | Antoinette Fielding | Undergraduate | Creditors | 19/10/2017 | 0.30 | \$52.50 Prepare a letter to an investor in relation to a request for a unit holding balance. Log onto Finpower investor management database, search for investor and print investor balance. Downloading Deposit statements of Finpower. |
| BR | Antoinette Fielding | Undergraduate | Creditors | 19/10/2017 | 0.20 | \$35.00 Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy. Access Finpower database and complete the changes |
| BR | Antoinette Fielding | Undergraduate | Creditors | 20/10/2017 | 0.10 | \$17.50 Phone call from executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access Finpower database to review current investor details and advise. |

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| BR | Antoinette Fielding | Undergraduate | Creditors | 20/10/2017 | 0.10 | \$17.50 Phone call from investor seeking to update the details for their investment with the Fund. Access Finpower database to review current details and advise process to update. |
| BR | Antoinette Fielding | Undergraduate | Creditors | 20/10/2017 | 0.10 | \$17.50 Call from an investor in relation to a request for an updated unit holdings balance. Review investor on the Finpower database and advise. |
| BR | Antoinette Fielding | Undergraduate | Creditors | 23/10/2017 | 0.10 | \$17.50 Reviewing an voicemail from investor. Searching Finpower database and confirming details before calling back. |
| BR | Antoinette Fielding | Undergraduate | Creditors | 23/10/2017 | 0.10 | \$17.50 Phone call from executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access Finpower database to review current investor details and advise. |
| BR | Antoinette Fielding | Undergraduate | Creditors | 24/10/2017 | 0.30 | \$52.50 Prepare letters to two investors seeking to update the details for their investment with the Fund. Access Finpower database to review current details and advise process to update |
| BR | Antoinette Fielding | Undergraduate | Creditors | 24/10/2017 | 0.10 | \$17.50 Phone call from executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access Finpower database to review current investor details and advise. |
| BR | Antoinette Fielding | Undergraduate | Creditors | 31/10/2017 | 0.30 | \$52.50 Prepare a letter to an investor in relation to a request for a unit holding balance. Log onto Finpower investor management database, search for investor and print investor balance. |
| BR | Antoinette Fielding | Undergraduate | Creditors | 31/10/2017 | 0.20 | \$35.00 Updating the templates for the unit balances as new report & unit estimation issued |
| BR | George Lethbridge | Undergraduate | Creditors | 27/07/2017 | 0.30 | \$52.50 Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy. |
| BR | George Lethbridge | Undergraduate | Creditors | 27/07/2017 | 0.20 | \$35.00 Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy. |
| BR | George Lethbridge | Undergraduate | Creditors | 27/07/2017 | 0.40 | \$70.00 Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy. |
| BR | George Lethbridge | Undergraduate | Creditors | 27/07/2017 | 0.40 | \$70.00 Prepare letter to investor seeking to update the details for their investment with the Fund. Access Finpower database to review current details and advise process to update |
| BR | George Lethbridge | Undergraduate | Creditors | 2/08/2017 | 0.50 | \$87.50 Review of correspondence from 2 investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy. |
| BR | George Lethbridge | Undergraduate | Creditors | 2/08/2017 | 0.40 | \$70.00 Prepare a letter to an investor in relation to a request for a unit holding balance. Log onto Finpower investor management database, search for investor and print investor balance. |
| BR | George Lethbridge | Undergraduate | Creditors | 2/08/2017 | 0.40 | \$70.00 Prepare a letter to an investor in relation to a request for a unit holding balance. Log onto Finpower investor management database, search for investor and print investor balance. |

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| BR | George Lethbridge | Undergraduate | Creditors | 2/08/2017 | 0.20 | \$35.00 Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy. |
| BR | George Lethbridge | Undergraduate | Creditors | 3/08/2017 | 0.40 | \$70.00 Reviewed 4 returned mail and record investor details in returned mail register. Prepare letter or call investor to request new address details. |
| BR | George Lethbridge | Undergraduate | Creditors | 3/08/2017 | 0.20 | \$35.00 Review of correspondence from investor in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy. |
| BR | George Lethbridge | Undergraduate | Creditors | 3/08/2017 | 0.60 | \$105.00 Prepared 4 letters to investor seeking to update the details for their investment with the Fund. Access Finpower database to review current details and advise process to update |
| BR | George Lethbridge | Undergraduate | Creditors | 3/08/2017 | 0.20 | \$35.00 Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy. |
| BR | George Lethbridge | Undergraduate | Creditors | 3/08/2017 | 0.20 | \$35.00 Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy. |
| BR | George Lethbridge | Undergraduate | Creditors | 3/08/2017 | 0.30 | \$52.50 Review of correspondence from investors in relation to a transfer of units request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy. |
| BR | George Lethbridge | Undergraduate | Creditors | 9/08/2017 | 0.30 | \$52.50 Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy. |
| BR | George Lethbridge | Undergraduate | Creditors | 10/08/2017 | 0.20 | \$35.00 Prepare a letter to an investor in relation to a request for a unit holding balance. Log onto Fin Power investor management database, search for investor and print investor balance. |
| BR | George Lethbridge | Undergraduate | Creditors | 10/08/2017 | 0.40 | \$70.00 Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy. |
| BR | George Lethbridge | Undergraduate | Creditors | 10/08/2017 | 0.30 | \$52.50 Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy. |
| BR | George Lethbridge | Undergraduate | Creditors | 10/08/2017 | 0.50 | \$87.50 Review of correspondence from 2 investors in relation to a transfer of units request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy. |
| BR | George Lethbridge | Undergraduate | Creditors | 17/08/2017 | 0.30 | \$52.50 Reviewed returned mail and record investor details in returned mail register. Prepare letter or call investor to request new address details. |
| BR | George Lethbridge | Undergraduate | Creditors | 17/08/2017 | 0.20 | \$35.00 Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy. |
| BR | George Lethbridge | Undergraduate | Creditors | 23/08/2017 | 1.00 | \$175.00 Review of correspondence from 6 investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy. |

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| BR | George Lethbridge | Undergraduate | Creditors | 23/08/2017 | 0.20 | \$35.00 Call from an investor/advisor seeking an update on the winding up of the fund. |
| BR | George Lethbridge | Undergraduate | Creditors | 23/08/2017 | 0.30 | \$52.50 Scanned documents and saved to files and database, sent off documents to required investor via email or post. |
| BR | George Lethbridge | Undergraduate | Creditors | 23/08/2017 | 0.20 | \$35.00 Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy. |
| BR | George Lethbridge | Undergraduate | Creditors | 24/08/2017 | 0.30 | \$52.50 Call from an investor/advisor seeking an update on the winding up of the fund. |
| BR | George Lethbridge | Undergraduate | Creditors | 24/08/2017 | 0.60 | \$105.00 Review of correspondence from investors in relation to a transfer of units request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy. Updating fin power |
| BR | George Lethbridge | Undergraduate | Creditors | 24/08/2017 | 0.70 | \$122.50 Review of correspondence from investors in relation to a transfer of units request (deceased estate). Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy. Updating fin power |
| BR | George Lethbridge | Undergraduate | Creditors | 30/08/2017 | 0.40 | \$70.00 Prepare a letter to 2 investors in relation to a request for a unit holding balance. Log onto Fin Power investor management database, search for investor and print investor balance. |
| BR | George Lethbridge | Undergraduate | Creditors | 30/08/2017 | 0.20 | \$35.00 Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy. |
| BR | George Lethbridge | Undergraduate | Creditors | 30/08/2017 | 0.20 | \$35.00 Prepare letter to investor confirming update of details for their investment with the Fund. Access Finpower database to review current details. |
| BR | George Lethbridge | Undergraduate | Creditors | 30/08/2017 | 0.60 | \$105.00 Review of correspondence from investors in relation to a transfer of units request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy. |
| BR | George Lethbridge | Undergraduate | Creditors | 31/08/2017 | 0.10 | \$17.50 Prepare a letter to an investor in relation to a request for a unit holding balance. Log onto Finpower investor management database, search for investor and print investor balance. |
| BR | George Lethbridge | Undergraduate | Creditors | 6/09/2017 | 0.20 | \$35.00 Scanned documents and saved to files and database, sent off documents to required investor via email or post. |
| BR | George Lethbridge | Undergraduate | Creditors | 13/09/2017 | 0.80 | \$140.00 undertaking unit balance discrepancies investigation |
| BR | George Lethbridge | Undergraduate | Creditors | 14/09/2017 | 0.20 | \$35.00 Prepare letter to executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access Finpower database to review current investor details and advise. |
| BR | George Lethbridge | Undergraduate | Creditors | 14/09/2017 | 0.20 | \$35.00 Prepare a letter to an investor in relation to a request for a unit holding balance. Log onto Finpower investor management database, search for investor and print investor balance. |

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| BR | George Lethbridge | Undergraduate | Creditors | 20/09/2017 | 0.20 | \$35.00 Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy. |
| BR | George Lethbridge | Undergraduate | Creditors | 20/09/2017 | 0.20 | \$35.00 Preparing transaction statements for equalisation payments |
| BR | George Lethbridge | Undergraduate | Creditors | 20/09/2017 | 0.30 | \$52.50 Prepare letter to investor in response to their request to transfer units from a Super Fund to their personal name. Access Finpower database to review current investor details and advise. |
| BR | George Lethbridge | Undergraduate | Creditors | 20/09/2017 | 0.20 | \$35.00 Call from an investor/advisor seeking an update on the winding up of the fund. |
| BR | George Lethbridge | Undergraduate | Creditors | 21/09/2017 | 0.30 | \$52.50 Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy. |
| BR | George Lethbridge | Undergraduate | Creditors | 27/09/2017 | 0.30 | \$52.50 Prepare letter to executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access Finpower database to review current investor details and advise. |
| BR | George Lethbridge | Undergraduate | Creditors | 27/09/2017 | 0.30 | \$52.50 Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy. |
| BR | George Lethbridge | Undergraduate | Creditors | 29/09/2017 | 0.20 | \$35.00 Call from an investor/advisor seeking an update on the winding up of the fund. |
| BR | George Lethbridge | Undergraduate | Creditors | 29/09/2017 | 0.40 | \$70.00 Call from an investor in relation to a request for an updated unit holdings balance. Review investor on the Finpower database and advise. |
| BR | George Lethbridge | Undergraduate | Creditors | 5/10/2017 | 0.10 | \$17.50 Call from an investor/advisor seeking an update on the winding up of the fund. |
| BR | George Lethbridge | Undergraduate | Creditors | 11/10/2017 | 0.30 | \$52.50 Prepare letter to investor seeking to update the details for their investment with the Fund. Access Finpower database to review current details and advise process to update |
| BR | George Lethbridge | Undergraduate | Creditors | 11/10/2017 | 0.30 | \$52.50 Review of correspondence from investors in relation to a transfer of units request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy. |
| BR | George Lethbridge | Undergraduate | Creditors | 25/10/2017 | 0.20 | \$35.00 Prepare a letter to investor in relation to the timing of distributions from the Fund. Access Finpower database to review current details and draft letter for their request |
| BR | George Lethbridge | Undergraduate | Creditors | 25/10/2017 | 0.30 | \$52.50 Call from an investor/advisor seeking an update on the winding up of the fund. |
| BR | George Lethbridge | Undergraduate | Creditors | 25/10/2017 | 0.20 | \$35.00 Phone call from executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access Finpower database to review current investor details and advise. Prepare file note |

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| BR | George Lethbridge | Undergraduate | Creditors | 26/10/2017 | 0.20 | \$35.00 Call from an investor/advisor seeking an update on the winding up of the fund. |
| BR | George Lethbridge | Undergraduate | Creditors | 26/10/2017 | 0.50 | \$87.50 Entering three Myob payments |
| BR | Julia Mayne | Accountant I | Creditors | 25/08/2017 | 0.40 | \$102.00 Review of files to locate details of aba files, bounced eft payments and reissued cheques to ascertain how particular investor was paid distribution |
| BR | Ryan Whyte | Undergraduate | Creditors | 1/11/2016 | 0.70 | \$115.50 Prepare 5 letters to investors seeking to update the details for their investment with the Fund. Access Finpower database to review current details and advise process to update. |
| BR | Ryan Whyte | Undergraduate | Creditors | 1/11/2016 | 0.50 | \$82.50 Reviewed returned mail and record investor details in returned mail register. Prepare letter or call investor to request new address details. |
| BR | Ryan Whyte | Undergraduate | Creditors | 1/11/2016 | 0.60 | \$99.00 Prepare 5 letters to investors in relation to a request for a unit holding balance. Log onto Finpower investor management database, search for investor and print investor balance. |
| BR | Ryan Whyte | Undergraduate | Creditors | 1/11/2016 | 0.80 | \$132.00 Review of correspondence from investors in relation to a change of details and transfer of units of deceased estate request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy. |
| BR | Ryan Whyte | Undergraduate | Creditors | 1/11/2016 | 0.40 | \$66.00 Prepare 3 letters to executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access Finpower database to review current investor details and advise. |
| BR | Ryan Whyte | Undergraduate | Creditors | 2/11/2016 | 0.80 | \$132.00 Scanned 6 documents and saved to files and database, sent off documents to required investor via email or post. |
| BR | Ryan Whyte | Undergraduate | Creditors | 2/11/2016 | 0.70 | \$115.50 Prepare 5 letters to investors in relation to a request for a unit holding balance. Log onto Finpower investor management database, search for investor and print investor balance. |
| BR | Ryan Whyte | Undergraduate | Creditors | 2/11/2016 | 0.80 | \$132.00 Prepare 6 letters to investors seeking to update the details for their investment with the Fund. Access Finpower database to review current details and advise process to update |
| BR | Ryan Whyte | Undergraduate | Creditors | 2/11/2016 | 0.40 | \$66.00 Prepare 2 letters to investors in relation to a request for a unit holding balance. Log onto Finpower investor management database, search for investor and print investor balance. |
| BR | Ryan Whyte | Undergraduate | Creditors | 3/11/2016 | 0.80 | \$132.00 Prepare 6 letters to investors seeking to update the details for their investment with the Fund. Access Finpower database to review current details and advise process to update |
| BR | Ryan Whyte | Undergraduate | Creditors | 3/11/2016 | 0.90 | \$148.50 Prepare 6 letters to investors in relation to a request for a unit holding balance. Log onto Finpower investor management database, search for investor and print investor balance. |
| BR | Ryan Whyte | Undergraduate | Creditors | 3/11/2016 | 0.50 | \$82.50 Review of correspondence from advisors in relation to 2 transfer of units requests. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy. |

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| BR | Ryan Whyte | Undergraduate | Creditors | 4/11/2016 | 0.80 | \$132.00 Review of correspondence from advisors in relation to 6 change of details requests. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy. |
| BR | Ryan Whyte | Undergraduate | Creditors | 4/11/2016 | 0.50 | \$82.50 Prepare 4 letters to investors seeking to update the details for their investment with the Fund. Access Finpower database to review current details and advise process to update. |
| BR | Ryan Whyte | Undergraduate | Creditors | 4/11/2016 | 0.70 | \$115.50 Scanned 6 documents and saved to files and database, sent off documents to required investor via email or post. |
| BR | Ryan Whyte | Undergraduate | Creditors | 4/11/2016 | 0.40 | \$66.00 Prepare 3 letters to investors in relation to a request for a unit holding balance. Log onto Finpower investor management database, search for investor and print investor balance. |
| BR | Ryan Whyte | Undergraduate | Creditors | 7/11/2016 | 0.10 | \$16.50 Call from an investor in relation to a request for an updated unit holdings balance. Review investor on the Finpower database and advise. |
| BR | Ryan Whyte | Undergraduate | Creditors | 7/11/2016 | 0.60 | \$99.00 Review of 2 correspondences from investors in relation to a transfer of units requests. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy. |
| BR | Ryan Whyte | Undergraduate | Creditors | 7/11/2016 | 0.60 | \$99.00 Prepare 4 letters to investors seeking to update the details for their investment with the Fund. Access Finpower database to review current details and advise process to update |
| BR | Ryan Whyte | Undergraduate | Creditors | 7/11/2016 | 0.30 | \$49.50 Prepare 2 letters to investors seeking to update the details for their investment with the Fund. Access Finpower database to review current details and advise process to update |
| BR | Ryan Whyte | Undergraduate | Creditors | 7/11/2016 | 0.70 | \$115.50 Prepare 5 letters to investors seeking to update the details for their investment with the Fund. Access Finpower database to review current details and advise process to update. |
| BR | Ryan Whyte | Undergraduate | Creditors | 10/11/2016 | 0.70 | \$115.50 Prepare 4 letters to investors in relation to a request for a unit holding balance. Log.onto Finpower investor management database, search for investor and print investor balance. |
| BR | Ryan Whyte | Undergraduate | Creditors | 10/11/2016 | 0.60 | \$99.00 Review of 4 correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy. |
| BR | Ryan Whyte | Undergraduate | Creditors | 10/11/2016 | 0.70 | \$115.50 Review of 3 correspondence from investors in relation to a transfer of units request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy. |
| BR | Ryan Whyte | Undergraduate | Creditors | 10/11/2016 | 1.20 | \$198.00 Prepare 9 letters to investors seeking to update the details for their investment with the Fund. Access Finpower database to review current details and advise process to update. |
| BR | Ryan Whyte | Undergraduate | Creditors | 11/11/2016 | 0.70 | \$115.50 Review of 5 correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy. |
| BR | Ryan Whyte | Undergraduate | Creditors | 16/11/2016 | 0.50 | \$82.50 Prepare 3 letters to investors in relation to a request for a unit holding balance. Log onto Finpower investor management database, search for investor and print investor balance. |

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| BR | Ryan Whyte | Undergraduate | Creditors | 16/11/2016 | 0.40 | \$66.00 Review of correspondence from investors in relation to a transfer of units of deceased estate request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy. |
| BR | Ryan Whyte | Undergraduate | Creditors | 16/11/2016 | 0.40 | \$66.00 Scanned 4 documents and saved to files and database, sent off documents to required investor via email or post. |
| BR | Ryan Whyte | Undergraduate | Creditors | 16/11/2016 | 0.60 | \$99.00 Prepare 4 letters to investors seeking to update the details for their investment with the Fund. Access Finpower database to review current details and advise process to update |
| BR | Ryan Whyte | Undergraduate | Creditors | 16/11/2016 | 0.20 | \$33.00 Prepare letter to investor seeking to update the details for their investment with the Fund. Access Finpower database to review current details and advise process to update |
| BR | Ryan Whyte | Undergraduate | Creditors | 16/11/2016 | 0.50 | \$82.50 Review of 4 correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy. |
| BR | Ryan Whyte | Undergraduate | Creditors | 18/11/2016 | 0.50 | \$82.50 Prepare 3 letters to investors in relation to a request for a unit holding balance. Log onto Finpower investor management database, search for investor and print investor balance. |
| BR | Ryan Whyte | Undergraduate | Creditors | 18/11/2016 | 0.40 | \$66.00 Review of 2 correspondence from investors in relation to a transfer of units request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy |
| BR | Ryan Whyte | Undergraduate | Creditors | 24/11/2016 | 0.70 | \$115.50 Review 4 of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy. |
| BR | Ryan Whyte | Undergraduate | Creditors | 24/11/2016 | 0.40 | \$66.00 Scanned documents and saved to files and database, sent off documents to required investor via email or post. |
| BR | Ryan Whyte | Undergraduate | Creditors | 24/11/2016 | 0.60 | \$99.00 Scanned documents and saved to files and database, sent off documents to required investor via email or post. |
| BR | Ryan Whyte | Undergraduate | Creditors | 24/11/2016 | 0.60 | \$99.00 Reviewed returned mail and record investor details in returned mail register. Prepare letter or call investor to request new address details. |
| BR | Ryan Whyte | Undergraduate | Creditors | 25/11/2016 | 0.60 | \$99.00 Reviewed returned mail and record investor details in returned mail register. Prepare letter or call investor to request new address details. |
| BR | Ryan Whyte | Undergraduate | Creditors | 25/11/2016 | 0.60 | \$99.00 Prepare 2 letters to investors in relation to a request for a unit holding balance. Log onto Finpower investor management database, search for investor and print investor balance. |
| BR | Ryan Whyte | Undergraduate | Creditors | 25/11/2016 | 0.70 | \$115.50 Review of 4 correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy. |
| BR | Ryan Whyte | Undergraduate | Creditors | 25/11/2016 | 0.50 | \$82.50 Reviewed returned mail and record investor details in returned mail register. Prepare letter or call investor to request new address details. |

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| BR | Ryan Whyte | Undergraduate | Creditors | 30/11/2016 | 0.40 | \$66.00 Prepare 2 letters to investors seeking to update the details for their investment with the Fund. Access Finpower database to review current details and advise process to update |
| BR | Ryan Whyte | Undergraduate | Creditors | 30/11/2016 | 0.70 | \$115.50 Prepare 4 letters to investors seeking to update the details for their investment with the Fund. Access Finpower database to review current details and advise process to update |
| BR | Ryan Whyte | Undergraduate | Creditors | 30/11/2016 | 0.40 | \$66.00 Review of 2 correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy. |
| BR | Ryan Whyte | Undergraduate | Creditors | 2/12/2016 | 0.60 | \$99.00 Prepare 3 letters to investors seeking to update the details for their investment with the Fund. Access Finpower database to review current details and advise process to update |
| BR | Ryan Whyte | Undergraduate | Creditors | 2/12/2016 | 0.50 | \$82.50 Reviewed returned mail and record investor details in returned mail register. Prepare letter or call investor to request new address details. |
| BR | Ryan Whyte | Undergraduate | Creditors | 7/12/2016 | 0.50 | \$82.50 Prepare 3 letters to investors seeking to update the details for their investment with the Fund. Access Finpower database to review current details and advise process to update |
| BR | Ryan Whyte | Undergraduate | Creditors | 7/12/2016 | 0.50 | \$82.50 Reviewed returned mail and record investor details in returned mail register. Prepare letter or call investor to request new address details. |
| BR | Ryan Whyte | Undergraduate | Creditors | 7/12/2016 | 0.80 | \$132.00 Prepare 4 letters to investors seeking to update the details for their investment with the Fund. Access Finpower database to review current details and advise process to update |
| BR | Ryan Whyte | Undergraduate | Creditors | 9/12/2016 | 0.60 | \$99.00 Prepare 3 letters to investor seeking to update the details for their investment with the Fund. Access Finpower database to review current details and advise process to update |
| BR | Ryan Whyte | Undergraduate | Creditors | 9/12/2016 | 0.40 | \$66.00 Prepare 2 letters to investors in relation to a request for a unit holding balance. Log onto Finpower investor management database, search for investor and print investor balance. |
| BR | Ryan Whyte | Undergraduate | Creditors | 12/12/2016 | 0.20 | \$33.00 Prepare letter to investor seeking to update the details for their investment with the Fund. Access Finpower database to review current details and advise process to update |
| BR | Ryan Whyte | Undergraduate | Creditors | 14/12/2016 | 0.80 | \$132.00 Prepare 4 letters to investors in relation to a request for a unit holding balance. Log onto Finpower investor management database, search for investor and print investor balance. |
| BR | Ryan Whyte | Undergraduate | Creditors | 14/12/2016 | 0.80 | \$132.00 Prepare 5 letters to investors seeking to update the details for their investment with the Fund. Access Finpower database to review current details and advise process to update |
| BR | Ryan Whyte | Undergraduate | Creditors | 16/12/2016 | 1.20 | \$198.00 Prepare 6 letters to investors seeking to update the details for their investment with the Fund. Access Finpower database to review current details and advise process to update |
| BR | Ryan Whyte | Undergraduate | Creditors | 16/12/2016 | 0.80 | \$132.00 Review of 4 correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy |

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| BR | Ryan Whyte | Undergraduate | Creditors | 16/12/2016 | 0.50 | \$82.50 Scanned documents and saved to files and database, sent off documents to required investor via email or post. |
| BR | Ryan Whyte | Undergraduate | Creditors | 19/12/2016 | 1.20 | \$198.00 Prepare 6 letters to investors in relation to a request for a unit holding balance. Log onto Finpower investor management database, search for investor and print investor balance. |
| BR | Ryan Whyte | Undergraduate | Creditors | 22/12/2016 | 1.10 | \$181.50 Prepare 6 letters to investors seeking to update the details for their investment with the Fund. Access Finpower database to review current details and advise process to update |
| BR | Ryan Whyte | Undergraduate | Creditors | 22/12/2016 | 0.80 | \$132.00 Reviewed returned mail and record investor details in returned mail register. Prepare letter or call investor to request new address details. |
| BR | Ryan Whyte | Undergraduate | Creditors | 23/12/2016 | 0.30 | \$49.50 Scanned documents and saved to files and database, sent off documents to required investor via email or post. |
| BR | Ryan Whyte | Undergraduate | Creditors | 23/12/2016 | 0.60 | \$99.00 Reviewed returned mail and record investor details in returned mail register. Prepare letter or call investor to request new address details. |
| BR | Ryan Whyte | Undergraduate | Creditors | 23/12/2016 | 0.40 | \$66.00 Review of 2 correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy |
| BR | Ryan Whyte | Undergraduate | Creditors | 3/01/2017 | 1.00 | \$165.00 Prepare 4 letters to investors in relation to a request for a unit holding balance. Log onto Finpower investor management database, search for investor and print investor balance. |
| BR | Ryan Whyte | Undergraduate | Creditors | 4/01/2017 | 0.60 | \$99.00 Review of 2 correspondence from investors in relation to a transfer of units request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy. |
| BR | Ryan Whyte | Undergraduate | Creditors | 6/01/2017 | 0.50 | \$82.50 Review of 2 correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy. |
| BR | Ryan Whyte | Undergraduate | Creditors | 9/01/2017 | 0.20 | \$33.00 Prepare letter to investor seeking to update the details for their investment with the Fund. Access Finpower database to review current details and advise process to update |
| BR | Ryan Whyte | Undergraduate | Creditors | 9/01/2017 | 0.20 | \$33.00 Prepare a letter to an investor in relation to a request for a unit holding balance. Log onto Finpower investor management database, search for investor and print investor balance. |
| BR | Ryan Whyte | Undergraduate | Creditors | 10/01/2017 | 0.30 | \$49.50 Prepare 2 letters to investors in relation to a request for a unit holding balance. Log onto Finpower investor management database, search for investor and print investor balance. |
| BR | Ryan Whyte | Undergraduate | Creditors | 10/01/2017 | 0.50 | \$82.50 Review of 2 correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy. |
| BR | Ryan Whyte | Undergraduate | Creditors | 11/01/2017 | 0.30 | \$49.50 Reviewed returned mail and record investor details in returned mail register. Prepare letter or call investor to request new address details. |

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| BR | Ryan Whyte | Undergraduate | Creditors | 11/01/2017 | 0.40 | \$66.00 Reviewed returned mail and record investor details in returned mail register. Prepare letter or call investor to request new address details. |
| BR | Ryan Whyte | Undergraduate | Creditors | 11/01/2017 | 0.40 | \$66.00 Prepare 2 letters to investors seeking to update the details for their investment with the Fund. Access Finpower database to review current details and advise process to update |
| BR | Ryan Whyte | Undergraduate | Creditors | 12/01/2017 | 0.40 | \$66.00 Prepare 2 letters to investors seeking to update the details for their investment with the Fund. Access Finpower database to review current details and advise process to update |
| BR | Ryan Whyte | Undergraduate | Creditors | 13/01/2017 | 0.60 | \$99.00 meeting with John Somerville in relation to calculating the equalisation payment due to investors |
| BR | Ryan Whyte | Undergraduate | Creditors | 13/01/2017 | 1.50 | \$247.50 Analysing Equalisation Payment spreadsheet and reviewing accounts that have been transferred into new accounts from 1 July 2010 onwards. Verify accounts that require the equalisation payment and find the amount required to pay to each investment . |
| BR | Ryan Whyte | Undergraduate | Creditors | 23/01/2017 | 0.80 | \$132.00 Analysing Equalisation Payment spreadsheet and reviewing accounts that have been transferred into new accounts from 1 July 2010 onwards. Verify accounts that require the equalisation payment and find the amount required to pay to each investment. |
| BR | Ryan Whyte | Undergraduate | Creditors | 23/01/2017 | 2.70 | \$445.50 Analysing Equalisation Payment spreadsheet and reviewing accounts that have been transferred into new accounts from 1 July 2010 onwards. Verify accounts that require the equalisation payment and find the amount required to pay to each investment. |
| BR | Ryan Whyte | Undergraduate | Creditors | 24/01/2017 | 1.80 | \$297.00 Analysing Equalisation Payment spreadsheet and reviewing accounts that have been transferred into new accounts from 1 July 2010 onwards. Verify accounts that require the equalisation payment and find the amount required to pay to each investment. |
| BR | Ryan Whyte | Undergraduate | Creditors | 24/01/2017 | 0.40 | \$66.00 Analysing Equalisation Payment spreadsheet and reviewing accounts that have been transferred into new accounts from 1 July 2010 onwards. Verify accounts that require the equalisation payment and find the amount required to pay to each investment. |
| BR | Ryan Whyte | Undergraduate | Creditors | 24/01/2017 | 1.00 | \$165.00 Analysing Equalisation Payment spreadsheet and reviewing accounts that have been transferred into new accounts from 1 July 2010 onwards. Verify accounts that require the equalisation payment and find the amount required to pay to each investment. |
| BR | Ryan Whyte | Undergraduate | Creditors | 24/01/2017 | 3.50 | \$577.50 Analysing Equalisation Payment spreadsheet and reviewing accounts that have been transferred into new accounts from 1 July 2010 onwards. Verify accounts that require the equalisation payment and find the amount required to pay to each investment. |
| BR | Ryan Whyte | Undergraduate | Creditors | 27/01/2017 | 0.30 | \$49.50 Analysing Equalisation Payment spreadsheet and reviewing accounts that have been transferred into new accounts from 1 July 2010 onwards. Verify accounts that require the equalisation payment and find the amount required to pay to each investment. |
| BR | Ryan Whyte | Undergraduate | Creditors | 27/01/2017 | 0.80 | \$132.00 Analysing Equalisation Payment spreadsheet and reviewing accounts that have been transferred into new accounts from 1 July 2010 onwards. Verify accounts that require the equalisation payment and find the amount required to pay to each investment. |
| BR | Ryan Whyte | Undergraduate | Creditors | 27/01/2017 | 0.20 | \$33.00 Scanned documents and saved to files and database, sent off documents to required investor via email or post. |
| BR | Ryan Whyte | Undergraduate | Creditors | 27/01/2017 | 0.40 | \$66.00 Prepare 2 letters to an investor in relation to a request for a unit holding balance. Log onto Finpower investor management database, search for investor and print investor balance. |

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| BR | Ryan Whyte | Undergraduate | Creditors | 27/01/2017 | 0.20 | \$33.00 Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy. |
| BR | Ryan Whyte | Undergraduate | Creditors | 27/01/2017 | 0.20 | \$33.00 Analysing Equalisation Payment spreadsheet and reviewing accounts that have been transferred into new accounts from 1 July 2010 onwards. Verify accounts that require the equalisation payment and find the amount required to pay to each investment. |
| BR | Ryan Whyte | Undergraduate | Creditors | 27/01/2017 | 0.40 | \$66.00 Analysing Equalisation Payment spreadsheet and reviewing accounts that have been transferred into new accounts from 1 July 2010 onwards. Verify accounts that require the equalisation payment and find the amount required to pay to each investment. |
| BR | Ryan Whyte | Undergraduate | Creditors | 27/01/2017 | 2.60 | \$429.00 Analysing Equalisation Payment spreadsheet and reviewing accounts that have been transferred into new accounts from 1 July 2010 onwards. Verify accounts that require the equalisation payment and find the amount required to pay to each investment. |
| BR | Ryan Whyte | Undergraduate | Creditors | 27/01/2017 | 1.10 | \$181.50 Analysing Equalisation Payment spreadsheet and reviewing accounts that have been transferred into new accounts from 1 July 2010 onwards. Verify accounts that require the equalisation payment and find the amount required to pay to each investment. |
| BR | Ryan Whyte | Undergraduate | Creditors | 30/01/2017 | 0.70 | \$115.50 Reviewing progress of equalisation payment spreadsheet with John Somerville and working on a process to find the actual amount each investor needs to be paid for the equalisation payment. |
| BR | Ryan Whyte | Undergraduate | Creditors | 30/01/2017 | 0.40 | \$66.00 Analysing Equalisation Payment spreadsheet and reviewing accounts that have been transferred into new accounts from 1 July 2010 onwards. Verify accounts that require the equalisation payment and find the amount required to pay to each investment. |
| BR | Ryan Whyte | Undergraduate | Creditors | 30/01/2017 | 0.70 | \$115.50 Analysing Equalisation Payment spreadsheet and reviewing accounts that have been transferred into new accounts from 1 July 2010 onwards. Verify accounts that require the equalisation payment and find the amount required to pay to each investment. |
| BR | Ryan Whyte | Undergraduate | Creditors | 30/01/2017 | 0.30 | \$49.50 Scanned documents and saved to files and database, sent off documents to required investor via email or post. |
| BR | Ryan Whyte | Undergraduate | Creditors | 30/01/2017 | 0.50 | \$82.50 Analysing Equalisation Payment spreadsheet and reviewing accounts that have been transferred into new accounts from 1 July 2010 onwards. Verify accounts that require the equalisation payment and find the amount required to pay to each investment. |
| BR | Ryan Whyte | Undergraduate | Creditors | 30/01/2017 | 0.20 | \$33.00 Prepare letter to investor seeking to update the details for their investment with the Fund. Access Finpower database to review current details and advise process to update |
| BR | Ryan Whyte | Undergraduate | Creditors | 30/01/2017 | 0.40 | \$66.00 Reviewed returned mail and record investor details in returned mail register. Prepare letter or call investor to request new address details. |
| BR | Ryan Whyte | Undergraduate | Creditors | 30/01/2017 | 1.00 | \$165.00 Analysing Equalisation Payment spreadsheet and reviewing accounts that have been transferred into new accounts from 1 July 2010 onwards. Verify accounts that require the equalisation payment and find the amount required to pay to each investment. |
| BR | Ryan Whyte | Undergraduate | Creditors | 31/01/2017 | 0.30 | \$49.50 Analysing Equalisation Payment spreadsheet and reviewing accounts that have been transferred into new accounts from 1 July 2010 onwards. Verify accounts that require the equalisation payment and find the amount required to pay to each investment. |
| BR | Ryan Whyte | Undergraduate | Creditors | 31/01/2017 | 1.20 | \$198.00 Analysing Equalisation Payment spreadsheet and reviewing accounts that have been transferred into new accounts from 1 July 2010 onwards. Verify accounts that require the equalisation payment and find the amount required to pay to each investment. |

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|----|------------|---------------|-----------|------------|------|----------|--|
| BR | Ryan Whyte | Undergraduate | Creditors | 31/01/2017 | 2.20 | \$363.00 | Analysing Equalisation Payment spreadsheet and reviewing accounts that have been transferred into new accounts from 1 July 2010 onwards. Verify accounts that require the equalisation payment and find the amount required to pay to each investment. |
| BR | Ryan Whyte | Undergraduate | Creditors | 31/01/2017 | 0.70 | \$115.50 | Analysing Equalisation Payment spreadsheet and reviewing accounts that have been transferred into new accounts from 1 July 2010 onwards. Verify accounts that require the equalisation payment and find the amount required to pay to each investment. |
| BR | Ryan Whyte | Undergraduate | Creditors | 31/01/2017 | 0.40 | \$66.00 | Analysing Equalisation Payment spreadsheet and reviewing accounts that have been transferred into new accounts from 1 July 2010 onwards. Verify accounts that require the equalisation payment and find the amount required to pay to each investment. |
| BR | Ryan Whyte | Undergraduate | Creditors | 1/02/2017 | 0.40 | \$66.00 | Analysing Equalisation Payment spreadsheet and reviewing accounts that have been transferred into new accounts from 1 July 2010 onwards. Verify accounts that require the equalisation payment and find the amount required to pay to each investment. |
| BR | Ryan Whyte | Undergraduate | Creditors | 1/02/2017 | 0.10 | \$16.50 | Analysing Equalisation Payment spreadsheet and reviewing accounts that have been transferred into new accounts from 1 July 2010 onwards. Verify accounts that require the equalisation payment and find the amount required to pay to each investment. |
| BR | Ryan Whyte | Undergraduate | Creditors | 1/02/2017 | 1.60 | \$264.00 | Analysing Equalisation Payment spreadsheet and reviewing accounts that have been transferred into new accounts from 1 July 2010 onwards. Verify accounts that require the equalisation payment and find the amount required to pay to each investment. |
| BR | Ryan Whyte | Undergraduate | Creditors | 1/02/2017 | 2.70 | \$445.50 | Analysing Equalisation Payment spreadsheet and reviewing accounts that have been transferred into new accounts from 1 July 2010 onwards. Verify accounts that require the equalisation payment and find the amount required to pay to each investment. |
| BR | Ryan Whyte | Undergraduate | Creditors | 2/02/2017 | 0.20 | \$33.00 | Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy. |
| BR | Ryan Whyte | Undergraduate | Creditors | 2/02/2017 | 0.60 | \$99.00 | Prepare 3 letters to investors in relation to queries in relation to the winding up of the Fund. Access Finpower database to review current details and advise process to update |
| BR | Ryan Whyte | Undergraduate | Creditors | 2/02/2017 | 0.80 | \$132.00 | Analysing Equalisation Payment spreadsheet and reviewing accounts that have been transferred into new accounts from 1 July 2010 onwards. Verify accounts that require the equalisation payment and find the amount required to pay to each investment. |
| BR | Ryan Whyte | Undergraduate | Creditors | 2/02/2017 | 0.30 | \$49.50 | Analysing Equalisation Payment spreadsheet and reviewing accounts that have been transferred into new accounts from 1 July 2010 onwards. Verify accounts that require the equalisation payment and find the amount required to pay to each investment. |
| BR | Ryan Whyte | Undergraduate | Creditors | 2/02/2017 | 1.40 | \$231.00 | Analysing Equalisation Payment spreadsheet and reviewing accounts that have been transferred into new accounts from 1 July 2010 onwards. Verify accounts that require the equalisation payment and find the amount required to pay to each investment. |
| BR | Ryan Whyte | Undergraduate | Creditors | 2/02/2017 | 0.20 | \$33.00 | Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy |
| BR | Ryan Whyte | Undergraduate | Creditors | 2/02/2017 | 0.40 | \$66.00 | Prepare 2 letters to investors in relation to the timing of distributions from the Fund. Access Finpower database to review current details and draft letter for their request |
| BR | Ryan Whyte | Undergraduate | Creditors | 2/02/2017 | 1.00 | \$165.00 | Analysing Equalisation Payment spreadsheet and reviewing accounts that have been transferred into new accounts from 1 July 2010 onwards. Verify accounts that require the equalisation payment and find the amount required to pay to each investment. |

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|----|------------|---------------|-----------|-----------|------|---|
| BR | Ryan Whyte | Undergraduate | Creditors | 3/02/2017 | 0.20 | \$33.00 Prepare 2 letters to investors in relation to the timing of distributions from the Fund. Access Finpower database to review current details and draft letter for their request |
| BR | Ryan Whyte | Undergraduate | Creditors | 3/02/2017 | 0.30 | \$49.50 Analysing Equalisation Payment spreadsheet and reviewing accounts that have been transferred into new accounts from 1 July 2010 onwards. Verify accounts that require the equalisation payment and find the amount required to pay to each investment. |
| BR | Ryan Whyte | Undergraduate | Creditors | 3/02/2017 | 0.50 | \$82.50 Scanned documents and saved to files and database, sent off documents to required investor via email or post. |
| BR | Ryan Whyte | Undergraduate | Creditors | 3/02/2017 | 1.00 | \$165.00 Analysing Equalisation Payment spreadsheet and reviewing accounts that have been transferred into new accounts from 1 July 2010 onwards. Verify accounts that require the equalisation payment and find the amount required to pay to each investment. |
| BR | Ryan Whyte | Undergraduate | Creditors | 3/02/2017 | 1.70 | \$280.50 Analysing Equalisation Payment spreadsheet and reviewing accounts that have been transferred into new accounts from 1 July 2010 onwards. Verify accounts that require the equalisation payment and find the amount required to pay to each investment. |
| BR | Ryan Whyte | Undergraduate | Creditors | 6/02/2017 | 0.80 | \$132.00 Reviewing progress of equalisation payment spreadsheet with John Somerville and working on a process to find the actual amount each investor needs to be paid for the equalisation payment. |
| BR | Ryan Whyte | Undergraduate | Creditors | 6/02/2017 | 1.50 | \$247.50 Analysing Equalisation Payment spreadsheet and reviewing accounts that have been transferred into new accounts from 1 July 2010 onwards. Verify accounts that require the equalisation payment and find the amount required to pay to each investment. |
| BR | Ryan Whyte | Undergraduate | Creditors | 6/02/2017 | 0.90 | \$148.50 Analysing Equalisation Payment spreadsheet and reviewing accounts that have been transferred into new accounts from 1 July 2010 onwards. Verify accounts that require the equalisation payment and find the amount required to pay to each investment. |
| BR | Ryan Whyte | Undergraduate | Creditors | 6/02/2017 | 0.10 | \$16.50 Analysing Equalisation Payment spreadsheet and reviewing accounts that have been transferred into new accounts from 1 July 2010 onwards. Verify accounts that require the equalisation payment and find the amount required to pay to each investment. |
| BR | Ryan Whyte | Undergraduate | Creditors | 6/02/2017 | 1.10 | \$181.50 Analysing Equalisation Payment spreadsheet and reviewing accounts that have been transferred into new accounts from 1 July 2010 onwards. Verify accounts that require the equalisation payment and find the amount required to pay to each investment. |
| BR | Ryan Whyte | Undergraduate | Creditors | 6/02/2017 | 1.00 | \$165.00 Analysing Equalisation Payment spreadsheet and reviewing accounts that have been transferred into new accounts from 1 July 2010 onwards. Verify accounts that require the equalisation payment and find the amount required to pay to each investment. |
| BR | Ryan Whyte | Undergraduate | Creditors | 6/02/2017 | 0.20 | \$33.00 Prepare a letter to investor in relation to the timing of distributions from the Fund. Access Finpower database to review current details and draft letter for their request |
| BR | Ryan Whyte | Undergraduate | Creditors | 7/02/2017 | 0.80 | \$132.00 Analysing Equalisation Payment spreadsheet and reviewing accounts that have been transferred into new accounts from 1 July 2010 onwards. Verify accounts that require the equalisation payment and find the amount required to pay to each investment. |
| BR | Ryan Whyte | Undergraduate | Creditors | 7/02/2017 | 1.30 | \$214.50 Analysing Equalisation Payment spreadsheet and reviewing accounts that have been transferred into new accounts from 1 July 2010 onwards. Verify accounts that require the equalisation payment and find the amount required to pay to each investment. |
| BR | Ryan Whyte | Undergraduate | Creditors | 7/02/2017 | 0.20 | \$33.00 Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy. |

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|----|------------|---------------|-----------|------------|------|----------|--|
| BR | Ryan Whyte | Undergraduate | Creditors | 7/02/2017 | 2.20 | \$363.00 | Analysing Equalisation Payment spreadsheet and reviewing accounts that have been transferred into new accounts from 1 July 2010 onwards. Verify accounts that require the equalisation payment and find the amount required to pay to each investment. |
| BR | Ryan Whyte | Undergraduate | Creditors | 7/02/2017 | 0.90 | \$148.50 | Analysing Equalisation Payment spreadsheet and reviewing accounts that have been transferred into new accounts from 1 July 2010 onwards. Verify accounts that require the equalisation payment and find the amount required to pay to each investment. |
| BR | Ryan Whyte | Undergraduate | Creditors | 7/02/2017 | 0.70 | \$115.50 | Analysing Equalisation Payment spreadsheet and reviewing accounts that have been transferred into new accounts from 1 July 2010 onwards. Verify accounts that require the equalisation payment and find the amount required to pay to each investment. |
| BR | Ryan Whyte | Undergraduate | Creditors | 7/02/2017 | 0.70 | \$115.50 | Analysing Equalisation Payment spreadsheet and reviewing accounts that have been transferred into new accounts from 1 July 2010 onwards. Verify accounts that require the equalisation payment and find the amount required to pay to each investment. |
| BR | Ryan Whyte | Undergraduate | Creditors | 8/02/2017 | 0.40 | \$66.00 | Analysing Equalisation Payment spreadsheet and reviewing accounts that have been transferred into new accounts from 1 July 2010 onwards. Verify accounts that require the equalisation payment and find the amount required to pay to each investment. |
| BR | Ryan Whyte | Undergraduate | Creditors | 8/02/2017 | 2.00 | \$330.00 | Analysing Equalisation Payment spreadsheet and reviewing accounts that have been transferred into new accounts from 1 July 2010 onwards. Verify accounts that require the equalisation payment and find the amount required to pay to each investment. |
| BR | Ryan Whyte | Undergraduate | Creditors | 8/02/2017 | 2.30 | \$379.50 | Analysing Equalisation Payment spreadsheet and reviewing accounts that have been transferred into new accounts from 1 July 2010 onwards. Verify accounts that require the equalisation payment and find the amount required to pay to each investment. |
| BR | Ryan Whyte | Undergraduate | Creditors | 8/02/2017 | 0.20 | \$33.00 | Reviewing progress of equalisation payment spreadsheet with John Somerville and working on a process to find the actual amount each investor needs to be paid for the equalisation payment. |
| BR | Ryan Whyte | Undergraduate | Creditors | 8/02/2017 | 1.40 | \$231.00 | Analysing Equalisation Payment spreadsheet and reviewing accounts that have been transferred into new accounts from 1 July 2010 onwards. Verify accounts that require the equalisation payment and find the amount required to pay to each investment. |
| BR | Ryan Whyte | Undergraduate | Creditors | 8/02/2017 | 0.80 | \$132.00 | Analysing Equalisation Payment spreadsheet and reviewing accounts that have been transferred into new accounts from 1 July 2010 onwards. Verify accounts that require the equalisation payment and find the amount required to pay to each investment. |
| BR | Ryan Whyte | Undergraduate | Creditors | 9/02/2017 | 0.30 | \$49.50 | Scanned documents and saved to files and database, sent off documents to required investor via email or post. |
| BR | Ryan Whyte | Undergraduate | Creditors | 9/02/2017 | 0.80 | \$132.00 | Analysing Equalisation Payment spreadsheet and reviewing accounts that have been transferred into new accounts from 1 July 2010 onwards. Verify accounts that require the equalisation payment and find the amount required to pay to each investment. |
| BR | Ryan Whyte | Undergraduate | Creditors | 9/02/2017 | 2.20 | \$363.00 | Analysing Equalisation Payment spreadsheet and reviewing accounts that have been transferred into new accounts from 1 July 2010 onwards. Verify accounts that require the equalisation payment and find the amount required to pay to each investment. |
| BR | Ryan Whyte | Undergraduate | Creditors | 10/02/2017 | 3.40 | \$561.00 | Analysing Equalisation Payment spreadsheet and reviewing accounts that have been transferred into new accounts from 1 July 2010 onwards. Verify accounts that require the equalisation payment and find the amount required to pay to each investment. |
| BR | Ryan Whyte | Undergraduate | Creditors | 10/02/2017 | 0.10 | \$16.50 | Analysing Equalisation Payment spreadsheet and reviewing accounts that have been transferred into new accounts from 1 July 2010 onwards. Verify accounts that require the equalisation payment and find the amount required to pay to each investment. |

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|----|------------|---------------|-----------|------------|------|---|
| BR | Ryan Whyte | Undergraduate | Creditors | 10/02/2017 | 0.20 | \$33.00 Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy. |
| BR | Ryan Whyte | Undergraduate | Creditors | 10/02/2017 | 0.10 | \$16.50 Phone call from investor seeking to update the details for their investment with the Fund. Access Finpower database to review current details and advise process to update. |
| BR | Ryan Whyte | Undergraduate | Creditors | 10/02/2017 | 0.20 | \$33.00 Analysing Equalisation Payment spreadsheet and reviewing accounts that have been transferred into new accounts from 1 July 2010 onwards. Verify accounts that require the equalisation payment and find the amount required to pay to each investment. |
| BR | Ryan Whyte | Undergraduate | Creditors | 14/02/2017 | 0.20 | \$33.00 Prepare letter to investor seeking to update the details for their investment with the Fund. Access Finpower database to review current details and advise process to update |
| BR | Ryan Whyte | Undergraduate | Creditors | 14/02/2017 | 0.20 | \$33.00 Prepare letter to executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access Finpower database to review current investor details and advise. |
| BR | Ryan Whyte | Undergraduate | Creditors | 14/02/2017 | 0.30 | \$49.50 Analysing Equalisation Payment spreadsheet and reviewing accounts that have been transferred into new accounts from 1 July 2010 onwards. Verify accounts that require the equalisation payment and find the amount required to pay to each investment. |
| BR | Ryan Whyte | Undergraduate | Creditors | 14/02/2017 | 1.30 | \$214.50 Analysing Equalisation Payment spreadsheet and reviewing accounts that have been transferred into new accounts from 1 July 2010 onwards. Verify accounts that require the equalisation payment and find the amount required to pay to each investment. |
| BR | Ryan Whyte | Undergraduate | Creditors | 14/02/2017 | 1.20 | \$198.00 Analysing Equalisation Payment spreadsheet and reviewing accounts that have been transferred into new accounts from 1 July 2010 onwards. Verify accounts that require the equalisation payment and find the amount required to pay to each investment. |
| BR | Ryan Whyte | Undergraduate | Creditors | 14/02/2017 | 0.80 | \$132.00 Analysing Equalisation Payment spreadsheet and reviewing accounts that have been transferred into new accounts from 1 July 2010 onwards. Verify accounts that require the equalisation payment and find the amount required to pay to each investment. |
| BR | Ryan Whyte | Undergraduate | Creditors | 14/02/2017 | 0.50 | \$82.50 Analysing Equalisation Payment spreadsheet and reviewing accounts that have been transferred into new accounts from 1 July 2010 onwards. Verify accounts that require the equalisation payment and find the amount required to pay to each investment. |
| BR | Ryan Whyte | Undergraduate | Creditors | 14/02/2017 | 0.20 | \$33.00 Reviewed returned mail and record investor details in returned mail register. Prepare letter or call investor to request new address details. |
| BR | Ryan Whyte | Undergraduate | Creditors | 14/02/2017 | 0.40 | \$66.00 Prepare 2 letters to investors in relation to a request for a unit holding balance. Log onto Finpower investor management database, search for investor and print investor balance. |
| BR | Ryan Whyte | Undergraduate | Creditors | 14/02/2017 | 0.30 | \$49.50 Reviewed returned mail and record investor details in returned mail register. Prepare letter or call investor to request new address details. |
| BR | Ryan Whyte | Undergraduate | Creditors | 15/02/2017 | 0.50 | \$82.50 Analysing Equalisation Payment spreadsheet and reviewing accounts that have been transferred into new accounts from 1 July 2010 onwards. Verify accounts that require the equalisation payment and find the amount required to pay to each investment. |
| BR | Ryan Whyte | Undergraduate | Creditors | 15/02/2017 | 0.40 | \$66.00 Analysing Equalisation Payment spreadsheet and reviewing accounts that have been transferred into new accounts from 1 July 2010 onwards. Verify accounts that require the equalisation payment and find the amount required to pay to each investment. |

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|----|------------|---------------|-----------|------------|------|----------|--|
| BR | Ryan Whyte | Undergraduate | Creditors | 15/02/2017 | 0.20 | \$33.00 | Analysing Equalisation Payment spreadsheet and reviewing accounts that have been transferred into new accounts from 1 July 2010 onwards. Verify accounts that require the equalisation payment and find the amount required to pay to each investment. |
| BR | Ryan Whyte | Undergraduate | Creditors | 15/02/2017 | 3.00 | \$495.00 | Analysing Equalisation Payment spreadsheet and reviewing accounts that have been transferred into new accounts from 1 July 2010 onwards. Verify accounts that require the equalisation payment and find the amount required to pay to each investment. |
| BR | Ryan Whyte | Undergraduate | Creditors | 16/02/2017 | 2.30 | \$379.50 | Analysing Equalisation Payment spreadsheet and reviewing accounts that have been transferred into new accounts from 1 July 2010 onwards. Verify accounts that require the equalisation payment and find the amount required to pay to each investment. |
| BR | Ryan Whyte | Undergraduate | Creditors | 16/02/2017 | 3.20 | \$528.00 | Analysing Equalisation Payment spreadsheet and reviewing accounts that have been transferred into new accounts from 1 July 2010 onwards. Verify accounts that require the equalisation payment and find the amount required to pay to each investment. |
| BR | Ryan Whyte | Undergraduate | Creditors | 16/02/2017 | 0.30 | \$49.50 | Analysing Equalisation Payment spreadsheet and reviewing accounts that have been transferred into new accounts from 1 July 2010 onwards. Verify accounts that require the equalisation payment and find the amount required to pay to each investment. |
| BR | Ryan Whyte | Undergraduate | Creditors | 16/02/2017 | 0.60 | \$99.00 | Analysing Equalisation Payment spreadsheet and reviewing accounts that have been transferred into new accounts from 1 July 2010 onwards. Verify accounts that require the equalisation payment and find the amount required to pay to each investment. |
| BR | Ryan Whyte | Undergraduate | Creditors | 17/02/2017 | 1.10 | \$181.50 | Analysing Equalisation Payment spreadsheet and reviewing accounts that have been transferred into new accounts from 1 July 2010 onwards. Verify accounts that require the equalisation payment and find the amount required to pay to each investment. |
| BR | Ryan Whyte | Undergraduate | Creditors | 17/02/2017 | 1.00 | \$165.00 | Analysing Equalisation Payment spreadsheet and reviewing accounts that have been transferred into new accounts from 1 July 2010 onwards. Verify accounts that require the equalisation payment and find the amount required to pay to each investment. |
| BR | Ryan Whyte | Undergraduate | Creditors | 17/02/2017 | 1.20 | \$198.00 | Analysing Equalisation Payment spreadsheet and reviewing accounts that have been transferred into new accounts from 1 July 2010 onwards. Verify accounts that require the equalisation payment and find the amount required to pay to each investment. |
| BR | Ryan Whyte | Undergraduate | Creditors | 17/02/2017 | 2.00 | \$330.00 | Analysing Equalisation Payment spreadsheet and reviewing accounts that have been transferred into new accounts from 1 July 2010 onwards. Verify accounts that require the equalisation payment and find the amount required to pay to each investment. |
| BR | Ryan Whyte | Undergraduate | Creditors | 17/02/2017 | 0.30 | \$49.50 | Analysing Equalisation Payment spreadsheet and reviewing accounts that have been transferred into new accounts from 1 July 2010 onwards. Verify accounts that require the equalisation payment and find the amount required to pay to each investment. |
| BR | Ryan Whyte | Undergraduate | Creditors | 20/02/2017 | 3.30 | \$544.50 | Analysing Equalisation Payment spreadsheet and reviewing accounts that have been transferred into new accounts from 1 July 2010 onwards. Verify accounts that require the equalisation payment and find the amount required to pay to each investment. |
| BR | Ryan Whyte | Undergraduate | Creditors | 20/02/2017 | 0.20 | \$33.00 | Analysing Equalisation Payment spreadsheet and reviewing accounts that have been transferred into new accounts from 1 July 2010 onwards. Verify accounts that require the equalisation payment and find the amount required to pay to each investment. |
| BR | Ryan Whyte | Undergraduate | Creditors | 20/02/2017 | 1.10 | \$181.50 | Analysing Equalisation Payment spreadsheet and reviewing accounts that have been transferred into new accounts from 1 July 2010 onwards. Verify accounts that require the equalisation payment and find the amount required to pay to each investment. |
| BR | Ryan Whyte | Undergraduate | Creditors | 20/02/2017 | 0.60 | \$99.00 | meeting with John Somerville in relation to calculating the equalisation payment due to investors |

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| BR | Ryan Whyte | Undergraduate | Creditors | 20/02/2017 | 1.80 | \$297.00 | Analysing Equalisation Payment spreadsheet and reviewing accounts that have been transferred into new accounts from 1 July 2010 onwards. Verify accounts that require the equalisation payment and find the amount required to pay to each investment. |
| BR | Ryan Whyte | Undergraduate | Creditors | 20/02/2017 | 0.20 | \$33.00 | Analysing Equalisation Payment spreadsheet and reviewing accounts that have been transferred into new accounts from 1 July 2010 onwards. Verify accounts that require the equalisation payment and find the amount required to pay to each investment. |
| BR | Ryan Whyte | Undergraduate | Creditors | 21/02/2017 | 0.20 | \$33.00 | Prepare a letter to an investor in relation to a request for a unit holding balance. Log onto Finpower investor management database, search for investor and print investor balance. |
| BR | Ryan Whyte | Undergraduate | Creditors | 21/02/2017 | 2.40 | \$396.00 | Analysing Equalisation Payment spreadsheet and reviewing accounts that have been transferred into new accounts from 1 July 2010 onwards. Verify accounts that require the equalisation payment and find the amount required to pay to each investment. |
| BR | Ryan Whyte | Undergraduate | Creditors | 21/02/2017 | 0.10 | \$16.50 | Analysing Equalisation Payment spreadsheet and reviewing accounts that have been transferred into new accounts from 1 July 2010 onwards. Verify accounts that require the equalisation payment and find the amount required to pay to each investment. |
| BR | Ryan Whyte | Undergraduate | Creditors | 21/02/2017 | 0.40 | \$66.00 | Analysing Equalisation Payment spreadsheet and reviewing accounts that have been transferred into new accounts from 1 July 2010 onwards. Verify accounts that require the equalisation payment and find the amount required to pay to each investment. |
| BR | Ryan Whyte | Undergraduate | Creditors | 21/02/2017 | 1.20 | \$198.00 | Analysing Equalisation Payment spreadsheet and reviewing accounts that have been transferred into new accounts from 1 July 2010 onwards. Verify accounts that require the equalisation payment and find the amount required to pay to each investment. |
| BR | Ryan Whyte | Undergraduate | Creditors | 22/02/2017 | 0.50 | \$82.50 | Analysing Equalisation Payment spreadsheet and reviewing accounts that have been transferred into new accounts from 1 July 2010 onwards. Verify accounts that require the equalisation payment and find the amount required to pay to each investment. |
| BR | Ryan Whyte | Undergraduate | Creditors | 22/02/2017 | 2.70 | \$445.50 | Analysing Equalisation Payment spreadsheet and reviewing accounts that have been transferred into new accounts from 1 July 2010 onwards. Verify accounts that require the equalisation payment and find the amount required to pay to each investment. |
| BR | Ryan Whyte | Undergraduate | Creditors | 22/02/2017 | 1.20 | \$198.00 | Analysing Equalisation Payment spreadsheet and reviewing accounts that have been transferred into new accounts from 1 July 2010 onwards. Verify accounts that require the equalisation payment and find the amount required to pay to each investment. |
| BR | Ryan Whyte | Undergraduate | Creditors | 22/02/2017 | 2.60 | \$429.00 | Analysing Equalisation Payment spreadsheet and reviewing accounts that have been transferred into new accounts from 1 July 2010 onwards. Verify accounts that require the equalisation payment and find the amount required to pay to each investment. |
| BR | Ryan Whyte | Undergraduate | Creditors | 23/02/2017 | 0.30 | \$49.50 | Analysing Equalisation Payment spreadsheet and reviewing accounts that have been transferred into new accounts from 1 July 2010 onwards. Verify accounts that require the equalisation payment and find the amount required to pay to each investment. |
| BR | Ryan Whyte | Undergraduate | Creditors | 23/02/2017 | 1.50 | \$247.50 | Analysing Equalisation Payment spreadsheet and reviewing accounts that have been transferred into new accounts from 1 July 2010 onwards. Verify accounts that require the equalisation payment and find the amount required to pay to each investment. |
| BR | Ryan Whyte | Undergraduate | Creditors | 23/02/2017 | 1.30 | \$214.50 | Analysing Equalisation Payment spreadsheet and reviewing accounts that have been transferred into new accounts from 1 July 2010 onwards. Verify accounts that require the equalisation payment and find the amount required to pay to each investment. |
| BR | Ryan Whyte | Undergraduate | Creditors | 23/02/2017 | 0.20 | \$33.00 | Analysing Equalisation Payment spreadsheet and reviewing accounts that have been transferred into new accounts from 1 July 2010 onwards. Verify accounts that require the equalisation payment and find the amount required to pay to each investment. |

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|----|------------|---------------|-----------|------------|------|----------|--|
| BR | Ryan Whyte | Undergraduate | Creditors | 23/02/2017 | 0.90 | \$148.50 | Analysing Equalisation Payment spreadsheet and reviewing accounts that have been transferred into new accounts from 1 July 2010 onwards. Verify accounts that require the equalisation payment and find the amount required to pay to each investment. |
| BR | Ryan Whyte | Undergraduate | Creditors | 23/02/2017 | 0.30 | \$49.50 | meeting with John Somerville in relation to calculating the equalisation payment due to investors |
| BR | Ryan Whyte | Undergraduate | Creditors | 23/02/2017 | 1.20 | \$198.00 | Analysing Equalisation Payment spreadsheet and reviewing accounts that have been transferred into new accounts from 1 July 2010 onwards. Verify accounts that require the equalisation payment and find the amount required to pay to each investment. |
| BR | Ryan Whyte | Undergraduate | Creditors | 23/02/2017 | 1.00 | \$165.00 | Analysing Equalisation Payment spreadsheet and reviewing accounts that have been transferred into new accounts from 1 July 2010 onwards. Verify accounts that require the equalisation payment and find the amount required to pay to each investment. |
| BR | Ryan Whyte | Undergraduate | Creditors | 24/02/2017 | 3.50 | \$577.50 | Analysing Equalisation Payment spreadsheet and reviewing accounts that have been transferred into new accounts from 1 July 2010 onwards. Verify accounts that require the equalisation payment and find the amount required to pay to each investment. |
| BR | Ryan Whyte | Undergraduate | Creditors | 24/02/2017 | 0.70 | \$115.50 | Analysing Equalisation Payment spreadsheet and reviewing accounts that have been transferred into new accounts from 1 July 2010 onwards. Verify accounts that require the equalisation payment and find the amount required to pay to each investment. |
| BR | Ryan Whyte | Undergraduate | Creditors | 24/02/2017 | 0.40 | \$66.00 | Analysing Equalisation Payment spreadsheet and reviewing accounts that have been transferred into new accounts from 1 July 2010 onwards. Verify accounts that require the equalisation payment and find the amount required to pay to each investment. |
| BR | Ryan Whyte | Undergraduate | Creditors | 24/02/2017 | 0.80 | \$132.00 | Analysing Equalisation Payment spreadsheet and reviewing accounts that have been transferred into new accounts from 1 July 2010 onwards. Verify accounts that require the equalisation payment and find the amount required to pay to each investment. |
| BR | Ryan Whyte | Undergraduate | Creditors | 27/02/2017 | 0.60 | \$99.00 | Prepare 3 letters to investors in relation to a request for a unit holding balance. Log onto Finpower investor management database, search for investor and print investor balance. |
| BR | Ryan Whyte | Undergraduate | Creditors | 27/02/2017 | 1.40 | \$231.00 | Analysing Equalisation Payment spreadsheet and reviewing accounts that have been transferred into new accounts from 1 July 2010 onwards. Verify accounts that require the equalisation payment and find the amount required to pay to each investment. |
| BR | Ryan Whyte | Undergraduate | Creditors | 27/02/2017 | 3.20 | \$528.00 | Analysing Equalisation Payment spreadsheet and reviewing accounts that have been transferred into new accounts from 1 July 2010 onwards. Verify accounts that require the equalisation payment and find the amount required to pay to each investment. |
| BR | Ryan Whyte | Undergraduate | Creditors | 27/02/2017 | 0.30 | \$49.50 | Analysing Equalisation Payment spreadsheet and reviewing accounts that have been transferred into new accounts from 1 July 2010 onwards. Verify accounts that require the equalisation payment and find the amount required to pay to each investment. |
| BR | Ryan Whyte | Undergraduate | Creditors | 27/02/2017 | 0.70 | \$115.50 | Analysing Equalisation Payment spreadsheet and reviewing accounts that have been transferred into new accounts from 1 July 2010 onwards. Verify accounts that require the equalisation payment and find the amount required to pay to each investment. |
| BR | Ryan Whyte | Undergraduate | Creditors | 1/03/2017 | 0.40 | \$66.00 | Prepare 2 letters to investors seeking to update the details for their investment with the Fund. Access Finpower database to review current details and advise process to update |
| BR | Ryan Whyte | Undergraduate | Creditors | 1/03/2017 | 0.40 | \$66.00 | Scanned documents and saved to files and database, sent off documents to required investor via email or post. |

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|----|------------|---------------|-----------|------------|------|---|
| BR | Ryan Whyte | Undergraduate | Creditors | 1/03/2017 | 0.20 | \$33.00 Prepare letter to executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access Finpower database to review current investor details and advise. |
| BR | Ryan Whyte | Undergraduate | Creditors | 1/03/2017 | 1.20 | \$198.00 Analysing Equalisation Payment spreadsheet and reviewing accounts that have been transferred into new accounts from 1 July 2010 onwards. Verify accounts that require the equalisation payment and find the amount required to pay to each investment. |
| BR | Ryan Whyte | Undergraduate | Creditors | 1/03/2017 | 0.20 | \$33.00 Prepare a letter to investor in relation to the timing of distributions from the Fund. Access Finpower database to review current details and draft letter for their request |
| BR | Ryan Whyte | Undergraduate | Creditors | 1/03/2017 | 0.80 | \$132.00 Prepare 4 letters to investors seeking to update the details for their investment with the Fund. Access Finpower database to review current details and advise process to update |
| BR | Ryan Whyte | Undergraduate | Creditors | 1/03/2017 | 0.20 | \$33.00 Prepare letter to investor in response to their request to transfer units from a Super Fund to their personal name. Access Finpower database to review current investor details and advise. |
| BR | Ryan Whyte | Undergraduate | Creditors | 6/03/2017 | 0.50 | \$82.50 Analysing Equalisation Payment spreadsheet and reviewing accounts that have been transferred into new accounts from 1 July 2010 onwards. Verify accounts that require the equalisation payment and find the amount required to pay to each investment. |
| BR | Ryan Whyte | Undergraduate | Creditors | 6/03/2017 | 1.50 | \$247.50 Analysing Equalisation Payment spreadsheet and reviewing accounts that have been transferred into new accounts from 1 July 2010 onwards. Verify accounts that require the equalisation payment and find the amount required to pay to each investment. |
| BR | Ryan Whyte | Undergraduate | Creditors | 6/03/2017 | 1.10 | \$181.50 Analysing Equalisation Payment spreadsheet and reviewing accounts that have been transferred into new accounts from 1 July 2010 onwards. Verify accounts that require the equalisation payment and find the amount required to pay to each investment. |
| BR | Ryan Whyte | Undergraduate | Creditors | 6/03/2017 | 3.70 | \$610.50 Analysing Equalisation Payment spreadsheet and reviewing accounts that have been transferred into new accounts from 1 July 2010 onwards. Verify accounts that require the equalisation payment and find the amount required to pay to each investment. |
| BR | Ryan Whyte | Undergraduate | Creditors | 6/03/2017 | 0.20 | \$33.00 Analysing Equalisation Payment spreadsheet and reviewing accounts that have been transferred into new accounts from 1 July 2010 onwards. Verify accounts that require the equalisation payment and find the amount required to pay to each investment. |
| BR | Ryan Whyte | Undergraduate | Creditors | 8/03/2017 | 0.20 | \$33.00 Prepare letter to investor seeking to update the details for their investment with the Fund. Access Finpower database to review current details and advise process to update |
| BR | Ryan Whyte | Undergraduate | Creditors | 8/03/2017 | 0.20 | \$33.00 Prepare a letter to an investor in relation to a request for a unit holding balance. Log onto Finpower investor management database, search for investor and print investor balance. |
| BR | Ryan Whyte | Undergraduate | Creditors | 8/03/2017 | 3.50 | \$577.50 Analysing Equalisation Payment spreadsheet and reviewing accounts that have been transferred into new accounts from 1 July 2010 onwards. Verify accounts that require the equalisation payment and find the amount required to pay to each investment. |
| BR | Ryan Whyte | Undergraduate | Creditors | 8/03/2017 | 1.80 | \$297.00 Analysing Equalisation Payment spreadsheet and reviewing accounts that have been transferred into new accounts from 1 July 2010 onwards. Verify accounts that require the equalisation payment and find the amount required to pay to each investment. |
| BR | Ryan Whyte | Undergraduate | Creditors | 13/03/2017 | 0.20 | \$33.00 Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy. |

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| BR | Ryan Whyte | Undergraduate | Creditors | 13/03/2017 | 0.80 | \$132.00 Review of 4 correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy. |
| BR | Ryan Whyte | Undergraduate | Creditors | 13/03/2017 | 0.20 | \$33.00 Scanned documents and saved to files and database, sent off documents to required investor via email or post. |
| BR | Ryan Whyte | Undergraduate | Creditors | 13/03/2017 | 0.70 | \$115.50 Analysing Equalisation Payment spreadsheet and reviewing accounts that have been transferred into new accounts from 1 July 2010 onwards. Verify accounts that require the equalisation payment and find the amount required to pay to each investment. |
| BR | Ryan Whyte | Undergraduate | Creditors | 13/03/2017 | 0.50 | \$82.50 Analysing Equalisation Payment spreadsheet and reviewing accounts that have been transferred into new accounts from 1 July 2010 onwards. Verify accounts that require the equalisation payment and find the amount required to pay to each investment. |
| BR | Ryan Whyte | Undergraduate | Creditors | 13/03/2017 | 0.70 | \$115.50 Prepared File Note relating to the process undertaken to determine the Equalisation Payments due to investors in the Equititrust Income Fund. |
| BR | Ryan Whyte | Undergraduate | Creditors | 15/03/2017 | 0.30 | \$49.50 Reviewed returned mail and record investor details in returned mail register. Prepare letter or call investor to request new address details. |
| BR | Ryan Whyte | Undergraduate | Creditors | 15/03/2017 | 1.00 | \$165.00 Reviewed returned mail and record investor details in returned mail register. Prepare letter or call investor to request new address details. |
| BR | Ryan Whyte | Undergraduate | Creditors | 15/03/2017 | 0.20 | \$33.00 Meeting with Charles Haines on Equalisation Payments Spreadsheet. |
| BR | Ryan Whyte | Undergraduate | Creditors | 15/03/2017 | 1.60 | \$264.00 Analysing Equalisation Payment spreadsheet and reviewing accounts that have been transferred into new accounts from 1 July 2010 onwards. Verify accounts that require the equalisation payment and find the amount required to pay to each investment. |
| BR | Ryan Whyte | Undergraduate | Creditors | 20/03/2017 | 0.20 | \$33.00 Scanned documents and saved to files and database, sent off documents to required investor via email or post. |
| BR | Ryan Whyte | Undergraduate | Creditors | 20/03/2017 | 0.20 | \$33.00 Prepare letter to investor seeking to update the details for a deceased estate with the Fund. Access Finpower database to review current details and advise process to update |
| BR | Ryan Whyte | Undergraduate | Creditors | 20/03/2017 | 0.60 | \$99.00 Reviewed returned mail and record investor details in returned mail register. Prepare letter or call investor to request new address details. |
| BR | Ryan Whyte | Undergraduate | Creditors | 20/03/2017 | 0.20 | \$33.00 Prepare letter to investor seeking to update the details for their investment with the Fund. Access Finpower database to review current details and advise process to update |
| BR | Ryan Whyte | Undergraduate | Creditors | 20/03/2017 | 0.20 | \$33.00 Scanned documents and saved to files and database, sent off documents to required investor via email or post. |
| BR | Ryan Whyte | Undergraduate | Creditors | 20/03/2017 | 0.50 | \$82.50 Reviewed returned mail and record investor details in returned mail register. Prepare letter or call investor to request new address details. |

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| BR | Ryan Whyte | Undergraduate | Creditors | 24/03/2017 | 0.40 | \$66.00 Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy. |
| BR | Ryan Whyte | Undergraduate | Creditors | 24/03/2017 | 0.30 | \$49.50 Scanned documents and saved to files and database, sent off documents to required investor via email or post. |
| BR | Ryan Whyte | Undergraduate | Creditors | 27/03/2017 | 0.20 | \$33.00 Phone call from investor seeking to update the details for their investment with the Fund. Access Finpower database to review current details and advise process to update. |
| BR | Ryan Whyte | Undergraduate | Creditors | 27/03/2017 | 0.80 | \$132.00 Prepare 4 letters to investors seeking to update the details for their investment with the Fund. Access Finpower database to review current details and advise process to update |
| BR | Ryan Whyte | Undergraduate | Creditors | 29/03/2017 | 0.20 | \$33.00 Prepare letter to executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access Finpower database to review current investor details and advise. |
| BR | Ryan Whyte | Undergraduate | Creditors | 29/03/2017 | 1.00 | \$165.00 Review of 5 correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy. |
| BR | Ryan Whyte | Undergraduate | Creditors | 29/03/2017 | 0.20 | \$33.00 Reviewed returned mail and record investor details in returned mail register. Prepare letter or call investor to request new address details. |
| BR | Ryan Whyte | Undergraduate | Creditors | 29/03/2017 | 0.20 | \$33.00 Prepare letter to executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access Finpower database to review current investor details and advise. |
| BR | Ryan Whyte | Undergraduate | Creditors | 29/03/2017 | 0.10 | \$16.50 Scanned documents and saved to files and database, sent off documents to required investor via email or post. |
| BR | Ryan Whyte | Undergraduate | Creditors | 3/04/2017 | 0.10 | \$16.50 Call from an investor seeking an update on the winding up of the fund. |
| BR | Ryan Whyte | Undergraduate | Creditors | 3/04/2017 | 0.20 | \$33.00 Prepare letter to executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access Finpower database to review current investor details and advise. |
| BR | Ryan Whyte | Undergraduate | Creditors | 3/04/2017 | 0.20 | \$33.00 Reviewed returned mail and record investor details in returned mail register. Prepare letter or call investor to request new address details. |
| BR | Ryan Whyte | Undergraduate | Creditors | 5/04/2017 | 0.20 | \$33.00 Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy. |
| BR | Ryan Whyte | Undergraduate | Creditors | 10/04/2017 | 0.40 | \$66.00 Scanned documents and saved to files and database, sent off documents to required investor via email or post. |
| BR | Ryan Whyte | Undergraduate | Creditors | 10/04/2017 | 0.30 | \$49.50 Reviewed returned mail and record investor details in returned mail register. Prepare letter or call investor to request new address details. |

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| BR | Ryan Whyte | Undergraduate | Creditors | 10/04/2017 | 0.60 | \$99.00 Prepare 3 letters to investors seeking to update the details for their investment with the Fund. Access Finpower database to review current details and advise process to update |
| BR | Ryan Whyte | Undergraduate | Creditors | 10/04/2017 | 0.60 | \$99.00 Reviewed returned mail and record investor details in returned mail register. Prepare letter or call investor to request new address details. |
| BR | Ryan Whyte | Undergraduate | Creditors | 19/04/2017 | 0.20 | \$33.00 Scanned documents and saved to files and database, sent off documents to required investor via email or post. |
| BR | Ryan Whyte | Undergraduate | Creditors | 19/04/2017 | 0.10 | \$16.50 Phone call from investor seeking to update the details for their investment with the Fund. Access Finpower database to review current details and advise process to update. |
| BR | Ryan Whyte | Undergraduate | Creditors | 19/04/2017 | 0.10 | \$16.50 Phone call from executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access Finpower database to review current investor details and advise. |
| BR | Ryan Whyte | Undergraduate | Creditors | 20/04/2017 | 0.20 | \$33.00 Prepare letter to executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access Finpower database to review current investor details and advise. |
| BR | Ryan Whyte | Undergraduate | Creditors | 20/04/2017 | 0.10 | \$16.50 Phone call from investor seeking to update the details for their investment with the Fund. Access Finpower database to review current details and advise process to update. |
| BR | Ryan Whyte | Undergraduate | Creditors | 21/04/2017 | 0.20 | \$33.00 Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy. |
| BR | Ryan Whyte | Undergraduate | Creditors | 21/04/2017 | 0.30 | \$49.50 Scanned documents and saved to files and database, sent off documents to required investor via email or post. |
| BR | Ryan Whyte | Undergraduate | Creditors | 21/04/2017 | 0.20 | \$33.00 Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy. |
| BR | Ryan Whyte | Undergraduate | Creditors | 26/04/2017 | 0.10 | \$16.50 Phone call from investor seeking to update the details for their investment with the Fund. Access Finpower database to review current details and advise process to update. |
| BR | Ryan Whyte | Undergraduate | Creditors | 26/04/2017 | 0.10 | \$16.50 Phone call from investor seeking to update the details for their investment with the Fund. Access Finpower database to review current details and advise process to update. |
| BR | Ryan Whyte | Undergraduate | Creditors | 26/04/2017 | 0.40 | \$66.00 Prepare letter to NAB for a rollover of the term deposit that matures on the 1 May 2017. Request a withdrawal from the term deposit into another Equititrust bank account. |
| BR | Ryan Whyte | Undergraduate | Creditors | 26/04/2017 | 0.20 | \$33.00 Prepare a letter to an investor in relation to a request for a unit holding balance. Log onto Finpower investor management database, search for investor and print investor balance. |
| BR | Ryan Whyte | Undergraduate | Creditors | 26/04/2017 | 0.40 | \$66.00 Review of 2 correspondence from investors in relation to a transfer of units request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy. |

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| BR | Ryan Whyte | Undergraduate | Creditors | 26/04/2017 | 0.30 | \$49.50 Scanned documents and saved to files and database, sent off documents to required investor via email or post. |
| BR | Ryan Whyte | Undergraduate | Creditors | 26/04/2017 | 0.20 | \$33.00 Prepare a letter to an investor in relation to a request for a unit holding balance. Log onto Finpower investor management database, search for investor and print investor balance. |
| BR | Ryan Whyte | Undergraduate | Creditors | 26/04/2017 | 0.10 | \$16.50 Phone call from investor seeking to update the details for their investment with the Fund. Access Finpower database to review current details and advise process to update. |
| BR | Ryan Whyte | Undergraduate | Creditors | 26/04/2017 | 0.10 | \$16.50 Call from an investor seeking an update on the winding up of the fund. |
| BR | Ryan Whyte | Undergraduate | Creditors | 3/05/2017 | 0.20 | \$33.00 Prepare letter to investor seeking to update the details for their investment with the Fund. Access Finpower database to review current details and advise process to update |
| BR | Ryan Whyte | Undergraduate | Creditors | 10/05/2017 | 0.40 | \$66.00 Prepare 2 letters to investor seeking to update the details for their investment with the Fund. Access Finpower database to review current details and advise process to update |
| BR | Ryan Whyte | Undergraduate | Creditors | 10/05/2017 | 0.40 | \$66.00 Prepare 2 letters to executors of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access Finpower database to review current investor details and advise. |
| BR | Ryan Whyte | Undergraduate | Creditors | 15/05/2017 | 0.20 | \$33.00 Prepare a letter to an investor in relation to a request for a unit holding balance. Log onto Finpower investor management database, search for investor and print investor balance. |
| BR | Ryan Whyte | Undergraduate | Creditors | 15/05/2017 | 0.20 | \$33.00 Prepare letter to investor confirming update of details for their investment with the Fund. Access Finpower database to review current details. |
| BR | Ryan Whyte | Undergraduate | Creditors | 15/05/2017 | 0.20 | \$33.00 Prepare a letter to an investor in relation to a request for a unit holding balance. Log onto Finpower investor management database, search for investor and print investor balance. |
| BR | Ryan Whyte | Undergraduate | Creditors | 17/05/2017 | 0.20 | \$33.00 Prepare letter to investor seeking to update the details for their investment with the Fund. Access Finpower database to review current details and advise process to update |
| BR | Ryan Whyte | Undergraduate | Creditors | 17/05/2017 | 0.20 | \$33.00 Prepare letter to investor seeking to update the details for their investment with the Fund. Access Finpower database to review current details and advise process to update |
| BR | Ryan Whyte | Undergraduate | Creditors | 17/05/2017 | 0.20 | \$33.00 Prepare letter to executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access Finpower database to review current investor details and advise. |
| BR | Ryan Whyte | Undergraduate | Creditors | 17/05/2017 | 0.20 | \$33.00 Prepare a letter to an investor in relation to a request for a unit holding balance. Log onto Finpower investor management database, search for investor and print investor balance. |
| BR | Ryan Whyte | Undergraduate | Creditors | 17/05/2017 | 0.20 | \$33.00 Prepare letter to investor seeking to update the details for their investment with the Fund. Access Finpower database to review current details and advise process to update |

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| BR | Ryan Whyte | Undergraduate | Creditors | 17/05/2017 | 0.20 | \$33.00 Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy. |
| BR | Ryan Whyte | Undergraduate | Creditors | 22/05/2017 | 0.20 | \$33.00 Prepare letter to investor seeking to update the details for their investment with the Fund. Access Finpower database to review current details and advise process to update |
| BR | Ryan Whyte | Undergraduate | Creditors | 22/05/2017 | 0.20 | \$33.00 Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy. |
| BR | Ryan Whyte | Undergraduate | Creditors | 22/05/2017 | 0.20 | \$33.00 Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy. |
| BR | Ryan Whyte | Undergraduate | Creditors | 24/05/2017 | 0.20 | \$33.00 Prepare letter to executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access Finpower database to review current investor details and advise. |
| BR | Ryan Whyte | Undergraduate | Creditors | 24/05/2017 | 0.20 | \$33.00 Prepare letter to investor seeking to update the details for their investment with the Fund. Access Finpower database to review current details and advise process to update |
| BR | Ryan Whyte | Undergraduate | Creditors | 29/05/2017 | 0.40 | \$66.00 Reviewed returned mail and record investor details in returned mail register. Prepare letter or call investor to request new address details. |
| BR | Ryan Whyte | Undergraduate | Creditors | 31/05/2017 | 0.40 | \$66.00 Scanned documents and saved to files and database, sent off documents to required investor via email or post. |
| BR | Ryan Whyte | Undergraduate | Creditors | 31/05/2017 | 0.60 | \$99.00 Review of 3 correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy. |
| BR | Ryan Whyte | Undergraduate | Creditors | 31/05/2017 | 0.40 | \$66.00 Prepare 2 letters to investors seeking to update the details for their investment with the Fund. Access Finpower database to review current details and advise process to update |
| BR | Ryan Whyte | Undergraduate | Creditors | 31/05/2017 | 0.20 | \$33.00 Prepare letter to investor confirming update of details for their investment with the Fund. Access Finpower database to review current details. |
| BR | Ryan Whyte | Undergraduate | Creditors | 5/06/2017 | 0.20 | \$33.00 Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy. |
| BR | Ryan Whyte | Undergraduate | Creditors | 5/06/2017 | 0.20 | \$33.00 Prepare letter to investor confirming update of details for their investment with the Fund. Access Finpower database to review current details. |
| BR | Ryan Whyte | Undergraduate | Creditors | 5/06/2017 | 0.40 | \$66.00 Review of 2 correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy. |
| BR | Ryan Whyte | Undergraduate | Creditors | 5/06/2017 | 0.40 | \$66.00 Scanned documents and saved to files and database, sent off documents to required investor via email or post. |

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| BR | Ryan Whyte | Undergraduate | Creditors | 8/06/2017 | 0.60 | \$99.00 Prepare 3 letters to investors seeking to update the details for their investment with the Fund. Access Finpower database to review current details and advise process to update |
| BR | Ryan Whyte | Undergraduate | Creditors | 8/06/2017 | 0.40 | \$66.00 Scanned documents and saved to files and database, sent off documents to required investor via email or post. |
| BR | Ryan Whyte | Undergraduate | Creditors | 8/06/2017 | 0.40 | \$66.00 Prepare 2 letters to investors seeking to update the details for their investment with the Fund. Access Finpower database to review current details and advise process to update |
| BR | Ryan Whyte | Undergraduate | Creditors | 9/06/2017 | 0.20 | \$33.00 Prepare letter to investor seeking to update the details for their investment with the Fund. Access Finpower database to review current details and advise process to update |
| BR | Ryan Whyte | Undergraduate | Creditors | 26/06/2017 | 0.30 | \$49.50 Review of correspondence from investors in relation to a transfer of units request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy. |
| BR | Ryan Whyte | Undergraduate | Creditors | 26/06/2017 | 0.20 | \$33.00 Scanned documents and saved to files and database, sent off documents to required investor via email or post. |
| BR | Ryan Whyte | Undergraduate | Creditors | 26/06/2017 | 0.30 | \$49.50 Reviewed returned mail and record investor details in returned mail register. Prepare letter or call investor to request new address details. |
| BR | Ryan Whyte | Undergraduate | Creditors | 26/06/2017 | 0.20 | \$33.00 Prepare letter to investor seeking to update the details for their investment with the Fund. Access Finpower database to review current details and advise process to update |
| BR | Ryan Whyte | Undergraduate | Creditors | 28/06/2017 | 0.20 | \$33.00 Prepare letter to investor confirming update of details for their investment with the Fund. Access Finpower database to review current details. |
| BR | Ryan Whyte | Undergraduate | Creditors | 28/06/2017 | 0.50 | \$82.50 Reviewed returned mail and record investor details in returned mail register. Prepare letter or call investor to request new address details. |
| BR | Ryan Whyte | Undergraduate | Creditors | 28/06/2017 | 0.40 | \$66.00 Prepare 2 letters to investor seeking to update the details for their investment with the Fund. Access Finpower database to review current details and advise process to update |
| BR | Ryan Whyte | Undergraduate | Creditors | 28/06/2017 | 0.40 | \$66.00 Prepare 2 letters to investors confirming transfer of units for their investment with the Fund. Access Finpower database to review current details. |
| BR | Ryan Whyte | Undergraduate | Creditors | 29/06/2017 | 0.20 | \$33.00 Scanned documents and saved to files and database, sent off documents to required investor via email or post. |
| BR | Ryan Whyte | Undergraduate | Creditors | 30/06/2017 | 0.40 | \$66.00 Prepare 2 letters to investors seeking to update the details for their investment with the Fund. Access Finpower database to review current details and advise process to update |
| BR | Ryan Whyte | Undergraduate | Creditors | 30/06/2017 | 0.40 | \$66.00 Reviewed returned mail and record investor details in returned mail register. Prepare letter or call investor to request new address details. |

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| BR | Ryan Whyte | Undergraduate | Creditors | 30/06/2017 | 0.30 | \$49.50 Scanned documents and saved to files and database, sent off documents to required investor via email or post. |
| BR | Ryan Whyte | Undergraduate | Creditors | 30/06/2017 | 0.30 | \$49.50 Review of correspondence from investors in relation to a transfer of units of deceased estate request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy. |
| BR | Ryan Whyte | Undergraduate | Creditors | 3/07/2017 | 0.30 | \$52.50 Scanned documents and saved to files and database, sent off documents to required investor via email or post. |
| BR | Ryan Whyte | Undergraduate | Creditors | 5/07/2017 | 0.40 | \$70.00 Review of 2 correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy. |
| BR | Ryan Whyte | Undergraduate | Creditors | 5/07/2017 | 0.60 | \$105.00 Reviewed returned mail and record investor details in returned mail register. Prepare letter or call investor to request new address details. |
| BR | Ryan Whyte | Undergraduate | Creditors | 6/07/2017 | 0.40 | \$70.00 Prepare 2 letters to investors seeking to update the details for their investment with the Fund. Access Finpower database to review current details and advise process to update |
| BR | Ryan Whyte | Undergraduate | Creditors | 10/07/2017 | 0.50 | \$87.50 Prepare 2 letters to investors in relation to a request for a unit holding balance. Log onto Finpower investor management database, search for investor and print investor balance. |
| BR | Ryan Whyte | Undergraduate | Creditors | 14/07/2017 | 0.40 | \$70.00 Prepare 2 letters to investors seeking to update the details for their investment with the Fund. Access Finpower database to review current details and advise process to update |
| BR | Ryan Whyte | Undergraduate | Creditors | 14/07/2017 | 0.20 | \$35.00 Reviewed returned mail and record investor details in returned mail register. Prepare letter or call investor to request new address details. |
| BR | Ryan Whyte | Undergraduate | Creditors | 14/07/2017 | 0.60 | \$105.00 Prepare 3 letters to investors in relation to a request for a unit holding balance. Log onto Finpower investor management database, search for investor and print investor balance. |
| BR | Ryan Whyte | Undergraduate | Creditors | 21/07/2017 | 0.30 | \$52.50 Prepare a letter to investor in relation to a request for a unit holding balance. Log onto Finpower investor management database, search for investor and print investor balance. |
| BR | Ryan Whyte | Undergraduate | Creditors | 21/07/2017 | 0.20 | \$35.00 Prepare letter to investor seeking to update the details for their investment with the Fund. Access Finpower database to review current details and advise process to update |
| BR | Ryan Whyte | Undergraduate | Creditors | 21/07/2017 | 0.20 | \$35.00 Prepare letter to investor seeking to update the details for their investment with the Fund. Access Finpower database to review current details and advise process to update |
| BR | Ryan Whyte | Undergraduate | Creditors | 21/07/2017 | 0.20 | \$35.00 Prepare a letter to investor in relation to a request for a unit holding balance. Log onto Finpower investor management database, search for investor and print investor balance. |
| BR | Ryan Whyte | Undergraduate | Creditors | 21/07/2017 | 0.40 | \$70.00 Reviewed returned mail and record investor details in returned mail register. Prepare letter or call investor to request new address details. |

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| BR | Ryan Whyte | Undergraduate | Creditors | 24/07/2017 | 0.50 | \$87.50 Prepare 2 letters to investors seeking to update the details for their investment with the Fund. Access Finpower database to review current details and advise process to update |
| BR | Ryan Whyte | Undergraduate | Creditors | 28/07/2017 | 0.20 | \$35.00 Prepare letter to executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access Finpower database to review current investor details and advise. |
| BR | Ryan Whyte | Undergraduate | Creditors | 28/07/2017 | 0.30 | \$52.50 Scanned documents and saved to files and database, sent off documents to required investor via email or post. |
| BR | Ryan Whyte | Undergraduate | Creditors | 28/07/2017 | 0.20 | \$35.00 Prepare letter to investor in response to their request to transfer units from a Super Fund to their personal name. Access Finpower database to review current investor details and advise. |
| BR | Ryan Whyte | Undergraduate | Creditors | 31/07/2017 | 0.40 | \$70.00 Prepare 2 letters to investors seeking to update the details for their investment with the Fund. Access Finpower database to review current details and advise process to update |
| BR | Ryan Whyte | Undergraduate | Creditors | 4/08/2017 | 0.10 | \$17.50 Scanned documents and saved to files and database, sent off documents to required investor via email or post. |
| BR | Ryan Whyte | Undergraduate | Creditors | 4/08/2017 | 0.10 | \$17.50 Call from an investor in relation to a request for an updated unit holdings balance. Review investor on the Finpower database and advise. |
| BR | Ryan Whyte | Undergraduate | Creditors | 4/08/2017 | 0.20 | \$35.00 Prepare a letter to investor in relation to a request for a unit holding balance. Log onto Finpower investor management database, search for investor and print investor balance. |
| BR | Ryan Whyte | Undergraduate | Creditors | 7/08/2017 | 0.50 | \$87.50 Reviewed returned mail and record investor details in returned mail register. Prepare letter or call investor to request new address details. |
| BR | Ryan Whyte | Undergraduate | Creditors | 11/08/2017 | 1.30 | \$227.50 Analysing Equalisation Payment spreadsheet and reviewing accounts that have been transferred into new accounts from 1 July 2010 onwards. Verify accounts that require the equalisation payment and find the amount required to pay to each investment. |
| BR | Ryan Whyte | Undergraduate | Creditors | 11/08/2017 | 2.60 | \$455.00 Analysing Equalisation Payment spreadsheet and reviewing accounts that have been transferred into new accounts from 1 July 2010 onwards. Verify accounts that require the equalisation payment and find the amount required to pay to each investment. |
| BR | Ryan Whyte | Undergraduate | Creditors | 11/08/2017 | 0.60 | \$105.00 Analysing Equalisation Payment spreadsheet and reviewing accounts that have been transferred into new accounts from 1 July 2010 onwards. Verify accounts that require the equalisation payment and find the amount required to pay to each investment. |
| BR | Ryan Whyte | Undergraduate | Creditors | 14/08/2017 | 0.20 | \$35.00 Prepare letter to investor seeking to update the details for their investment with the Fund. Access Finpower database to review current details and advise process to update |
| BR | Ryan Whyte | Undergraduate | Creditors | 14/08/2017 | 0.50 | \$87.50 Scanned documents and saved to files and database, sent off documents to required investor via email or post. |
| BR | Ryan Whyte | Undergraduate | Creditors | 14/08/2017 | 0.70 | \$122.50 Analysing Equalisation Payment spreadsheet and reviewing accounts that have been transferred into new accounts from 1 July 2010 onwards. Verify accounts that require the equalisation payment and find the amount required to pay to each investment. |

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|----|------------|---------------|-----------|------------|------|--|
| BR | Ryan Whyte | Undergraduate | Creditors | 15/08/2017 | 0.90 | \$157.50 Meeting and review of Equititrust equalisation spreadsheet with Jayden to show how the spreadsheet has been generated and adjusted to find the equalisation payments. |
| BR | Ryan Whyte | Undergraduate | Creditors | 21/08/2017 | 0.20 | \$35.00 Prepare a letter to investor in relation to a request for a unit holding balance. Log onto Finpower investor management database, search for investor and print investor balance. |
| BR | Ryan Whyte | Undergraduate | Creditors | 21/08/2017 | 0.20 | \$35.00 Confirm if the distributions for an investor paid by BDO were successful and didn't bounce back. Respond to David with the details of the investors distributions. |
| BR | Ryan Whyte | Undergraduate | Creditors | 21/08/2017 | 0.10 | \$17.50 Phone call from executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access Finpower database to review current investor details and advise. |
| BR | Ryan Whyte | Undergraduate | Creditors | 21/08/2017 | 0.20 | \$35.00 Prepare letter to executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access Finpower database to review current investor details and advise. |
| BR | Ryan Whyte | Undergraduate | Creditors | 25/08/2017 | 0.40 | \$70.00 Prepare 2 letters to investors seeking to update the details for their investment with the Fund. Access Finpower database to review current details and advise process to update |
| BR | Ryan Whyte | Undergraduate | Creditors | 28/08/2017 | 0.30 | \$52.50 Analysing Equalisation Payment spreadsheet with Jayden Coulston and review different complications that have occurred with the Intersoft formula. Adjust investor accounts to find the accurate equalisation payment. |
| BR | Ryan Whyte | Undergraduate | Creditors | 28/08/2017 | 0.30 | \$52.50 Analysing Equalisation Payment spreadsheet with Jayden Coulston and review different complications that have occurred with the Intersoft formula. Adjust investor accounts to find the accurate equalisation payment. |
| BR | Ryan Whyte | Undergraduate | Creditors | 28/08/2017 | 0.20 | \$35.00 Prepare letter to investor seeking to update the details for their investment with the Fund. Access Finpower database to review current details and advise process to update |
| BR | Ryan Whyte | Undergraduate | Creditors | 28/08/2017 | 0.20 | \$35.00 Prepare a letter to investor in relation to a request for a unit holding balance. Log onto Finpower investor management database, search for investor and print investor balance. |
| BR | Ryan Whyte | Undergraduate | Creditors | 29/08/2017 | 0.40 | \$70.00 Review of 2 correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy. |
| BR | Ryan Whyte | Undergraduate | Creditors | 29/08/2017 | 0.40 | \$70.00 Scanned documents and saved to files and database, sent off documents to required investor via email or post. |
| BR | Ryan Whyte | Undergraduate | Creditors | 4/09/2017 | 0.70 | \$122.50 Reviewed returned mail and record investor details in returned mail register. Prepare letter or call investor to request new address details. |
| BR | Ryan Whyte | Undergraduate | Creditors | 4/09/2017 | 0.20 | \$35.00 Prepare a letter to investor in relation to a request for a unit holding balance. Log onto Finpower investor management database, search for investor and print investor balance. |
| BR | Ryan Whyte | Undergraduate | Creditors | 4/09/2017 | 0.60 | \$105.00 Prepare 3 letters to investors in relation to a request for a unit holding balance. Log onto Finpower investor management database, search for investor and print investor balance. |

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|----|------------|---------------|-----------|------------|------|---|
| BR | Ryan Whyte | Undergraduate | Creditors | 4/09/2017 | 0.50 | \$87.50 Scanned documents and saved to files and database, sent off documents to required investor via email or post. |
| BR | Ryan Whyte | Undergraduate | Creditors | 4/09/2017 | 1.10 | \$192.50 Analysing Equalisation Payment spreadsheet with Jayden Coulston and review different complications that have occurred with the Intersoft formula. Adjust investor accounts to find the accurate equalisation payment. |
| BR | Ryan Whyte | Undergraduate | Creditors | 8/09/2017 | 0.40 | \$70.00 Prepare 2 letters to executors of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access Finpower database to review current investor details and advise. |
| BR | Ryan Whyte | Undergraduate | Creditors | 14/09/2017 | 1.00 | \$175.00 Analysing Equalisation Payment spreadsheet and reviewing accounts that have been transferred into new accounts from 1 July 2010 onwards. Verify accounts that require the equalisation payment and find the amount required to pay to each investment. |
| BR | Ryan Whyte | Undergraduate | Creditors | 14/09/2017 | 1.30 | \$227.50 Analysing Equalisation Payment spreadsheet and reviewing accounts that have been transferred into new accounts from 1 July 2010 onwards. Verify accounts that require the equalisation payment and find the amount required to pay to each investment. |
| BR | Ryan Whyte | Undergraduate | Creditors | 15/09/2017 | 0.20 | \$35.00 Prepare letter to investor seeking to update the details for their investment with the Fund. Access Finpower database to review current details and advise process to update |
| BR | Ryan Whyte | Undergraduate | Creditors | 15/09/2017 | 0.20 | \$35.00 Prepare letter to investor seeking to update the details for their investment with the Fund. Access Finpower database to review current details and advise process to update |
| BR | Ryan Whyte | Undergraduate | Creditors | 15/09/2017 | 0.40 | \$70.00 Prepare 2 letters to investors in relation to a request for a unit holding balance. Log onto Finpower investor management database, search for investor and print investor balance. |
| BR | Ryan Whyte | Undergraduate | Creditors | 18/09/2017 | 0.40 | \$70.00 Prepare 2 letters to executors of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access Finpower database to review current investor details and advise. |
| BR | Ryan Whyte | Undergraduate | Creditors | 25/09/2017 | 0.10 | \$17.50 Call from an investor in relation to a request for an updated unit holdings balance. Review investor on the Finpower database and advise. |
| BR | Ryan Whyte | Undergraduate | Creditors | 25/09/2017 | 0.30 | \$52.50 Prepare 2 letters to investors seeking to update the details for their investment with the Fund. Access Finpower database to review current details and advise process to update |
| BR | Ryan Whyte | Undergraduate | Creditors | 25/09/2017 | 0.20 | \$35.00 Prepare a letter to investor in relation to a request for a unit holding balance. Log onto Finpower investor management database, search for investor and print investor balance. |
| BR | Ryan Whyte | Undergraduate | Creditors | 25/09/2017 | 0.10 | \$17.50 Phone call from investor seeking to update the details for their investment with the Fund. Access Finpower database to review current details and advise process to update. |
| BR | Ryan Whyte | Undergraduate | Creditors | 26/09/2017 | 0.40 | \$70.00 Prepare 2 letters to investor in relation to a request for a unit holding balance. Log onto Finpower investor management database, search for investor and print investor balance. |
| BR | Ryan Whyte | Undergraduate | Creditors | 6/10/2017 | 0.80 | \$140.00 Generate WIP listing from APS for Equititrust Income Fund for June to September 2017. Export to excel and filter and edit worksheet. Prepare summary for 30th Report to investors. |

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|----|------------|---------------|-----------|------------|------|----------|--|
| BR | Ryan Whyte | Undergraduate | Creditors | 6/10/2017 | 1.80 | \$315.00 | Analysing Equalisation Payment spreadsheet and reviewing accounts that have been transferred into new accounts from 1 July 2010 onwards. Verify accounts that require the equalisation payment and find the amount required to pay to each investment. |
| BR | Ryan Whyte | Undergraduate | Creditors | 9/10/2017 | 0.10 | \$17.50 | Phone call from investor seeking to update the details for their investment with the Fund. Access Finpower database to review current details and advise process to update. |
| BR | Ryan Whyte | Undergraduate | Creditors | 9/10/2017 | 1.30 | \$227.50 | Analysing Equalisation Payment spreadsheet and reviewing accounts that have been transferred into new accounts from 1 July 2010 onwards. Verify accounts that require the equalisation payment and find the amount required to pay to each investment. |
| BR | Ryan Whyte | Undergraduate | Creditors | 9/10/2017 | 1.60 | \$280.00 | Analysing Equalisation Payment spreadsheet and reviewing accounts that have been transferred into new accounts from 1 July 2010 onwards. Verify accounts that require the equalisation payment and find the amount required to pay to each investment. |
| BR | Ryan Whyte | Undergraduate | Creditors | 9/10/2017 | 1.20 | \$210.00 | Analysing Equalisation Payment spreadsheet and reviewing accounts that have been transferred into new accounts from 1 July 2010 onwards. Verify accounts that require the equalisation payment and find the amount required to pay to each investment. |
| BR | Ryan Whyte | Undergraduate | Creditors | 9/10/2017 | 0.80 | \$140.00 | Analysing Equalisation Payment spreadsheet and reviewing accounts that have been transferred into new accounts from 1 July 2010 onwards. Verify accounts that require the equalisation payment and find the amount required to pay to each investment. |
| BR | Ryan Whyte | Undergraduate | Creditors | 9/10/2017 | 1.10 | \$192.50 | Analysing Equalisation Payment spreadsheet and reviewing accounts that have been transferred into new accounts from 1 July 2010 onwards. Verify accounts that require the equalisation payment and find the amount required to pay to each investment. |
| BR | Ryan Whyte | Undergraduate | Creditors | 13/10/2017 | 0.60 | \$105.00 | Review of 3 correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy. |
| BR | Ryan Whyte | Undergraduate | Creditors | 16/10/2017 | 0.20 | \$35.00 | Prepare letter to investor seeking to update the details for their investment with the Fund. Access Finpower database to review current details and advise process to update |
| BR | Ryan Whyte | Undergraduate | Creditors | 16/10/2017 | 0.30 | \$52.50 | Prepare letter to executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access Finpower database to review current investor details and advise. |
| BR | Ryan Whyte | Undergraduate | Creditors | 16/10/2017 | 0.20 | \$35.00 | Prepare letter to executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access Finpower database to review current investor details and advise. |
| BR | Ryan Whyte | Undergraduate | Creditors | 31/10/2017 | 0.60 | \$105.00 | Prepare 3 letters to investors in relation to a request for a unit holding balance. Log onto Finpower investor management database, search for investor and print investor balance. |
| BR | Ryan Whyte | Undergraduate | Creditors | 31/10/2017 | 0.40 | \$70.00 | Prepare 2 letters to investors seeking to update the details for their investment with the Fund. Access Finpower database to review current details and advise process to update |
| BR | Ryan Whyte | Undergraduate | Creditors | 31/10/2017 | 0.90 | \$157.50 | Prepare and filter Equititrust mailing list. Split the list into emails and post and check and compare mailing list to previous reports. Email mailing list to Jayden for review. |
| BR | Ryan Whyte | Undergraduate | Creditors | 31/10/2017 | 0.40 | \$70.00 | Reviewed returned mail and record investor details in returned mail register. Prepare letter or call investor to request new address details. |

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| BR | David Whyte | Partner | Administrati on | 8/11/2016 | 2.30 | \$1,334.00 reviewed annexures to affidavit in respect of court application for remuneration approval covering the period ended 31 October 2016 |
| BR | David Whyte | Partner | Administrati on | 10/11/2016 | 1.90 | \$1,102.00 reviewed annexures to affidavit in support of court application for remuneration approval covering the period from 1 October 2015 to 31 October 2016 |
| BR | David Whyte | Partner | Administrati on | 11/11/2016 | 1.60 | \$928.00 reviewed annexures to affidavit in support of court application for remuneration approval for the period from 1 October 2015 to 31 October 2016 |
| BR | David Whyte | Partner | Administrati on | 14/11/2016 | 0.70 | \$406.00 reviewed annexures to affidavit in support of court application for remuneration approval for the period ending 31 October 2016 |
| BR | David Whyte | Partner | Administrati on | 22/11/2016 | 0.70 | \$406.00 reviewed draft affidavit in relation to court application for remuneration approval covering the period from 1 October 2015 to 31 October 2016 |
| BR | David Whyte | Partner | Administrati on | 1/12/2016 | 0.70 | \$406.00 reviewed/finalised affidavit in relation to court application for remuneration approval |
| BR | David Whyte | Partner | Administrati on | 2/12/2016 | 0.40 | \$232.00 Attend our solicitors office to review and swear affidavit in support of court application for remuneration approval |
| BR | David Whyte | Partner | Administrati on | 2/12/2016 | 0.30 | \$174.00 Attend our solicitors office to review and swear amended affidavit in support of court application for remuneration approval |
| BR | David Whyte | Partner | Administrati on | 19/06/2017 | 0.10 | \$58.00 reviewed ASIC form 524 receipts and payments |
| BR | Charles Haines | Senior Manager | Administrati on | 29/03/2017 | 0.10 | \$45.50 Review correspondence regarding change of unitholder details and deceased estate |
| BR | Charles Haines | Senior Manager | Administrati on | 29/03/2017 | 0.10 | \$45.50 Review correspondence regarding change of unitholder details and deceased estate |
| BR | Charles Haines | Senior Manager | Administrati on | 13/06/2017 | 0.20 | \$91.00 Review banking records in relation to 524 |
| BR | Charles Haines | Senior Manager | Administrati on | 13/06/2017 | 0.20 | \$91.00 Review draft 524 for ASIC reporting |
| BR | Charles Haines | Senior Manager | Administrati on | 16/06/2017 | 0.30 | \$136.50 Review 524, including listing of unrepresented cheques from previous distributions to investors meet with staff regarding follow up process regarding unrepresented cheques and reissues status. Process |
| BR | Charles Haines | Senior Manager | Administrati on | 20/06/2017 | 0.10 | \$45.50 Review 524 |

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| BR | Charles Haines | Senior Manager | Administrati on | 22/06/2017 | 0.40 | \$182.00 Review change of details request for four unitholders post report to investors |
| BR | Charles Haines | Senior Manager | Administrati on | 22/06/2017 | 0.60 | \$273.00 Review Distribution process and unrepresented cheques and returned electronic transfers |
| BR | Charles Haines | Senior Manager | Administrati on | 20/07/2017 | 0.10 | \$47.00 Review payment of hosting services, cross reference charges to report uploads |
| BR | Charles Haines | Senior Manager | Administrati on | 27/07/2017 | 0.10 | \$47.00 Amend letter regarding rollover of term deposit |
| BR | Charles Haines | Senior Manager | Administrati on | 8/08/2017 | 0.20 | \$94.00 Review payment of legal fees, review bank account in relation to balance of funds and status of unrepresented dividends recorded in the system |
| BR | Charles Haines | Senior Manager | Administrati on | 21/08/2017 | 0.10 | \$47.00 Review corro from unit hold confirm unit holding status and email DW |
| BR | Charles Haines | Senior Manager | Administrati on | 22/08/2017 | 0.20 | \$94.00 Meet with AW regarding probate requirements, meet DW regarding commercial grounds regarding current probate threshold |
| BR | Charles Haines | Senior Manager | Administrati on | 18/10/2017 | 0.10 | \$47.00 Review and authorise supplier payment |
| BR | John Somerville | Senior Manager | Administrati on | 11/11/2016 | 0.70 | \$318.50 Review and amendments to affidavit supporting the application to court for approval of the receiver's remuneration for the period 1 October 2015 to 31 October 2016 |
| BR | John Somerville | Senior Manager | Administrati on | 11/11/2016 | 0.60 | \$273.00 Review and amendments to affidavit supporting the application to court for approval of the receiver's remuneration for the period 1 October 2015 to 31 October 2016 |
| BR | John Somerville | Senior Manager | Administrati on | 14/11/2016 | 0.80 | \$364.00 Review and amendments to affidavit to support the application to court for remuneration approval for the period 1 October 2015 to 31 October 2016 |
| BR | John Somerville | Senior Manager | Administrati on | 14/11/2016 | 0.60 | \$273.00 Review and amendments to affidavit to support the application to court for remuneration approval for the period 1 October 2015 to 31 October 2016 |
| BR | John Somerville | Senior Manager | Administrati on | 14/11/2016 | 0.60 | \$273.00 Review of annexures to support the application to court for remuneration approval for the period 1 October 2015 to 31 October 2016 |
| BR | John Somerville | Senior Manager | Administrati on | 16/11/2016 | 1.30 | \$591.50 Review and amendments to affidavit supporting the application to court for remuneration approval for the period 1 October 2016 to 31 October 2016 |
| BR | John Somerville | Senior Manager | Administrati on | 16/11/2016 | 0.60 | \$273.00 Review and amendments to affidavit supporting the application to court for remuneration approval for the period 1 October 2016 to 31 October 2016 |

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| BR | John Somerville | Senior Manager | Administrati on | 17/11/2016 | 0.80 | \$364.00 | Review and amendments to affidavit supporting the application to court for remuneration approval for the period 1 October 2016 to 31 October 2016 |
| BR | John Somerville | Senior Manager | Administrati on | 17/11/2016 | 0.40 | \$182.00 | Review of annexures to support the application for approval of the receiver's remuneration for the period 1 October 2015 to 31 October 2016 and discussion with Andrew Lane regarding same |
| BR | John Somerville | Senior Manager | Administrati on | 17/11/2016 | 0.40 | \$182.00 | Review and amendments to annexures to support the application to Court for approval of the receiver's remuneration for the period 1 October 2015 to 31 October 2016 |
| BR | John Somerville | Senior Manager | Administrati on | 23/11/2016 | 0.70 | \$318.50 | Review and amendments to annexures to support the application to Court for remuneration approval for the period 1 October 2015 to 31 October 2016 and email to our solicitors regarding same |
| BR | John Somerville | Senior Manager | Administrati on | 23/11/2016 | 0.60 | \$273.00 | Review and amendments to the affidavit supporting the application to Court for approval of the receiver's remuneration for the period 1 October 2015 to 31 October 2016 and email to our solicitors regarding same |
| BR | John Somerville | Senior Manager | Administrati on | 25/11/2016 | 0.10 | \$45.50 | Call from our solicitors regarding application for approval of the receiver's remuneration for the period 1 October 2015 to 31 October 2016 |
| BR | John Somerville | Senior Manager | Administrati on | 1/12/2016 | 0.80 | \$364.00 | Final review of affidavit supporting the application for approval of the receiver's remuneration for the period 1 October 2015 to 31 October 2016 and email to our solicitors regarding same |
| BR | John Somerville | Senior Manager | Administrati on | 1/12/2016 | 0.60 | \$273.00 | Review and amendments to exhibits to the affidavit support the application for approval of the receiver's remuneration and email to our solicitors regarding same |
| BR | John Somerville | Senior Manager | Administrati on | 2/12/2016 | 0.30 | \$136.50 | Amendments to the exhibits to the affidavit supporting the receiver's application to court for remuneration approval and email to our solicitors regarding same |
| BR | John Somerville | Senior Manager | Administrati on | 5/12/2016 | 0.40 | \$182.00 | Review of steps taken to serve investors in relation to the receiver's application for remuneration approval and email to our solicitors regarding same |
| BR | John Somerville | Senior Manager | Administrati on | 5/12/2016 | 0.30 | \$136.50 | Review of email from our solicitors regarding service requirements in relation to notice of the receiver's application for remuneration approval. Email instructions to Nicola Jackson and Dermot O'Brien regarding same |
| BR | John Somerville | Senior Manager | Administrati on | 5/12/2016 | 0.10 | \$45.50 | Email to our IT consultant regarding update to the website in relation to notice of the receiver's application for remuneration approval |
| BR | John Somerville | Senior Manager | Administrati on | 6/12/2016 | 0.10 | \$45.50 | Review of investor website update |
| BR | John Somerville | Senior Manager | Administrati on | 7/12/2016 | 0.20 | \$91.00 | Email to our solicitors regarding service affidavit in relation to notice of the receiver's application for remuneration approval |
| BR | John Somerville | Senior Manager | Administrati on | 12/12/2016 | 0.20 | \$91.00 | Review of ASIC form 524 (receipts and payments account) |

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| BR | John Somerville | Senior Manager | Administration | 15/12/2016 | 0.20 | \$91.00 Review of service affidavit in relation to the receiver's application for remuneration approval |
| BR | John Somerville | Senior Manager | Administration | 16/12/2016 | 0.30 | \$136.50 Swear service affidavit in relation to notice of the receiver's application for remuneration approval. Review of file for responses received from investors in response to notice. Email to our solicitors regarding same. |
| BR | John Somerville | Senior Manager | Administration | 19/12/2016 | 0.20 | \$91.00 Review and swearing of affidavit in relation to application for remuneration approval |
| BR | John Somerville | Senior Manager | Administration | 20/12/2016 | 0.20 | \$91.00 Preparation for the hearing of the receiver's application for remuneration approval and email to our solicitors regarding same |
| BR | John Somerville | Senior Manager | Administration | 3/01/2017 | 0.10 | \$45.50 Email to our IT consultant regarding updating the investor websites |
| BR | John Somerville | Senior Manager | Administration | 1/02/2017 | 0.10 | \$45.50 Email to our IT service provider regarding website update |
| BR | Jayden Coulston | Manager | Administration | 25/10/2017 | 0.90 | \$387.00 Begin preparation of affidavit material for Receiver's remuneration application for the period 01.11.16 to 31.10.17. |
| BR | Jayden Coulston | Manager | Administration | 25/10/2017 | 0.70 | \$301.00 Cont. preparation of affidavit material for Receiver's remuneration application for the period 01.11.16 to 31.10.17. |
| BR | Jayden Coulston | Manager | Administration | 25/10/2017 | 0.90 | \$387.00 Cont. preparation of affidavit material for Receiver's remuneration application for the period 01.11.16 to 31.10.17. |
| BR | Jayden Coulston | Manager | Administration | 26/10/2017 | 0.90 | \$387.00 Cont. preparation of affidavit material for Receiver's remuneration application for the period 01.11.16 to 31.10.17. |
| BR | Dermot O'Brien | Senior Accountant II | Administration | 22/11/2016 | 0.30 | \$70.50 Review of signatures for 2 change of details/transfer of units requests received from investors/advisors and review the supplied documents for authorisation and completion and compare to signatures held in the Finpower investor management database. Print and at |
| BR | Dermot O'Brien | Senior Accountant II | Administration | 20/12/2016 | 0.30 | \$70.50 update 524 and email DW re confirmation |
| BR | Andrew Whittaker | Accountant II | Administration | 15/11/2016 | 0.40 | \$66.00 Generate Pivot table in APS and export to Excel for review. Print table for approval. |
| BR | Andrew Whittaker | Accountant II | Administration | 15/11/2016 | 1.00 | \$165.00 Access to NAB to print account summary to review and prepare bank reconciliation. Access to MYOB, enter receipt of 11 ATO BAS refunds and 2 bank fee charges to balance account. Complete reconciliation. Print. |
| BR | Andrew Whittaker | Accountant II | Administration | 15/11/2016 | 1.10 | \$181.50 Access to MYOB to export receipts and payment listing to excel. Filter Listing to display results for Oct 2015 to Oct 2016. Evaluate workings to determine totals to transport into Receipts and Payments schedule. |

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| BR | Andrew Whittaker | Accountant II | Administrati on | 15/11/2016 | 3.00 | \$495.00 Continue evaluating workings to determine totals to transport into receipts & payments schedule. Calculate totals and allocate to accounts in receipts & payments schedule. Calculate total movements in receipts & payments. Consolidate previous period. |
| BR | Andrew Whittaker | Accountant II | Administrati on | 17/11/2016 | 0.60 | \$99.00 Review and amendments to pivot table for remuneration summary between 30 September 2015 and 31 October 2016. |
| BR | Andrew Whittaker | Accountant II | Administrati on | 17/11/2016 | 1.20 | \$198.00 Review and amendments to pivot table for remuneration summary between 30 September 2015 and 31 October 2016. Issue with pivot table incorrectly classifying some entries resulting in incorrect output. Corrected issue. |
| BR | Andrew Whittaker | Accountant II | Administrati on | 17/11/2016 | 1.50 | \$247.50 Review and amendments to receipts and payments schedule from 30 September 2015 to 31 October 2016 for upcoming fee application. |
| BR | Andrew Whittaker | Accountant II | Administrati on | 17/11/2016 | 0.50 | \$82.50 Review and amendments to the Pivot Table for remuneration summary. |
| BR | Andrew Whittaker | Accountant II | Administrati on | 23/11/2016 | 1.00 | \$165.00 Finalise Receipts and Payments schedule. Reformat schedule, consolidate totals across the period from appointment to display final total for 31 Oct 2016 for each category. Print. |
| BR | Andrew Whittaker | Accountant II | Administrati on | 23/11/2016 | 0.40 | \$66.00 Review of accounts payable requisition for creditor. Access to MYOB to transfer funds between the liquidation account and the Receipts and payment account to pay creditor. Access to MYOB to draft transfer money between same accounts to allow payment. |
| BR | Andrew Whittaker | Accountant II | Administrati on | 23/11/2016 | 0.30 | \$49.50 Review of bank rec at 30 Sept 2015 and access to NAB amounts to verify basis for receipts and payment summary for the beginning of the period. Review and amendments to receipts and payments schedule. |
| BR | Andrew Whittaker | Accountant II | Administrati on | 20/12/2016 | 0.20 | \$33.00 Delivered urgent docs to Gadens office for hearing. |
| BR | Andrew Whittaker | Accountant II | Administrati on | 21/12/2016 | 0.20 | \$33.00 Review and amendments to accounts payable requisition for fees from 01/10/15 to 31/10/16. |
| BR | Andrew Whittaker | Accountant II | Administrati on | 21/12/2016 | 0.10 | \$16.50 Access to NAB to draft payment for BDO fees account payable. |
| BR | Andrew Whittaker | Accountant II | Administrati on | 22/12/2016 | 0.10 | \$16.50 Review of processed payment of BDO fees. Scanned in and saved to file. File hard copy. |
| BR | Andrew Whittaker | Accountant II | Administrati on | 22/12/2016 | 0.40 | \$66.00 Access to MYOB to create journal entry between the high interest account and cash at bank account to allow for payment. Access to NAB to draft payment. Print source docs. |
| BR | Andrew Whittaker | Accountant II | Administrati on | 22/12/2016 | 0.40 | \$66.00 Access to MYOB to process additional journal entry for further top up of cash account from high interest account. Access to NAB to draft additional top up transfer between high interest and cash accounts. Call from NAB to explain overdrawn balance. |
| BR | Andrew Whittaker | Accountant II | Administrati on | 4/01/2017 | 0.10 | \$16.50 Review of Processed accounts payable for Finpower invoice. Scanned in and saved to file. File hard copy. |

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| BR | Andrew Whittaker | Accountant II | Administrati on | 4/01/2017 | 0.30 | \$49.50 Review of 6 processed payments for invoices. Scan all internal docs, save to file. File hard copies. |
| BR | Andrew Whittaker | Accountant II | Administrati on | 4/01/2017 | 0.10 | \$16.50 Access to MYOB to amend transfer between high interest account and cash account. |
| BR | Andrew Whittaker | Accountant II | Administrati on | 10/01/2017 | 0.10 | \$16.50 Review of correspondence from Gadens regarding a request for disbursement invoices. Print invoices. |
| BR | Andrew Whittaker | Accountant II | Administrati on | 10/01/2017 | 0.10 | \$16.50 Review and process of 2 accounts payable requisitions. Scanned in and saved to file. Filed hard copy. |
| BR | Andrew Whittaker | Accountant II | Administrati on | 20/01/2017 | 0.20 | \$33.00 Access to MYOB to draft receipts and payments schedule for period 1 August 2016 to 31 December 2016 |
| BR | Andrew Whittaker | Accountant II | Administrati on | 23/01/2017 | 0.40 | \$66.00 Access to MYOB to review and amend bank reconciliation. Review of previous update to investors. Draft Receipts and payments schedule. |
| BR | Andrew Whittaker | Accountant II | Administrati on | 24/01/2017 | 0.40 | \$66.00 Complete bank reconciliation for the cash at bank account. Review of bank statements. |
| BR | Andrew Whittaker | Accountant II | Administrati on | 24/01/2017 | 0.30 | \$49.50 Access to MYOB to finalise bank reconciliation for high interest account. Print bank statements and reconciliation report. |
| BR | Andrew Whittaker | Accountant II | Administrati on | 31/01/2017 | 0.20 | \$33.00 Review of authorised letter to NAB regarding a request to open term deposit. Scanned in and saved to file. Emailed to NAB. Scanned in and saved to file approved requisition. filed hard copies. |
| BR | Andrew Whittaker | Accountant II | Administrati on | 2/02/2017 | 0.10 | \$16.50 Review of processed accounts payable requisition for Finpower invoice. Access to NAB to print payment report. Scanned in and saved to file. |
| BR | Andrew Whittaker | Accountant II | Administrati on | 2/02/2017 | 0.20 | \$33.00 Review of processed 2 accounts payable requisitions for Gadens invoice. Access to NAB to print payment reports. Scanned in and saved to file. |
| BR | Andrew Whittaker | Accountant II | Administrati on | 6/02/2017 | 0.10 | \$16.50 Review of processed accounts payable requisition. Access to NAB to print confirmation. Scanned in and saved to file. File hard copy. |
| BR | Andrew Whittaker | Accountant II | Administrati on | 8/02/2017 | 0.20 | \$33.00 Review of letter to the land and property office regarding consent of a lease. Scanned in and saved to file. Draft email to Gadens enclosing correspondence. |
| BR | Andrew Whittaker | Accountant II | Administrati on | 9/02/2017 | 0.40 | \$66.00 Review of two processed payments to creditors. Access to NAB to print confirmation. Scanned in and saved to file. Review of Equitrust bank account balances. Access to MYOB to transfer between accounts and top up. Access to NAB to draft transfer. |
| BR | Andrew Whittaker | Accountant II | Administrati on | 27/02/2017 | 0.10 | \$16.50 Review of processed payment requisition, scanned in and saved to file. |

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|----|------------------|----------------|----------------|------------|------|--|
| BR | Andrew Whittaker | Accountant II | Administration | 8/03/2017 | 0.10 | \$16.50 Review and amendments to letter to District Council of Yankalilla regarding water invoice. |
| BR | Andrew Whittaker | Accountant II | Administration | 8/03/2017 | 0.70 | \$115.50 Review of mail folder, sort correspondence into appropriate folders. Print 3 letters and see David regarding further actions. Draft letter to District Council of Yankalilla regarding water invoice. |
| BR | Andrew Whittaker | Accountant II | Administration | 10/03/2017 | 0.10 | \$16.50 Review and amendments to letter to District council of Yankalilla regarding outstanding water invoice. |
| BR | Andrew Whittaker | Accountant II | Administration | 15/03/2017 | 0.10 | \$16.50 Review and amendments to letter to District Council of Yankalilla regarding water invoice. |
| BR | Andrew Whittaker | Accountant II | Administration | 15/03/2017 | 0.10 | \$16.50 Review of approved letter to District Council of Yankalilla regarding water invoice. Copied, scanned in and saved to file. Sent to mail. |
| BR | Andrew Whittaker | Accountant II | Administration | 3/04/2017 | 0.10 | \$16.50 Complete undertaking form. Scanned in and saved to file. |
| BR | Andrew Whittaker | Accountant II | Administration | 1/06/2017 | 0.10 | \$16.50 Review of authorised payment to Finpower for IT costs. Access to NAB to print confirmation. Scanned payment in and saved to file. Filed hard copy. |
| BR | Andrew Whittaker | Accountant II | Administration | 12/06/2017 | 0.30 | \$49.50 Created internal processing control checklist for SMSF and Trust transfer requests. |
| BR | Andrew Whittaker | Accountant II | Administration | 12/07/2017 | 0.20 | \$43.00 Access to NAB to review and export bank statements. Access to MYOB to reconcile accounts at 30 June 2017. |
| BR | Andrew Whittaker | Accountant II | Administration | 12/10/2017 | 0.20 | \$43.00 Access to NAB to review and export bank statement. Access to MYOB to reconcile account. Save statement to reconciliation. |
| BR | Sarah Cunningham | Team Assistant | Administration | 21/11/2016 | 0.20 | \$40.00 Reconciling account to 524 period x 2 accts |
| BR | Sarah Cunningham | Team Assistant | Administration | 12/12/2016 | 0.80 | \$160.00 Drafting ASIC form 524. Reviewing carried forwarded balances. Balancing 524. |
| BR | Sarah Cunningham | Team Assistant | Administration | 24/05/2017 | 0.60 | \$120.00 Reconciling accounts x 3. Entering bank charges and interest from January 2017 to May 2017. |
| BR | Sarah Cunningham | Team Assistant | Administration | 16/06/2017 | 0.50 | \$100.00 Entering receipts into MYOB. Reconciling account and drafting ASIC form 524 |
| BR | Sarah Cunningham | Team Assistant | Administration | 20/06/2017 | 0.10 | \$20.00 Reconciling account to 31/5 |

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|----|---------------------|----------------|----------------|------------|------|---|
| BR | Sarah Cunningham | Team Assistant | Administration | 23/06/2017 | 1.50 | \$300.00 Reviewing previous distributions to review payments made. Discussing with Charles about conclusions found on system. |
| BR | Sarah Cunningham | Team Assistant | Administration | 8/08/2017 | 0.10 | \$21.50 Organising transfer from high interest account to general account. |
| BR | Sarah Cunningham | Team Assistant | Administration | 31/08/2017 | 0.10 | \$21.50 Reconciling accounts to 31 July. |
| BR | Sarah Cunningham | Team Assistant | Administration | 4/09/2017 | 0.10 | \$21.50 Reconciling account to 31 August 2017. High Interest |
| BR | Sarah Cunningham | Team Assistant | Administration | 4/09/2017 | 0.10 | \$21.50 Reconciling account to 31 August 2017. General Acct |
| BR | Sarah Cunningham | Team Assistant | Administration | 12/09/2017 | 0.10 | \$21.50 Organising transfer of funds from high interest to general account. |
| BR | Sarah Cunningham | Team Assistant | Administration | 4/10/2017 | 0.40 | \$86.00 Reconciling accounts x 2 to 30 Sept 2017. Reconciling term deposit from May to September 2017. |
| BR | Sarah Cunningham | Team Assistant | Administration | 30/10/2017 | 0.10 | \$21.50 Setting up payments on NAB for approval. |
| BR | Antoinette Fielding | Undergraduate | Administration | 25/05/2017 | 0.40 | \$66.00 Editing of prepared letter to investor regarding request for more documents to process change. Call to investor regarding previous correspondence in regards to requested documentation |
| BR | Antoinette Fielding | Undergraduate | Administration | 27/07/2017 | 0.20 | \$35.00 Preparing form and letter for the roll over of the Equititrust term deposit. |
| BR | Antoinette Fielding | Undergraduate | Administration | 8/08/2017 | 0.30 | \$52.50 Reviewed invoices and called IT company to confirm expiry date for Finpower database. |
| BR | Antoinette Fielding | Undergraduate | Administration | 9/08/2017 | 0.10 | \$17.50 Scanning paid invoices and saving to file. |
| BR | Antoinette Fielding | Undergraduate | Administration | 18/08/2017 | 0.30 | \$52.50 Prepared Myob payments entry and the NAB payment signoff for invoice from Valuer re. Claim against Savills |
| BR | Antoinette Fielding | Undergraduate | Administration | 6/09/2017 | 0.20 | \$35.00 Processed Finpower monthly licence fee invoice in Myob. |
| BR | Antoinette Fielding | Undergraduate | Administration | 7/09/2017 | 0.20 | \$35.00 Scanning processed invoices to File |

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|----|---------------------|----------------|----------------|------------|------|---|
| BR | Antoinette Fielding | Undergraduate | Administration | 12/09/2017 | 0.20 | \$35.00 Processing of valuation fees invoice |
| BR | Antoinette Fielding | Undergraduate | Administration | 15/09/2017 | 0.10 | \$17.50 reviewing Myob for invoice processing. |
| BR | Antoinette Fielding | Undergraduate | Administration | 21/09/2017 | 0.10 | \$17.50 Exporting Deposits off Finpower for JC |
| BR | Antoinette Fielding | Undergraduate | Administration | 4/10/2017 | 1.50 | \$262.50 Problem with Database - Phone call to Finpower IT company & Phone call to BDO IT to resolve issues. |
| BR | Antoinette Fielding | Undergraduate | Administration | 31/10/2017 | 0.20 | \$35.00 Processing Finpower October Monthly Licence Fee invoice through Myob. Lodging payment for authorisation on Nab connect. |
| BR | Antoinette Fielding | Undergraduate | Administration | 31/10/2017 | 0.20 | \$35.00 Saving invoices into Myob. |
| BR | Moira Hattingh | Team Assistant | Administration | 3/11/2016 | 0.10 | \$8.50 Filing |
| BR | Moira Hattingh | Team Assistant | Administration | 11/11/2016 | 1.50 | \$127.50 Filing |
| BR | Moira Hattingh | Team Assistant | Administration | 15/11/2016 | 0.20 | \$17.00 Filing |
| BR | Moira Hattingh | Team Assistant | Administration | 25/11/2016 | 2.00 | \$170.00 Filing |
| BR | Moira Hattingh | Team Assistant | Administration | 6/12/2016 | 0.10 | \$8.50 Filing |
| BR | Moira Hattingh | Team Assistant | Administration | 7/12/2016 | 0.10 | \$8.50 Filing |
| BR | Moira Hattingh | Team Assistant | Administration | 13/12/2016 | 0.20 | \$17.00 Filing |
| BR | Moira Hattingh | Team Assistant | Administration | 20/12/2016 | 0.20 | \$17.00 Filing |
| BR | Moira Hattingh | Team Assistant | Administration | 18/01/2017 | 0.30 | \$25.50 Filing |

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|----|----------------|----------------|--------------------|------------|------|-----------------|
| BR | Moira Hattingh | Team Assistant | Administrati on | 20/01/2017 | 1.70 | \$144.50 Filing |
| BR | Moira Hattingh | Team Assistant | Administrati on | 2/02/2017 | 0.30 | \$25.50 Filing |
| BR | Moira Hattingh | Team Assistant | Administrati on | 8/02/2017 | 1.20 | \$102.00 Filing |
| BR | Moira Hattingh | Team Assistant | Administrati on | 10/02/2017 | 0.10 | \$8.50 Filing |
| BR | Moira Hattingh | Team Assistant | Administrati on | 14/02/2017 | 0.10 | \$8.50 Filing |
| BR | Moira Hattingh | Team Assistant | Administrati on | 16/02/2017 | 0.30 | \$25.50 Filing |
| BR | Moira Hattingh | Team Assistant | Administrati on | 1/03/2017 | 0.10 | \$8.50 Filing |
| BR | Moira Hattingh | Team Assistant | Administrati on | 14/03/2017 | 0.10 | \$8.50 Filing |
| BR | Moira Hattingh | Team Assistant | Administrati on | 23/03/2017 | 0.60 | \$51.00 Filing |
| BR | Moira Hattingh | Team Assistant | Administrati on | 4/04/2017 | 0.10 | \$8.50 Filing |
| BR | Moira Hattingh | Team Assistant | Administrati on | 13/04/2017 | 0.20 | \$17.00 Filing |
| BR | Moira Hattingh | Team Assistant | Administrati on | 20/04/2017 | 1.50 | \$127.50 Filing |
| BR | Moira Hattingh | Team Assistant | Administrati on | 3/05/2017 | 0.10 | \$8.50 Filing |
| BR | Moira Hattingh | Team Assistant | Administrati on | 4/05/2017 | 0.20 | \$17.00 Filing |
| BR | Moira Hattingh | Team Assistant | Administrati on | 12/05/2017 | 0.10 | \$8.50 Filing |

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|----|----------------|----------------|--------------------|------------|------|-----------------|
| BR | Moira Hattingh | Team Assistant | Administrati on | 17/05/2017 | 0.10 | \$8.50 Filing |
| BR | Moira Hattingh | Team Assistant | Administrati on | 24/05/2017 | 0.10 | \$8.50 Filing |
| BR | Moira Hattingh | Team Assistant | Administrati on | 26/05/2017 | 1.80 | \$153.00 Filing |
| BR | Moira Hattingh | Team Assistant | Administrati on | 2/06/2017 | 0.30 | \$25.50 Filing |
| BR | Moira Hattingh | Team Assistant | Administrati on | 6/06/2017 | 0.10 | \$8.50 Filing |
| BR | Moira Hattingh | Team Assistant | Administrati on | 9/06/2017 | 0.20 | \$17.00 Filing |
| BR | Moira Hattingh | Team Assistant | Administrati on | 13/06/2017 | 0.10 | \$8.50 Filing |
| BR | Moira Hattingh | Team Assistant | Administrati on | 14/06/2017 | 0.10 | \$8.50 Filing |
| BR | Moira Hattingh | Team Assistant | Administrati on | 6/07/2017 | 0.40 | \$38.00 Filing |
| BR | Moira Hattingh | Team Assistant | Administrati on | 7/07/2017 | 0.10 | \$9.50 Filing |
| BR | Moira Hattingh | Team Assistant | Administrati on | 17/07/2017 | 0.20 | \$19.00 Filing |
| BR | Moira Hattingh | Team Assistant | Administrati on | 20/07/2017 | 0.10 | \$9.50 Filing |
| BR | Moira Hattingh | Team Assistant | Administrati on | 21/07/2017 | 2.10 | \$199.50 Filing |
| BR | Moira Hattingh | Team Assistant | Administrati on | 26/07/2017 | 0.20 | \$19.00 Filing |
| BR | Moira Hattingh | Team Assistant | Administrati on | 2/08/2017 | 0.70 | \$66.50 Filing |

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|----|----------------|----------------|--------------------|------------|------|---|
| BR | Moira Hattingh | Team Assistant | Administrati on | 9/08/2017 | 1.20 | \$114.00 Filing |
| BR | Moira Hattingh | Team Assistant | Administrati on | 22/08/2017 | 0.20 | \$19.00 Filing |
| BR | Moira Hattingh | Team Assistant | Administrati on | 31/08/2017 | 0.30 | \$28.50 Filing |
| BR | Moira Hattingh | Team Assistant | Administrati on | 5/09/2017 | 2.70 | \$256.50 Filing |
| BR | Moira Hattingh | Team Assistant | Administrati on | 8/09/2017 | 0.40 | \$38.00 Filing |
| BR | Moira Hattingh | Team Assistant | Administrati on | 14/09/2017 | 1.50 | \$142.50 Filing |
| BR | Moira Hattingh | Team Assistant | Administrati on | 20/09/2017 | 0.80 | \$76.00 Filing |
| BR | Moira Hattingh | Team Assistant | Administrati on | 26/09/2017 | 0.10 | \$9.50 Filing |
| BR | Moira Hattingh | Team Assistant | Administrati on | 28/09/2017 | 0.20 | \$19.00 Filing |
| BR | Moira Hattingh | Team Assistant | Administrati on | 4/10/2017 | 0.20 | \$19.00 Filing |
| BR | Moira Hattingh | Team Assistant | Administrati on | 5/10/2017 | 0.10 | \$9.50 Filing |
| BR | Moira Hattingh | Team Assistant | Administrati on | 19/10/2017 | 0.10 | \$9.50 Filing |
| BR | Moira Hattingh | Team Assistant | Administrati on | 24/10/2017 | 0.10 | \$9.50 Filing |
| BR | Nicole Jackson | Team Assistant | Administrati on | 15/06/2017 | 1.10 | \$176.00 Formatting excel creditor database in preparation for posting |
| BR | Ryan Whyte | Undergraduate | Administrati on | 1/11/2016 | 0.40 | \$66.00 Scanned 4 documents and saved to files and database, sent off documents to required investor via email or post. |

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|----|----------------|----------------|--------------------|------------|------|---|
| BR | Ryan Whyte | Undergraduate | Administrati on | 2/11/2016 | 0.80 | \$132.00 Reviewed returned mail and record investor details in returned mail register. Prepare letter or call investor to request new address details. |
| BR | Ryan Whyte | Undergraduate | Administrati on | 11/11/2016 | 1.40 | \$231.00 Prepare, collate and review annexures of the affidavit to support the remuneration application for 1 October 2015 to 31 October 2016. |
| BR | Ryan Whyte | Undergraduate | Administrati on | 23/12/2016 | 0.20 | \$33.00 Collect hard drive from IT and send database to Squire Patton Boggs. |
| BR | Ryan Whyte | Undergraduate | Administrati on | 27/01/2017 | 0.10 | \$16.50 Call From Hall Chadwick (Liquidators) in relation to retrieving the updated mailing list from us so they can send out a report to the investors. |
| BR | Ryan Whyte | Undergraduate | Administrati on | 27/01/2017 | 0.20 | \$33.00 Further call From Hall Chadwick (Liquidators) in relation to retrieving the updated mailing list from us so they can send out a report to the investors. |
| BR | Ryan Whyte | Undergraduate | Administrati on | 23/02/2017 | 0.10 | \$16.50 Call to Grope Hamilton Lawyers in relation to paying money from a trust to the Equititrust Income Fund. |
| BR | Ryan Whyte | Undergraduate | Administrati on | 8/06/2017 | 0.30 | \$49.50 Filter and split mailing list for the Equititrust Income Fund investors into POST and EMAIL for mailing the report to investors. |
| BR | Ryan Whyte | Undergraduate | Administrati on | 10/07/2017 | 0.30 | \$52.50 Create payment for Gadens professional fees in MYOB. Access NAB and make payment via NAB for the legal fees. |
| BR | Ryan Whyte | Undergraduate | Administrati on | 7/08/2017 | 0.80 | \$140.00 Equititrust team meeting on current ongoing matters and a review of the equalisation spreadsheet. |
| BR | Ryan Whyte | Undergraduate | Administrati on | 22/09/2017 | 0.20 | \$35.00 Email NAB for indicative rates for a term deposit and Prepare letter to NAB for the rollover of the term deposit for 30 September 2017. |
| BR | Ryan Whyte | Undergraduate | Administrati on | 9/10/2017 | 0.60 | \$105.00 Generate WIP listing from APS for Equititrust Income Fund for January to May 2017. Export to excel and filter and edit worksheet. Prepare summary for 29th Update Report to investors. |
| BR | Ryan Whyte | Undergraduate | Administrati on | 9/10/2017 | 0.20 | \$35.00 Make payment in MYOB and on NAB connect for legal fees for invoice 400399. |
| BR | Charles Haines | Senior Manager | Creditors | 23/06/2017 | 1.70 | \$773.50 Review previous distributions and meet with Treasury regarding reconciliations, Review Finpower records and aba files to confirm payments |
| BR | Charles Haines | Senior Manager | Creditors | 26/06/2017 | 0.90 | \$409.50 Review status of outstanding distribution payment to unitholders develop strategy regarding unrepresented payments |
| BR | Charles Haines | Senior Manager | Creditors | 7/08/2017 | 0.30 | \$141.00 Meeting regarding Equalisation Payment and progress to Court Application status |

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|----|---------------------|---------------|-----------|------------|------|---|
| BR | Antoinette Fielding | Undergraduate | Creditors | 25/07/2017 | 0.70 | \$122.50 Phone call from executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access database to review current investor details and advise. Prepare letter and record phone call in register |
| BR | Antoinette Fielding | Undergraduate | Creditors | 8/08/2017 | 0.10 | \$17.50 Phone call from investor seeking to update the details for their investment with the Fund. Access Finpower database to review current details and advise process to update. |
| BR | Antoinette Fielding | Undergraduate | Creditors | 10/08/2017 | 0.20 | \$35.00 Phone call from investor requesting exemption to Grant of Probate to transfer deceased estate units. |
| BR | Antoinette Fielding | Undergraduate | Creditors | 29/08/2017 | 0.20 | \$35.00 Prepare a letter to an investor in relation to a request for a unit holding balance. Log onto Finpower investor management database, search for investor and print investor balance. |
| BR | Antoinette Fielding | Undergraduate | Creditors | 29/08/2017 | 0.20 | \$35.00 Prepare a letter to an investor in relation to a request for a unit holding balance. Log onto Finpower investor management database, search for investor and print investor balance. |
| BR | Antoinette Fielding | Undergraduate | Creditors | 29/08/2017 | 0.20 | \$35.00 Prepare a letter to an investor in relation to a request for a unit holding balance. Log onto Finpower investor management database, search for investor and print investor balance. |
| BR | Antoinette Fielding | Undergraduate | Creditors | 19/10/2017 | 0.20 | \$35.00 Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy. Access Finpower database and complete the changes. |
| BR | Ryan Whyte | Undergraduate | Creditors | 31/01/2017 | 0.20 | \$33.00 Scanned documents and saved to files and database, sent off documents to required investor via email or post. |
| BR | Ryan Whyte | Undergraduate | Creditors | 8/03/2017 | 0.20 | \$33.00 Prepare letter to executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access Finpower database to review current investor details and advise |
| BR | Ryan Whyte | Undergraduate | Creditors | 8/03/2017 | 0.20 | \$33.00 Analysing Equalisation Payment spreadsheet and reviewing accounts that have been transferred into new accounts from 1 July 2010 onwards. Verify accounts that require the equalisation payment and find the amount required to pay to each investment. |
| BR | Ryan Whyte | Undergraduate | Creditors | 29/03/2017 | 0.20 | \$33.00 Scanned documents and saved to files and database, sent off documents to required investor via email or post. |
| BR | Ryan Whyte | Undergraduate | Creditors | 3/05/2017 | 0.10 | \$16.50 Phone call from investor in response to a confirmation of their request to change details. Access Finpower database to review current investor details and advise. |

BDO Business Restructuring

SCALE OF INSOLVENCY HOURLY CHARGE OUT RATES

| FEES | \$ (Exc GST) | \$ (Inc GST) |
|--------------------------|--------------|--------------|
| Partner | 580 | 638 |
| Associate Director | 495 | 545 |
| Senior Manager | 455 | 501 |
| Manager | 415 | 457 |
| Supervisor | 375 | 413 |
| Senior Accountant I | 330 | 363 |
| Senior Accountant II | 290 | 319 |
| Accountant I | 235 | 259 |
| Accountant II | 200 | 220 |
| Financial Assistant | 200 | 220 |
| Undergraduate | 165 | 182 |
| Practice Assistant | 160 | 176 |
| Administration Assistant | 85 | 94 |

OUTLAYS

| | | |
|-------------------------------|--------------|-----------------|
| Postage | At cost | At cost |
| Phone | At cost | At cost |
| Photocopying | 30c a copy | 33c a copy |
| Fax | \$1 per page | \$1.10 per page |
| Company Search | At cost | At cost |
| Property Search | 25 | 27.50 |
| File Setup & Document Storage | 60 | 66 |

These rates are current from 1 July 2016.

The Partners of BDO Business Restructuring are members of the Australian Restructuring Insolvency & Turnaround Association ("ARITA") and follow ARITA's Statement of Best Practice - Remuneration.

A copy of this statement may be found on the ARITA website (www.arita.com.au).

It is considered appropriate to keep and maintain a number of different staff levels. This is a reflection of the different levels of staff required and experience necessary in order to undertake the various tasks in an insolvency appointment.

BDO Business Restructuring Pty Ltd ABN 90 134 036 507 is a member of a national association of independent entities which are all members of BDO Australia Ltd ABN 77 050 110 275, an Australian company limited by guarantee. BDO Business Restructuring Pty Ltd and BDO Australia Ltd are members of BDO International Ltd, a UK company limited by guarantee, and form part of the international BDO network of independent member firms. Liability limited by a scheme approved under Professional Standards Legislation, other than for the acts or omissions of financial services licensees.

BDO Business Restructuring

SCALE OF INSOLVENCY HOURLY CHARGE OUT RATES

| FEES | \$ (Exc GST) | \$ (Inc GST) |
|--------------------------|--------------|--------------|
| Partner | 580 | 638 |
| Associate Director | 495 | 545 |
| Senior Manager | 470 | 517 |
| Manager | 430 | 473 |
| Supervisor | 390 | 429 |
| Senior Accountant I | 350 | 385 |
| Senior Accountant II | 310 | 341 |
| Accountant I | 255 | 281 |
| Accountant II | 215 | 237 |
| Financial Assistant | 215 | 237 |
| Undergraduate | 175 | 193 |
| Practice Assistant | 170 | 187 |
| Administration Assistant | 95 | 105 |

OUTLAYS

| | | |
|-------------------------------|--------------|-----------------|
| Postage | At cost | At cost |
| Phone | At cost | At cost |
| Photocopying | 30c a copy | 33c a copy |
| Fax | \$1 per page | \$1.10 per page |
| Company Search | At cost | At cost |
| Property Search | 25 | 27.50 |
| File Setup & Document Storage | 60 | 66 |

These rates are current from 1 July 2017.

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14 Necessary and Proper Remuneration

Principle 10: A Practitioner is entitled to claim Remuneration and Disbursements, in respect of necessary work, properly performed in an Administration.

A Practitioner's right to be paid is recognised under the legislation and at general law and is given a high priority of payment from the Insolvent's funds.

The entitlement to Remuneration exists only in respect of work done that was necessary and was properly performed.

14.1 Necessary Work

A Practitioner is entitled to Remuneration only in respect of work done that was necessary for the Administration. The term '*necessary*' means work that was:

- connected with the Administration; and
- done in furtherance of the exercise of the powers and performance of the duties of a Practitioner as required by the Legislation, Code and applicable professional standards.

Example

- report to creditors;
- investigations of conduct of directors;
- protection and recovery of assets;
- preparing and filing a S533 report to ASIC;
- if the company has trading operations throughout Australia, it will generally be necessary for the Practitioner to make relevant searches of property titles in all States and Territories;
- if the company is a small local operation only, it would not be necessary to make international enquiries; and
- reconstruction of financial statements.

The examination of claims for Remuneration will necessarily be made with the benefit of hindsight. However a Practitioner may claim for work that may not have produced a positive outcome provided there was a proper exercise of professional judgment in the Practitioner deciding to do the work at the time the work was undertaken. Refer to section 18.2 for guidance on work papers and maintenance of Administration files.

Once that is established, the work will remain '*necessary*' for the purposes of a Remuneration claim, even if subsequent events show that the work was not necessary.

Example

- searches revealing no assets;
- examination of directors resulting in no new information; or
- unsuccessful claims for preference recovery or insolvent trading.

Before a decision is made to claim for Remuneration, the Practitioner must ensure that work that was done, by him or herself, or by staff members, was necessary.

Example

In a provisional liquidation, there are limits on the work required to be done. If work is done beyond those limits it may not be regarded as necessary.

14.2 Properly performed

In order to claim Remuneration for necessary work, the Practitioner will need to establish that the work was properly performed.

Work done poorly, or, at worst, improperly and needing to be reworked should not be charged.

Example

- It may have been necessary to inquire of all property titles countrywide, but if the staff member doing that work pursued inquiries through the wrong agency because of ignorance or inattention, then that work was not done properly.
- It may have been necessary for the Practitioner to have convened a meeting of creditors, but if work done in convening that meeting took an inordinate amount of time, through the inexperience of the staff member, it was not done properly. While an allowance is made for junior staff through the lower hourly rate, where activity is redone, care should be taken to ensure that the amount charged reflects the true value of the work.
- Work performed to convene an invalid meeting would not be properly performed.

Creditors are entitled to expect that Administration funds are not expended on work that was not properly performed.

All time spent for necessary work properly performed should be recorded against the Appointment using an appropriate system.

Before claiming Remuneration, the Practitioner must identify any work and time that should not be claimed.

The Remuneration requirements of the Code for work that is necessary and properly performed are consistent with, or impose a higher standard than, the Legislation.

Prior approval of fees does not remove the obligation to establish that the work was necessary and properly performed. The mere approval does not give the right to draw Remuneration if the work was not necessary or was not properly done.

14.3 Deciding what work to undertake

The Practitioner should exercise professional and commercial judgment in considering whether work is to be performed. Clearly, work that improves the return for creditors should be undertaken.

Example

A judgment will need to be made in relation to the pursuit of unfair preference claims or other voidable transactions in terms of the likely cost and likely return. This may involve consultation with creditors, and, if appropriate, legal advice, or reference to the court.

Not all work is associated with directly seeking a return for creditors. Many of the general statutory tasks of a Practitioner – for example in reporting to creditors, lodging documents with ASIC, and maintaining accounts – are properly performed and charged even though the Remuneration charged will not produce a financial return and will reduce the funds available for distribution.

In a liquidation, a Practitioner is not obliged to do work unless there are funds available for their Remuneration, except for certain statutory tasks that must be undertaken regardless of available funds. Practitioners should have regard to any assistance that may be available from the Regulators.

14.4 Outsourcing

A Practitioner may outsource work subject to the restrictions on delegation (e.g. decision making and exercise of judgment remain the Practitioner's responsibility and cannot be delegated or outsourced).

The decision to outsource is a matter of commercial judgment for the Practitioner, based on such considerations as:

- geography and location (the business may have its operations spread throughout the country and it may be commercially necessary to appoint local agents to deal with particular tasks);
- time constraints; or
- costs considerations (the external source may be able to attend to an urgent task quickly, or more cheaply).

If work is outsourced, the Practitioner's obligations under this Code remain the same as if the Practitioner or members of staff had performed the work.

For guidance on whether outsourced work is Remuneration or a Disbursement refer to 14.10.2.

Practitioners should have regard to APES GN 30 – Outsourced Services. A copy of GN 30 can be accessed from the Accounting and Ethical Standards Board website (www.apesb.org.au).

14.5 Work that cannot be remunerated

If a Practitioner, other than a bankruptcy trustee, seeks to be remunerated for work that is outside the scope of the powers of the Practitioner or undertaken prior to the Appointment, approval can only be sought from the court.

Example

A Practitioner may claim that pre-appointment work was necessary for the Administration and would have had to be undertaken, but it is undertaken prior to the Appointment and thus the Practitioner must seek court approval if remuneration is to be claimed. However, case law indicates such approval is unlikely to be obtained.

An exception is if it relates to a transitioning Appointment and the Legislation allows Remuneration relating to the prior Administration.

It is not sufficient in itself to obtain approval from a committee or from the creditors. These restrictions are a threshold test before applying the '*necessary and properly performed*' test.

A Practitioner appointed as a bankruptcy trustee may draw Remuneration for pre-appointment work where that work is approved in accordance with the Bankruptcy Act.

Remuneration must not be claimed for work that results in, or is the result of, a breach of the Practitioner's duties.

14.6 Staff levels and numbers

In time-based charging, the Practitioner must ensure that the number and qualifications of staff allocated to an Administration is appropriate for the nature of the work being performed so that the Administration is completed in the most efficient and effective manner.

Example

An experienced liquidator generally would not attend to more routine tasks – such as preparing notices for a meeting – given that such tasks could be done as well and at a lower charge-out rate by a more junior member of staff.

This will require commercial and professional judgment. While a particular task may be appropriate to a particular level of employee, the Practitioner may consider that, even though charging at a higher hourly rate than the employee, he or she may be able to do the work in one quarter of the time.

Example

It may be more cost effective for the Practitioner to prepare and finalise a report for creditors, if the report is required urgently and requires the Practitioner's input.

Care should be taken in allocating the appropriate number and level of staff to an Administration or task, particularly when travel is required. This is a balance between having sufficient staff available to undertake the required tasks and over servicing the Administration.

14.7 Setting hourly rates

In time based charging, the Practitioner should ensure that appropriate hourly rates are set for the Administration.

Generally, market forces will ensure that a Practitioner sets appropriate standard hourly rates which are generally applied to Administrations. However, a Practitioner should ensure the appropriateness of these standard hourly rates is specifically considered for each Administration. Factors that may result in a variation of the standard hourly rates include:

- complexity of the Administration;
- location of the business operations of the Insolvent and the scale of the rates that would normally be applied in that location;
- risk associated with the Administration; and/or
- the specialised nature of the Administration (if any).

14.8 Costs of claiming Remuneration

Practitioners may claim the necessary and proper costs of record keeping and seeking approval or determination of their claim for Remuneration.

If additional costs are incurred because of inadequacies of the Practitioner or Firm's time recording systems, or due to staff not properly recording their time, these costs would not be necessary and proper. It is not appropriate to charge this additional cost to the Administration and it should not form part of the claim for Remuneration.

Example

- Necessary and proper remuneration costs may include the cost of producing a report for creditors to allow creditors to make an informed decision whether to approve the remuneration or the costs of applying to the court (subject to any order of the court).
- Reworking information produced from an inadequate time recording system in order to prepare a remuneration report for creditors is not necessary and proper.

14.9 Costs of communicating with Regulators or professional bodies

A Practitioner must not claim Remuneration for time spent:

- communicating with Regulators or professional bodies regarding complaints about the Practitioner or the conduct of a particular Administration;
- on Regulator surveillance, professional audits or inspection of files, or on peer reviews; or
- unsuccessfully defending a breach of the law or this Code, subject to any order of the court.

14.10 Disbursements

Disbursements may only be claimed if they were necessary and properly incurred.

In incurring Disbursements, a Practitioner must use their commercial judgment, adopting the perspective of, and acting with the same care as, a reasonable person exercising care and skill would act in incurring expenses on their own behalf.

While Practitioners must account to creditors for Disbursements, the reimbursement for the payment of Disbursements does not require creditor approval before being drawn. Thus, the categorisation of activity as Remuneration or Disbursement is significant.

14.10.1 What is a Disbursement?

The Practitioner needs to determine whether the claim for payment is in the nature of a Disbursement, or whether it represents Remuneration. Disbursements are:

- costs paid from the Administration's bank account directly to third parties; or
- costs paid to third parties by the Practitioner and later claimed back from the Administration; or
- costs claimed by the Practitioner for non-professional services provided by the Firm and/or outlays incurred by their staff in the proper conduct of the Administration.

A Practitioner should separate Disbursements from the expenses of running their practice which may only be recovered through Remuneration (for example, in the case of time based remuneration by factoring overheads into the hourly charge-out rate and in fixed fees, by factoring overheads into the fixed fee calculation).

Table 2: Disbursement types

| Disbursement type | Criteria | Examples | Rationale |
|---------------------------------|--|---|---|
| Professional | | | |
| External advice, non-insolvency | <p>These are fees that satisfy both the following criteria. They are:</p> <p>(a) for professional services (non-insolvency services) relating to specific tasks required to be done during the Administration; and</p> <p>(b) are properly incurred by independent outside consultants engaged by, and not associated with, the Practitioner and their Firm.</p> | <ul style="list-style-type: none"> • independent lawyers, • auctioneers, valuers, real estate agents, • independent tax advisors or accountants. | <p>This is a Disbursement because it involves the Practitioner retaining an external advisor for work to be done in the Administration, at an agreed fee or rate. These expenses are claimed from the Administration at cost.</p> |
| Non-professional | | | |
| External | <p>These are costs that satisfy all the following criteria. They are:</p> <p>(a) not for professional services; and</p> <p>(b) incurred with a third party in relation to work required to be done during the Administration.</p> | <ul style="list-style-type: none"> • administration advertising, • travel and accommodation for staff, • room hire, • document storage, • photocopying and printing, • external word processing and secretarial services. | <p>These are typical Disbursements because they involve an outlay in relation to the Administration. These expenses are claimed from the Administration at cost.</p> |
| Internal | <p>These are costs that satisfy all the following criteria:</p> <p>(a) they are not for professional services;</p> <p>(b) they are for goods or services properly provided by the Practitioner or their staff in the Administration; and</p> <p>(c) they are not overheads covered in the Remuneration claim.</p> | <p>Reasonable costs of:</p> <ul style="list-style-type: none"> • telephone calls, • postage, • stationery, • photocopying and printing, • data room hosting. | <p>These are also typical Disbursements, except they are incurred internally by the Firm. These expenses, 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.</p> |

14.10.2 What are not Disbursements?

Given the significance of a claim for payment by a Practitioner being classified as a Disbursement, it is useful to list what are not Disbursements:

A. Overheads

An overhead is not a Disbursement. It is a cost that can only be charged for and recovered across all the administrations handled by the Practitioner's Firm.

In contrast, an out of pocket expense is an expense actually incurred in respect of that Administration. It can be claimed as a Disbursement. The Practitioner must be able to show how the expense:

- is uniquely and directly attributable to the Administration; and
- was calculated and allocated to the Administration.

Example

Rent, insurance, professional indemnity insurance, professional memberships, staff costs, training, depreciation are examples of overheads.

B. Internal non-insolvency professional costs

A Practitioner may engage internal non-insolvency related professional services only after proper commercial consideration to that decision has been given that such an engagement is in the interests of creditors and the efficient conduct of the Administration. This includes non-insolvency professional services provided by another practice within a federated practice structure or associated practice.

The point to consider is whether the benefit of the engagement fee will be received by the Practitioner, the Practitioner's Firm or an entity related to the Practitioner or perceived to be related to the Practitioner.

These items are Remuneration and must be disclosed and approved in the same manner as insolvency services (refer to Remuneration Report template for further guidance).

Example

Legal advice, tax advice, real estate valuations, auctioneering provided by a Practitioner's Firm are examples of internal professional costs.

C. External insolvency professional costs

If a Practitioner outsources insolvency tasks, the fees charged to the Practitioner may only be claimed as Remuneration, notwithstanding that the fees may be payable before the claim for Remuneration can be made. The necessary and properly performed test applies.

It is not always clear whether the out-sourced work is better categorised as insolvency work (which is claimed as Remuneration), or general non-insolvency work (which is classified as a Disbursement).

Factors to be taken into account when making this assessment include:

- was the contractor an insolvency firm?
- was there a regular resource sharing/provision arrangement?
- would the Practitioner have done the work if there had been sufficient resources?

Where the task involves standard expertise and skills of an insolvency practitioner, the outsourced costs will be a Remuneration claim of the Practitioner. Where the task involves more general or particular skills that are not insolvency specific, then the outsourcing costs will be a Disbursement.

Example

- A stocktake is required in an Administration. It is a matter for the Practitioner's judgment either to use his or her own Firm's staff, or contract out the work to a suitably qualified specialist; or
- There is a branch of the company's business that is in an outlying country area. The Practitioner may choose to have the stocktake done by a local firm because it would be cheaper than sending the Practitioner's staff to do the stocktake;
- In that country area, the Practitioner considered using a professional stocktaking firm to undertake the stocktake, but selected a local accounting firm. In this instance there are arguments both ways for the costs of the local accountant to be remuneration or a disbursement.
- Similarly, the Practitioner's Firm may have valuation expertise (chargeable as remuneration) but the Practitioner may choose to engage an external valuer (disbursement). This will be a matter for the practitioner's professional judgment having regard to the interests of creditors.

When a Practitioner makes a decision that an expense of this nature is a Disbursement rather than Remuneration, the invoices received for the services should detail the work performed and it should be clear from the description that the services were not insolvency services.

D. Late lodgement fees

Any late fee or penalty imposed by a court, Regulator or agency for late lodgement or other default should be borne by the Practitioner.

Late lodgement fees imposed by ASIC or AFSA must not be charged to the Administration.

E. Unreasonable Travel Costs

Travel should be bought on the best commercial terms and the style of travel and accommodation should be appropriate for the trip being undertaken.

Care should be taken in claiming the costs of travel by the Practitioner between offices of his or her firm for the purposes of a particular Administration.

Where there are geographically spread locations for a particular Administration, consideration should be given to the retention of local staff or agents to carry out tasks which are appropriate and capable of delegation, in order to minimise the costs to the Administration. However, it may well be appropriate for the Practitioner and/or his or her staff to attend at these locations and incur the relevant travel costs.

Every Firm should have a policy on travel (including time charged and Disbursements), which should be made available to creditors on request. This policy can be Administration specific or a general policy.

Example

- Travel costs to and from an Administration's place of business is normal and chargeable;
- If the Administration's business is conducted around Australia, or internationally, it may be appropriate for the Practitioner to personally attend at each location, depending on the size and nature of the business, even if the practitioner has offices around Australia or internationally.

F. Pre-appointment expenses

Any expenses incurred prior to the Appointment must not be claimed from the Administration as a Disbursement. Practitioners are only entitled to claim Disbursements incurred after their Appointment.

14.10.3 Necessarily and properly incurred

A. Professional Disbursements

A Practitioner may engage external professional services (refer to the table at section 14.10.1) as Disbursements without creditor approval, but only after exercising proper commercial consideration.

The Practitioner should consider issues of:

- expertise;
- quality;
- timeliness; and
- reasonable and appropriate cost.

Practitioners must assess each engagement of a professional service provider in terms of the interests of creditors and their fiduciary responsibilities.

Unless the Disbursement is insignificant, the Practitioner should document the decision making process identifying why the work was necessary and why the particular firm or professional was engaged. While the approval of creditors is not required, creditors are entitled to be informed of and to understand the decision process if the issue is raised.

Before authorising payment of Disbursements, the Practitioner must ensure that:

- the task has been properly performed; and
- the quantum of the professional service fee is as agreed or is reasonable.

Example

- Legal advice, the service provided being assessed on quoted price or time charges, quality and focus of advice, and timeliness of delivery; and
- Agent's sale of property, the service provided being assessed on commission rate, sale price and any quoted expenses.

B. Non-professional Disbursements

A Practitioner may incur non-professional Disbursements, both internal and external, (refer to the table at section 14.10.1) without creditor approval, but only after exercising proper commercial consideration. While the approval of creditors is not required, creditors are entitled to be informed of and to understand the decision process if the issue is raised.

For internal Disbursements:

- the recovery basis must be set on commercial terms;
- creditors must be advised as part of the initial advice to creditors on Remuneration (refer 15.3.2 and 23.2.1), details of the basis of charging for these types of Disbursements; and
- details of actual internal Disbursements paid (eg. quantity and total cost) must be reported to creditors in each Remuneration report (refer 15.3.2 and 23.2.2).

The Practitioner should consider the reasonableness and appropriateness of the cost of the non-professional Disbursement before authorising the Disbursement. This is equally applicable to internally provided and externally provided non-professional Disbursements.

Practitioners must assess each Disbursement for an Administration in terms of the interests of creditors and their fiduciary responsibilities.

Before authorising payment of Disbursements, the Practitioner must ensure that:

- the benefit has been provided to the Administration; and
- the quantum of the fee is as agreed or is reasonable.

15 Meaningful disclosure in Remuneration claims

Principle 11: A claim by a Practitioner for Remuneration must provide sufficient, meaningful, open and clear disclosure to the Approving body so as to allow that body to make an informed decision as to whether the proposed Remuneration is reasonable.

A Remuneration claim requires information to be conveyed to the Approving body (creditors, committee of creditors, committee of inspection, or the court). That information encompasses a number of elements:

- a system of recording that information (refer section 15.1);
- a basis for calculating Remuneration (refer section 15.2);
- sufficient detail to justify the amount of Remuneration (refer section 15.3); and
- relevant timing of the information being provided (refer section 15.3).

15.1 Recording of Work Done

Regardless of the Remuneration method to be applied, the Practitioner must maintain a proper record of work that was done on an Administration in order to:

- claim Remuneration; and
- report to creditors on the progress of the Administration.

The Practitioner should maintain a system that requires staff to record:

- the period of time spent;
- the categories of the work performed (see Remuneration Report Template);
- details of the work being performed; and
- contemporaneously at the time the work is done in order to maximise accuracy.

Time recording provides good practice management information, even though time data will not be required for reporting to creditors in claims for fixed fee or percentage based Remuneration.

ARITA's Remuneration Report Template provides a description of some common work categories that should be used (refer section 23.2.2).

15.2 Bases of calculation

There are several bases by which Remuneration can be calculated (refer sections 15.2.1, 15.2.2, 15.2.3, 15.2.4 and 15.2.5). ARITA has no preference as to the method of calculating fees. Practitioners must be transparent and fully explain to creditors the main bases by which Remuneration can be calculated, the method proposed to be used in the Administration and the reasons for selecting that particular basis (refer to section 15.3.2).

The terms of that Remuneration are a matter for the Approving Body, upon full disclosure of the arrangement being explained to them by the Practitioner.

15.2.1 Time based charging

Time based is a common form of charging. Practitioners calculate Remuneration by reference to the hourly or time unit rate which is applied to the time spent on necessary work properly performed.

A Practitioner should ensure that regular reviews of the WIP on an Administration are performed to ensure that only time spent on necessary work, properly performed is retained on the WIP. Such a review must be performed prior to issuing any Remuneration requests for approval.

15.2.2 Prospective Fee Approval

A Practitioner may seek approval from creditors for time based Remuneration to be determined in advance of the work to be performed. The approved amount must have a Cap to a nominated limit.

The claim for Remuneration will subsequently be calculated on a time basis for necessary work properly performed and can be drawn without further approval of creditors up to the Cap.

The hourly rates to be applied may be increased by an agreed formula where the escalation factors are objectively and independently determinable. If a Practitioner wants to be able to increase hourly rates that are charged on an Administration in the future without having to obtain creditor approval, a specific formula must be included in the resolution for the approval of the prospective Remuneration (for example, rates are increased annually by the CPI amount). A reference to changes in rates from time to time (or similar) must not be included in resolutions to approve prospective fees.

Any increase approved does not apply to the capped total, only to the hourly charge rate.

If a Practitioner wishes to change the capped amount, or the hourly rate scale other than as agreed, a Practitioner will need to seek Approving body approval (refer section 15.3.2 for reporting obligations).

15.2.3 Fixed fee

A Practitioner may claim Remuneration based on a quoted fixed amount with creditor approval. A fixed fee arrangement provides certainty to creditors about how much the Remuneration claim will be. The risk of excessive time spent is transferred to the Practitioner.

Once a fee is fixed for an agreed task, set of tasks or the conduct of the Administration, it remains fixed and a Practitioner must not seek further approval if the original estimate is wrong.

Examples

- In a small Administration, where the issues can reasonably be anticipated, the Practitioner may wish to have remuneration approved for a fixed amount.
- Towards the end of an Administration where remuneration has been based on a time basis, a Practitioner may choose to charge a fixed fee for work to be done in finalising the Administration, rather than obtaining prospective approval on an hourly basis to a capped amount.

15.2.4 Percentage

A Practitioner may claim Remuneration based on a percentage of a particular factor, usually assets disclosed, or assets realised.

15.2.5 Success or Contingency Fees

A Practitioner must not seek Remuneration on the basis that they will receive a specified bonus, success fee, super-profit or additional percentage as Remuneration, in the event that a specified contingent future event occurs or particular circumstances arise, if that arrangement would place the Practitioner in a position of conflict, or generate a perception of a lack of independence.

This is based on the principles that:

- no additional incentive should be required or offered in order to have the Practitioner perform duties that are required;
- the independence and objectivity of the Practitioner, even if only as perceived, may be compromised by such an arrangement; and
- the arrangement must not be inconsistent with the fiduciary obligations of a Practitioner.

Example

An example of a duty that may not be a required duty is the pursuit of litigation. The decision to pursue litigation is a matter of professional judgment for the Practitioner, particularly in instances where there are no funds on hand in the Administration and no ready source of funding.

When considering whether a proposed fee arrangement is acceptable, the Practitioner must consider whether the arrangement could be perceived as the Practitioner acting in his or her own interests rather than the interests of the creditors.

If a Practitioner is intending to use this type of fee arrangement, full disclosure of the terms of the proposed arrangement must be made to creditors and the consent of the creditors obtained prior to work commencing under a proposed contingent fee arrangement.

If an arrangement is in breach of this Code, the arrangement will still constitute a breach even if creditors have approved the arrangement.

When considering whether a contingent fee arrangement might be a suitable fee arrangement in a particular Administration, the Practitioner should consider:

- any restrictions that may apply under the relevant legislation;
- funds available in the Administration;
- funding from alternate sources such as creditors or a litigation funder;
- costs of the alternate source of funds compared to a contingent fee arrangement;
- risk associated with the tasks to be undertaken for the contingent fee; and
- the appropriateness of the possible contingent fee amount considering the nature of the Administration and the risk associated with the task to be undertaken.

Example

An example of an acceptable contingent fee arrangement is discounting standard hourly rates until a certain objective is achieved. If that objective is achieved, standard hourly rates will then be charged.

15.3 Information to be disclosed and when

Information on the particular basis of Remuneration claimed should be provided to creditors at two main points of time in an Administration.

- First, soon after the appointment, in order to advise creditors of the available bases by which Remuneration can be calculated and the proposed basis upon which Remuneration will be claimed for the Administration. This will generally be with the notice of first meeting of creditors in a voluntary administration or a creditors' voluntary liquidation, or a Part X agreement; or by including it in the first circular sent to creditors in other Administrations.

This is the equivalent of an Initial Remuneration Notice (IRN) in relation to a personal Administration.

- Second, before any meeting is held at which approval for the Remuneration is to be sought. The information should be sent to creditors in the normal course with any reports and other documents required for the conduct of that meeting in the time frames required by the legislation.

This is the equivalent of an Remuneration Approval Notice (RAN) in relation to a personal Administration.

The table below summarises the timing of the provision of information for each Remuneration basis.

| Basis | First communication after appointment | During the Administration |
|--|---|--|
| Time based | Advice on the basis chosen. Estimate of fees and comparison to pre-appointment estimate, if one provided. | Report on work undertaken and request approval of quantum. Comparison to initial estimate of fees provided to creditors. |
| Prospective Fee (time based) | Advice on the basis chosen. Request for approval for time based charging to a capped amount. | Report on work undertaken and request further approvals. |
| Fixed fee | Advice on the basis chosen. Request for approval of the quantum. | Report on achievement of milestones for the drawing of Remuneration. |
| Percentage | Advice on the basis chosen. Request for approval of the percentage | Report on the factors underlying the entitlement to claim the Remuneration. |
| Contingency | Advice on the basis chosen. Request for approval of the arrangement. | Report on the achievement of the contingency event or otherwise. |
| Note: Mixed Fee Arrangements: There will be circumstances where a Practitioner will seek approval for a different basis of Remuneration for a particular aspect of an appointment or finalisation of the appointment; the appropriate information (refer section 15.3.2) will need to be provided at the time of seeking the creditors' approval of that arrangement. | | |

The Remuneration reporting requirements do not apply to Controllers. A Controller should report to their appointor in the manner requested by their appointor. The guidance in this section of the Code may still be of assistance to Controllers when preparing their Remuneration reports.

15.3.1 Court requirements

In addition, where an application is made to a court for an order that a company be wound up or for an official liquidator to be appointed as a provisional liquidator of a company, regard must be had to any additional requirements of the courts. For example, with the Consent to Act, Practitioners may be required to disclose their hourly rates. The same applies in relation to Part X agreements under the Bankruptcy Act.

15.3.2 Information to be provided for all Remuneration bases

| | Basis of Fee Approval | | | | |
|-----------------------------------|---|--------------------|-------|------------|------------|
| | Time – Retrospective | Time – Prospective | Fixed | Percentage | Contingent |
| Initial Notification to creditors | <p>A Practitioner must provide the following information to creditors regarding Remuneration in their first communication with creditors (refer section 23.2.1):</p> <ul style="list-style-type: none"> • a brief explanation of the types of methods that can be used to calculate Remuneration; • the particular method or methods that the Practitioner intends to use to calculate Remuneration in the Administration; • why the Practitioner considers this method to be suitable for the Administration; • details of the basis of any internally generated Disbursements that will be charged to the Administration (e.g. Page rate for photocopying done internally); • details of any estimate or fee provided to directors/Insolvent prior to the appointment (refer 6.13); and • if the estimate or fee provided to the directors/Insolvent is no longer appropriate, an explanation of the change from the pre-appointment information provided. <p>Examples of reasoning for choosing time based Remuneration:</p> <ul style="list-style-type: none"> • It ensures that creditors are only charged for work that is performed. • The Practitioner is required to perform a number of tasks which do not relate to the realisation of assets, for example responding to creditor enquiries, reporting to ASIC, distributing funds in accordance with the provisions of the Corporations Act or the Bankruptcy Act. • The practitioner is unable to estimate with certainty the total amount of fees necessary to complete all tasks required in the Administration. <p>In respect of Disbursements, a Practitioner must provide general information on the classes of Disbursements and information on the</p> | | | | |

| | | | | | |
|-------------------------------|--|---|--|--|--|
| | Basis of Fee Approval | | | | |
| | Time – Retrospective | Time – Prospective | Fixed | Percentage | Contingent |
| | basis of recovering internal Disbursements. | | | | |
| | <p>If a Practitioner is intending to use time based Remuneration (either retrospectively or prospectively), they must also provide:</p> <p>the scale of rates that will be used, including qualifications and experience generally of staff at each level; and</p> <p>a best estimate of the costs of the Administration to completion, or to a specific milestone.</p> <p>If rates change or the estimate is no longer reliable, the Practitioner must notify creditors and advise new rates or a new estimate and provide an explanation to creditors as to why previous estimates have changed.</p> | | | | |
| Remuneration Approval Request | <p>Details of the Remuneration claimed</p> <p>ARITA's Recommended Remuneration Report template (refer section 23.2.2) , as adapted for the facts and circumstances of the particular Administration, should be used as the means of giving creditors the information they need to make an informed decision at the meeting as to the reasonableness of the Remuneration. It is a guide for time based Remuneration claims and may assist with other bases of Remuneration claims. If broadly followed, the proposed format constitutes good practice.</p> | | | | |
| | Where a time based Remuneration claim for retrospective fees is being made, the Practitioner will | Where a time based Remuneration claim for prospective fees is being made, the | Where a fixed fee is claimed, the Practitioner will need to report to the relevant | Where a percentage based claim is made, information must be provided to the relevant | If a contingency arrangement within the scope of this Code is proposed, there must |

| | Basis of Fee Approval | | | | |
|--|--|--|---|---|--|
| | Time – Retrospective | Time – Prospective | Fixed | Percentage | Contingent |
| | <p>need to report to the relevant Approving body on:</p> <ul style="list-style-type: none"> the amount of time spent; a description of work performed on an Administration, broken down into the broad categories of work performed; the classification of staff engaged on the Administration for each broad category of work; and the Remuneration incurred for each broad category of work. <p>The Practitioner will also need to compare the estimated Remuneration provided in the initial advice with the actual Remuneration approval sought and provide an</p> | <p>Practitioner will need to report to the relevant Approving body on:</p> <ul style="list-style-type: none"> a summary description of the major tasks still remaining to be done on the Administration for the period that the Remuneration is sought (e.g. to completion or other relevant milestone); an explanation of the estimated fees remaining to complete the Administration (or to the next major milestone) including the estimated fees for each major task; a monetary 'cap' on the Remuneration; an explanation as to what the monetary | <p>Approving body on:</p> <ul style="list-style-type: none"> the amount of the fixed fee proposed; the basis upon which the fee has been calculated (work to be undertaken and the costs for each category of work and scope of work) in the same manner as for prospective fees; the services to be provided for the fixed fee amount in sufficient detail for the Approving body to make an informed decision about why the fee is reasonable; what services will not be included in the fixed fee and the basis of | <p>Approving body to enable it to make an informed assessment of whether the percentage is reasonable. The following information must be provided:</p> <ul style="list-style-type: none"> the percentage proposed; the nature and estimated value of the individual assets realised or to be realised (or if the percentage is to be applied to another factor, the value of that factor); the formula to be applied for calculation of the Remuneration; what services are to be provided for this percentage amount and the tasks that will comprise this work; | <p>be full disclosure of the proposed arrangement to the relevant Approving body, including:</p> <ul style="list-style-type: none"> exactly what the arrangement is contingent upon; how achievement of the contingency will be assessed; what the Practitioner's Remuneration will be in the event that the contingency is or is not achieved; why a contingency arrangement is in the best interests of creditors; and when the Remuneration will be drawn. |

| | Basis of Fee Approval | | | | |
|--|--------------------------------------|---|---|--|------------|
| | Time – Retrospective | Time – Prospective | Fixed | Percentage | Contingent |
| | <p>explanation for any variance.</p> | <p>capped amount represents; and</p> <ul style="list-style-type: none"> when it is proposed that the fees be drawn (for example, monthly). | <p>charging for these excluded services; and</p> <ul style="list-style-type: none"> the milestones as to when Remuneration will be drawn from the Administration. <p>Note: a Practitioner must not draw fixed fee Remuneration up-front.</p> <p>A Practitioner seeking a fixed fee basis for Remuneration must include in the quote for the fixed fee the:</p> <ul style="list-style-type: none"> costs of all statutory investigations; costs of reporting to the creditors and Regulators; cost of issuing letters of demand for preferences; and | <ul style="list-style-type: none"> what work has been, or is intended to be outsourced that would normally be carried out by the Practitioner or their staff and whether this outsourced work will be billed separately or included in the percentage based Remuneration claim; the milestones for when the Remuneration will be drawn from the Administration; and the expected range of possible Remuneration outcomes. <p>Full disclosure of the terms of the arrangement, and the expected Remuneration</p> | |

| | Basis of Fee Approval | | | | |
|--|-----------------------|--------------------|---|---|------------|
| | Time – Retrospective | Time – Prospective | Fixed | Percentage | Contingent |
| | | | <ul style="list-style-type: none"> costs of meeting all statutory obligations. <p>Example</p> <p>Acceptable exclusions</p> <ul style="list-style-type: none"> litigation for recovery of preference payments. litigation for insolvent trading. <p>If a Practitioner is intending to make a claim for Remuneration on a fixed fee basis, this must be done at the first opportunity after the Practitioner is appointed. The only exceptions to this are where a Practitioner chooses to make a claim for a fixed fee to enable finalisation of the Administration, or</p> | <p>outcome, or range of possible outcomes must be made clear to creditors to minimise any perception of conflict of interest.</p> | |

| | Basis of Fee Approval | | | | |
|--|---|--------------------|--|------------|------------|
| | Time – Retrospective | Time – Prospective | Fixed | Percentage | Contingent |
| | | | for a specific aspect of the Administration. | | |
| | <p>Statement of Remuneration claim – The practitioner should clearly:</p> <ul style="list-style-type: none"> state the precise terms of the agreement(s) sought from the committee or the resolution(s) sought from creditors including the amount to be approved and when the Remuneration will be drawn. Separate statements of Remuneration claim are required for each distinct remuneration period (e.g. retrospective and prospective); set out the total Remuneration previously determined; and indicate whether they will be seeking the determination of further Remuneration at some time in the future. <p>A summary of receipts and payments to and from the Administration bank account must be provided. The receipts and payments summary should be prepared up to a date that is as close as possible to the date on which the notice and report is given to creditors. The summary should be clearly labelled as being prepared 'as at' a particular date or for a specified period. If large or exceptional receipts and payments are received or made after the report is prepared but before the meeting at which the Remuneration claim is to be considered, the Practitioner should provide additional information to committee members or creditors at the meeting.</p> <p>Details of Disbursements paid from the Administration, including:</p> <ul style="list-style-type: none"> general information on the different classes of Disbursements; a declaration that the Disbursements were necessary and proper; in relation to Disbursements paid to the Firm, whether directly or in reimbursement of a payment to a third party: <ul style="list-style-type: none"> who the Disbursement was paid to (only for externally provided professional services); what the Disbursement was for; the quantity and rate (only for internal Disbursements); and the amount paid; and details of the basis of any internal Disbursements that will be charged to the Administration in the future (eg. Page rate for | | | | |

| | Basis of Fee Approval | | | | |
|--|--|--------------------|-------|------------|------------|
| | Time – Retrospective | Time – Prospective | Fixed | Percentage | Contingent |
| | <p>photocopying done internally).</p> <p>Note that payments direct to third parties from the Administration bank account only need to be clearly included in the receipts and payments.</p> <p>Practitioners should always support their Remuneration report with a general report providing the creditors with information about the progress of the Administration, detailing matters resolved and those matters still outstanding.</p> <p>The general report should assist creditors with understanding:</p> <ul style="list-style-type: none"> • matters that may have contributed to the Remuneration claim; • complexities or difficulties that have been faced by the Practitioner; • goals that have been achieved since the last report; • outcomes including explanations as to why that outcome was better or worse than originally predicted; and • future tasks to be undertaken and why they need to be done. • for corporate Administrations, information on how to access the Creditor Information Sheet on approving Remuneration in external administrations (if not previously provided). <p>The Creditor Information Sheet is designed to fully inform creditors about:</p> <ul style="list-style-type: none"> • the process of determining Remuneration; and • the rights and responsibilities of Practitioners, committee members and creditors. <p>The Information Sheet (or advice as to how creditors can access this information sheet online) must be provided to creditors before approval of Remuneration is sought. It may be provided to creditors at the time of advising them of the basis on which Remuneration will be charged.</p> | | | | |

| | Basis of Fee Approval | | | | |
|--|--|--|--|---|---|
| | Time – Retrospective | Time – Prospective | Fixed | Percentage | Contingent |
| Future reporting and/or further Remuneration approval requests | Any further Remuneration approval requests for retrospective fees on time basis have the same reporting requirements as the first Remuneration approval request. | <p>Any further fee approval requests for prospective fees on a time basis have the same reporting requirements as the first Remuneration approval. In addition, the Approving body must be advised on:</p> <ul style="list-style-type: none"> • Remuneration already drawn under the prospective approval; • comparison of actual fees to the estimated fees provided in the original Remuneration approval report; • tasks undertaken; and • tasks remaining to be completed. <p>The above applies even</p> | <p>Once a fee is fixed for an agreed task, set of tasks or the conduct of the Administration, it remains fixed and a Practitioner must not seek further approval if the original estimate is wrong.</p> <p>After approval of a fixed fee, Remuneration reporting will focus on the progress of the work in the Administration, for example by way of explaining milestone achievements, and the work still to be done.</p> | Future reporting to creditors will need to focus on the factors underlying the entitlement to claim the Remuneration, for example by way of reporting on asset realisations and the percentage taken from those realisations to pay Remuneration. | Future reporting to creditors will need to include information on whether the Practitioner has achieved the contingency and the effect on the calculation of the Practitioner's Remuneration. |

| | Basis of Fee Approval | | | | |
|--|-----------------------|---|-------|------------|------------|
| | Time – Retrospective | Time – Prospective | Fixed | Percentage | Contingent |
| | | <p>if the Practitioner is only seeking an increase in the previously set capped amount. If the Practitioner is seeking an increase in the capped amount, they will need to provide the Approving body with an explanation as to the reason for the change in the capped amount.</p> <p>If a Practitioner wishes to change the rate scale other than as agreed, the Practitioner will need to seek Approving body approval and provide the Approving body with an explanation as to the reason for the change in the rate scale.</p> | | | |

15.4 Sources of Funding

15.4.1 Department of Employment payments

A. Corporate Administrations

Funding received from the Department of Employment (DE) to facilitate a FEG or GEERS distribution by Appointees may be a limited or partial funding agreement. As such, where higher fees are incurred than the amount agreed with DE there is no restriction in the administration being charged for the shortfall on the basis that all Remuneration claimed is necessary and properly incurred in accordance with ARITA's Code.

While the money received from DE is not subject to creditor approval and can be paid directly to the practitioner, any shortfall must be appropriately approved in accordance with the relevant legislation prior to drawing. In seeking creditor approval for any shortfall, Practitioners must provide separate disclosure of the total time charged, DE receipt(s) and any shortfall amount in the Remuneration report.

Practitioners must ensure that they do not "double dip" in relation to FEG or GEERS Remuneration and that the amount received from DE is allocated to the Administration. To facilitate this, Practitioners must ensure that any work undertaken in relation FEG or GEERS distributions is appropriately identified in their time recording system, including an adjustment for any direct payments from DE.

B. Personal insolvency Administrations

Practitioners must have regard to guidance issued by AFSA in respect of the requirements for approval of funding received from DE or any shortfall.

15.4.2 Assetless Administration funding

Funding received from ASIC under the Assetless Administration Fund may be a limited or partial funding agreement. As such, if higher fees are incurred than the amount agreed with ASIC there is no restriction in the administration being charged for the shortfall on the basis that all Remuneration claimed is necessary and properly incurred in accordance with ARITA's Code.

Some funding received from ASIC from the assetless administration fund requires creditor approval prior to drawing and some types of funding can be paid directly to the practitioner without creditor approval. Practitioners should refer to RG 109 for ASIC guidance on when approval is required for assetless administration funding.

If approval is not required, any shortfall must be appropriately approved in accordance with the Corporations Act prior to drawing. In seeking creditor approval for any shortfall, Practitioners must provide separate disclosure of the total time charged, ASIC receipt(s) and any shortfall amount in the Remuneration report.

Practitioners must ensure that they do not "double dip" in relation to this Remuneration and that the amount received from ASIC is allocated to the Administration. To facilitate this Practitioners must ensure that any work undertaken for ASIC in relation the Assetless Administration Fund is appropriately identified in their time recording system, including an adjustment for any direct payments from ASIC.

15.4.3 Litigation funding

Remuneration from litigation funding from any source, must be:

- paid into and drawn from the Administration bank account; and
- disclosed and approved in accordance with the requirements detailed at chapters 14 and 15.

15.4.4 Creditor funding

Remuneration from funding by creditors provided for any purpose, must be:

- paid into and drawn from the Administration bank account; and
- disclosed and approved in accordance with the requirements detailed at chapters 14 and 15.

15.4.5 Secured creditor funding

Where secured assets are realised in the course of an Administration, except for Appointments as a Controller, any Remuneration in relation to the realisations, including funds withheld from realisations or payments made directly by the Secured creditor, must be:

- paid into and drawn from the Administration bank account; and
- disclosed and approved in accordance with the requirements detailed at chapters 14 and 15.

15.4.6 Indemnities and up-front payments

Remuneration drawn from an indemnity or an up-front payment provided for any purpose, must be disclosed and approved in accordance with the requirements detailed at chapters 14 and 15.

15.5 General guidance on reporting

The provision to creditors of voluminous detailed information is not a substitute for a clear and concise report. It is the *relevance, quality and focus* of the information rather than the quantity and detail that is important. Creditors and even committees are not necessarily conversant with insolvency issues and processes, nor do they have the capacity or time to understand WIP records. Creditors have the right to ask questions and have them answered and to inspect supporting documentation if requested.

The information provided to creditors must be:

- Sufficient – be in enough detail for the purposes for which it is prepared and in the context of the work done in the Administration;
- Meaningful – be presented in a way that allows creditors to understand what was done and why it was done;
- Clear – use non-technical terms so that what is being claimed is readily understandable;
- Relevant – limited to what is needed; and
- Concise.

A Practitioner should:

- provide information that is specific to the Administration, rather than generic;

- try and ensure that the level of information is proportionate to the size and complexity of the Administration;
- try to assist committee members or creditors by highlighting the key components of the Remuneration claim and any areas that committee members or creditors are likely to view as contentious; and
- provide a summary of relevant information.

Questions from creditors should be anticipated and not discouraged.

Additional information should be provided if requested.

15.6 At the meeting

At a meeting at which a request for approval of Remuneration is being considered, a Practitioner must:

- table the information provided to creditors/the committee in support of the Remuneration request; and
- ask creditors whether there are any questions before putting the resolutions for approval of Remuneration to the meeting.

It is not acceptable to wait until the meeting to provide the required information to creditors. Additional information provided at the meeting should be limited to:

- responding to creditors' questions; or
- clarifying information that has already been provided.

Introducing new information at the meeting disadvantages creditors who did not attend the meeting, or who provided proxies for the meeting based on the information provided prior to the meeting.

Refer to Chapter 24 for further information about meeting requirements.

15.7 Changing basis of Remuneration

The basis for claiming Remuneration may be changed with creditor consent, however changing the basis to time based is only possible if proper records have been kept of time and activity. Note the restriction on fixed fees in section 15.2.3.

Example

A percentage of realisations basis does not require recording of time spent. To change to a time basis would only be possible if proper records of time spent had been kept.

16 Approval before drawing Remuneration

Principle 12: A Practitioner is only entitled to draw Remuneration once it is approved and according to the terms of the approval.

16.1 Drawing of Remuneration

A Practitioner is only entitled to draw Remuneration once it is approved, subject to the terms of the approval.

Evidence of the approval must be recorded and maintained on the file. In the case of a resolution of a meeting of creditors, or of the committee, the minutes must be prepared and lodged where required (for example, with ASIC for corporate Administrations). In the case of court-approved Remuneration, the court order must be obtained.

If a Practitioner draws Remuneration in accordance with the default provisions under the Corporations Act or Bankruptcy Act, this must be clearly documented on the Administration file.

If fees have been approved prospectively, in terms that allow them to be drawn at nominated hourly rates, the Practitioner must only draw the Remuneration progressively, on completion of the work, unless it is the final Remuneration account for the finalisation of the Administration.

In respect of percentage-based Remuneration, it is acceptable for the Practitioner to draw his or her Remuneration from each nominated realisation, provided that there are sufficient funds available to meet higher-ranking priority debts.

In respect of a contingency arrangement, fees may be drawn on the basis approved by creditors. Any conditions imposed by creditors when approving a contingency arrangement, (for example, independent assessment of the achievement of a result) must be satisfied before Remuneration is drawn.

In respect of fixed fees, the terms approved by creditors should be that the fixed amount may be drawn only at the conclusion of the Administration; or in specified amounts at nominated milestones in the Administration. Practitioners must not draw fixed fee Remuneration 'up-front'.

16.2 Monies received in advance

If a Practitioner is provided with money in advance for the costs of conducting a formal insolvency Administration, the Practitioner is not entitled to apply those monies against their Remuneration until their Remuneration is approved by the Approving body. For details of when it is acceptable to receive monies in advance refer to section 6.14.

16.3 Remuneration drawn inappropriately

If a Practitioner becomes aware that fees have been improperly taken, because, for example, the correct process has not been followed, the Practitioner must immediately repay the amount in question into the Administration account.

Remuneration may then only be redrawn on approval being obtained and an explanation as to why the fees were improperly taken must be provided to creditors at that time.

Fees and expenses incurred in rectifying inappropriately drawn fees must be borne by the Practitioner.

TO INVESTORS AS ADDRESSED

31 January 2017

**EQUITITRUST INCOME FUND
(RECEIVER APPOINTED) ("the Fund" or "EIF")
ARSN 089 079 854**

I refer to my previous reports and now provide my 28th update to Investors since my appointment as Court appointed Receiver and person responsible for winding up the EIF on 21 November 2011. This report should be read in conjunction with my previous update reports to investors.

1. Asset Recoveries

1.1 Property Realisations

As advised in my 27th update to Investors, all real property assets of the Fund have now been realised. Since my appointment, 46 properties have been realised with a total gross realisation of approximately \$59.26 million.

1.2 Legal Proceedings

The remaining claim filed against a valuer for negligence and damages continues to progress.

At a review hearing on 9 September 2016, the Court indicated that I should bring a formal application seeking leave to rely upon a further expert report obtained due to the Defendant opposing reliance on any other expert evidence. I obtained a further expert valuation report as the Defendant's expert valuation report served on me was done on a different basis and addressed different issues to that of the original expert valuation report obtained by me.

At the hearing of my application on 29 November 2016, the Court agreed that I should have an opportunity to fairly respond to the Defendant's expert report on the same basis and granted leave to rely on my further expert report. The Court also ordered;

1. By 28 January 2017 the Defendant is to deliver any expert report in reply to my further expert report.
2. By 24 February 2017, all experts in the same discipline, whose reports address the same issues must attend a meeting with a view to identifying the matters in respect of which they agree and disagree, and attempt to resolve any disagreement.
3. By 17 March 2017, all experts in the same discipline are to file joint reports regarding the outcome of the expert meeting.
4. The parties sign and file a request for trial date by 31 March 2017.

On 27 January 2017, the Defendant served on me further expert reports including a further retrospective valuation and reports critiquing the expert reports obtained by me. I am presently considering the material.

I will provide a further update on the status of the proceedings in my next report to Investors.

1.3 Liquidators' claim against the Auditors and Directors and Officers

As previously advised, a Claim and Statement of Claim was filed in the Federal Court on 27 September 2013 by the Liquidators of Equititrust Limited (EL) against the Auditors, Directors and EL in its own capacity for breach of duties. The claim includes the claims that were originally contemplated as being made on behalf of the Investors of the Fund as a class action.

Judgement on the Liquidators of EL's application for leave to amend the statement of claim is still to be handed down by the Federal Court.

If leave is granted for the amendments to the pleading, the Respondents will have to file defences and the next substantive step in the proceeding will likely be discovery. Because of the large number of documents involved, it is anticipated that this will take several weeks to complete; following which it is likely that orders will be made for the parties to put on evidence.

The matter has not yet been given a trial date and there are no outstanding court orders while judgment is pending on the Liquidators' application.

As previously advised, the Liquidators entered into a litigation funding deed with a litigation funder, which has been approved by the Court, to fund the action against the Auditors, Directors and EL in its own capacity. Therefore, the Fund is not bearing any costs of the litigation; however any funds realised from this claim that relate to the EIF will be paid to the Fund (after deducting the costs of the litigation). Please note that I will not be in a position to make a final distribution and finalise the winding up of the Fund until this litigation has been resolved.

2. Creditor Claims

2.1 Other Creditors

As previously advised, there are a number of creditors that are required to be paid (or funds retained) before further distributions can be made to Investors, which include:

- Trade creditors, which relate to liabilities necessarily incurred in the winding up of the Fund;
- Potential claims against the Fund made by the Liquidators of EL (refer section 2.2 below);
- Any other creditors outstanding at the date of my appointment; and
- Receiver's remuneration and outlays.

2.2 Claims by the Liquidators of Equititrust Limited ('EL')

As previously advised, repeated attempts have been made to resolve all claims between the Fund and the Liquidators in respect of a costs order awarded against EL in the proof of debt proceedings and the amount owing at the date of their appointment (where I consider monies are owing to the Fund) and any amount due to the Liquidators after their appointment in relation to costs reasonably and properly incurred by them pursuant to the terms of the Fund's constitution.

As the matter is still not resolved, I am considering making an application to Court seeking directions on how this should be resolved and to put in place a timetable to do so.

3. Receipts and Payments

I provide below a summary of the Receipts and Payments of the Fund for the period from 1 August 2016 to 31 December 2016.

| Summary of Receipts and Payments for the Period 1 August 2016 to 31 December 2016 | |
|---|---------------------|
| | \$ |
| Opening Cashbook Balance | 7,349,293.56 |
| Receipts | |
| Interest Income | 21,803.88 |
| Other Income | 150.00 |
| GST Refunds | 65,103.81 |
| Loan Recoveries - Star Sky Investments | 27,287.94 |
| Total Receipts | 114,345.63 |
| Payments | |
| Agent's Fees | (43,500.23) |
| Bank Charges | (163.84) |
| Printing & Stationery Expenses | (3,760.42) |
| IT Expenses | (7,029.00) |
| Legal Fees | (129,289.06) |
| Appointee Fees | (336,226.61) |
| Total Payments | (519,969.16) |
| Closing Cashbook Balance | 6,943,670.03 |

I note the following in relation to the above receipts and payments of the Fund:

- The loan recovery was from a dividend received from a liquidator of a borrower.
- Agent's fees include the costs of expert witness reports in the proceedings against a valuer.
- IT expenses include the cost of hosting and maintaining the Equititrust server and licence fees for the investor management database.
- Legal fees primarily relate to the costs in pursuing the remaining valuer claim and dealing with the claims by the Liquidators of EL as outlined in sections 1.2 and 2.2 of this report respectively.
- Appointee Fees relate to my remuneration approved by the Court on 20 December 2016 and outlined further at section 5 of this report below.

The incurring of these costs is considered essential in terms of successfully recovering assets for the benefit of Investors.

4. Estimated Return to Investors

To date the following distributions have been paid to Investors:

- First interim distribution of 5 cents per unit paid in June 2014 totalling \$9.678 million
- Second interim distribution of 3 cents per unit paid in June 2015 totalling \$5.516 million
- Third interim distribution of 3 cents per unit paid in September 2015 totalling \$5.36 million.

As previously advised, the Fund recorded an accounting and tax loss for the year ended 30 June 2011. Accordingly, the Fund had no surplus income available to distribute to Investors in the 2011 financial year. All payments to Investors other than payments of interest accrued as at 30 June 2010 were deemed by the Fund as a partial repayment of capital.

Prior to my appointment, the Fund accounted for this partial repayment of capital as a corresponding reduction in the unit balance of the Fund. The accounting treatment for the first, second and third interim distributions paid by me in June 2014, June 2015 and September 2015 respectively has remained the same (i.e. as distributions are made, the number of units in the Fund continue to decrease in accordance with the amount distributed to Investors). Therefore, the cents per unit return for each distribution is calculated based on the units in the Fund at that point in time.

In light of the above, I provide below the overall estimated return to Investors of between 12.6 cents and 13.0 cents per unit as at 31 December 2016 as follows:

| | Low | High |
|--|-------------------|-------------------|
| | \$000's | \$000's |
| Net Estimated Value of Fund Assets as at 31 December 2016 | 6,943 | 6,943 |
| Less: | | |
| Creditors and Other Payables | 540 | 290 |
| Estimated Equalisation Payment | 2,500 | 2,000 |
| Estimated net amount available to Investors at 31 December 2016 | 3,903 | 4,653 |
| Add: | | |
| 3 cent interim distribution paid September 2015 | 5,360 | 5,360 |
| 3 cent interim distribution paid June 2015 | 5,526 | 5,526 |
| 5 cent interim distribution paid June 2014 | 9,696 | 9,696 |
| Total Funds Available for Distribution to Investors | 24,485 | 25,235 |
| Total investor units as at 21 November 2011 | 193,912 | 193,912 |
| Overall Estimated Return to Investors per Unit | 12.6 cents | 13.0 cents |

The above table does not take into account future operating costs, future legal fees and future Receiver's fees.

The estimated return to Investors has been revised downwards slightly by 0.1 cent since my 27th update report dated 31 August 2016 primarily due to the future operating costs not being taken into account. However, the estimated return also excludes potential legal recoveries against valuers or other third parties as outlined in sections 1.2 and 1.3 of this report and therefore Investors' overall return may be higher than this estimate.



4.1 Future Distributions to Investors

As previously advised, I will not be in a position to make further distributions to Investors until the remaining legal proceedings currently on foot and the claims with the Liquidators of EL have been resolved.

I anticipate that the winding up of the Fund may take a further six to twelve months to finalise (including resolving the Liquidators' claim against the directors of EL and the auditors) and I will continue to provide updates to Investors on its progress and the timing of future distributions. I will issue my next update to Investors in May 2017.

4.2 Equalisation Payment to Investors

As previously advised, an 'equalisation payment' is proposed to Investors, and will be the subject of an application to Court to approve same, who did not receive a partial repayment of capital during the period from 1 July 2010 up until the cessation of distribution payments in March 2011. These Investors include Investors that elected to receive distribution payments annually and where their investments did not mature during this period.

The 'equalisation payment' is also proposed to ensure an equitable return of capital is paid to all Investors given the different interest rates applicable for each class of unit which was used in calculating the partial return of capital paid at the relevant time.

I am currently calculating the 'equalisation payment' and will file an application to Court once the calculation has been finalised to obtain directions to process the payment to Investors. Investors will be advised of the application in due course and a copy of the relevant documentation will be uploaded to the websites www.equitytrustincomefund.com.au and www.equitytrust.com.au.

5. Receiver's Remuneration and Expenses

As notified to Investors recently, my seventh application for approval of my remuneration for the period 1 October 2015 to 31 October 2016 was heard on 20 December 2016 and was fixed in the amount of \$329,503.35 (inclusive of GST). A copy of the court order along with the material filed in support of the application can be obtained from the websites detailed below.

I attach a summary of my current remuneration and outlays incurred since my last report to Investors, which covers the period from 1 August 2016 to 31 December 2016 totalling \$116,028.50 plus outlays of \$1,402.65 (excluding GST). A copy of my remuneration report for this period is enclosed.

I anticipate that my next application for approval of my remuneration will be heard in November or December 2017 and will cover the period from 1 November 2016 to 31 October 2017. A copy of my application in this respect will be posted to the websites www.equitytrust.com.au and www.equitytrustincomefund.com.au and Investors will be notified when this application has been lodged.

6. Updating your contact details

If Investors wish to update their postal address or bank details, a request should be submitted in writing to the following address.

Equitytrust Income Fund (Receiver Appointed)
C/- BDO
GPO Box 457, Brisbane, QLD 4001



7. Queries

All queries should be directed to Dermot O'Brien of this office who can be contacted as follows;

Phone: 07 3237 5999

Email: Andrew.Lane@bdo.com.au

Yours faithfully

A handwritten signature in black ink, appearing to read 'David Whyte', written over a horizontal line.

David Whyte
Receiver

REMUNERATION REPORT - Summary of professional fees by category of work for the period 1 August 2016 to 31 December 2016

Equititrust Income Fund (Receiver Appointed)

| Employee | Position | Rate | Totals | | Assets | | Creditors | | Task Area | | Investigations | | Administration | |
|---------------------|----------------------|------|---------------|------------|--------|-----------|-----------|-----------|-----------|----------|----------------|-----------|----------------|-----------|
| | | | hrs | \$ | hrs | \$ | hrs | \$ | Trade On | \$ | hrs | \$ | hrs | \$ |
| David Whyte | Partner | 580 | 53.3 | 30,914.00 | 13.1 | 7,598.00 | 8.0 | 4,640.00 | 4.1 | 2,378.00 | 19.5 | 11,310.00 | 8.6 | 4,988.00 |
| John Somerville | Senior Manager | 455 | 85.7 | 38,993.50 | 5.5 | 2,502.50 | 38.9 | 17,699.50 | 5.1 | 2,320.50 | 18.3 | 8,326.50 | 17.9 | 8,144.50 |
| Aubrey Meek | Senior Accountant II | 290 | 42.1 | 12,209.00 | | | 41.9 | 12,151.00 | 0.2 | 58.00 | | | | |
| Dermot O'Brien | Senior Accountant II | 235 | 18.4 | 4,324.00 | 1.1 | 258.50 | 10.6 | 2,491.00 | 1.0 | 235.00 | | | 5.7 | 1,339.50 |
| Samantha Brown | Accountant I | 235 | 0.4 | 94.00 | | | 0.4 | 94.00 | | | | | | |
| Sarah Cunningham | Team Assistant | 200 | 1.0 | 200.00 | | | | | | | | | 1.0 | 200.00 |
| Andrew Lane | Undergraduate | 165 | 78.7 | 12,985.50 | 0.4 | 66.00 | 59.0 | 9,735.00 | 1.2 | 198.00 | 0.3 | 49.50 | 17.8 | 2,937.00 |
| Ryan Whyte | Undergraduate | 165 | 94.1 | 15,526.50 | | | 85.0 | 14,025.00 | 0.1 | 16.50 | | | 9.0 | 1,485.00 |
| Moirra Hattingh | Team Assistant | 85 | 9.2 | 782.00 | | | | | | | | | 9.2 | 782.00 |
| TOTALS | | | 382.9 | 116,028.50 | 20.1 | 10,425.00 | 243.8 | 60,835.50 | 11.7 | 5,206.00 | 38.1 | 19,686.00 | 69.2 | 19,876.00 |
| | | | GST | 11,602.85 | | | | | | | | | | |
| | | | TOTAL INC GST | 127,631.35 | | | | | | | | | | |
| AVERAGE HOURLY RATE | | | 303 | | 519 | | 250 | | 445 | | 517 | | 287 | |

Note: All amounts exclude GST unless otherwise noted

Disbursements for the period 1 August 2016 to 31 December 2016

Equititrust Income Fund (Receiver Appointed)

| Expense Type | Amount (\$ ex GST) |
|---------------|-----------------------|
| Postage | 1,402.65 |
| TOTAL | 1,402.65 |
| GST | 140.27 |
| TOTAL INC GST | 1,542.92 |

TO INVESTORS AS ADDRESSED

13 June 2017

EQUITRUST INCOME FUND
(RECEIVER APPOINTED) ("the Fund" or "EIF")
ARSN 089 079 854

I refer to my previous reports and now provide my 29th update to Investors since my appointment as Court appointed Receiver and person responsible for winding up the EIF on 21 November 2011. This report should be read in conjunction with my previous update reports to Investors.

1. Asset Recoveries

1.1 Property Realisations

As advised previously, all real property assets of the Fund have now been realised. Since my appointment, 46 properties have been realised with a total gross realisation of approximately \$59.26 million.

1.2 Legal Proceedings

The remaining claim filed against a valuer for negligence and damages continues to progress, but has unfortunately been delayed due to:

- My solicitors identifying deficiencies in the defendants Amended Defence, and requesting further and better particulars, including the delivery of further disclosure documentation
- One of the defendant's experts was required to undergo surgery and was unable to meet the other experts as scheduled under the Court Orders. This has resulted in amended Orders being required and the extension of the time period for the experts to both meet and file joint reports.

Summarised below is a table of the four (4) previously advised milestone events, together with the current status of each milestone and where applicable the amended due dates.

| Milestone | Previously Event & Timeframe | Status | Court Approved Amended Due Date |
|-----------|--|----------|---------------------------------|
| 1 | By 28 January 2017 the Defendant is to deliver any expert report in reply to my further expert report. | Complete | N/A |
| 2 | By 24 February 2017, all experts in the same discipline, whose reports address the same issues must attend a meeting with a view to identifying the matters in respect | Complete | N/A |

| Milestone | Previously Event & Timeframe | Status | Court Approved Amended Due Date |
|-----------|---|------------|---------------------------------|
| | of which they agree and disagree, and attempt to resolve any disagreement. | | |
| 3 | By 17 March 2017, all experts in the same discipline are to file joint reports regarding the outcome of the expert meeting. | Incomplete | 24 June 2017 |
| 4 | The parties sign and file a request for trial date by 31 March 2017. | Incomplete | 4 August 2017 |

The Defendant has delivered its expert valuation report in reply to my further expert report and the valuation expert conclave involving the four (4) valuation experts took place on Tuesday 2 May 2017. The joint experts report is scheduled to be filed by 24 June 2017.

The two (2) lending experts met on 27 April 2017 and produced a joint report on 5 May 2017.

The purpose of the experts meetings and subsequent reports was to identify the matters in which they agree and disagree, and attempt to resolve any disagreement. The results of these meetings and the subsequent joint reports will assist in determining both the number of parties and the matters which will be cross-examined at Trial. These factors assist in determining the length of the proposed Trial.

The milestone date for a request for a Trial Date is 4 August 2017. My solicitors advise they anticipate the Trial will be concluded by the end of this calendar year. Once the Trial has been heard the timing of the decision being handed down is unknown and outside my control. I will provide a further update on the status of the proceedings in my next report to Investors.

1.3 Liquidators' claim against the Auditors and Directors and Officers

As previously advised, a Claim and Statement of Claim was filed in the Federal Court on 27 September 2013 by the Liquidators of Equititrust Limited (EL) against the Auditors, Directors and EL in its own capacity for breach of duties. The claim includes the claims that were originally contemplated as being made on behalf of the Investors of the Fund as a class action.

Judgement on the Liquidators of EL's application for leave to amend the statement of claim is still to be handed down by the Federal Court, although on 3 May 2017 the Court indicated that judgment was expected to be handed down in late July or early August this year.

Notwithstanding, while the matter has not yet been given a trial date and there are no outstanding court orders while judgment is pending on the liquidators' Amendment Application, the Applicant is in the process of preparing its expert evidence and narrowing the pool of discoverable documents in anticipation of the resumption of the court timetable.

As previously advised, the Liquidators entered into a litigation funding deed with a litigation funder, which has been approved by the Court, to fund the action against the Auditors, Directors and EL in its own capacity. Therefore, the Fund is not bearing any costs of the litigation; however any funds realised from this claim that relate to the EIF will be paid to the Fund (after deducting the costs of the litigation). Please note that I will not

be in a position to make a final distribution and finalise the winding up of the Fund until this litigation has been resolved.

I will provide a further update to Investors in my next report which based on the Court's estimated timeframe a decision should have been handed down in relation to EL's application for leave to amend the statement of claim.

2. Creditor Claims

2.1 Other Creditors

As previously advised, there are a number of creditors that are required to be paid before further distributions can be made to Investors, which include:

- Trade creditors, which relate to liabilities necessarily incurred in the winding up of the Fund;
- Potential claims against the Fund made by the Liquidators of EL (refer section 2.2 below);
- Any other creditors outstanding at the date of my appointment; and
- Receiver's remuneration and outlays.

2.2 Claims by the Liquidators of Equititrust Limited ('EL')

As previously advised, repeated attempts have been made to resolve all claims between the Fund and the Liquidators in respect of a costs order awarded against EL in the proof of debt proceedings and the amount owing at the date of their appointment (where I consider monies are owing to the Fund) and any amount due to the Liquidators after their appointment in relation to costs reasonably and properly incurred by them pursuant to the terms of the Fund's constitution.

The provision of requested information from the Liquidators to support their claim has continued to be very slow. A detailed review has been undertaken of their remuneration claim, including timesheets for the liquidation period. However, timesheets are still awaited for the Administration period. Their total claims are for approximately \$2.1M (remuneration of \$1.2M and disbursements of \$0.9M), which seems extremely unreasonable given that I have been in control of the fund since before their appointment, and Receivers have been appointed to the second mortgage fund, Equititrust Premium Fund. Therefore, there has been little for them to do other than pursue the proceedings against the Auditors and Directors, which is subject to litigation funding.

Once the Liquidators provide the further information requested, I will make a decision on the claim and seek directions from the Court if considered necessary.

3. Receipts and Payments

I provide below a summary of the Receipts and Payments of the Fund for the period from 1 January 2017 to 31 May 2017.

| Summary of Receipts and Payments for the Period 1 January 2017 to 31 May 2017 | |
|---|-------------------|
| | \$ |
| Opening Cashbook Balance | 6,943,670.03 |
| Receipts | |
| Interest Income | 46,965.68 |
| Total Receipts | 46,965.68 |
| Payments | |
| Agent's Fees | 1,776.67 |
| Bank Charges | 40.00 |
| Printing & Stationery Expenses | 2,568.97 |
| IT Expenses | 10,560.00 |
| Advertising | 2,032.56 |
| Legal Fees | 86,444.26 |
| Total Payments | 103,422.46 |
| Closing Cashbook Balance | 6,887,213.25 |

I note the following in relation to the above receipts and payments of the Fund:

- Agent's fees include the costs of works performed in relation to Liquidators of Equititrust Limited's (EL) claim against the Auditors, Directors and EL, these costs are due to be reimbursed.
- IT expenses include the cost of hosting and maintaining the Equititrust server and licence fees for the investor management database.
- Advertising expenses include the costs of advertising my application to Court for remuneration approval. Advertising of the application is a requirement of the Court.
- Printing & Stationary expenses relate to the cost of copying and issuing updates to Investors
- Legal fees primarily relate to the costs in pursuing the remaining valuer claim and dealing with the claims by the Liquidators of EL as outlined in sections 1.2 and 2.2 of this report respectively.

The incurring of these costs is considered essential in terms of successfully recovering assets for the benefit of Investors.

4. Estimated Return to Investors

To date the following distributions have been paid to Investors:

- First interim distribution of 5 cents per unit paid in June 2014 totalling \$9.678 million
- Second interim distribution of 3 cents per unit paid in June 2015 totalling \$5.516 million
- Third interim distribution of 3 cents per unit paid in September 2015 totalling \$5.36 million.

As previously advised, the Fund recorded an accounting and tax loss for the year ended 30 June 2011. Accordingly, the Fund had no surplus income available to distribute to Investors in the 2011 financial year. All payments to Investors other than payments of interest accrued as at 30 June 2010 were deemed by the Fund as a partial repayment of capital.

Prior to my appointment, the Fund accounted for this partial repayment of capital as a corresponding reduction in the unit balance of the Fund. The accounting treatment for the first, second and third interim distributions paid by me in June 2014, June 2015 and September 2015 respectively has remained the same (i.e. as distributions are made, the number of units in the Fund continue to decrease in accordance with the amount distributed to Investors). Therefore, the cents per unit return for each distribution is calculated based on the units in the Fund at that point in time.

In light of the above, I provide below the overall estimated return to Investors of between 12 cents and 13 cents per unit as at 31 May 2017 as follows:

| | Low \$000's | High \$000's |
|---|-----------------|-----------------|
| Net Estimated Value of Fund Assets as at 31 December 2016 | 6,887 | 6,887 |
| Less: | | |
| Creditors and Other Payables | 540 | 290 |
| Estimated Equalisation Payment | 3,000 | 2,500 |
| Estimated net amount available to Investors at 31 December 2016 | 3,347 | 4,097 |
| Add: | | |
| 3 cent interim distribution paid September 2015 | 5,360 | 5,360 |
| 3 cent interim distribution paid June 2015 | 5,516 | 5,516 |
| 5 cent interim distribution paid June 2014 | 9,678 | 9,678 |
| Total Funds Available for Distribution to Investors | 23,901 | 24,651 |
| Total investor units as at 21 November 2011 | 193,912 | 193,912 |
| Overall Estimated Return to Investors per Unit | 12 cents | 13 cents |

The above table does not take into account future operating costs, future legal fees and future Receiver's fees.

The overall estimated return to Investors has been revised downwards by 0.6 cents on the low scenario since my 28th update report dated 31 January 2017. This adjustment is primarily due to the anticipated additional funds being paid to affected Investors under the 'equalisation payment' process.

The estimated return also excludes potential legal recoveries against valuers or other third parties as outlined in sections 1.2 and 1.3 of this report and therefore Investors' overall return may be higher than this estimate.

4.1 Future Distributions to Investors

As previously advised, I will not be in a position to make further distributions to Investors until the remaining legal proceedings currently on foot and the claims with the Liquidators of EL have been resolved.

I anticipate that the winding up of the Fund will take a further twelve months to finalise unless out of court settlements can be reached on the valuer and Liquidators claims. As outlined at section 1.3 the Court is expected to hand down its decision in relation to EL's application for leave to amend the statement of claim in July or early August and the Liquidators' solicitors consider a 12 month timeframe to finalise the matter to be a reasonable estimate.

I will continue to provide updates to Investors on its progress and the timing of future distributions. I will issue my next update to Investors in October 2017.

4.2 Equalisation Payment to Investors

As previously advised, an 'equalisation payment' is proposed to Investors, and will be the subject of an application to Court to approve same, who did not receive a partial repayment of capital during the period from 1 July 2010 up until the cessation of distribution payments in March 2011. These Investors include Investors that elected to receive distribution payments annually and where their investments did not mature during this period.

The 'equalisation payment' is also proposed to ensure an equitable return of capital is paid to all Investors given the different interest rates applicable for each class of unit which was used in calculating the partial return of capital paid at the relevant time.

Significant work has been undertaken in relation to the calculation of the equalisation payment, which include:

1. An IT generated adjustment (i.e. formula) to 'equalise' the distributions between the Investors who received different rates of return
2. Manually reviewing and amending the IT generated adjustment in respect to Investors, where:
 - New units were acquired and reinvestments took place during FY2011
 - Units transferred to different/new unit holdings during FY2011 and at a later date
 - Hardship payments made during FY2011.

I am currently finalising the manual review of the 'equalisation payment' process, however based on the transactions reviewed to date I have increased the estimated funds which will be required to be paid to Investors under this measure to between \$2.5M to \$3M. This adjustment is reflected in the estimated return to Investors at Section 4.

Once the review has been finalised I will file an application to Court to obtain directions to process the payment to Investors. Investors will be advised of the application in due course and a copy of the relevant documentation will be uploaded to the websites www.equitytrustincomefund.com.au and www.equitytrust.com.au.

5. Receiver's Remuneration and Expenses

I attach a summary of my current remuneration and outlays incurred since my last report to Investors, which covers the period from 1 January 2017 to 31 May 2017 totalling \$91,517.50 plus outlays of \$2,560.39 (excluding GST).

The last Court approval of my remuneration covering the 13 months ended 31 October 2016 was heard on 20 December 2016 and approved in the amount of \$299,548.50 (excluding GST), equating to \$23,042 plus GST per month. My unbilled remuneration since then, covering the period from 1 November 2016 to 31 May 2017 (including the period detailed above), totals \$131,301.00 (excluding GST), equating to \$18,757 plus GST per month.

The main tasks undertaken during the period were:

- Correspondence with Investors, including:
 - Confirmation of unit holding balance
 - Change of details
 - Transfer of units
- Ongoing maintenance and updating of the Investor database
- Correspondence with Investors financial advisors seeking updates in relation to the Fund
- Reviewing expert reports and documentation in relation to the valuer claim. Meetings and correspondence with my solicitors in relation to the claim
- Correspondence with the ASIC regarding the extension of the suspension of the AFSL
- Reviewing correspondence from the Liquidators and their solicitors in relation to the claim against the Auditors, Directors and EL
- Providing assistance to the Liquidators and access to records in relation to the claim against the Auditors, Directors and EL
- Equalisation payment calculations
- Preparing and issuing my 28th update to Investors
- Reviewing documentation provided by the Liquidators in relation to their claim for remuneration and expenses. Correspondence with the Liquidators regarding insufficient documentation to support the claim.

I anticipate that my next application for approval of my remuneration will be heard in November or December 2017 and will cover the period from 1 November 2016 to 31 October 2017. A copy of my application in this respect will be posted to the websites www.equititrust.com.au and www.equititrustincomefund.com.au and Investors will be notified when this application has been lodged.

6. Updating your contact details

If Investors wish to update their postal address or bank details, a request should be submitted in writing to the following address.

Equititrust Income Fund (Receiver Appointed)
C/- BDO
GPO Box 457, Brisbane, QLD 4001.



7. Queries

All queries should be directed to Eloise Carroll of this office who can be contacted as follows:

Phone: 07 3237 5999

Email: Eloise.Carroll@bdo.com.au

Yours faithfully

A handwritten signature in black ink, appearing to read 'David Whyte', is written over a horizontal line.

David Whyte
Receiver

REMUNERATION REPORT - Summary of professional fees by category of work for the period 1 January 2017 to 31 May 2017

Equititrust Income Fund

| Employee | Position | Rate | Totals | | Task Area | | | | | | | | | |
|----------------------------|----------------------|------|--------------|-------------------|-------------|-----------------|--------------|------------------|-------------|------------------|----------------|---------------|----------------|-----------------|
| | | | | | Assets | | Creditors | | Trade On | | Investigations | | Administration | |
| | | | hrs | \$ | hrs | \$ | hrs | \$ | hrs | \$ | hrs | \$ | hrs | \$ |
| David Whyte | Partner | 580 | 39.8 | 23,084.00 | 6.1 | 3,538.00 | 19.4 | 11,252.00 | 13.8 | 8,004.00 | 0.5 | 290.00 | | |
| Charles Haines | Senior Manager | 455 | 10.5 | 4,777.50 | 2.3 | 1,046.50 | 0.9 | 409.50 | 7.1 | 3,230.50 | | | 0.2 | 91.00 |
| John Sommerville | Senior Manager | 455 | 31.8 | 14,469.00 | 3.9 | 1,774.50 | 20.0 | 9,100.00 | 6.6 | 3,003.00 | 1.1 | 500.50 | 0.2 | 91.00 |
| Aubrey Meek | Senior Accountant II | 290 | 21.2 | 6,148.00 | 0.8 | 232.00 | 19.7 | 5,713.00 | | | | | 0.7 | 203.00 |
| Dermot O'Brien | Senior Accountant II | 290 | 1.0 | 290.00 | | | 1.0 | 290.00 | | | | | | |
| Samantha Brown | Accountant I | 235 | 0.1 | 23.50 | | | 0.1 | 23.50 | | | | | | |
| Eloise Carroll | Accountant II | 200 | 29.9 | 5,980.00 | 0.1 | 20.00 | 29.7 | 5,940.00 | | | | | 0.1 | 20.00 |
| Sarah Cunningham | Team Assistant | 200 | 0.6 | 120.00 | | | | | | | | | 0.6 | 120.00 |
| Ryan Whyte | Undergraduate | 165 | 171.6 | 28,314.00 | | | 171.0 | 28,215.00 | 0.2 | 33.00 | | | 0.4 | 66.00 |
| Andrew Whittaker | Accountant II | 165 | 24.2 | 3,993.00 | 1.2 | 198.00 | 18.5 | 3,052.50 | | | | | 4.5 | 742.50 |
| Antoinette Fielding | Undergraduate | 165 | 21.3 | 3,514.50 | | | 20.4 | 3,366.00 | | | 0.3 | 49.50 | 0.6 | 99.00 |
| Elizabeth Albany | Secretary | 130 | 0.3 | 39.00 | | | | | | | | | 0.3 | 39.00 |
| Moiria Hattingh | Team Assistant | 85 | 9.0 | 765.00 | | | | | | | | | 9.0 | 765.00 |
| TOTALS | | | 361.3 | 91,977.80 | 14.4 | 6,809.00 | 300.7 | 87,361.50 | 27.7 | 14,270.50 | 1.9 | 840.00 | 16.6 | 2,236.50 |
| GST | | | | 9,181.75 | | | | | | | | | | |
| TOTAL INC GST | | | | 100,669.25 | | | | | | | | | | |
| AVERAGE HOURLY RATE | | | 253 | | 473 | | 224 | | 975 | | 442 | | 135 | |

Note: All amounts exclude GST unless otherwise noted

Disbursements for the period 1 January 2017 to 31 May 2017

Equititrust Income Fund

| Expense Type | Amount (S ex GST) |
|----------------------|----------------------|
| Taxi fares | 19.98 |
| General | 80.00 |
| Postage | 2,339.57 |
| Courier | 120.84 |
| TOTAL | 2,560.39 |
| GST | 256.04 |
| TOTAL INC GST | 2,816.43 |

TO INVESTORS AS ADDRESSED

31 October 2017

**EQUITITRUST INCOME FUND
(RECEIVER APPOINTED) (the Fund or EIF)
ARSN 089 079 854**

I refer to my previous reports and now provide my 30th update to Investors since my appointment as Court appointed Receiver and person responsible for winding up the EIF on 21 November 2011. This report should be read in conjunction with my previous update reports to Investors.

1. Asset Recoveries

1.1 Property Realisations

As advised previously, all real property assets of the Fund have been realised. Since my appointment, 46 properties have been realised with a total gross realisation of approximately \$59.26 million.

1.2 Valuer Legal Proceedings

I refer to my previous update and milestones in relation to the claim filed against a valuer for negligence and damages.

The proceedings have continued to progress with the key matters addressed since my last report on 13 June 2017 being as follows:

- The joint expert report of the three valuers was received on 4 August 2017
- An Amended Defence has been filed by the defendants
- An Amended Reply to the defence has been completed and filed
- No further disclosure was made by the due date of 6 October 2017
- Our solicitors continue to seek explanations and disclosure surrounding the completion of the Final Valuation that, to our knowledge, was never received by the Fund
- Mediation has been set down for 7 December 2017
- In the event mediation is unsuccessful, a request for trial date is to be lodged with the Court by no later than 16 February 2017.

I will provide a further update on the status of the proceedings in my next report to Investors.

1.3 Liquidators' claim against the Auditors and Directors and Officers

As previously advised, a Claim and Statement of Claim was filed in the Federal Court on 27 September 2013 by the Liquidators of Equititrust Limited (EL) against the Auditors, Directors and EL in its own capacity for breach

of duties. The claim includes the claims that were originally contemplated as being made on behalf of the Investors of the Fund as a class action.

I have received an update from the Liquidators' solicitors and note the following in relation to the proceedings:

- It is expected that judgement in the application by the Liquidators of EL for leave to amend the statement of claim in the EIF proceedings on 2 and 3 May 2016 is to be delivered by early November 2017
- The Liquidators intend to list the matter for case management directions once judgment is handed down
- On 21 September 2017, the Liquidators' ex parte application in the EIF proceedings was heard pursuant to section 59 of the *Trusts Act 1973 (QLD)*. This section allows a party to sue itself, but requires that it seek directions from the Court as to how the separate interests are to be represented
- The Court made orders on 21 September 2017 that the interests of EL in its own capacity (i.e. not in its capacity as responsible entity of the EIF) be represented by its insurer.

As previously advised, the Liquidators entered into a litigation funding deed with a litigation funder, which has been approved by the Court, to fund the action against the Auditors, Directors and EL in its own capacity.

Therefore, the Fund is not bearing any costs of the litigation; however any funds realised from this claim that relate to the EIF will be paid to the Fund (after deducting the costs of the litigation). Please note that I will not be in a position to make a final distribution and finalise the winding up of the Fund until this litigation has been resolved.

I will provide a further update to Investors in my next report.

1.4 Potential other claims by the Liquidators

As detailed in the Liquidators reports to creditors that are located on the websites www.equititrust.com.au and www.equititrustincomefund.com.au, the Liquidators have undertaken Public Examinations of a number of parties predominately relating to the affairs of the Equititrust Premium Fund (EPF).

I have asked the Liquidators if any of these matters may impact the EIF and the return to investors in that respect.

The Liquidators have advised that they have not yet determined whether any findings from the Public Examinations will have an impact on the EIF investors and that they are likely to be reporting to creditors with an update in the next month.

2. Creditor Claims

2.1 Other Creditors

As previously advised, there are a number of creditors that are required to be paid before further distributions can be made to Investors, which include:

- Trade creditors, which relate to liabilities necessarily incurred in the winding up of the Fund
- Potential claims against the Fund made by the Liquidators of EL (refer section 2.2 below)
- Any other creditors outstanding at the date of my appointment
- Receiver's remuneration and outlays.

2.2 Claims by the Liquidators of EL

As previously advised, repeated attempts have been made to resolve all claims between the Fund and the Liquidators in respect of a costs order awarded against EL in the proof of debt proceedings and the amount owing at the date of their appointment (where I consider monies are owing to the Fund) and any amount due to the Liquidators after their appointment in relation to costs reasonably and properly incurred by them pursuant to the terms of the Fund's constitution.

As previously advised, the Liquidators' total claims are for approximately \$2.1M (remuneration of \$1.2M and disbursements of \$0.9M), which seems unreasonable as I have been in control of the Fund since before their appointment, and Receivers have been appointed to the second mortgage fund, Equititrust Premium Fund. Therefore, in my opinion, there has been little for them to do other than pursue the proceedings against the Auditors and Directors, which is subject to litigation funding.

A detailed review of their claim has been undertaken however has been hampered by no timesheets being provided for the Voluntary Administration period and the invoices provided on the disbursements being redacted to the point there is insufficient information to make a proper assessment as to the extent they are justifiable expenses.

I have undertaken a detailed review of the Liquidators timesheet entries totalling \$1.2M however have been only been able to identify approximately \$8,000 as directly relating to the Fund.

The Liquidators have not separated the narrations to differentiate the work done on the following distinct matters:

- general Liquidators' work for the corporate entity, Equititrust Ltd
- the EIF
- the EPF
- the EPCIF
- the Sophisticated Fund.

My solicitors will once again request sufficient information to determine the claim otherwise I will consider making application to Court to decide the matter.

3. Receipts and Payments

I provide below a summary of the Receipts and Payments of the Fund for the period from 1 June 2017 to 30 September 2017.

| Summary of Receipts and Payments for the period 1 June 2017 to 30 September 2017 | |
|---|--------------|
| | (\$) |
| Opening Cashbook Balance | 6,887,213.25 |
| Receipts | |
| Interest Income | 65,669.55 |
| Loan Recoveries - Wirrina Cove | 876.20 |
| Total Receipts | 66,545.75 |

| Payments | |
|--------------------------------|--------------------|
| Agent's Fees | (42,157.50) |
| Bank Charges | (50.00) |
| IT Expenses | (4,626.60) |
| Legal Fees | (40,507.41) |
| Printing & Stationery Expenses | (2,698.47) |
| Total Payments | (90,039.98) |
| Closing Cashbook Balance | 6,863,719.02 |

I note the following in relation to the above receipts and payments of the Fund:

- The loan recovery relates to minor debtor collections for an outstanding water bill on Wirrina Cove
- Agent's fees include the costs of expert witness reports in the proceedings against a valuer
- IT expenses include the cost of hosting and maintaining the Equititrust server and licence fees for the investor management database
- Legal fees primarily relate to the costs in pursuing the remaining valuer claim and dealing with the claims by the Liquidators of EL as outlined in sections 1.2 and 2.2 of this report respectively
- Printing & Stationary expenses relate to the cost of copying and issuing updates to Investors.

The incurring of these costs is considered essential in terms of successfully recovering assets for the benefit of Investors.

4. Estimated Return to Investors

To date the following distributions have been paid to Investors:

- First interim distribution of 5 cents per unit paid in June 2014 totalling \$9.678 million
- Second interim distribution of 3 cents per unit paid in June 2015 totalling \$5.516 million
- Third interim distribution of 3 cents per unit paid in September 2015 totalling \$5.36 million.

As previously advised, the Fund recorded an accounting and tax loss for the year ended 30 June 2011. Accordingly, the Fund had no surplus income available to distribute to Investors in the 2011 financial year. All payments to Investors other than payments of interest accrued as at 30 June 2010 were deemed by the Fund as a partial repayment of capital.

Prior to my appointment, the Fund accounted for this partial repayment of capital as a corresponding reduction in the unit balance of the Fund. The accounting treatment for the first, second and third interim distributions paid by me in June 2014, June 2015 and September 2015 respectively has remained the same (i.e. as distributions are made, the number of units in the Fund continue to decrease in accordance with the amount distributed to Investors). Therefore, the cents per unit return for each distribution is calculated based on the units in the Fund at that point in time.



In light of the above, I provide below the overall estimated return to Investors of between 12.3 cents and 12.5 cents per unit as at 30 September 2017 as follows:

| | Low | High |
|--|------------|------------|
| | \$000's | \$000's |
| Net Estimated Value of Fund Assets as at 30 September 2017 | 6,864 | 6,864 |
| Less: | | |
| Estimated Creditors and Other Payables | (540) | (290) |
| Estimated Equalisation Payment | (3,000) | (2,900) |
| Estimated net amount available to Investors at 30 September 2017 | 3,324 | 3,674 |
| Add: | | |
| 3 cent interim distribution paid September 2015 | 5,360 | 5,360 |
| 3 cent interim distribution paid June 2015 | 5,516 | 5,516 |
| 5 cent interim distribution paid June 2014 | 9,678 | 9,678 |
| Total Funds Available for Distribution to Investors | 23,878 | 24,228 |
| Total investor units as at 21 November 2011 | 193,912 | 193,912 |
| Overall Estimated Return to Investors per Unit | 12.3 cents | 12.5 cents |

The above table does not take into account future operating costs, future legal fees and future Receiver's fees.

The estimated return also excludes potential legal recoveries against valuers or other third parties as outlined in sections 1.2 and 1.3 of this report and therefore Investors' overall return may be higher than this estimate.

4.1 Future Updates and Distributions to Investors

As previously advised, I will not be in a position to make further distributions to Investors until the remaining legal proceedings currently on foot (refer sections 1.2 & 1.3 of this report) and the claims with the Liquidators of EL have been resolved.

I anticipate that the winding up of the Fund will take a further twelve months to finalise unless out of Court settlements can be reached on the valuer and Liquidators claims. Mediation for the proceedings against the valuer is due to be held on 7 December 2017.

I will continue to provide updates to Investors on its progress and the timing of future distributions. I will issue my next update to Investors in February 2018.

4.2 Equalisation Payment to Investors

As previously advised, an 'equalisation payment' is proposed to Investors, and will be the subject of an application to Court to approve same, who did not receive a partial repayment of capital during the period from 1 July 2010 up until the cessation of distribution payments in March 2011. These Investors include Investors that elected to receive distribution payments annually and where their investments did not mature during this period.

The 'equalisation payment' is also proposed to ensure an equitable return of capital is paid to all Investors given the different interest rates applicable for each class of unit which was used in calculating the partial return of capital paid at the relevant time.

Significant work has been undertaken in relation to the calculation of the equalisation payment, which includes:

1. Liaising with external data analysts to extract and interpret information from the EIF database
2. Build and implement IT formulas to equalise the distributions between the Investors who received different rates of return (equalisation calculation)
3. Manually reviewing, testing and amending the equalisation calculation in respect to Investors, where:
 - New units were acquired and reinvestments took place during FY2011
 - Units were transferred to different/new unit holdings during FY2011 and at a later date
 - Ensuring that all units transferred from one investor to multiple recipients were done equally because in some instances the repayment of capital had not been allocated proportionately
 - Interest was accrued but not paid to Investors in June 2010
 - Hardship and redemption payments were made during FY2011.

I have now finalised the manual review of the 'equalisation payment' process and the funds required be paid to Investors under this measure is approximately \$3M. This adjustment is reflected in the estimated return to Investors at Section 4 and is in line with the estimate in my 29th report to Investors.

An application to Court will be made to approve the equalisation payment to Investors. Investors will be advised of the application in due course and a copy of the relevant documentation will be uploaded to the websites www.equitytrustincomefund.com.au and www.equitytrust.com.au.

5. Receiver's Remuneration and Expenses

I attach a summary of my current remuneration and outlays incurred since my last report to Investors, which covers the period from 1 June 2017 to 30 September 2017 totalling \$121,701.00 plus outlays of \$2,713.91 (excluding GST).

The last Court approval of my remuneration covering the 13 months ended 31 October 2016 was heard on 20 December 2016 and approved in the amount of \$299,548.50 (excluding GST), equating to \$23,042 plus GST per month. My unbilled remuneration since then, covering the period from 1 November 2016 to 30 September 2017 (including the period detailed above), totals \$253,002.00 (excluding GST), equating to \$23,000 plus GST per month.

The main tasks undertaken during the period were:

- Correspondence with Investors, including:
 - Confirmation of unit holding balance
 - Change of details
 - Transfer of units
- Ongoing maintenance and updating of the Investor database
- Correspondence with Investors' financial advisors seeking updates in relation to the Fund
- Reviewing expert reports and documentation in relation to the valuer claim. Meetings and correspondence with my solicitors in relation to the claim
- Correspondence with the ASIC regarding the extension of the suspension of the AFSL
- Reviewing correspondence from the Liquidators and their solicitors in relation to the claim against the Auditors, Directors and EL

- Providing assistance to the Liquidators and access to records in relation to the claim against the Auditors, Directors and EL
- Preparing and lodging statutory returns
- Equalisation payment calculations, including:
 - Liaising with external data analysts to extract and interpret information from the EIF database
 - Building and implementing IT formulas to equalise the distributions between the Investors who received different rates of return
 - Manually reviewing, testing and amending the equalisation calculation in respect to Investors, where:
 - New units were acquired and reinvestments took place during FY2011
 - Units were transferred to different/new unit holdings during FY2011 and at a later date
 - Ensuring that all units transferred from one investor to multiple recipients were done equally because in some instances the repayment of capital had not been allocated proportionately
 - Interest was accrued but not paid to Investors in June 2010
 - Hardship and redemption payments were made during FY2011.
- Reviewing documentation provided by the Liquidators in relation to their claim for remuneration and expenses. Correspondence with the Liquidators regarding insufficient documentation to support the claim.

I anticipate that my next application for approval of my remuneration will be heard in November or December 2017 and will cover the period from 1 November 2016 to 31 October 2017. A copy of my application in this respect will be posted to the websites www.equititrust.com.au and www.equititrustincomefund.com.au and Investors will be notified when this application has been lodged.

6. Updating your contact details

If Investors wish to update their postal address or bank details, a request should be submitted in writing to the following address.

Equititrust Income Fund (Receiver Appointed)
C/- BDO
GPO Box 457
Brisbane QLD 4001.


7. Queries

All queries should be directed to Antoinette Fielding of this office who can be contacted as follows:

Phone: 07 3237 5999

Email: antoinette.fielding@bdo.com.au

Yours faithfully



David Whyte
Receiver

REMUNERATION REPORT - Summary of professional fees by category of work for the period 1 June 2017 to 30 September 2017

Equititrust Income Fund (Receiver Appointed)

| Employee | Position | Rate | Totals | | | | Task Area | | | | | | | |
|---------------------|----------------------|------|--------|------------|--------|----------|-----------|-----------|----------|----------|----------------|-----------|----------------|----------|
| | | | | | Assets | | Creditors | | Trade On | | Investigations | | Administration | |
| | | | hrs | \$ | hrs | \$ | hrs | \$ | hrs | \$ | hrs | \$ | hrs | \$ |
| David Whyte | Partner | 580 | 14.7 | 8,526.00 | 5.9 | 3,422.00 | 6.3 | 3,654.00 | 1.6 | 928.00 | 0.8 | 464.00 | 0.1 | 58.00 |
| Charles Haines | Senior Manager | 470 | 14.0 | 6,580.00 | 5.8 | 2,726.00 | 1.0 | 470.00 | 6.0 | 2,820.00 | 0.5 | 235.00 | 0.7 | 329.00 |
| Charles Haines | Senior Manager | 455 | 23.3 | 10,601.50 | 2.9 | 1,319.50 | 16.6 | 7,553.00 | 2.0 | 910.00 | | | 1.8 | 819.00 |
| Jayden Coulston | Manager | 430 | 144.1 | 61,963.00 | | | 1.7 | 731.00 | | | 142.4 | 61,232.00 | | |
| Aubrey Meek | Senior Accountant II | 290 | 1.9 | 551.00 | | | 1.9 | 551.00 | | | | | | |
| Julia Mayne | Accountant I | 255 | 0.4 | 102.00 | | | 0.4 | 102.00 | | | | | | |
| Sarah Cunningham | Team Assistant | 215 | 0.5 | 107.50 | | | | | | | | | 0.5 | 107.50 |
| Andrew Whittaker | Accountant I | 215 | 0.2 | 43.00 | | | | | | | | | 0.2 | 43.00 |
| Eloise Carroll | Accountant II | 215 | 5.6 | 1,204.00 | | | 5.2 | 1,118.00 | 0.4 | 86.00 | | | | |
| Sarah Cunningham | Team Assistant | 200 | 2.1 | 420.00 | | | | | | | | | 2.1 | 420.00 |
| Eloise Carroll | Accountant II | 200 | 25.3 | 5,060.00 | | | 24.4 | 4,880.00 | 0.9 | 180.00 | | | | |
| Ryan Whyte | Undergraduate | 175 | 67.6 | 11,830.00 | | | 25.2 | 4,410.00 | 0.2 | 35.00 | 40.9 | 7,157.50 | 1.3 | 227.50 |
| Antoinette Fielding | Undergraduate | 175 | 37.2 | 6,510.00 | 0.7 | 122.50 | 31.3 | 5,477.50 | 1.1 | 192.50 | 0.9 | 157.50 | 3.2 | 560.00 |
| George Lethbridge | Undergraduate | 175 | 16.6 | 2,905.00 | | | 16.6 | 2,905.00 | | | | | | |
| Ryan Whyte | Undergraduate | 165 | 7.2 | 1,188.00 | | | 6.9 | 1,138.50 | | | | | 0.3 | 49.50 |
| Andrew Whittaker | Accountant II | 165 | 9.7 | 1,600.50 | | | 9.3 | 1,534.50 | | | | | 0.4 | 66.00 |
| Antoinette Fielding | Undergraduate | 165 | 7.0 | 1,155.00 | | | 6.5 | 1,072.50 | | | 0.5 | 82.50 | | |
| Nicole Jackson | Team Assistant | 160 | 1.1 | 176.00 | | | | | | | | | 1.1 | 176.00 |
| Andrew Whittaker | Accountant II | 155 | 0.3 | 46.50 | | | 0.3 | 46.50 | | | | | | |
| Moirá Hattingh | Team Assistant | 95 | 11.2 | 1,064.00 | | | | | | | | | 11.2 | 1,064.00 |
| Moirá Hattingh | Team Assistant | 85 | 0.8 | 68.00 | | | | | | | | | 0.8 | 68.00 |
| TOTALS | | | 390.6 | 121,704.00 | 19.3 | 7,590.00 | 153.6 | 35,647.50 | 12.2 | 5,151.50 | 186.0 | 69,328.50 | 23.7 | 3,987.50 |
| GST | | | | 12,170.10 | | | | | | | | | | |
| TOTAL INC GST | | | | 133,874.10 | | | | | | | | | | |
| AVERAGE HOURLY RATE | | | | 311 | | 496 | | 232 | | 422 | | 373 | | 168 |

Note: All amounts exclude GST unless otherwise noted

Equititrust Income Fund (Receiver Appointed)

| Expense Type | Amount (\$ ex GST) |
|---------------|-----------------------|
| Postage | 2,713.91 |
| TOTAL | 2,713.91 |
| GST | 271.39 |
| TOTAL INC GST | 2,985.30 |

110W-13

Our Reference Jacqueline Ogden 201110996
Direct Line +61 7 3231 1688
Email jacqueline.ogden@gadens.com
Partner Responsible Scott Couper

gadens

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F +61 7 3229 5850

gadens.com

31 August 2016

Thomson Geer Lawyers
Level 25
1 O'Connell Street
SYDNEY NSW 2000

Attention: Peter Hegarty

By email: PHegarty@tqlaw.com.au

Dear Colleagues

Equititrust Limited (In Liquidation) (Receivers and Managers Appointed) (EL)

We note you act for the liquidators of EL, Blair Pleash and Richard Albarran.

As you are aware, we act for David Whyte, whom by Orders of Justice Applegarth in Supreme Court Proceedings number 10478 of 2011 was appointed receiver of the property of the Equititrust Income Fund (EIF) and the Equititrust Priority Class Income Fund (EPCIF) and was appointed the person responsible for ensuring the EIF and the EPCIF are wound up in accordance with their constitutions.

EL is the responsible entity of the EIF and the EPCIF.

As you are aware, in respect of the receivership of the EIF:

- (a) there are no more properties remaining to be sold;
- (b) there remains two proceedings which are still ongoing, being:
 - i. a claim against a valuer in respect of a property located at Earlando Road, Cape Gloucester (Airlie Beach), Queensland;
 - ii. a claim against certain officers of EL.

We also note that your clients are presently prosecuting proceedings numbered NSD2028 of 2013 which may also result in a recovery for the investors of the EIF.

- (c) there are outstanding matters which will need to be finalised in order for the winding up of the EIF to be completed as required by the Court orders, which matters our client has identified will include, but is not limited to:
 - i. obtaining directions and/or a declaration from the Court in relation to an equalisation payment to certain investors of the EIF;
 - ii. your clients' claim for an indemnity from the EIF for their remuneration as administrators and liquidators of EL;
 - iii. determining an appropriate process as between our respective clients by which:
 - A. any outstanding debts payable by, and the claims against, EL can be ascertained;
 - B. those debts and claims can be adjudicated upon (in accordance with the *Corporations Act 2001*);

Liability limited by a scheme approved under professional standards legislation.

- C. any claim for an indemnity from the property of the EIF in respect of any, or any part of any, debt payable by or claim against EL which is admitted can be identified;
- D. our client is notified of any such claim for an indemnity from the property of the EIF and can have the opportunity to seek further information in relation to any claim and then accept or reject any claim (or accept or reject any part of it),

(referred to herein as the **proof of debt process**),

- iv. obtaining directions and/or a declaration from the Court in relation to the final distribution to be made to all investors of the EIF (once the proceedings and all matters referred to above have been finalised).

We are instructed our client intends to make an additional interim distribution to unitholders of the EIF in the short term.

For the purposes of making this interim distribution, our client intends to apply to the Court to obtain directions in order to resolve a number of the outstanding matters referred to above, namely:

- (a) the equalisation payment to certain investors of the EIF;
- (b) your clients' claim for an indemnity from the EIF for their remuneration as administrators and liquidators of EL; and
- (c) to the extent necessary, the proof of debt process.

To the extent our respective clients can resolve any issues outstanding as between themselves that is obviously preferred as that will likely limit the extent of the issues to be determined by the Court. We refer to the parties previous attempts to resolve outstanding matters which have to date been unsuccessful. Our client remains open to progressing the resolution of these matters with your clients. However, given the progression of the receivership, it is necessary that outstanding matters now been resolved.

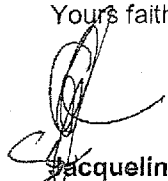
In light of the above, and for the purposes of our client's foreshadowed application, we invite your clients to:

- (a) provide to our client further information to support their claim for an indemnity under clause 6.1 of the Constitution of the EIF and the general law for their remuneration as administrators and liquidators and outlays which will include, but is not limited to:
 - i. an explanation as to what tasks were undertaken in respect of which an indemnity is sought from the EIF;
 - ii. an explanation as to why such tasks were necessary and proper and for the benefit of the EIF; and
- (b) provide our client with a proposal in respect of the proof of debt process for our client's consideration.

Would you please provide us with your clients' response as soon as possible but in any event by no later than **Wednesday, 14 September 2016**.

We look forward to hearing from you.

Yours faithfully


Jacqueline Ogden
Senior Associate

Level 25, 1 O'Connell Street
Sydney NSW 2000 Australia

GPO Box 3909 Sydney NSW 2001
DX 69 Sydney

T +61 2 8248 5800
F +61 2 8248 5899

Our ref PJH:3688014
Your ref

23 September 2016

Scott.couper@gadens.com / Jacqueline.ogden@gadens.com

Gadens Lawyers
Via email only

Attention: Mr Scott Couper / Ms Jacqueline Ogden

Dear Sirs

Equititrust Ltd (in liquidation)(receivers appointed)(receivers & managers appointed) ("Company")

Equititrust Income Fund (receiver appointed) ("EIF")

Equititrust Priority Class Income Fund ("EPCIF")

**Equititrust Premium Fund (an unregistered scheme) (Controller appointed) ("EPF")
(together the "Funds")**

We refer to your letter dated 31 August 2016.

In this letter our client seeks to set out their claim to an indemnity and payment from the Funds for your client's consideration.

1 Our clients' general right to an indemnity

As you aware, it is generally accepted that our clients are entitled to be indemnified from the Funds' assets for work done and expenses and liabilities properly incurred in connection with the Funds and the Funds' administration and assets (*Re Berkeley Applegate (Investment Consultants) Ltd (in liq) (No 2) (1988) 4 BCC 279; Re Universal Distributing Co Ltd (in liq) (1933) 48 CLR 171*). It has also been held that it is appropriate for a liquidator to be permitted to claim remuneration and expenses from trust assets for work other than that directly involved in administering the trust (see for example, *GB Nathan & Co Pty Ltd (in liq) (1991) 24 NSWLR 674*).

1.1 Indemnity in EIF Constitution

- (a) Since about March 2012 there has been considerable correspondence as between our clients/us and your client/you as regards the interpretation of the indemnity clause contained in the EIF Constitution.
- (b) We refer to the following correspondence in particular:
 - (i) Letter from our clients to your client dated 14 March 2012;
 - (ii) Letter from your client to our clients dated 19 March 2012;
 - (iii) Letter from our clients to your client dated 3 April 2012;
 - (iv) Letter from us to you dated 13 April 2012;

- (v) Letter from you to us dated 17 April 2012;
- (vi) Letter from your client to our clients dated 17 April 2012;
- (vii) Letter from our client to your client dated 6 June 2012;
- (viii) Letter from us to you dated 31 August 2012;
- (ix) Email from us to you dated 17 September 2012; and
- (x) Letter from you to us dated 19 September 2012.

Each of these letters and their enclosures are relied upon by our clients.

1.2 Unit holders also creditors

- (a) The tasks undertaken by our clients have either saved your client from incurring the costs incidental to those tasks, were directly relevant to the Company's role as Responsible Entity, or were tasks performed for the benefit of the unit holders.
- (b) At both the First Meeting of Creditors and the Second Meeting of Creditors in the Company's administration the Proofs of Debt submitted by each unit holder were admitted for one dollar each for the purposes of voting. The proofs of debt submitted by them were in respect of alleged breaches of duties owed by the Company as responsible entity under section 601FC of the *Corporations Act* 2001 (Cth) (**Act**), failure to properly report in accordance with section 675 of the Act, negligence and misleading and deceptive conduct.
- (c) As at today's date we provide the following table of creditors, noting those that are ordinary unsecured creditors and those that are unit holders:

| Creditor Type | Quantity | Value Advised (\$) | Proofs of Debt (\$) |
|--------------------------------|-------------|-----------------------|-----------------------|
| Ordinary Unsecured Creditors | 27 | 663,346.28 | 80,000,122.88 |
| Unitholder Unsecured Creditors | 1648 | 276,970,334.63 | 97,890,794.14 |
| Total | 1675 | 277,633,680.91 | 177,890,917.02 |

- (d) We are instructed that, of the 27 ordinary unsecured creditors and 1648 unit holder creditors, only 20 and 490 respectively have submitted proofs of debt as at today's date. The extent to which each of those unit holders in the Funds will be in a position to prove in the liquidation will be dependent upon the amounts recovered by your client in winding up the Funds and distributed to unitholders.
- (e) To the extent that there is any shortfall in the amounts recovered by your client, those unit holders will be entitled to prove in the liquidation for that shortfall. Accordingly, each unit holder stands to benefit from tasks undertaken by our clients.

2 General description of work undertaken

- 2.1 As requested by you, we have enclosed an Excel spreadsheet setting out our clients' Work In Progress (WIP) to 29 February 2016 highlighting those items for which they seek an indemnity and payment from the Funds. In total, all tasks have seen our clients incur WIP in the amount of \$1,228,325.00.
- 2.2 We also **enclose** a summary of disbursements incurred by our clients in the administration of the Company to date.

| Disbursements | Cost (\$) |
|---|-------------------|
| Advertising | 8,594.50 |
| Courier | 5,903.46 |
| Facsimile | 11.00 |
| File maintenance fee | 3,743.94 |
| Link Market Services | 20,447.90 |
| Lodgements | 946.00 |
| Meeting room hire - HC (Across all states) | 1,540.00 |
| Photocopying | 50,857.52 |
| Postage and Handling | 5,888.14 |
| Printing | 38,753.33 |
| Redback (Phone facility for Creditor's meeting) | 281.63 |
| Search fees on ABR | 7,207.61 |
| Storage | 7,070.36 |
| Telephone | 4,338.94 |
| Travel & Parking | 30,409.35 |
| Venue Hire | 7,811.92 |
| Miscellaneous | 6,095.16 |
| ECG Services Agreement | 202,389.00 |
| Total | 402,289.76 |

Note: The entry with respect to the ECG Services Agreement is referred to with greater particularity in the correspondence referred to above, most particularly the letter dated 6 June 2012.

2.3 Legal costs incurred with my fee in the total amount of \$527,350.40, comprised as follows:

| Date of Invoice | Invoice No. | Professional fees | GST on professional fees | Disbursements | GST on Disbursements | Total Invoice Amount |
|---|-------------|-------------------|--------------------------|---------------|----------------------|----------------------|
| Thomson Geer matter number: 3441653 – Remuneration Application | | | | | | |
| 28/2/13 | 488441 | 12,890.00 | 1,289.00 | 46.50 | 4.65 | 14,230.15 |
| 30/4/13 | 494381 | 5,732.50 | 573.25 | 97.89 | 9.79 | 6,413.43 |
| 31/5/13 | 497849 | 750.00 | 75.00 | 31.65 | 3.17 | 859.81 |
| 31/8/13 | 506763 | 6,076.50 | 607.65 | 18.82 | 1.88 | 6,704.85 |
| 31/10/13 | 512661 | 4,250.00 | 425.05 | NIL | NIL | 4,675.55 |
| 31/1/14 | 520269 | 1,588.50 | 158.85 | NIL | NIL | 1,747.35 |
| | | | | | SUBTOTAL | \$34,631.14 |
| Thomson Geer matter number: 3353939 – General | | | | | | |
| 30/10/12 | 476470 | NIL | NIL | 9,000.00 | 900.00 | 9,900.00 |
| 25/1/13 | 484007 | NIL | NIL | 860.00 | 86.00 | 946.00 |
| 28/2/13 | 487836 | NIL | NIL | 9,540.00 | 954.00 | 10,494.00 |

| Date of Invoice | Invoice No. | Professional fees | GST on professional fees | Disbursements | GST on Disbursements | Total Invoice Amount |
|---|---------------------------|-------------------|--------------------------|---------------|----------------------|----------------------|
| 15/3/13 | 489422 | 251,431.25 | 25,143.13 | 1,921.40 | 192.14 | 278,687.93 |
| 31/3/13 | 490723 | 11,341.50 | 1,134.15 | 7.55 | 0.76 | 12,483.96 |
| 30/4/13 | 494375 | 17,607.50 | 1,760.75 | 28.52 | 2.85 | 19,399.62 |
| 31/5/13 | 497851 | 27,225.00 | 2,722.50 | 20,342.70 | 2,034.27 | 52,324.46 |
| 30/6/13 | 501003 | 22,190.00 | 2,219.00 | 7.27 | 0.73 | 24,417.00 |
| 31/7/13 | 503431 | 4,529.50 | 452.95 | 2,200.00 | 220.00 | 7,402.45 |
| 31/8/13 | 506799 | 7,132.50 | 713.25 | 33.00 | 3.30 | 7,882.05 |
| 30/9/13 | 509920 | 7,808.50 | 780.85 | 38.40 | 3.84 | 8,631.59 |
| 6/12/13 | Wilkins Fee note no. 1076 | | | 29,590.00 | | 29,590.00 |
| | | | | | SUBTOTAL | \$462,159.06 |
| Thomson Geer matter number: 3688014 – Set Off | | | | | | |
| 5/11/15 | 592080 | 3,527.00 | 352.70 | NIL | NIL | 3,879.70 |
| 31/1/16 | 601439 | 552.00 | 55.20 | NIL | NIL | 607.20 |
| 29/2/16 | 605849 | 8,196.00 | 819.60 | NIL | NIL | 9,015.60 |
| 31/3/16 | 608767 | 7,967.00 | 796.70 | NIL | NIL | 8,763.70 |
| 30/4/16 | 613414 | 255.00 | 25.50 | NIL | NIL | 280.50 |
| 31/5/16 | 616656 | 3,238.00 | 323.80 | NIL | NIL | 3,561.80 |
| 31/8/16 | 628430 | 615.00 | 61.50 | NIL | NIL | 676.50 |
| | | | | | SUBTOTAL | \$26,785.00 |
| Thomson Geer matter number: 3854897 – Jeanes Proceedings | | | | | | |
| 31/3/16 | 608766 | 2,769.00 | 276.90 | NIL | NIL | 3,045.90 |
| 30/4/16 | 613236 | 546.00 | 54.60 | NIL | NIL | 600.60 |
| 31/5/16 | 616598 | 117.00 | 11.70 | NIL | NIL | 128.70 |
| | | | | | SUBTOTAL | \$3,775.20 |
| | | | | | TOTAL | \$527,350.40 |

We are in the process of redacting the privileged portions of the invoices referred to in this above table, which we will provide to you in due course.

2.4 In general, the steps taken by our clients in the administration of the Company included:

- (a) conducting preliminary investigations into the affairs of the Company, utilising the books and records held by the Company and the Company's external accountant, KPMG, including review of the Company's management accounts and externally prepared financial statements;
- (b) issuing demands to deliver books and records of the Company to various parties;
- (c) attending the Company's premises to review and take control of the Company's books and records;
- (d) holding numerous meetings and discussions with the Company's directors;
- (e) holding numerous meetings and discussions with staff contracted to provide services to the Company;
- (f) holding numerous meetings and discussions with representatives of the respective external appointees acting in respect of the Company and the Funds as follows:
 - (i) Mr David Whyte of BDO, the Court appointed Receiver of EIF and EPCIF;
 - (ii) Mr Robert Malt of Ferrier Hodgson, on behalf of the Receivers of the Company;
 - (iii) Mr Henry McKenna of McGrath Nichol, on behalf of the Receivers of the property of EPF;
- (g) attending a meeting with Mr Whyte of BDO, Ferrier Hodgson, and their respective solicitors on 21 February 2012, to discuss the roles of the Applicants and the respective external appointees acting in respect of the Company and the Funds;
- (h) prior to the Orders made on 29 February 2012, liaising with Mr Whyte in relation to the sale of property assets in relation to EIF, including reviewing and signing contracts of sale and other documents;
- (i) considering and investigating information supplied by third parties, in particular:
 - (i) David Tucker of Tucker & Cowen Solicitors (who is also a former director of the Company), regarding various insurance issues and allegations against the Company and its current and former directors;
 - (ii) Amanda Banton of Piper Alderman Lawyers, regarding a potential class action claim and various allegations asserted by a number of the Funds' members against the Company and its current and former directors;
 - (iii) A claim asserted for damages in the order of \$20,000,000 against the Company by a borrower in relation to the EIF, for alleged negligence and/or breaches of duty by the Company in appointing a receiver pursuant to a mortgage in favour of the Company (for EIF) over the borrower's property;
- (j) seeking legal advice in relation to a number of the complex issues arising in relation to the administration of the Company, its role as the Responsible Entity of the Funds, and the interaction with the respective Receivers acting in respect of the Company and the Funds;
- (k) attending to numerous enquiries from the Funds' members received from the Company's investor enquiry telephone line and email address, equititrust@hallchadwick.com.au;
- (l) liaising with various parties in relation to possible Deed of Company Arrangement Proposals;

- (m) liaising with, and considering proposals from, the following parties in relation to the Company being replaced as Responsible Entity of the Funds:
 - (i) Balmain NB Corporation Limited;
 - (ii) Trilogy Funds Management Limited; and
 - (iii) Venture Axess Group Limited;
- (n) reviewing the validity, extent and quantum of claims by the Company's secured creditors;
- (o) reviewing records with respect to the Funds managed by the Company in order to gain an understanding of same and their respective asset portfolios;
- (p) discussing various regulatory issues with government authorities;
- (q) placing on the Company's website, letters to update investors in relation to the administration of the Company;
- (r) meeting with ASIC legal officers to discuss the administration of the Company and related issues of interest to ASIC;
- (s) preparing and issuing the initial Report to Creditors of the Company dated 17 February 2012;
- (t) holding the first creditor's meeting on 27 February 2012, as mentioned above;
- (u) preparing and issuing the Report to Creditors of the Company dated 12 April 2012;
- (v) holding the meeting of committee of creditors of the Company on 16 April 2012;
- (w) holding the second creditor's meeting on 20 April 2012;
- (x) negotiating the terms of a Litigation Funding Agreement with International Litigation Partners No.1 Limited (**ILP**);
- (y) instructing solicitors in relation to the Funding Agreement to be entered into with ILP;
- (z) instructing solicitors with respect to examinations and Orders for Production;
- (aa) instructing solicitors in relation to proceedings commenced in accordance with the Litigation Funding Agreement entered into with ILP;
- (bb) Instructing solicitors in relation to multiple iterations and amendments to pleadings in proceedings and requests for particulars; and
- (cc) attending mediation on 1 September 2016.

2.5 Set out below is a more detailed description of the tasks performed.

3 Initial review of documents held by the Company as responsible entity and making enquiries of the Company's directors

3.1 Since our clients' appointment as administrators, our clients spent considerable time reviewing documents held by the Company as Responsible Entity of the Funds with a view to determining precisely what assets were held by the Funds.

3.2 Before the orders made by Justice Dalton on 29 February 2012 it was necessary that our clients were properly appraised of this information in order that they could approve or not approve proposed sales of property. It has also been necessary that our clients inform themselves of this information in order that they were in a position to report the position to unit holders, consider proposals for the replacement of the Company as Responsible Entity and liaise with your client in relation to the matter.

3.3 In addition to reviewing and collating documents held by the Company as responsible entity our clients assisted other external parties such as your client and Ferriers for the collection of the books and records which would assist in the any potential return to these parties to their clients and accordingly to the unit holders.

4 Fielding enquiries of investors

4.1 Since our clients' appointment, our clients have spent a great amount of time responding to enquiries of unit holders. These enquiries have included significant enquiries as to:

- (a) the respective roles of our clients and that of Mr Whyte as Court appointed Receiver;
- (b) how those investors ought go about making claims;
- (c) when they are likely to receive a return;
- (d) how things have progressed to a point whereby the Company is in administration;
- (e) the impact on them and their unit holdings;
- (f) how to treat previous returns on their investment;
- (g) how to deal with outstanding amount and tax implications;
- (h) what investigations are being conducted in regards to the loss suffered on the loans; and
- (i) how the existence of the secured creditors impacts their investment.

4.2 A number of the unit holder creditors are elderly and have a lack of understanding of insolvency processes. Given that there are numerous appointments in relation to the Company, its assets, and the Funds this has added a greater layer of complexity which quite understandably created a level of confusion with the Company's unit holder creditors.

4.3 A telephone line was set up specifically for creditor and unitholder enquiries on 23 February 2012. Following a reduction in the number of calls to it, the line was cancelled on 30 October 2012. Around the times that our clients issued Reports to Creditors or held meetings, they received around 30 telephone calls a day.

4.4 Other work undertaken in respect of the unit holder creditors in particular included tasks such as:

- (a) re-sending reports to unit holder creditors who did not receive the report when originally dispatched;
- (b) receiving death certificates and telephone calls regarding deaths of unit holders and updating details in the system;
- (c) changing addresses and contact details of unit holder creditors;
- (d) answering questions in relation to liquidation processes;
- (e) providing unit holder creditors with the Receiver, and your client's, contact details regarding specific funds and their involvement in relation to our clients' appointment;

- (f) answering questions from unit holder creditors in relation to the likely chance of a distribution from the Company and the relevant funds;
- (g) providing updates on the progress of our investigations and on the liquidation generally;
- (h) providing updates on the Piper Alderman class action;
- (i) answering questions from unit holder creditors regarding reports;
- (j) providing explanations to unit holder creditors about how to complete a proof of debt and proxy forms, and the reasons for completing these forms;
- (k) responding to enquiries about the value of individual units for Centrelink and tax purposes;
- (l) providing advice regarding to whom correspondence, forms and unit holder information should be addressed;
- (m) providing advice regarding meeting attendance requirements, and the agenda for the meetings; and
- (n) responding to enquiries about pursuing the directors of the Company, particularly Mr Mark McIvor, and what the liquidators' powers consist of in this respect.

5 Reviewing proposals for replacement Responsible Entities

- 5.1 During the course of the administration period, fees were incurred by our clients on behalf of the Company as Responsible Entity in considering proposals made for some replacement responsible entities, potentially through a Deed of Company Arrangement. In this regard, our clients took the view that they needed to do all things necessary to preserve the assets of the fund and had to give appropriate consideration to the proposals made to them.
- 5.2 Prior to fielding any of these proposals, our clients obtained legal advice from their former Solicitors, Mills Oakley Lawyers, as to how this could be done in circumstances where Mr Whyte had already been appointed to wind up the EIF. The advice received by our clients was that in order for there to be a replacement of the Responsible Entity, it would require:
- (a) a meeting of Unit holders;
 - (b) Notice to ASIC;
 - (c) an application to Court to ensure termination of the winding up of the EIF and EPF in a manner analogous to an application for termination of a winding up in accordance with section 482 of the *Corporations Act 2001* (Cth); and
 - (d) consequential amendments to the respective Constitutions of the EIF and EPF.
- 5.3 Three different proposals for the replacement of the Company as Responsible Entity were received from:
- (a) Balmain NB Corporation Limited;
 - (b) Trilogy Funds Management Limited; and
 - (c) Venture Axess Group Limited.
- 5.4 During the course of our clients' investigations into the replacement of the Company as Responsible Entity they met with and held discussions with the above proposers in regards to their proposals, the respective procedure suggested by all three, and the impact on the unit holders of a change in Responsible Entity.

- 5.5 In order to make an assessment of the above mentioned proposals it required that our clients review the records of the Funds in order that an understanding could be obtained of the Funds and their respective asset portfolios.
- 5.6 The requisite procedure and the various proposals are set out in section 14 of our clients' Report to Creditors dated 12 April 2012 [s439A Report] (pages 40 to 43 of the Report) which can be accessed at <http://www.equitytrust.com.au/Updates.html>.
- 5.7 Our clients also conducted a survey of the investors at the Second Meeting of Creditors as to their view of the proposals made. The survey determined that of those unit holders who voted, the majority did not wish to replace the Company as Responsible Entity.
- 5.8 Having considered the proposals made, our clients formed the view that the complexity of the proposals and the further costs in bringing them into effect were such that they were not in the interests of unit holders, particularly in circumstances where there was not a clear benefit which would flow to the unit holders if those proposals were accepted. That view was expressed by our clients to the unit holders at the Second Meeting of Creditors.
- 5.9 Whilst a replacement of the Company as responsible entity was not ultimately pursued, it was incumbent upon our clients in their roles as Administrators of the Company to consider, review and put those proposals to the unit holders.
- 6 Meetings and other communications with your client**
- 6.1 In the course of the administration, our clients have had numerous meetings with your client.
- 6.2 Our clients have had meetings and/or discussions with your client on the following dates:
- (a) Friday, 17 February 2012;
 - (b) Thursday, 23 February 2012;
 - (c) Friday, 24 February 2012;
 - (d) Thursday, 25 February 2016.
- 6.3 The issues canvassed at these meetings included:
- (a) the various appointments and how they would coexist;
 - (b) updates on various loans and the underlying securities;
 - (c) assistance required on the various loans and the underlying securities; and
 - (d) assistance required in dealing with staff employed by ECG Administration Pty Limited (in liquidation) (**ECGA**); and
 - (e) the extent of any indemnity available to our clients.
- 6.4 Prior to the orders of His Honour Justice Dalton on 29 February 2012 our clients were also contacted by your client to seek our clients' assistance on the realisation and settlement of number of loans.
- 6.5 Our clients have also regularly sought reports from your client's office in order that our clients were better placed to respond to enquiries made by unit holders and other creditors.

7 Services Agreements

- 7.1 Upon being appointed administrators of the Company there was already in place a service agreement between ECGA and the Company. A subsequent Services Agreement was entered into with your client on 20 December 2011.
- 7.2 ECGA invoiced the Company for the cost of providing staff, and then the Company sought reimbursement from the EIF.
- 7.3 The services provided through the Services Agreement were integral to the winding up of the EIF.
- 7.4 In proceeding to administer this process time has been spent calculating the amounts owing, issuing invoices and instructing us to make demand upon your client for the amounts claimed from the EIF.
- 7.5 Additionally, it has been necessary for our client to instruct us to correspond with you in relation to the issue with a view to obtaining payment from the EIF. To date, these requests for payment have been to no avail.

8 Investigations as to conduct of the Company and its officers and subsequent litigation

- 8.1 Since our clients' appointment as administrators it has been necessary for them to investigate whether the Company in its role as responsible entity had breached its duties as a responsible entity under section 601FC of the Act, had engaged in misleading and deceptive conduct, or was negligent.
- 8.2 This investigation was necessary for the purpose of considering the proofs of debt submitted by the unit holders and reporting to the unit holders and other creditors in the report prepared by our clients in accordance with section 439A of the Act.
- 8.3 This investigation was also necessary for the purpose of an action on behalf of the unit holders against the Company's officers and other stakeholders responsible for the financial reporting requirements of the Company and the EIF.
- 8.4 In the course of the administration our clients also investigated alleged breaches of the Company's director Mr McIvor of sections 208, 601FD, 675 and 1021C of the Act by:
- (a) using his position to obtain a personal benefit to the detriment of the funds' members;
 - (b) failing to act honestly in dealing with various borrowers, loans and properties;
 - (c) amending the Company's Constitution without disclosure to the Funds members, to the detriment of its members; and
 - (d) failing to disclose various transactions to the Funds members which may have an impact on the value of the members investments.
- 8.5 A Litigation Funding Agreement was also entered into with International Litigation Funding No1 Limited so that the available claims could be progressed. Our clients had to instruct our firm in relation to the negotiation of this agreement.
- 8.6 Our clients have also met and had ongoing communications with Ms Amanda Banton (previously of Piper Alderman and now Squire Patton Boggs) and her staff. Ms Banton acts for a number of unit holders in regards to their claims against the Company and its officers, key stakeholders responsible for the financial reporting requirements of the Company and the Equititrust Income Fund and also any claims against their respective insurers.
- 8.7 These investigations are ongoing. Mr McIvor, along with a number of other parties, were the subject of examinations on the following dates:

| Dates | Examinees |
|-------------------------|---|
| 24 and 25 July 2014 | Mr Tim James and Mr Sid Super |
| 15 to 18 September 2014 | Mr Mark McIvor, Mr Ryan Maddock, Mr Stephen Board and Mr Paul Steer |

8.8 Following on from these examinations proceedings have been conducted through Piper Alderman against the directors and auditors, they being Proceedings number 10478 of 2011. The unit holders will have the benefit of the fruits of those actions along with other creditors.

8.9 In conducting that litigation it has been necessary for our clients to, among other things:

- (a) review and provide instructions in relation to various iterations and amendments to the pleadings;
- (b) provide instructions in relation to the provision of particulars; and
- (c) attend a mediation.

9 Dealing with ASIC

9.1 During the course of the administration our clients have continued to keep ASIC informed as to the progress of the administration.

9.2 For example, our clients had a meeting with Simon Temple and Amanda Rogers of ASIC on Monday 5, March 2012 in which the administration, replacement of the Company as the Responsible Entity and also the impact of an investors action group was discussed. In addition to the above our client has also reported his findings from his investigations during the administration in his report pursuant to Section 438D of the Act on 18 May 2012 and Section 533.

10 Dealing with loans in the EIF

10.1 During the course of the administration our clients have been involved in dealings with various loans in EIF which includes conducting investigations on these via reviewing records. Our clients attended the Company's premises during the weeks following the appointment to have discussions with Company staff about these loans and during this time photocopied records held by the Company in relation to EIF and its managed assets. This information has been investigated to determine the position of the loans and the underlying securities which in turn was used to determine current position of the EIF, likely recoveries and accordingly the impact on unit holders. Set out below is a non-exhaustive list of the matters which have been attended to by our clients with respect to loans from the EIF.

(a) *Potential litigation regarding Collingwood Park property and others*

On or about 23 February 2012 our clients had discussions with employees of the Company, Mr Brenton Task and Mr Arthur Taylor about litigation either on foot or to be commenced with regards to the Collingwood Park property, the Carbrook property, the Toowoomba property and with Mr Ian Lazar with respect to properties at Richmond and Windsor.

(b) *Tweed Central Pty Limited*

With respect to a loan made to Tweed Central Pty Limited, this was a recovery which was discussed at a meeting on 17 February 2012 attended by Ross Honeyman, Brenton Task, Mark McIvor and your client. The loan was also discussed by our clients together at a meeting with your client on 24 February 2012 in which a heads of agreement concerning a land swap between Lanslove, Tweed Heads Coursing Club and others.

(c) *Kristine Lorraine Newton*

The loan from Kristine Lorraine Newton secured by the property at Lennox Head was also discussed at the meeting on 17 February 2012. Your client requested that our clients execute the Contract for Sale in respect of this property by email dated 23 February 2012, as by that stage your client was not in a position to execute documents on behalf of the Company.

Prior to signing the Contract for Sale it was necessary for our clients to review the sale contract to satisfy themselves that it was in order.

(d) *Nirvana by the Sea*

Nirvana by the Sea was a development owned by Kirra Beachfront Investments Pty Limited. The first mortgagee was the Bank of Scotland who assigned their interest to Broadbeach BV. The Company was the Second Mortgagee.

On 27 February 2012 our clients received an email from the Company's in-house lawyer Mr Brenton Task requesting that our clients make urgent arrangements to sign a release of mortgage over the property known as Lot 801.

As our clients had no direct knowledge of the position with respect to this loan, it was necessary for some due diligence to be undertaken to ensure that, by executing the discharge, it was not adverse to the interests of the unitholders.

(e) *Rosea Pty Ltd*

Funds were lent to Rosea Pty Limited by the EIF, the EPF and the Sophisticated Fund of which 50% was lent by the Company, and 50% lent by Shareholder Pty Ltd. Prior to our appointment a settlement deed had been entered into under which, relevantly, an interim settlement sum was due on 17 June 2012, and a final settlement sum was due on 17 June 2013.

It was necessary for our clients to review documents regarding the loan, investigate and verify settlement statements, and review correspondence with your client and the Receivers regarding settlement of the loan and proceeds from settlement. Our clients were also involved in discussions regarding the distribution of the settlement proceeds.

(f) *RM Walsh Land Holdings Pty Ltd & Ors*

On about 16 July 2012, His Honour Brereton J granted leave to RM Walsh Land Holdings Pty Ltd to commence proceedings by way of filing a cross claim against the Company, which was filed on 27 July 2012. Prior to and after this order, it was necessary for our clients to review documents regarding the litigation and liaise with legal advisors about how to proceed, including responding to correspondence received relating to the settlement of the loan.

(g) *Toowoomba (Foundry Shopping Centre) Pty Ltd*

The work done by our clients regarding the loan to Toowoomba (Foundry Shopping Centre) Pty Ltd included discussions with directors about recovery of the loan and potential avenues of realisation of the property, as well as meeting with your client to discuss recovery of the loan and the potential avenues of realisation.

Whilst your client had been empowered by the orders made by the Court, your client requested our clients execute sale documents and discharge of mortgage documents to facilitate those sales. In each case, it has required some level of diligence on the part of our clients to ascertain whether our clients were acting in accordance with their duties by executing those documents. For example, our clients required valuations to ensure the sales were taking place at arms-length and a basic review of security documents to ensure the documents our clients were executing were in order.

11 Dealing with various issues on the Equititrust Income Fund

- 11.1 As regards the management fee payable to the Company from the EIF, it was necessary for our clients to review documentation regarding the management fee said to be payable to the Company. It was also necessary to enter into discussions with Company employees and your client regarding the claiming of these fees by the Company from the EIF.
- 11.2 It has also been necessary for our clients to investigate the creation of subordinated units and the impact on subordinated unit holder and ordinary unit holders. This included seeking and reviewing legal advice and discussions with the Company's directors and your client.
- 11.3 Our clients have also investigated the extent to which there have been impairments of loans of the EIF and the consequential impact on unit holders. The extent of these impairments and its reporting to unit holders was a focus of the examinations which were held.

12 Summary

We enclose some spread sheets detailing the various time entries for which indemnity is sought.

From the material included herein you will see that our client seeks indemnity for remuneration of \$1,228,325.00 (until 29 February 2016) and disbursements of \$929,640.16.

As to your enquiry concerning the mutual exchange of Proofs of Debt between our respective clients we confirm that our clients are amenable to considering such a process. Please advise how your client proposes that such a process be undertaken.

We look forward to discussing the matter further at an appropriate shortly.

Yours faithfully
THOMSON GEER



Peter Hegarty

Partner

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**Summary of Receipts and Payments for the Period
21 November 2016 to 31 October 2017**

| Receipts | \$ | \$ |
|--|---------------|----------------------|
| Bank Guarantees Released for Distribution | | 39,066.65 |
| Interest Income | | 808,795.16 |
| <i>Loan Recoveries:</i> | | |
| Boothers Pty Ltd | 1,753,423.65 | |
| Checkling Pty Ltd | 5,227,139.29 | |
| Corymbia Corporation Pty Ltd | 14,126,212.53 | |
| Corymbia Estates Pty Ltd | 4,886,247.31 | |
| East Coast Pty Ltd | 2,394,502.16 | |
| Elysian Marketing Pty Ltd | 412,821.57 | |
| Gamp Developments Pty Ltd | 482,510.23 | |
| Gonfanon Pty Ltd | 2,354,818.22 | |
| Hollyander | 344,457.88 | |
| Kele Property Group (Port Macquarie) Pty Ltd | 1,101,864.86 | |
| Kristine Newton | 2,665,906.97 | |
| Lazar | 22,701.00 | |
| Morvale Land Pty Ltd | 3,897,632.45 | |
| Mountbell Pty Ltd | 641,481.75 | |
| National Resorts Corporation | 2,205,458.07 | |
| Resort Corporation Australia (No 2) Pty Ltd | 824,745.90 | |
| Robert Hardy, Elysian Marketing Pty Ltd and Mark J | 5,899.05 | |
| Rosea Pty Ltd | 1,195,250.59 | |
| Rural Security Holdings Pty Ltd | 50,000.00 | |
| Spottiswood, Graham (A Bankrupt) | 2,195,580.51 | |
| Star Sky Investments Pty Ltd | 27,287.94 | |
| Summer Hill Business Estate Pty Ltd | 18,237.41 | |
| Taylor, AG & SK | 215,438.34 | |
| Toowoomba (Foundry Shopping Centre) Pty Ltd | 4,807,860.63 | |
| Tweed Central Pty Ltd | 7,097,417.88 | |
| Valencia Grove Pty Ltd | 1,803,390.00 | |
| Walsh | 508,367.95 | |
| Western Land Corporation | 1,070,456.17 | |
| Windsor Turf Pty Ltd | 4,248.55 | |
| Wirrina Cove | 11,060,050.36 | |
| Wonderkids Pty Ltd | 10,000.00 | 73,411,409.22 |
| <i>Other Income:</i> | | |
| GST Refund | 179,492.20 | |
| Pre-appointment ATO lodgements | 69,453.00 | |
| Fees earned from Release of Mortgage | 3,624.78 | |
| Other Sundry Income | 2,300.40 | |
| Sale of Plant and Equipment | 800.00 | |
| Refunds received | 655.06 | 256,325.44 |
| <i>Distributions:</i> | | |
| Unsuccessful distribution payments - Second Interim Distribution | 405,045.75 | |
| Unsuccessful distribution payments - Third Interim Distribution | 398,441.97 | 803,487.72 |
| Transfer from Pre-appointment accounts | | 1,263,719.13 |
| Total Receipts | | 76,582,803.32 |

Payments

| | | |
|---|--------------|------------|
| Advertising | | 11,243.39 |
| Bank Charges | | 54,796.26 |
| Bank Guarantee | | 159,376.48 |
| Consultant fees | | 249,284.55 |
| <i>Distressed Loan funding:</i> | | |
| Boothers Pty Ltd | 369,065.51 | |
| Checkling Pty Ltd | 772,377.36 | |
| Corymbia Corporation Pty Ltd | 3,379,911.12 | |
| Corymbia Corporation Pty Ltd (uncompleted works bonds bank guarantee) | 928,389.59 | |
| Corymbia Estates Pty Ltd | 841,588.10 | |
| CTP Pty Ltd | 21,571.00 | |
| East Coast Pty Ltd | 505,991.96 | |
| Gamp Developments Pty Ltd | 108,801.41 | |
| Glenrowan Land Pty Ltd | 4,215.00 | |
| Gonfanon Pty Ltd | 189,280.34 | |
| Graham Spottiswood (A Bankrupt) | 739,361.67 | |

| | | |
|---|---------------|----------------------|
| Kele Property Group (Port Macquarie) Pty Ltd | 354,039.69 | |
| Morvale Land Pty Ltd | 828,555.99 | |
| Mountbell Pty Ltd | 180,436.78 | |
| National Resorts | 370,284.58 | |
| Newton, Kristine Lorraine | 6,597.01 | |
| Resort Corporation Australia (No 2) Pty Ltd | 117,136.25 | |
| Rosea Pty Ltd | 7,888.16 | |
| Spottiswood, Graham (A Bankrupt) | 193,743.37 | |
| Toowoomba (Foundry Shopping Centre) Pty Ltd | 1,668,608.37 | |
| Tweed Central Pty Ltd | 1,003,079.98 | |
| Tweed Central Pty Ltd (uncompleted works bonds) | 100,529.55 | |
| Valencia Grove Pty Ltd | 126,745.19 | |
| Walsh | 149,264.75 | |
| Western Land Corporation | 406,365.17 | |
| Windsor Turf Pty Ltd | 424,059.35 | |
| Wirrina Cove | 10,812,775.43 | 24,610,662.68 |
| Office Establishment expenses | | 14,909.51 |
| Document Production & Stationary | | 31,634.43 |
| GST Paid | | 1,599,375.91 |
| Insurance | | 31,415.50 |
| IT expenses | | 343,383.66 |
| Legal Fees | | 2,546,237.04 |
| Applicant's assessed costs in the proceedings to wind up the EIF | | 55,814.27 |
| Mclvor Superannuation Fund (Payment into Court) | | 3,495,953.42 |
| Office Rental charge | | 91,542.60 |
| PAYG Paid | | 107,976.00 |
| <i>Receiver's Fees</i> | | |
| Remuneration | | 4,112,758.85 |
| Outlays | | 137,258.46 |
| <i>Reimbursement of Expenses - Equititrust Limited</i> | | |
| Pre-appointment (prior to 21 November 2011) | 653,867.63 | |
| Post-appointment (subsequent to 21 November 2011) | 305,682.62 | |
| ETL Receivers Fees and Disbursements | 137,431.00 | 1,096,981.25 |
| Secured Creditor Fees and Charges (Bill Facility) | | 600,527.80 |
| <i>Secured Creditor distribution</i> | | |
| Commonwealth Bank of Australia | | 54,409.25 |
| National Australia Bank | | 8,400,000.00 |
| Statutory Fees | | 1,199.00 |
| Telephone, Fax & Internet | | 2,494.80 |
| Unit Holders - Accrued interest 30/06/2010 | 139,540.72 | |
| I13 Unit Holders - First and Second Interim Distribution payment | 27,656.54 | |
| Unit holders 5 cent -First Interim distribution | 9,675,240.24 | |
| Unit holders 3 cent - Second Interim Distribution (Paid via EFT) | 5,333,317.48 | |
| Unit holders 3 cent - Second Interim Distribution (Paid via Cheque) | 568,570.41 | |
| Unit holders 3 cent - Third interim distribtion (Paid via EFT) | 5,362,371.32 | |
| Unit holders 3 cent - Third interim distribtion (Paid via Cheque) | 426,080.80 | 21,532,777.51 |
| Wages & associated reimbursements | | 408,907.28 |
| Total Payments | | 69,750,919.90 |
| Closing Balance | | 6,831,883.42 |
| Add: Unpresented Cheques | | 132,096.14 |
| Closing Cash at Bank | | 6,963,979.56 |