

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

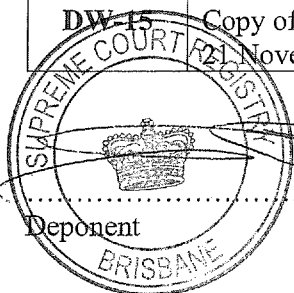
Respondents: **THE MEMBERS OF THE EQUITITRUST INCOME FUND ARSN 089 079 854 AND THE MEMBERS OF THE EQUITITRUST PRIORITY CLASS INCOME FUND ARSN 089 079 729**

INDEX TO EXHIBITS

VOLUME 2 OF 2

Exhibits "DW-7" to "DW-15" to the affidavit of **DAVID WHYTE** sworn at Brisbane on this 12th day of May 2020.

Exhibit	Description	Page No.
DW-7	Schedule of work performed by David Whyte, and his staff, during the period 1 November 2018 to 30 April 2020	167-305
DW-8	Hourly charge out rates for BDO Business Restructuring Pty Ltd for the 2018/19 financial year and the 2019/20 financial year	306-307
DW-9	Parts 14, 15 and 16 of the ARITA Code of Professional Practice, 3 rd edition amended 18 August 2014 Practice Statements 5 and 8 of the ARITA Code of Professional Practice, 4 th edition dated 1 January 2020	308-394
DW-10	<i>Pleash, in the matter of Equititrust Limited (in Liquidation) (Receiver Appointed)</i> [2019] FCA 1063	395-402
DW-11	Thirty-Third report to EIF investors	403-413
DW-12	Thirty-Fourth report to EIF investors	414-424
DW-13	Thirty-Fifth report to EIF investors	425-434
DW-14	Order of Justice Boddice dated 2 April 2019	435-437
DW-15	Copy of receipts and payments schedule for the period from 21 November 2011 to 30 April 2020	438-440



Deponent

Solicitor

Craig Russell Melrose
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

"DW-7"

Name	Position	Milestone	WIP_Date	Hours	Value	Narration
David Whyte	Partner	Trade On	1/11/2018	0.10	\$59.50	reviewed term deposit details and letter to bank renewing deposit for three months
Antoinette Fielding	Senior Accountant	Creditors	1/11/2018	0.10	\$22.00	Scanning, saving to file and sending correspondence to Bank re. term deposit
Antoinette Fielding	Senior Accountant	Creditors	1/11/2018	0.20	\$44.00	Review of unread emails sent to the enquiries mailbox. Print email for letter response to be updated in the finpower database. Review and update investor correspondence register accordingly. Ensuring all phone calls from week are entered for action.
Antoinette Fielding	Senior Accountant	Creditors	1/11/2018	0.10	\$22.00	Reviewing mail folder for invoices received for payment of legal fees or other essential services to process.
Jayden Coulston	Manager	Creditors	1/11/2018	2.00	\$890.00	Review and update 16 letters to investors and their representatives re change of details, transfer of units and unitholding requests and requests for further information. Review supporting documentation received and checklists.
Jayden Coulston	Manager	Administration	1/11/2018	0.10	\$44.50	Review payment requisition for FinPower invoice payment.
Jayden Coulston	Manager	Administration	1/11/2018	0.10	\$44.50	Review Sept BAS and support. Query legal fees with AMF.
Antoinette Fielding	Senior Accountant	Creditors	2/11/2018	0.40	\$88.00	Review of unread email enquiries. Print email for letter response to be updated in the FinPower database. Review and update investor correspondence register accordingly. Ensuring all phone calls from week are entered for action.
Antoinette Fielding	Senior Accountant	Creditors	2/11/2018	0.30	\$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 Fund's policy. Reviewing past corro for docs
Antoinette Fielding	Senior Accountant	Creditors	2/11/2018	0.40	\$88.00	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 investor management database to review current investor details and advise. Creating file note
Antoinette Fielding	Senior Accountant	Creditors	2/11/2018	0.40	\$88.00	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.
Jayden Coulston	Manager	Creditors	2/11/2018	0.50	\$222.50	Review updates made to investor database (FinPower) and confirm updates have been made in accordance with approved control forms for 7 investor accounts.
Jayden Coulston	Manager	Creditors	2/11/2018	0.50	\$222.50	Review updates made to investor database (FinPower) and confirm updates have been made in accordance with approved control forms for 6 investor accounts.
Moir Hattingh	Practice Assistant	Administration	2/11/2018	1.10	\$110.00	Filing
Antoinette Fielding	Senior Accountant	Creditors	5/11/2018	0.10	\$22.00	Review and update investor correspondence register accordingly. Ensuring all phone calls are entered for action.

Antoinette Fielding	Senior Accountant	Creditors	5/11/2018	0.20	\$44.00	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.
Antoinette Fielding	Senior Accountant	Creditors	5/11/2018	0.40	\$88.00	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.
Antoinette Fielding	Senior Accountant	Creditors	5/11/2018	0.60	\$132.00	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. Reviewing past corro for docs.
Eloise Carroll	Auditor	Creditors	5/11/2018	0.30	\$66.00	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.
Eloise Carroll	Auditor	Creditors	5/11/2018	0.20	\$44.00	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.
Eloise Carroll	Auditor	Creditors	5/11/2018	0.30	\$66.00	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.
Eloise Carroll	Auditor	Creditors	5/11/2018	0.20	\$44.00	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.
Jayden Coulston	Manager	Creditors	5/11/2018	0.40	\$178.00	Review and update 3 letters to investors and their representatives re change of details, transfer of units and unitholding requests and requests for further information. Review supporting documentation received and checklists.
Jayden Coulston	Manager	Creditors	5/11/2018	0.60	\$267.00	Review and update 4 letters to investors and their representatives re change of details, transfer of units and unitholding requests and requests for further information. Review supporting documentation received and checklists.
Jayden Coulston	Manager	Creditors	5/11/2018	0.30	\$133.50	Review and update 2 letters to investors and their representatives re change of details, transfer of units and unitholding requests and requests for further information. Review supporting documentation received and checklists.
Jayden Coulston	Manager	Creditors	5/11/2018	0.40	\$178.00	Fee application preparation.
Antoinette Fielding	Senior Accountant	Creditors	6/11/2018	0.20	\$44.00	Processing Legal Fee Invoice in MYOB. Accessing online Banking and creating payment for approval.
Antoinette Fielding	Senior Accountant	Creditors	6/11/2018	0.20	\$44.00	Review of unread email enquiries. Print email for letter response to be updated in the FinPower database. Review and update investor correspondence register accordingly.
Jayden Coulston	Manager	Administration	6/11/2018	0.80	\$356.00	Fee application, produce and format WIP summary, email to Gadens requesting preparation of affidavit and application material etc.
Antoinette Fielding	Senior Accountant	Assets	7/11/2018	0.40	\$88.00	Accessing online banking and printing statements for October. Processing transfer of working cash from term deposit account to Cash at Bank account. Reconciling all accounts for October.
Antoinette Fielding	Senior Accountant	Creditors	7/11/2018	0.30	\$66.00	Review of unread email enquiries. Print email for letter response to be updated in the FinPower database. Review and update investor correspondence register accordingly.

Antoinette Fielding	Senior Accountant	Creditors	7/11/2018	0.20	\$44.00	Preparing BAS for October. Exporting all supporting docs and editing summary for the 75% claimable refund.
George Lethbridge	Accountant	Creditors	7/11/2018	0.40	\$88.00	Call from an investor in relation to a request for an updated unit holdings balance. Review investor on the investor management database and advise. Also provided an update on the wind up of the Fund.
Maira Hattingh	Practice Assistant	Administration	7/11/2018	0.10	\$10.00	Filing
David Whyte	Partner	Trade On	8/11/2018	0.10	\$59.50	reviewed BAS
David Whyte	Partner	Trade On	8/11/2018	0.10	\$59.50	authorised payments
Antoinette Fielding	Senior Accountant	Creditors	8/11/2018	0.10	\$22.00	Scanning, saving September BAS to file and sending
Antoinette Fielding	Senior Accountant	Creditors	8/11/2018	0.20	\$44.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
Eloise Carroll	Auditor	Creditors	8/11/2018	0.20	\$44.00	Call from an investor in relation to a request for an updated unit holdings balance. Review investor on the investor management database and advise.
George Lethbridge	Accountant	Creditors	8/11/2018	0.30	\$66.00	Review of voicemails from Investors. Access investor management database to confirm details & prepare requested information to call back. Call investor back regarding their query.
Maira Hattingh	Practice Assistant	Administration	8/11/2018	0.80	\$80.00	Filing
George Lethbridge	Accountant	Creditors	9/11/2018	0.50	\$110.00	Review of voicemails from Investors. Access investor management database to confirm details & prepare requested information to call back. Call investor back regarding their query.
George Lethbridge	Accountant	Creditors	9/11/2018	0.30	\$66.00	Call from an investor seeking an update on the winding up of the fund.
Ryan Whyte	Accountant	Creditors	9/11/2018	0.60	\$108.00	Prepare 3 letters to investors seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
David Whyte	Partner	Trade On	12/11/2018	0.20	\$119.00	reviewed draft letter to ASIC regarding request to extend expiry of AFSL/discussed proposed amendments with Jayden Coulston
Antoinette Fielding	Senior Accountant	Creditors	12/11/2018	0.40	\$88.00	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 investor management database to review current investor details and advise.
Jayden Coulston	Manager	Creditors	12/11/2018	0.90	\$400.50	Review correspondence to 5 investors and their representatives re change of details, transfer of units and unitholding queries (incl complex holding). Review supporting documents provided to date and requests for further documentation per control sheets.

Jayden Coulston	Manager	Creditors	12/11/2018	0.80	\$356.00	Review and approve change of details and transfer of unit requests in line with control forms and supporting documents provided for 5 investors.
Jayden Coulston	Manager	Creditors	12/11/2018	1.10	\$489.50	Review correspondence to 15 investors and their representatives re change of details, transfer of units and unitholding balance requests. Review supporting docs.
Ryan Whyte	Accountant	Creditors	12/11/2018	1.00	\$180.00	Prepare 5 letters to investors seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
Ryan Whyte	Accountant	Creditors	12/11/2018	0.80	\$144.00	Prepare 4 letters to investors in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
Ryan Whyte	Accountant	Creditors	12/11/2018	0.60	\$108.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
Jayden Coulston	Manager	Administration	12/11/2018	0.50	\$222.50	Review and update draft letter to ASIC prepared by Gadens requesting the extension of the suspension of AFSL.
Jayden Coulston	Manager	Administration	12/11/2018	0.50	\$222.50	Update letter to ASIC as per David Whyte's review. Summarise Liquidators' actions in letter. Email document with tracked changes to Craig Melrose of Gadens.
George Lethbridge	Accountant	Creditors	13/11/2018	0.30	\$66.00	Call from an investor seeking an update on the winding up of the fund.
Jayden Coulston	Manager	Creditors	13/11/2018	0.70	\$311.50	Review correspondence to 6 investors and their representatives re change of details, transfer of units and unitholding queries. Review supporting documents provided to date and requests for further documentation as per control sheets.
Ryan Whyte	Accountant	Creditors	13/11/2018	0.70	\$126.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
Ryan Whyte	Accountant	Creditors	13/11/2018	0.80	\$144.00	Review of correspondence from 4 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.
Jayden Coulston	Manager	Administration	13/11/2018	0.10	\$44.50	Electronic filing of correspondence with ASIC in relation to suspension of AFSL.
Jayden Coulston	Manager	Administration	13/11/2018	0.10	\$44.50	T/c Craig Melrose of Gadens re letter to ASIC re AFSL suspension extension.
Jayden Coulston	Manager	Administration	13/11/2018	0.10	\$44.50	Review payment requisition for legal fees.
Jayden Coulston	Manager	Administration	13/11/2018	0.10	\$44.50	Review October BAS and supporting docs.
George Lethbridge	Accountant	Creditors	14/11/2018	0.30	\$66.00	Review of voicemails from Investors. Access investor management database to confirm details & prepare requested information to call back. Call investor back regarding their query.

George Lethbridge	Accountant	Creditors	14/11/2018	0.40	\$88.00	Phone call from investor in response to their request to transfer units from a superfund to their personal name. Access investor management database to review current investor details and advise. Also provided an update on the wind up of the Fund.
George Lethbridge	Accountant	Creditors	14/11/2018	0.40	\$88.00	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.
George Lethbridge	Accountant	Creditors	14/11/2018	0.40	\$88.00	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.
George Lethbridge	Accountant	Creditors	14/11/2018	0.60	\$132.00	Review of correspondence from 3 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.
Jayden Coulston	Manager	Creditors	14/11/2018	0.30	\$133.50	Review correspondence to 3 investors re change of details and unitholding confirmations. Review requests for further supporting docs.
Jayden Coulston	Manager	Creditors	14/11/2018	0.40	\$178.00	Review correspondence to 3 investors and their representatives re transfer of units requests requesting further documentation. Review supporting docs provided to date.
Ryan Whyte	Accountant	Creditors	14/11/2018	0.80	\$144.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
Jayden Coulston	Manager	Administration	14/11/2018	0.60	\$267.00	Review and update supporting WIP annexures to remuneration application for year ended 31 October 2018.
Jayden Coulston	Manager	Administration	14/11/2018	0.70	\$311.50	Review and update supporting WIP annexures to remuneration application for year ended 31 October 2018.
Maira Hattingh	Practice Assistant	Administration	14/11/2018	0.60	\$60.00	Filing
David Whyte	Partner	Trade On	15/11/2018	0.10	\$59.50	reviewed BAS
David Whyte	Partner	Trade On	15/11/2018	0.10	\$59.50	authorised payments
David Whyte	Partner	Creditors	15/11/2018	0.10	\$59.50	reviewed letters to five investors regarding value of units/distributions to investors and further estimated return
Antoinette Fielding	Senior Accountant	Creditors	15/11/2018	0.20	\$44.00	Call from an investor in relation to a request for an updated unit holdings balance. Review investor on the investor management database and advise.
George Lethbridge	Accountant	Creditors	15/11/2018	0.20	\$44.00	Call from an investor seeking an update on the winding up of the fund.
Antoinette Fielding	Senior Accountant	Administration	15/11/2018	0.20	\$44.00	Phone call to the ATO requesting BAS refunds for the months May to August. Updating Jayden Coulston with requirement to request refunds due to Funds having restrictions.

Jayden Coulston	Manager	Administration	15/11/2018	0.70	\$311.50	Phone call from Gadens re preparation of remuneration application and supporting material. Discuss status of proceedings, work undertaken etc to assist with updating material and background. Review MYOB to assist with further queries in prep for draft.
Jayden Coulston	Manager	Assets	16/11/2018	0.40	\$178.00	T/c from interested party in block of land purportedly owned by Equititrust. Requested interested party provide details in writing for further investigation. Conduct searches of RPData and email to DW re search results showing owner c/-Equititrust.
Amy Glubb	Accountant	Creditors	16/11/2018	0.50	\$110.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
George Lethbridge	Accountant	Creditors	16/11/2018	0.30	\$66.00	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 investor management database to review current investor details and advise.
Antoinette Fielding	Senior Accountant	Creditors	19/11/2018	0.20	\$44.00	Review of unread email enquiries. Print email for letter response to be updated in the FinPower database. Review and update investor correspondence register accordingly.
Antoinette Fielding	Senior Accountant	Creditors	19/11/2018	0.10	\$22.00	Review of unread email enquiries. Print email for letter response to be updated in the FinPower database. Review and update investor correspondence register accordingly.
George Lethbridge	Accountant	Creditors	19/11/2018	0.30	\$66.00	Call from an investor in relation to a request for an updated unit holdings balance. Review investor on the investor management database and advise.
Ryan Whyte	Accountant	Creditors	19/11/2018	0.80	\$144.00	Prepare 4 letters to investors in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
Ryan Whyte	Accountant	Creditors	19/11/2018	0.20	\$36.00	Prepare a 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.
Ryan Whyte	Accountant	Creditors	19/11/2018	0.60	\$108.00	Prepare 3 letters to investors seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
Ryan Whyte	Accountant	Creditors	19/11/2018	0.50	\$90.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
Jayden Coulston	Manager	Administration	19/11/2018	1.30	\$578.50	Detailed review of draft affidavit for ninth remuneration application.
Jayden Coulston	Manager	Administration	19/11/2018	0.10	\$44.50	Discussion with David Whyte re remuneration application, timing for application and review of WIP and affidavit material.
Jayden Coulston	Manager	Administration	19/11/2018	0.40	\$178.00	Initial review of EIF remuneration application material and comments made by Ryan Whyte in relation to same.
Jayden Coulston	Manager	Administration	19/11/2018	0.10	\$44.50	Arrange access for Amy Glubb to dedicated EIF mailbox.
Ryan Whyte	Accountant	Administration	19/11/2018	0.80	\$144.00	Update David Whyte's affidavit and review and amend annexures to affidavit supporting court application for remuneration approval for the period ended 31 October 2018. Email Jayden Coulston.

Antoinette Fielding	Senior Accountant	Creditors	20/11/2018	0.30	\$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 Fund's policy.
Antoinette Fielding	Senior Accountant	Creditors	20/11/2018	0.20	\$44.00	Review of unread email enquiries. Print email for letter response to be updated in the FinPower database. Review and update investor correspondence register accordingly.
Antoinette Fielding	Senior Accountant	Creditors	20/11/2018	0.10	\$22.00	Review of unread email enquiries. Print email for letter response to be updated in the FinPower database. Review and update investor correspondence register accordingly.
Amy Glubb	Accountant	Creditors	20/11/2018	0.70	\$154.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
Ryan Whyte	Accountant	Creditors	20/11/2018	0.40	\$72.00	Prepare 2 letters to investors in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
Jayden Coulston	Manager	Administration	20/11/2018	0.90	\$400.50	Cont. review of draft supporting affidavit for remuneration application and supporting material/calculations.
Antoinette Fielding	Senior Accountant	Creditors	21/11/2018	0.10	\$22.00	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 investor management database to review current investor details and advise.
Antoinette Fielding	Senior Accountant	Creditors	21/11/2018	0.30	\$66.00	Review of unread email enquiries. Print email for letter response to be updated in the FinPower database. Review and update investor correspondence register accordingly.
Antoinette Fielding	Senior Accountant	Creditors	21/11/2018	0.30	\$66.00	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 investor management database to review current investor details and advise.
Jayden Coulston	Manager	Creditors	21/11/2018	0.50	\$222.50	Review correspondence to 4 investors and their representatives re requests to update details on database and further supporting documentation required.
Jayden Coulston	Manager	Administration	21/11/2018	0.80	\$356.00	Cont. review of draft affidavit material supporting remuneration request, calculations, etc.
Maira Hattingh	Practice Assistant	Administration	21/11/2018	0.20	\$20.00	Filing
Antoinette Fielding	Senior Accountant	Creditors	22/11/2018	0.30	\$66.00	Review of unread email enquiries. Print email for letter response to be updated in the FinPower database. Review and update investor correspondence register accordingly.
Antoinette Fielding	Senior Accountant	Creditors	22/11/2018	0.20	\$44.00	Call from an investor seeking an update on the winding up of the fund.
George Lethbridge	Accountant	Creditors	22/11/2018	0.20	\$44.00	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.
David Whyte	Partner	Administration	22/11/2018	0.90	\$535.50	Reviewed affidavit in support of application to court for remuneration approval for the year ended 31 October 2018

Jayden Coulston	Manager	Administration	22/11/2018	0.60	\$267.00	Cont. review of draft affidavit material for remuneration application.
Maira Hattingh	Practice Assistant	Administration	22/11/2018	0.70	\$70.00	Filing
Jayden Coulston	Manager	Creditors	23/11/2018	1.30	\$578.50	Review correspondence to 9 investors/representatives in relation to unit holdings, transfer of units, change of details and requests for further information. Review supporting docs already provided.
Jayden Coulston	Manager	Administration	23/11/2018	0.70	\$311.50	Format WIP narrations for remuneration application and begin line by line review of time entries to remove reference to sensitive material.
Jayden Coulston	Manager	Administration	23/11/2018	1.50	\$667.50	Make amendments via mark up to draft affidavit for remuneration application as per DW review. Accept amendments made by Gadens where appropriate. Phone call to Gadens re amendments. Email further amended version of affidavit to Gadens.
Jayden Coulston	Manager	Administration	23/11/2018	0.70	\$311.50	Format WIP narrations for remuneration application and continue line by line review of time entries to remove reference to sensitive material.
David Whyte	Partner	Creditors	26/11/2018	0.10	\$59.50	reviewed letter to investor regarding status of winding up/final distribution to members and timing of same
Antoinette Fielding	Senior Accountant	Creditors	26/11/2018	0.20	\$44.00	Review of unread email enquiries. Print email for letter response to be updated in the FinPower database. Review and update investor correspondence register accordingly.
Antoinette Fielding	Senior Accountant	Creditors	26/11/2018	0.20	\$44.00	Phone call from 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.
Antoinette Fielding	Senior Accountant	Creditors	26/11/2018	0.10	\$22.00	Review of unread email enquiries. Print email for letter response to be updated in the FinPower database. Review and update investor correspondence register accordingly.
Antoinette Fielding	Senior Accountant	Creditors	26/11/2018	0.10	\$22.00	Review of unread email enquiries. Print email for letter response to be updated in the FinPower database. Review and update investor correspondence register accordingly.
Antoinette Fielding	Senior Accountant	Creditors	26/11/2018	0.40	\$88.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
Jayden Coulston	Manager	Creditors	26/11/2018	0.10	\$44.50	Email to Liquidators' solicitors requesting update in relation to proceedings in order to update investors.
David Whyte	Partner	Administration	26/11/2018	3.90	\$2,320.50	reviewed annexures to affidavit supporting court application for remuneration approval for the year ended 31 October 2018
Jayden Coulston	Manager	Administration	26/11/2018	0.80	\$356.00	Continue to format and review WIP narrations for remuneration application.
Jayden Coulston	Manager	Administration	26/11/2018	2.00	\$890.00	Review and summarise all receipts and payments for period 1 November 2011 to 31 October 2018 for remuneration application. Review reconciliations of previous investor distributions, unrepresented cheques, account movements etc.

Antoinette Fielding	Senior Accountant	Creditors	27/11/2018	0.30	\$66.00	Review of unread email enquiries. Print email for letter response to be updated in the FinPower database. Review and update investor correspondence register accordingly.
Jayden Coulston	Manager	Administration	27/11/2018	2.90	\$1,290.50	Update remuneration narrations supporting the application as per David Whyte's review. Format narrations, R&P and remove write-offs. Prepare rem/diisb summaries. Email Gadens R&P, rem summary etc and confirm final amounts to be included in affidavit.
Jayden Coulston	Manager	Administration	27/11/2018	0.30	\$133.50	Phone call to Gadens re remuneration application notice period requirements, proposed date for hearing, counsel's review of application material, ASIC extension of AFSL suspension etc. Discussion with David Whyte re same.
Jayden Coulston	Manager	Administration	27/11/2018	0.20	\$89.00	Reconcile remuneration for period against APS as part of remuneration application review. Email reconciliation and comments to David Whyte.
Maira Hattingh	Practice Assistant	Administration	27/11/2018	0.30	\$30.00	Filing
Antoinette Fielding	Senior Accountant	Creditors	28/11/2018	0.20	\$44.00	Review of unread email enquiries. Print email for letter response to be updated in the FinPower database. Review and update investor correspondence register accordingly.
Antoinette Fielding	Senior Accountant	Creditors	28/11/2018	0.20	\$44.00	Phone call from 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.
Amy Glubb	Accountant	Creditors	28/11/2018	0.30	\$66.00	Prepare letter to investor confirming transfer of units for their investment with the Fund. Access investor management database to review current details.
Amy Glubb	Accountant	Creditors	28/11/2018	0.50	\$110.00	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 investor management database to review current investor details and advise.
Amy Glubb	Accountant	Creditors	28/11/2018	0.30	\$66.00	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 investor management database to review current investor details and advise.
Jayden Coulston	Manager	Creditors	28/11/2018	0.90	\$400.50	Cont. draft of 33rd update to investors, including preparation receipts and payments for reporting period, estimated final distribution to investors and ongoing litigation.
Jayden Coulston	Manager	Creditors	28/11/2018	0.40	\$178.00	Commence draft of 33rd update to investors.
Jayden Coulston	Manager	Creditors	28/11/2018	0.50	\$222.50	Cont. draft of 33rd update to investors.
Jayden Coulston	Manager	Creditors	28/11/2018	1.50	\$667.50	Cont. draft of 33rd update to investors, including preparation receipts and payments for reporting period, estimated final distribution to investors and ongoing litigation.
Jayden Coulston	Manager	Creditors	28/11/2018	0.30	\$133.50	Cont. draft of 33rd update to investors.
Jayden Coulston	Manager	Creditors	28/11/2018	0.10	\$44.50	Email to IT contractor re upload of 33rd update to investors to EIF webpages.

Jayden Coulston	Manager	Administration	28/11/2018	0.20	\$89.00	Phone call from Gadens re settling affidavit in support of remuneration application and clarification of remuneration sum and disbursements.
Antoinette Fielding	Senior Accountant	Creditors	29/11/2018	0.20	\$44.00	Review of unread email enquiries. Print email for letter response to be updated in the FinPower database. Review and update investor correspondence register accordingly.
Antoinette Fielding	Senior Accountant	Creditors	29/11/2018	0.20	\$44.00	Review of an email from an investor requesting a meeting of creditors from Hall Chadwick to vote on the removal of the Liquidators. Finding investor on database and sending investment information to David Whyte for review.
David Whyte	Partner	Administration	29/11/2018	0.80	\$476.00	reviewed updated draft affidavit in support of remuneration application for the year ended 31 October 2018/telephone conversation with our solicitors regarding legal proceedings on foot
David Whyte	Partner	Administration	29/11/2018	0.80	\$476.00	attend our solicitors offices/reviewed and swore affidavit in support of remuneration application
David Whyte	Partner	Trade On	30/11/2018	0.10	\$59.50	reviewed correspondence from ASIC and extension of AFSL
David Whyte	Partner	Creditors	30/11/2018	0.30	\$178.50	reviewed draft report to investors
Antoinette Fielding	Senior Accountant	Creditors	30/11/2018	0.20	\$44.00	Reviewing quote from Kwikkopy and forwarding to JC. Brief discussion re. send out
Antoinette Fielding	Senior Accountant	Creditors	30/11/2018	0.10	\$22.00	Phone call from Kwikkopy re. report send out
Antoinette Fielding	Senior Accountant	Creditors	30/11/2018	0.20	\$44.00	Review of unread email enquiries. Print email for letter response to be updated in the FinPower database. Review and update investor correspondence register accordingly
Antoinette Fielding	Senior Accountant	Creditors	30/11/2018	0.20	\$44.00	Reviewing 33rd update to investors and relevant page numbers to request quote from Kwikkopy.
Antoinette Fielding	Senior Accountant	Creditors	30/11/2018	0.20	\$44.00	Phone call to kwikkopy for quote for EIF 33rd update. Briefly discussing investor listing with Jack Yang.
Amy Glubb	Accountant	Creditors	30/11/2018	0.10	\$22.00	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.
Amy Glubb	Accountant	Creditors	30/11/2018	0.30	\$66.00	Prepare a letter to investor in relation to the timing of distributions from the Fund. Access investor management database to review current details and draft letter for their request
Amy Glubb	Accountant	Creditors	30/11/2018	0.10	\$22.00	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.
Jayden Coulston	Manager	Creditors	30/11/2018	0.40	\$178.00	T/c Squire Patton Boggs solicitors re update in relation to liquidators' claim against auditors/officers etc. Provide update to David Whyte. Liaise with external IT contract re uploading investor report to websites.

Molra Hattingh	Practice Assistant	Administration	30/11/2018	0.60	\$60.00	Filing	
David Whyte	Partner	Creditors	3/12/2018	0.30	\$178.50	reviewed correspondence from an investor regarding proposed meeting to replace liquidators of Equititrust Ltd/reviewed deed of settlement and other correspondence from investor/sent response	
David Whyte	Partner	Creditors	3/12/2018	0.20	\$119.00	reviewed final draft of report to investors	
Antoinette Fielding	Senior Accountant	Creditors	3/12/2018	0.10	\$22.00	Review of unread email enquiries. Print email for letter response to be updated in the FinPower database. Review and update investor correspondence register accordingly	
Antoinette Fielding	Senior Accountant	Creditors	3/12/2018	1.40	\$308.00	Filtering investor listings relevant. Brief discussions with JC. Preparing BING mailout system. Phone calls with Bing. Sending Tester. Updating mail merge doc with formula for bing send out. Sending.	
Antoinette Fielding	Senior Accountant	Creditors	3/12/2018	0.50	\$110.00	Running WIP listing and filtering as relevant for rem summary to attach to the investor update. Phone calls with JC to discuss values.	
Antoinette Fielding	Senior Accountant	Creditors	3/12/2018	0.20	\$44.00	Call from an investor in relation to a request for an updated unit holdings balance. Review investor on the investor management database and advise.	
Antoinette Fielding	Senior Accountant	Creditors	3/12/2018	1.50	\$330.00	Running WIP listing and filtering as relevant for rem summary to attach to the investor update. Phone calls with JC to discuss values. Scanning and saving update and preparing to be sent to Kwikkopy. Brief discussion with JC and updating report.	
Antoinette Fielding	Senior Accountant	Creditors	3/12/2018	0.10	\$22.00	Phone call to Kwikkopy re. send out of notice today.	
Antoinette Fielding	Senior Accountant	Creditors	3/12/2018	0.40	\$88.00	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 investor management database to review current investor details and advise. Requested assistance with forms	
Antoinette Fielding	Senior Accountant	Creditors	3/12/2018	0.10	\$22.00	Review of unread email enquiries. Print email for letter response to be updated in the FinPower database. Review and update investor correspondence register accordingly. Forwarding the email to David Whyte due for his review and response.	
Antoinette Fielding	Senior Accountant	Creditors	3/12/2018	0.20	\$44.00	Confirming send out of emails to investors. Reviewing correspondence from kwikkopy to confirm postage of reports. Brief discussion with JC re. requesting quote from Kwikkopy for next send out	
Antoinette Fielding	Senior Accountant	Creditors	3/12/2018	0.70	\$154.00	Filtering investor listings relevant. Brief discussions with JC. Preparing BING mailout system. Phone calls with Bing. Sending Tester. Updating mail merge doc with formula for bing send out. Sending.	
Antoinette Fielding	Senior Accountant	Creditors	3/12/2018	0.10	\$22.00	Call from an investor in relation to a request for an updated unit holdings balance. Review investor on the investor management database and advise.	
Jayden Coulston	Manager	Creditors	3/12/2018	0.40	\$178.00	Liaise with Antoinette Fielding to make final amendments to 33rd investor update, provide instructions re mail out, uploading to websites etc.	
David Whyte	Partner	Administration	3/12/2018	0.20	\$119.00	reviewed correspondence from our solicitors regarding remuneration application for the year ended 31 October 2018, hearing date and service requirements including documents to be uploaded to websites	

Jayden Coulston	Manager	Administration	3/12/2018	0.80	\$356.00	Review and arrange for signing of notice to investors for remuneration application. Provide instructions to external IT contract re uploading affidavit, application and notice etc to websites. Instructions to provider re publishing print adverts. File.
Jayden Coulston	Manager	Administration	3/12/2018	0.30	\$133.50	Instructions to AMF in relation to mail out of investor notice for EIF remuneration application notice. Review investor listing of addresses and consider investors' preference for service of docs and if in line with court order service requirements.
David Whyte	Partner	Creditors	4/12/2018	0.10	\$59.50	Reviewed correspondence from an investor regarding correspondence with EL liquidators about calling a meeting of creditors to replace the liquidators
David Whyte	Partner	Creditors	4/12/2018	0.20	\$119.00	Reviewed correspondence from eight investors/representatives of investors regarding change in details/transfer of units/distributions/value of units/approved same/reviewed letters in response
Antoinette Fielding	Senior Accountant	Creditors	4/12/2018	0.20	\$44.00	Review of quote from Kwikkopy re. rem application send out. Reviewing corro between Jayden Coulston & newspaper advertisement agency. Saving to file. Brief discussion with Jayden Coulston re. Application send out.
Antoinette Fielding	Senior Accountant	Creditors	4/12/2018	0.20	\$44.00	Review of unread email enquiries. Print email for letter response to be updated in the FinPower database. Review and update investor correspondence register accordingly.
Antoinette Fielding	Senior Accountant	Creditors	4/12/2018	0.40	\$88.00	Review of correspondence from 2x 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.
Antoinette Fielding	Senior Accountant	Creditors	4/12/2018	0.40	\$88.00	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. .
Antoinette Fielding	Senior Accountant	Creditors	4/12/2018	0.30	\$66.00	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 investor management database to review current investor details and advise.
Antoinette Fielding	Senior Accountant	Creditors	4/12/2018	0.50	\$110.00	Review of correspondence from 2x 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.
Antoinette Fielding	Senior Accountant	Creditors	4/12/2018	0.10	\$22.00	Review of AUS post receipt and saving to file/ forwarding to Nic Flashman
Antoinette Fielding	Senior Accountant	Creditors	4/12/2018	0.10	\$22.00	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.
Amy Glubb	Accountant	Creditors	4/12/2018	0.40	\$88.00	Review of unread emails sent to the Fund's mailbox. Print email for letter response to be updated in the Fund's database. Review and update investor correspondence register accordingly.
Amy Glubb	Accountant	Creditors	4/12/2018	0.10	\$22.00	Call from an investor in relation to a request for an updated unit holdings balance. Review investor on the investor management database and advise.
Eloise Carroll	Auditor	Creditors	4/12/2018	0.20	\$44.00	Call from an investor in relation to a request for an updated unit holdings balance. Review investor on the investor management database and advise.
Jayden Coulston	Manager	Creditors	4/12/2018	0.20	\$89.00	Review letters to 2 investors re further information required for transfer of units.

Jayden Coulston	Manager	Creditors	4/12/2018	0.80	\$356.00	Review change of details, transfer forms and supporting docs for 8 investor accounts. Liaise with AMF to action further change of details requests before mail out.
Jayden Coulston	Manager	Creditors	4/12/2018	0.20	\$89.00	Review and approve 2 change of details requests and supporting docs.
Jayden Coulston	Manager	Administration	4/12/2018	0.20	\$89.00	Review and format updated investor listing for remuneration application notice mail out.
Jayden Coulston	Manager	Administration	4/12/2018	0.20	\$89.00	Liaise with Antoinette Fielding in relation to notice, reviewing Kwik Kopy quote and mail out procedures for remuneration application notice.
Jayden Coulston	Manager	Administration	4/12/2018	0.20	\$89.00	Review and approve proofs for print adverts for notice of remuneration application.
Jayden Coulston	Manager	Administration	4/12/2018	0.10	\$44.50	Correspondence with external IT consultant re uploading material to websites.
Jayden Coulston	Manager	Administration	4/12/2018	0.30	\$133.50	Review documents uploaded to EIF websites and confirm notices/documents correctly uploaded. Screenshot and save same for affidavit of service.
Antoinette Fielding	Senior Accountant	Assets	5/12/2018	0.60	\$132.00	Reviewing online and reconciling MYOB accounts due to BAS refunds for the months May to October. Acknowledging additional interest from term deposit and entering into myob. Preparing November BAS.
Antoinette Fielding	Senior Accountant	Creditors	5/12/2018	0.70	\$154.00	Generate mailing list from FinPower database. Filter excel spreadsheet to only receive mailing address. Arrange spreadsheet and separate postal address' from email address'. Corresponding with KwipKopy re. timing of mail out.
Antoinette Fielding	Senior Accountant	Creditors	5/12/2018	0.20	\$44.00	Review of unread email enquiries. Print email for letter response to be updated in the FinPower database. Review and update investor correspondence register accordingly. Brief discussion with Jayden Coulston re. bounce backs from report send out.
Antoinette Fielding	Senior Accountant	Creditors	5/12/2018	0.40	\$88.00	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.
Antoinette Fielding	Senior Accountant	Creditors	5/12/2018	0.40	\$88.00	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.
Antoinette Fielding	Senior Accountant	Creditors	5/12/2018	0.80	\$176.00	Review of correspondence from 4 x 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.
Antoinette Fielding	Senior Accountant	Creditors	5/12/2018	0.20	\$44.00	Review of unread email enquiries. Print email for letter response to be updated in the FinPower database. Review and update investor correspondence register accordingly. Brief discussion with Jayden Coulston re. bounce backs from report send out.
Antoinette Fielding	Senior Accountant	Creditors	5/12/2018	0.10	\$22.00	Phone call with Kwikkopy re. notice send out.
Antoinette Fielding	Senior Accountant	Creditors	5/12/2018	0.20	\$44.00	Drafting email to send to investors re. notice for JC. Receiving approval and sending

Antoinette Fielding	Senior Accountant	Creditors	5/12/2018	0.70	\$154.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
Antoinette Fielding	Senior Accountant	Creditors	5/12/2018	0.10	\$22.00	Phone call to Kwikkopy re. mailout
Antoinette Fielding	Senior Accountant	Creditors	5/12/2018	0.90	\$198.00	Filter excel spreadsheet to only receive mailing address. Arrange spreadsheet and separate postal address' from email address'. Discussion with Jayden Coulston re. number of recipients.
Jayden Coulston	Manager	Administration	5/12/2018	0.20	\$89.00	Review investor listing for mail out of remuneration application notice. Approve proof copy of notice mail out.
Molra Hattingh	Practice Assistant	Administration	5/12/2018	0.20	\$20.00	Filing
Jayden Coulston	Manager	Trade On	6/12/2018	0.10	\$44.50	Review payment of IT expense payment requisitions.
Antoinette Fielding	Senior Accountant	Creditors	6/12/2018	0.20	\$44.00	Review of unread email enquiries. Print email for letter response to be updated in the FinPower database. Review and update investor correspondence register accordingly. Adding phone calls from investors to action requests.
Antoinette Fielding	Senior Accountant	Creditors	6/12/2018	0.30	\$66.00	Reviewing email send out and clearing EIF inbox
Antoinette Fielding	Senior Accountant	Creditors	6/12/2018	0.10	\$22.00	Phone call to Kwikkopy to confirm notice send out was completed. Receiving email to confirm send out and forwarding to JC.
Antoinette Fielding	Senior Accountant	Creditors	6/12/2018	0.30	\$66.00	Reviewing account rec & preparing payment of finpower database invoice. Accessing online banking and preparing payment for approval.
Antoinette Fielding	Senior Accountant	Creditors	6/12/2018	0.20	\$44.00	Review of unread email enquiries. Print email for letter response to be updated in the FinPower database. Review and update investor correspondence register accordingly.
Antoinette Fielding	Senior Accountant	Creditors	6/12/2018	0.40	\$88.00	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 investor management database to review current investor details and advise.
Amy Glubb	Accountant	Creditors	6/12/2018	0.10	\$22.00	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.
Amy Glubb	Accountant	Creditors	6/12/2018	0.10	\$22.00	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.
Jayden Coulston	Manager	Administration	6/12/2018	0.10	\$44.50	Review November BAS.
Jayden Coulston	Manager	Administration	6/12/2018	0.30	\$133.50	Email to Gadens re update on effecting service of notice of remuneration on investors. Commence compiling information for affidavit of service.

David Whyte	Partner	Trade On	7/12/2018	0.10	\$59.50	reviewed BAS
David Whyte	Partner	Trade On	7/12/2018	0.10	\$59.50	authorised payment
Antoinette Fielding	Senior Accountant	Creditors	7/12/2018	0.20	\$44.00	Call from an investor in relation to a request for an updated unit holdings balance. Review investor on the investor management database and advise.
Antoinette Fielding	Senior Accountant	Creditors	7/12/2018	0.30	\$66.00	Review of unread email enquiries. Print email for letter response to be updated in the FinPower database. Review and update investor correspondence register accordingly.
Antoinette Fielding	Senior Accountant	Creditors	7/12/2018	0.10	\$22.00	Review of unread email enquiries. Print email for letter response to be updated in the FinPower database. Review and update investor correspondence register accordingly.
Jayden Coulston	Manager	Administration	7/12/2018	1.50	\$667.50	Compile documentation for affidavit of service of rem application notice. Email to solicitors setting out process and steps taken to serve notice on investors, including publishing advertisements, placing notices on websites and mailing of notice.
Jayden Coulston	Manager	Trade On	10/12/2018	0.10	\$44.50	Review payment requisition for printing costs.
Antoinette Fielding	Senior Accountant	Creditors	10/12/2018	0.20	\$44.00	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 investor management database to review current investor details and advise.
Antoinette Fielding	Senior Accountant	Creditors	10/12/2018	0.20	\$44.00	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 investor management database to review current investor details and advise.
Antoinette Fielding	Senior Accountant	Creditors	10/12/2018	0.10	\$22.00	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 investor management database to review current investor details and advise.
Antoinette Fielding	Senior Accountant	Creditors	10/12/2018	0.30	\$66.00	Processing two Kwik Kopy invoices through myob from the remuneration notice and 33rd update to investors mail out. Accessing NAB online and creating payment for approval.
Amy Glubb	Accountant	Creditors	10/12/2018	0.30	\$66.00	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 investor management database to review current investor details and advise.
Jayden Coulston	Manager	Creditors	10/12/2018	0.30	\$133.50	Review correspondence to 3 investors re change of details and transfer of units requesting further supporting documentation.
Jayden Coulston	Manager	Creditors	10/12/2018	0.30	\$133.50	Review correspondence to 2 investors re change of details and request for further information.
David Whyte	Partner	Trade On	11/12/2018	0.10	\$59.50	authorised payments
David Whyte	Partner	Creditors	11/12/2018	0.10	\$59.50	reviewed correspondence from three investors/representatives of investors regarding change in details/transfer of units/reviewed letters in response

David Whyte	Partner	Creditors	11/12/2018	0.10	\$59.50	reviewed correspondence from an investor and EL liquidators regarding request for a meeting of creditors to be held and response advising no meeting to be held
Antoinette Fielding	Senior Accountant	Creditors	11/12/2018	0.20	\$44.00	Review of unread email enquiries. Print email for letter response to be updated in the FinPower database. Review and update investor correspondence register accordingly.
Antoinette Fielding	Senior Accountant	Creditors	11/12/2018	0.20	\$44.00	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.
Antoinette Fielding	Senior Accountant	Creditors	11/12/2018	0.20	\$44.00	Call from an investor in relation to a request for an updated unit holdings balance. Review investor on the investor management database and advise.
Ryan Whyte	Accountant	Creditors	11/12/2018	0.20	\$36.00	Call from an investor in relation to a request for an updated unit holdings balance. Review investor on the investor management database and advise.
Ryan Whyte	Accountant	Creditors	11/12/2018	0.20	\$36.00	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.
Ryan Whyte	Accountant	Creditors	11/12/2018	0.20	\$36.00	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.
Ryan Whyte	Accountant	Creditors	11/12/2018	0.20	\$36.00	Phone call from 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.
Amy Glubb	Accountant	Creditors	12/12/2018	0.50	\$110.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
Amy Glubb	Accountant	Creditors	12/12/2018	0.10	\$22.00	Call from an investor in relation to a request for an updated unit holdings balance. Review investor on the investor management database and advise.
Ryan Whyte	Accountant	Creditors	12/12/2018	0.60	\$108.00	Reviewed and approved 3 updates to an investment on the Fund's database in relation to a request for a change of details.
David Whyte	Partner	Assets	13/12/2018	0.30	\$178.50	reviewed EL liquidators reports in relation to proceedings against the auditors/reviewed Corps Act provisions relating to committee of creditors and potential replacement of liquidators
David Whyte	Partner	Creditors	13/12/2018	0.20	\$119.00	reviewed correspondence from investor regarding calling meeting of creditors/complaints against EL liquidators
Ryan Whyte	Accountant	Creditors	13/12/2018	0.30	\$54.00	Reviewed and approved 2 updates to an investment on the Fund's database in relation to a request for a change of details.
Ryan Whyte	Accountant	Creditors	13/12/2018	0.20	\$36.00	Call from an investor in relation to a request for an updated unit holdings balance. Review investor on the investor management database and advise.
Ryan Whyte	Accountant	Creditors	13/12/2018	0.20	\$36.00	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.

Ryan Whyte	Accountant	Creditors	13/12/2018	0.40	\$72.00	Prepare 2 letters to investors in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
Ryan Whyte	Accountant	Creditors	13/12/2018	1.20	\$216.00	Reviewed and approved 14 updates to an investment on the Fund's database in relation to a request for a change of details.
Ryan Whyte	Accountant	Creditors	13/12/2018	0.60	\$108.00	Reviewed and approved 4 updates to an investment on the Fund's database in relation to a request for a change of details.
Maira Hattingh	Practice Assistant	Administration	13/12/2018	0.70	\$70.00	Filing
Ryan Whyte	Accountant	Administration	13/12/2018	0.30	\$54.00	Make 2 payments in MYOB and on Nab connect for legal fees.
Jayden Coulston	Manager	Trade On	14/12/2018	0.20	\$89.00	Review and approve payment requisitions for multiple legal fees and IT fees.
Jayden Coulston	Manager	Creditors	14/12/2018	0.60	\$267.00	Review updates to database and confirm updates have been made in accordance with approved control sheets and requests. Review correspondence to investors confirming updates to database. Liaise with Ryan Whyte to provide further confirmations as required
Jayden Coulston	Manager	Creditors	14/12/2018	0.20	\$89.00	Review letters to investors requesting update on receivership etc.
Ryan Whyte	Accountant	Creditors	14/12/2018	1.00	\$180.00	Prepare 5 letters to investors confirming transfer of units for their investment with the Fund. Access investor management database to review current details.
Jayden Coulston	Manager	Administration	14/12/2018	0.30	\$133.50	Affidavit of service and annexures.
Jayden Coulston	Manager	Administration	14/12/2018	0.30	\$133.50	Review draft affidavit of service and email to Gadens re arranging time to swear same.
Jayden Coulston	Manager	Administration	14/12/2018	0.10	\$44.50	T/c Gadens re amendment to affidavit of service.
Jayden Coulston	Manager	Administration	14/12/2018	0.50	\$222.50	Attend Gadens offices and swear affidavit. Discussion with lawyers in relation to hearing and supplementary affidavit for investor responses received.
Jayden Coulston	Manager	Administration	14/12/2018	0.10	\$44.50	Instructions to Ryan Whyte to compile feedback from investors in relation to remuneration application.
David Whyte	Partner	Trade On	17/12/2018	0.10	\$59.50	authorised payments
David Whyte	Partner	Creditors	17/12/2018	0.10	\$59.50	reviewed correspondence from four investors/representatives of investors regarding change in details/winding up of the fund/reviewed letters in response

Ryan Whyte	Accountant	Creditors	17/12/2018	0.10	\$18.00	Review of unread emails sent to the Fund's mailbox. Print email for letter response to be updated in the Fund's database. Review and update investor correspondence register accordingly.
Ryan Whyte	Accountant	Creditors	17/12/2018	0.60	\$108.00	Prepare 3 letters to investors in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
Ryan Whyte	Accountant	Creditors	17/12/2018	0.50	\$90.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
Ryan Whyte	Accountant	Creditors	17/12/2018	0.60	\$108.00	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 investor management database to review current investor details and advise.
Jayden Coulston	Manager	Administration	17/12/2018	0.20	\$89.00	Phone call and email to Gadens re investor responses from service of affidavit material.
Jayden Coulston	Manager	Administration	17/12/2018	0.10	\$44.50	Confirm term deposit rates and renewal dates over xmas break. Liaise with staff to ensure term deposit will be renewed.
Jayden Coulston	Manager	Administration	17/12/2018	0.10	\$44.50	T/c Gadens re timing to swear supplementary affidavit.
Amy Glubb	Accountant	Creditors	18/12/2018	0.30	\$66.00	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.
Amy Glubb	Accountant	Creditors	18/12/2018	0.20	\$44.00	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.
Amy Glubb	Accountant	Creditors	18/12/2018	0.20	\$44.00	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.
Amy Glubb	Accountant	Creditors	18/12/2018	0.30	\$66.00	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.
Jayden Coulston	Manager	Creditors	18/12/2018	0.10	\$44.50	Review reply correspondence to investor requesting certified ID as signature did not match database. Discussion with Amy Glubb re same.
Ryan Whyte	Accountant	Creditors	18/12/2018	0.30	\$54.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
Ryan Whyte	Accountant	Creditors	18/12/2018	0.40	\$72.00	Prepare 2 letters to investors in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
Ryan Whyte	Accountant	Creditors	18/12/2018	0.40	\$72.00	Prepare 2 letters to investors in relation to the timing of distributions from the Fund. Access investor management database to review current details and draft letter for their request.
David Whyte	Partner	Administration	18/12/2018	3.10	\$1,844.50	preparation for and attendance at court for hearing of remuneration application for the year ended 31 October 2018

David Whyte	Partner	Administration	18/12/2018	0.10	\$59.50	reviewed correspondence from our solicitors and Jayden Coulston regarding correspondence received from investors regarding remuneration application/email our solicitors regarding same
David Whyte	Partner	Administration	18/12/2018	0.60	\$357.00	reviewed counsel's submissions including those regarding service in respect of court application for remuneration approval covering the year ended 31 October 2018
Jayden Coulston	Manager	Administration	18/12/2018	0.10	\$44.50	Review correspondence from investor re remuneration application. Email to Gadens providing copy of same.
Jayden Coulston	Manager	Administration	18/12/2018	0.50	\$222.50	Attend Gadens office to swear affidavit and discuss counsel's amended submissions for remuneration hearing. Return to office.
Ryan Whyte	Accountant	Administration	18/12/2018	0.50	\$90.00	Prepared reconciliation for the Receivers remuneration and prepared invoice, MYOB payment and NAB payment for approval.
Antoinette Fielding	Senior Accountant	Creditors	19/12/2018	0.50	\$110.00	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 investor management database to review current investor details and advise.
Jayden Coulston	Manager	Creditors	19/12/2018	0.20	\$89.00	Review updates made to database for 2 investor accounts and confirm updates made in line with approved control sheets.
Jayden Coulston	Manager	Administration	19/12/2018	0.20	\$89.00	Email instructions to IT consultant to upload sealed order to EIF websites. Email to Gadens confirming sealed order will be uploaded.
Maira Hattingh	Practice Assistant	Administration	19/12/2018	0.10	\$10.00	Filing
Antoinette Fielding	Senior Accountant	Creditors	20/12/2018	0.20	\$44.00	Assisting Ryan Whyte re. adding fee approval into Myob.
Jayden Coulston	Manager	Creditors	20/12/2018	0.90	\$400.50	Review reply correspondence to 8 investors and their representatives in relation to unit holding balances, transfer requests and change of details requests. Review supporting docs provided and amend letters.
Ryan Whyte	Accountant	Creditors	20/12/2018	0.20	\$36.00	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.
Sarah Cunningham	Accounting Assistant	Administration	20/12/2018	0.30	\$66.00	Reconciling accounts to 5602 period. Previewing 5602 and requesting updated information for drafting.
Ryan Whyte	Accountant	Creditors	21/12/2018	0.20	\$36.00	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 investor management database to review current investor details and advise.
Ryan Whyte	Accountant	Creditors	21/12/2018	0.50	\$90.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
Maira Hattingh	Practice Assistant	Administration	21/12/2018	0.60	\$60.00	Filing

Ryan Whyte	Accountant	Creditors	7/01/2019	0.60	\$132.00	Prepare 3 letters to investors in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
Ryan Whyte	Accountant	Creditors	8/01/2019	0.40	\$88.00	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 investor management database to review current investor details and advise.
Ryan Whyte	Accountant	Creditors	8/01/2019	0.40	\$88.00	Prepare 2 letters to investors in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
Charles Haines	Associate Director	Administration	8/01/2019	0.10	\$51.00	Review legal invoice for payment
Maira Hattingh	Practice Assistant	Administration	8/01/2019	0.10	\$10.00	Filing
Jayden Coulston	Manager	Trade On	9/01/2019	0.10	\$44.50	Review advertising invoices and provide instructions to Ryan Whyte to pay.
Jayden Coulston	Manager	Trade On	9/01/2019	0.20	\$89.00	Review payment requisitions and invoices for payment of legal fees and advertising costs.
David Whyte	Partner	Trade On	10/01/2019	0.10	\$59.50	authorised payments
Jayden Coulston	Manager	Creditors	10/01/2019	0.90	\$400.50	Review correspondence to 6 investors and their representatives re change of details, transfer of units, confirmation of balances. Review control form for 1 investor approving change of details.
Jayden Coulston	Manager	Creditors	11/01/2019	0.30	\$133.50	Review correspondence to 3 investors re change of details and unit balance requests.
Jayden Coulston	Manager	Creditors	11/01/2019	0.70	\$311.50	Review correspondence to 5 investors re change of details, transfer of units and unit balance requests. Review supporting documentation provided and control forms.
Maira Hattingh	Practice Assistant	Administration	11/01/2019	0.80	\$80.00	Filing
Antoinette Fielding	Senior Accountant	Assets	14/01/2019	0.10	\$26.50	Reviewing term deposit correspondence and filing.
George Lethbridge	Accountant	Creditors	14/01/2019	0.30	\$66.00	Phone call from investor in response to a confirmation of their request to transfer units. Access investor management database to review current investor details and advise.
Jayden Coulston	Manager	Creditors	14/01/2019	0.40	\$178.00	Review control forms and supporting docs for change of details for 5 investor accounts.
Jayden Coulston	Manager	Creditors	14/01/2019	0.10	\$44.50	Review and update draft reply to investor representative.

Ryan Whyte	Accountant	Creditors	14/01/2019	1.00	\$220.00	Prepare 5 letters to investors seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
Antoinette Fielding	Senior Accountant	Assets	15/01/2019	0.10	\$26.50	Exporting from VC and filing bank correspondence re. term deposit and statements.
Antoinette Fielding	Senior Accountant	Assets	15/01/2019	0.40	\$106.00	Accessing online banking, exporting statements and reconciling all accounts for December. Preparing BAS for December.
Antoinette Fielding	Senior Accountant	Assets	15/01/2019	0.10	\$26.50	Updating BAS reports with changes made by Jayden Coulston
David Whyte	Partner	Trade On	15/01/2019	0.10	\$59.50	authorised payments
Jayden Coulston	Manager	Trade On	15/01/2019	0.10	\$44.50	Review payment requisition for database software.
David Whyte	Partner	Creditors	15/01/2019	0.10	\$59.50	reviewed correspondence from eleven investors/representatives of investors regarding change in details/transfer of units/approved same/reviewed letters in response
Antoinette Fielding	Senior Accountant	Creditors	15/01/2019	0.20	\$53.00	Processing IT invoice in MYOB. Accessing online banking and preparing payment for David Whyte's approval.
George Lethbridge	Accountant	Creditors	15/01/2019	0.50	\$110.00	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.
Jayden Coulston	Manager	Administration	15/01/2019	0.20	\$89.00	Review BAS and supporting docs/calcs for December month.
Antoinette Fielding	Senior Accountant	Creditors	16/01/2019	0.20	\$53.00	Review of unread email enquiries. Print email for letter response to be updated in the FinPower database. Review and update investor correspondence register accordingly. Brief Discussion with Ryan Whyte re. status of investor correspondence
George Lethbridge	Accountant	Creditors	16/01/2019	0.20	\$44.00	Review of voicemails from Investors. Access investor management database to confirm details & prepare requested information to call back. Call investor back regarding their query.
George Lethbridge	Accountant	Creditors	16/01/2019	0.30	\$66.00	Review of voicemails from Investors. Access investor management database to confirm details & prepare requested information to call back. Call investor back regarding their query.
Jayden Coulston	Manager	Creditors	16/01/2019	0.40	\$178.00	Review corro to 3 investors re change of details. Review supporting docs.
Jayden Coulston	Manager	Administration	16/01/2019	0.10	\$44.50	Review amended BAS.
Moir Hattingh	Practice Assistant	Administration	16/01/2019	0.20	\$20.00	Filing

Antoinette Fielding	Senior Accountant	Assets	17/01/2019	0.20	\$53.00	Entering expected BAS refund into MYOB. Copying, scanning and saving to file BAS and sending.
Antoinette Fielding	Senior Accountant	Assets	17/01/2019	0.20	\$53.00	Review of unread emails sent to the enquiries mailbox. Print email for letter response to be updated in the finpower database. Review and update investor correspondence register accordingly.
David Whyte	Partner	Trade On	17/01/2019	0.10	\$59.50	reviewed BAS
George Lethbridge	Accountant	Creditors	17/01/2019	0.20	\$44.00	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.
Moir Hattingh	Practice Assistant	Administration	17/01/2019	0.80	\$80.00	Filing
George Lethbridge	Accountant	Creditors	18/01/2019	0.40	\$88.00	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.
Jayden Coulston	Manager	Creditors	18/01/2019	1.10	\$489.50	Review correspondence to 8 investors/representatives re change of details, unit holding and transfer of unit requests. Review supporting docs and control forms.
Ryan Whyte	Accountant	Creditors	18/01/2019	1.00	\$220.00	Reviewed returned mail and record investor details in returned mail register. Prepare letter to request new address details.
Antoinette Fielding	Senior Accountant	Assets	21/01/2019	0.10	\$26.50	Drafting and sending request to bank for term deposit indicative rates.
George Lethbridge	Accountant	Creditors	21/01/2019	0.20	\$44.00	Call from an investor seeking an update on the winding up of the fund.
Jayden Coulston	Manager	Creditors	21/01/2019	0.20	\$89.00	Review control forms for change of details requests for 2x investors.
Jayden Coulston	Manager	Creditors	21/01/2019	0.80	\$356.00	Review correspondence to 6 investors/representatives re change of details, transfer of units and general winding up update requests. Review supporting documents and control forms.
Jayden Coulston	Manager	Administration	21/01/2019	0.30	\$133.50	ASIC form 5602 review. Liaise with Ryan Whyte to prepare same.
Antoinette Fielding	Senior Accountant	Assets	22/01/2019	0.70	\$185.50	Accessing online banking and reconciling three accounts. Preparing file note and letter to nab re. re-investment of term deposit
David Whyte	Partner	Trade On	22/01/2019	0.10	\$59.50	authorised payments
Ryan Whyte	Accountant	Trade On	22/01/2019	0.60	\$132.00	Retrieve information and complete the 5602 for the Equititrust Income Fund. Review MYOB, investor reports and remuneration applications for information.

David Whyte	Partner	Creditors	22/01/2019	0.20	\$119.00	reviewed correspondence from nine investors/representatives of investors regarding change in details/transfer of units/estimated return and any further distributions/reviewed letters in response
Amy Glubb	Accountant	Creditors	22/01/2019	0.10	\$22.00	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.
Amy Glubb	Accountant	Creditors	22/01/2019	0.10	\$22.00	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.
Amy Glubb	Accountant	Creditors	22/01/2019	0.10	\$22.00	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.
Amy Glubb	Accountant	Creditors	22/01/2019	0.10	\$22.00	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.
Jayden Coulston	Manager	Creditors	22/01/2019	0.20	\$89.00	Review corro to 2 investors re update on unit holdings and future distribution estimate.
Jayden Coulston	Manager	Assets	23/01/2019	0.10	\$44.50	Review letter to NAB and file note recommending full term deposit + interest to be rolled for 90 days.
Ryan Whyte	Accountant	Trade On	23/01/2019	0.30	\$66.00	Retrieve information and complete the 5602 for the Equititrust Income Fund. Review MYOB, investor reports and remuneration applications for information.
Amy Glubb	Accountant	Creditors	23/01/2019	0.40	\$88.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
George Lethbridge	Accountant	Creditors	23/01/2019	0.30	\$66.00	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 investor management database to review current investor details and advise.
George Lethbridge	Accountant	Creditors	23/01/2019	0.20	\$44.00	Review of voicemails from Investors. Access investor management database to confirm details & prepare requested information to call back. Call investor back regarding their query.
Jayden Coulston	Manager	Creditors	23/01/2019	0.50	\$222.50	Review and approve control forms for change of details requests and supporting documentation for 4 investors.
Jayden Coulston	Manager	Administration	23/01/2019	0.30	\$133.50	Liaise with Ryan Whyte to prepare 5602 and supporting documents/calculations. Attend to asset realisation calculations etc.
Maira Hattingh	Practice Assistant	Administration	23/01/2019	0.10	\$10.00	Filing
Antoinette Fielding	Senior Accountant	Assets	24/01/2019	0.10	\$26.50	Scanning, saving to file and sending term deposit re-investment instructions to bank.
Antoinette Fielding	Senior Accountant	Assets	24/01/2019	0.10	\$26.50	Review of correspondence from bank acknowledging term deposit re-investment instructions and filing.

Ryan Whyte	Accountant	Trade On	24/01/2019	0.50	\$110.00	Retrieve information and complete the 5602 for the Equititrust Income Fund. Review MYOB, investor reports and remuneration applications for information.
Ryan Whyte	Accountant	Trade On	24/01/2019	1.20	\$264.00	Retrieve information and complete the 5602 for the Equititrust Income Fund. Review MYOB, investor reports and remuneration applications for information. Calculate Remuneration paid to date.
Amy Glubb	Accountant	Creditors	24/01/2019	0.20	\$44.00	Phone call from 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.
Amy Glubb	Accountant	Creditors	24/01/2019	0.20	\$44.00	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.
Jayden Coulston	Manager	Administration	24/01/2019	0.40	\$178.00	Review calculations prepared by Ryan Whyte for ASIC Form 5602, asset realisations, fees summaries etc required for same.
Jayden Coulston	Manager	Administration	24/01/2019	0.50	\$222.50	Review draft ASIC Form 5602 and supporting documentation/calculations.
Ryan Whyte	Accountant	Trade On	25/01/2019	0.60	\$132.00	Retrieve information and complete the 5602 for the Equititrust Income Fund. Review MYOB, investor reports and remuneration applications for information. Calculate Remuneration paid to date. Prepare information in relation to previous 524s for Jayden.
Amy Glubb	Accountant	Creditors	25/01/2019	0.40	\$88.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
Jayden Coulston	Manager	Creditors	25/01/2019	0.80	\$356.00	Review calculations, supporting documents and mail merge for repayment of returned payments from all three distributions. Liaise with Ryan Whyte re calculations and mail merge data. Review rationale for dealing with split/transferred holdings.
Jayden Coulston	Manager	Creditors	25/01/2019	0.80	\$356.00	Review mail merge spreadsheets for repayment of returned distributions for data integrity.
Jayden Coulston	Manager	Creditors	25/01/2019	0.30	\$133.50	Review corro to 3 investors re change of details requests and further information required.
Jayden Coulston	Manager	Creditors	25/01/2019	0.60	\$267.00	Review control forms for changes of details and transfer of units. Review supporting documentation and approve transfers where applicable.
Ryan Whyte	Accountant	Creditors	25/01/2019	0.80	\$176.00	Review calculations, supporting documents and mail merge for repayment of returned payments from all three distributions. Liaise with Jayden Coulston re calculations and mail merge data. Review rationale for dealing with split/transferred holdings.
Ryan Whyte	Accountant	Creditors	25/01/2019	0.60	\$132.00	Update the returned distribution payments to investors spreadsheet with current details. Update letters to be sent to the investors for payment of their returned distributions.
Moirra Hatttingh	Practice Assistant	Administration	25/01/2019	0.80	\$80.00	Filing
Antoinette Fielding	Senior Accountant	Assets	29/01/2019	0.10	\$26.50	Reviewing and saving term deposit correspondence from the bank to file. Adding expiry date as a calendar reminder for team.

George Lethbridge	Accountant	Creditors	29/01/2019	0.20	\$44.00	Review of unread emails sent to the enquiries mailbox. Print email for letter response to be updated in the database. Review and update investor correspondence register accordingly.
George Lethbridge	Accountant	Creditors	29/01/2019	0.30	\$66.00	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 investor management database to review current investor details and advise.
Jayden Coulston	Manager	Creditors	29/01/2019	0.20	\$89.00	Review and amend reply correspondence to investor querying estimated time to finalise receivership, distributions yet to be paid, unit balance, fee application etc.
Jayden Coulston	Manager	Administration	29/01/2019	0.10	\$44.50	Review cash position and bank reconciliations.
Antoinette Fielding	Senior Accountant	Creditors	30/01/2019	0.20	\$53.00	Review of unread emails sent to the enquiries mailbox. Print email for letter response to be updated in the finpower database. Review and update investor correspondence register accordingly.
Amy Glubb	Accountant	Creditors	30/01/2019	0.20	\$44.00	Call from an advisor in relation to a request for an updated unit holdings balance. Review investor on the investor management database and advise.
George Lethbridge	Accountant	Creditors	30/01/2019	0.30	\$66.00	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 investor management database to review current investor details and advise.
Jayden Coulston	Manager	Creditors	30/01/2019	0.60	\$267.00	Review letters to investors where distributions have been returned and request for updated payment details.
Jayden Coulston	Manager	Creditors	30/01/2019	0.50	\$222.50	Review correspondence to 4 investors/representatives re change of details, update on winding up, future distribution estimates etc. Review supporting documents.
Ryan Whyte	Accountant	Creditors	30/01/2019	0.60	\$132.00	Prepare 3 letters to investors seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
Ryan Whyte	Accountant	Creditors	30/01/2019	0.40	\$88.00	Prepare 2 letters to investors in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
Moir Hattingh	Practice Assistant	Administration	30/01/2019	0.90	\$90.00	Filing
Jayden Coulston	Manager	Creditors	31/01/2019	0.80	\$356.00	Review returned distribution letters for approx. 100 investors and calculations/details for same.
Ryan Whyte	Accountant	Creditors	31/01/2019	0.40	\$88.00	Prepare 2 letters to investors in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
Antoinette Fielding	Senior Accountant	Administration	31/01/2019	0.20	\$53.00	Processing Database Management invoice through MYOB. Accessing online banking and preparing payment for approval.
Jayden Coulston	Manager	Administration	31/01/2019	0.20	\$89.00	Review 524s and summary email/calculations from Ryan Whyte. Email to David Whyte re same.

George Lethbridge	Accountant	Creditors	1/02/2019	0.50	\$110.00	Review of correspondence from 3 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.
Amy Glubb	Accountant	Administration	1/02/2019	0.30	\$66.00	Completing the Equititrust BAS return for January 2019
David Whyte	Partner	Creditors	4/02/2019	0.10	\$59.50	reviewed correspondence from investors/representatives of investors regarding change in details/transfer of units/reviewed supporting documentation/approved same/reviewed letters in response
Amy Glubb	Accountant	Creditors	4/02/2019	0.10	\$22.00	Phone call from 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.
Amy Glubb	Accountant	Creditors	4/02/2019	0.10	\$22.00	Phone call from 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.
George Lethbridge	Accountant	Creditors	4/02/2019	0.30	\$66.00	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 investor management database to review current investor details and advise.
Jayden Coulston	Manager	Creditors	4/02/2019	1.10	\$489.50	Review reply correspondence to investors re change of details, transfer of unit requests and further information required to update database. Review supporting docs provided to date.
Ryan Whyte	Accountant	Creditors	4/02/2019	0.10	\$22.00	Review of unread emails sent to the Fund's mailbox. Print email for letter response to be updated in the Fund's database. Review and update investor correspondence register accordingly.
Ryan Whyte	Accountant	Creditors	4/02/2019	0.60	\$132.00	Prepare 3 letters to investors seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
Ryan Whyte	Accountant	Creditors	4/02/2019	0.80	\$176.00	Review of correspondence from 4 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.
Ryan Whyte	Accountant	Creditors	5/02/2019	1.80	\$396.00	Review of correspondence from 9 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.
Ryan Whyte	Accountant	Creditors	5/02/2019	0.40	\$88.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
George Lethbridge	Accountant	Administration	5/02/2019	0.40	\$88.00	Phone call from investor in response to a confirmation of their request to transfer units. Access investor management database to review current investor details and advise. Also provided fund update and answered queries.
George Lethbridge	Accountant	Creditors	6/02/2019	0.40	\$88.00	Review of voicemails from Investors. Access investor management database to confirm details & prepare requested information to call back. Call investor back regarding their query.
Maira Hattigh	Practice Assistant	Administration	6/02/2019	0.10	\$10.00	Filing
David Whyte	Partner	Trade On	7/02/2019	0.10	\$59.50	reviewed BAS

George Lethbridge	Accountant	Creditors	7/02/2019	0.20	\$44.00	Call from an investor seeking an update on the winding up of the fund.
Amy Glubb	Accountant	Administration	7/02/2019	0.10	\$22.00	Scanning, saving to file and posting January 2019 BAS
Moir Hattingh	Practice Assistant	Administration	7/02/2019	0.50	\$50.00	Filing
Sarah Cunningham	Accounting Assistant	Administration	7/02/2019	1.60	\$352.00	Reviewing Rem and Outlays. Manual ASIC Form 5602 entering all data. Reviewing.
George Lethbridge	Accountant	Creditors	8/02/2019	0.50	\$110.00	Review of voicemails from Investors. Access investor management database to confirm details & prepare requested information to call back. Call investor back regarding their query and answered various other queries of the investor.
Jayden Coulston	Manager	Creditors	8/02/2019	0.50	\$222.50	Review letters to investors re change of details requests and further information required to update database.
Ryan Whyte	Accountant	Creditors	8/02/2019	0.80	\$176.00	Prepare 4 letters to investors seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
David Whyte	Partner	Creditors	11/02/2019	0.20	\$119.00	reviewed correspondence from nine investors/representatives of investors regarding change in details/value of units/transfer of units/reviewed letters in response
Jayden Coulston	Manager	Creditors	11/02/2019	1.20	\$534.00	Review and approve control forms for transfer of unit requests and change of details requests for 10 investors. Review supporting documentation for same. Request letters where required.
Jayden Coulston	Manager	Creditors	11/02/2019	0.50	\$222.50	Review correspondence to investors and their representatives re change of details, transmission of units, sole surviving holdings etc. Review documentation provided to date and requests for further docs.
Jayden Coulston	Manager	Creditors	11/02/2019	0.80	\$356.00	Review correspondence to investors and their representatives re change of details, transmission of units, sole surviving holdings etc. Review documentation provided to date and requests for further docs.
Jayden Coulston	Manager	Creditors	11/02/2019	0.70	\$311.50	Review correspondence to investors re transfer of units and change of details requests.
Ryan Whyte	Accountant	Creditors	11/02/2019	0.40	\$88.00	Prepare 2 letters to investors seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
Jayden Coulston	Manager	Administration	11/02/2019	1.10	\$489.50	Review and update Form 5602. Liaise with Sarah Cunningham and Ryan Whyte re calculations, asset realisations etc.
Jayden Coulston	Manager	Administration	11/02/2019	0.10	\$44.50	Liaise with Sarah Cunningham re Form 5602 query.
Sarah Cunningham	Accounting Assistant	Administration	11/02/2019	0.30	\$66.00	Discussing 5602 figures with Jayden.

Sarah Cunningham	Accounting Assistant	Administration	12/02/2019	0.30	\$66.00	Making amendments to 5602 as discussed with Jayden.
Maira Hattingh	Practice Assistant	Assets	13/02/2019	0.60	\$60.00	Filing
Amy Glubb	Accountant	Creditors	13/02/2019	0.90	\$198.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
George Lethbridge	Accountant	Creditors	13/02/2019	0.30	\$66.00	Call from an investor in relation to a request for an updated unit holdings balance. Review investor on the investor management database and advise.
Jayden Coulston	Manager	Creditors	13/02/2019	0.40	\$178.00	Review correspondence to investors re change of details requests.
Ryan Whyte	Accountant	Creditors	13/02/2019	0.40	\$88.00	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.
Jayden Coulston	Manager	Administration	13/02/2019	0.30	\$133.50	Review updated Form 5602 and approve same for lodgement.
Ryan Whyte	Accountant	Trade On	14/02/2019	0.20	\$44.00	Update and send the 5602 for the period ending November 2019.
Amy Glubb	Accountant	Creditors	14/02/2019	0.10	\$22.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
Jayden Coulston	Manager	Creditors	14/02/2019	0.50	\$222.50	Review correspondence to investors re change of details and transfer of units requests.
Ryan Whyte	Accountant	Creditors	14/02/2019	0.50	\$110.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
David Whyte	Partner	Administration	14/02/2019	0.10	\$59.50	reviewed ASIC form 5602, annual return
Jayden Coulston	Manager	Administration	14/02/2019	0.10	\$44.50	Review bank reconciliations and term deposit for Form 5602.
Maira Hattingh	Practice Assistant	Administration	14/02/2019	0.30	\$30.00	Filing
Jayden Coulston	Manager	Creditors	15/02/2019	0.50	\$222.50	Finalise review of letters to investors and calculations for returned payments and unpresented cheques.
Jayden Coulston	Manager	Creditors	15/02/2019	0.50	\$222.50	Meeting with Ryan Whyte to discuss and review the letters to investors that had returned payments or unpresented cheques for the 3 distributions paid to date. Review mail merge letters separately.

Ryan Whyte	Accountant	Creditors	15/02/2019	0.30	\$66.00	Meeting with Jayden Coulston to discuss and review the letters to investors that had returned payments or unpresented cheques for the 3 distributions paid to date.
Ryan Whyte	Accountant	Creditors	15/02/2019	0.40	\$88.00	Prepare 2 letters to investors on update of the winding up of the Fund. Access investor management database to review current details.
Ryan Whyte	Accountant	Creditors	15/02/2019	0.40	\$88.00	Prepare 2 letters to investors confirming transfer of units for their investment with the Fund. Access investor management database to review current details.
Ryan Whyte	Accountant	Creditors	15/02/2019	0.50	\$110.00	Prepare 2 letters to investors in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
Maira Hattingh	Practice Assistant	Administration	15/02/2019	0.10	\$10.00	Filing
Amy Glubb	Accountant	Creditors	18/02/2019	0.30	\$66.00	Phone call from investor in response to their request to transfer units from a superfund to their personal name. Access investor management database to review current investor details and advise.
Amy Glubb	Accountant	Creditors	18/02/2019	0.20	\$44.00	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 investor management database to review current investor details and advise.
George Lethbridge	Accountant	Creditors	18/02/2019	0.20	\$44.00	Review of voicemails from Investors. Access investor management database to confirm details & prepare requested information to call back. Call investor back regarding their query.
Amy Glubb	Accountant	Creditors	19/02/2019	0.10	\$22.00	Review of voicemails from Investors. Access investor management database to confirm details & prepare requested information to call back. Call investor back regarding their query.
George Lethbridge	Accountant	Creditors	19/02/2019	0.30	\$66.00	Call from an investor enquiring about the equalisation payment. Also provided Fund update.
Jayden Coulston	Manager	Creditors	19/02/2019	0.30	\$133.50	Review and approve change of details and unit transfer request control sheets. Review supporting docs.
Jayden Coulston	Manager	Creditors	19/02/2019	0.70	\$311.50	Review correspondence to investors re change of details requests. Review supporting docs provided and request for further docs from investors to update database.
Jayden Coulston	Manager	Creditors	19/02/2019	0.50	\$222.50	Review correspondence to investors re change of details requests. Review supporting docs provided and request for further docs from investors to update database.
Jayden Coulston	Manager	Creditors	19/02/2019	0.30	\$133.50	Review and approve change of details and unit transfer request control sheets. Review supporting docs.
Ryan Whyte	Accountant	Creditors	19/02/2019	0.20	\$44.00	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.
George Lethbridge	Accountant	Creditors	20/02/2019	0.30	\$66.00	Review of voicemails from Investors. Access investor management database to confirm details & prepare requested information to call back. Call investor back regarding their query.

Jayden Coulston	Manager	Creditors	20/02/2019	0.40	\$178.00	Review letters to investors/investor representatives re change of details, unit balances and transfer of units requests. Review supporting docs and requests for further information.
Jayden Coulston	Manager	Creditors	20/02/2019	0.60	\$267.00	Review letters to investors/investor representatives re change of details, unit balances and transfer of units requests. Review supporting docs and requests for further information.
Jayden Coulston	Manager	Creditors	20/02/2019	0.50	\$222.50	Review letters to investors re change of details and transfer of units requests. Liaise with Ryan Whyte re updates to same.
Ryan Whyte	Accountant	Creditors	20/02/2019	0.20	\$44.00	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 investor management database to review current investor details and advise.
Ryan Whyte	Accountant	Creditors	20/02/2019	0.40	\$88.00	Prepare 2 letters to investors 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.
Ryan Whyte	Accountant	Creditors	20/02/2019	0.40	\$88.00	Prepare 2 letters to investors 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.
Ryan Whyte	Accountant	Creditors	20/02/2019	0.10	\$22.00	Review of unread emails sent to the Fund's mailbox. Print email for letter response to be updated in the Fund's database. Review and update investor correspondence register accordingly.
Ryan Whyte	Accountant	Creditors	20/02/2019	0.60	\$132.00	Prepare 3 letters to investors 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.
Maira Hattingh	Practice Assistant	Administration	20/02/2019	0.10	\$10.00	Filing
David Whyte	Partner	Creditors	21/02/2019	0.20	\$119.00	reviewed correspondence from six investors/representatives of investors regarding change in details/transfer of units/approved same/reviewed letters in response
Jayden Coulston	Manager	Creditors	25/02/2019	1.10	\$489.50	Review and approve change of details, transfer of units and change of trustee requests for 11 investor accounts. Review control forms and supporting documentation provided. Query 1 transfer of units requests where further detail required.
Ryan Whyte	Accountant	Creditors	25/02/2019	0.70	\$154.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
David Whyte	Partner	Creditors	26/02/2019	0.20	\$119.00	reviewed correspondence from ten investors/representatives of investors regarding change in details/transfer of units/approved same/reviewed letters in response
Ryan Whyte	Accountant	Creditors	26/02/2019	0.80	\$176.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
George Lethbridge	Accountant	Creditors	27/02/2019	0.20	\$44.00	Call from an investor seeking an update on the winding up of the fund.
Ryan Whyte	Accountant	Creditors	27/02/2019	1.60	\$352.00	Review of correspondence from 8 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.

Ryan Whyte	Accountant	Creditors	27/02/2019	0.50	\$110.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
Ryan Whyte	Accountant	Creditors	27/02/2019	0.20	\$44.00	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.
Jayden Coulston	Manager	Trade On	28/02/2019	0.10	\$44.50	Review and approve payment requisition for IT expenses.
George Lethbridge	Accountant	Creditors	28/02/2019	0.30	\$66.00	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 investor management database to review current investor details and advise.
Ryan Whyte	Accountant	Creditors	28/02/2019	0.80	\$176.00	Review of correspondence from 3 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.
Molra Hattingh	Practice Assistant	Administration	28/02/2019	0.70	\$70.00	Filing
George Lethbridge	Accountant	Creditors	1/03/2019	0.30	\$66.00	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 investor management database to review current investor details and advise.
Ryan Whyte	Accountant	Creditors	1/03/2019	0.40	\$88.00	Prepare 2 letters to investors in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
Ryan Whyte	Accountant	Creditors	1/03/2019	0.50	\$110.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
David Whyte	Partner	Trade On	5/03/2019	0.10	\$59.50	reviewed correspondence from our solicitors and EL liquidators solicitors regarding outstanding decision on court application for directions in respect of liquidators claims/provided instructions regarding same
Molra Hattingh	Practice Assistant	Administration	5/03/2019	0.40	\$40.00	Filing
Sarah Cunningham	Accounting Assistant	Administration	6/03/2019	0.10	\$22.00	Reconciling account to Feb 2019
Amy Glubb	Accountant	Creditors	7/03/2019	0.30	\$66.00	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 investor management database to review current investor details and advise.
Amy Glubb	Accountant	Creditors	7/03/2019	0.20	\$44.00	Review of voicemails from Investors. Access investor management database to confirm details & prepare requested information to call back. Call investor back regarding their query.
Amy Glubb	Accountant	Creditors	7/03/2019	0.30	\$66.00	Review of voicemails from Investors. Access investor management database to confirm details & prepare requested information to call back. Call investor back regarding their query.
Amy Glubb	Accountant	Creditors	7/03/2019	0.30	\$66.00	Review of voicemails from Investors. Access investor management database to confirm details & prepare requested information to call back. Call investor back regarding their query.

Amy Glubb	Accountant	Creditors	7/03/2019	0.30	\$66.00	Review of voicemails from Investors. Access investor management database to confirm details & prepare requested information to call back. Call investor back regarding their query.
Amy Glubb	Accountant	Creditors	7/03/2019	0.10	\$22.00	Review of voicemails from Investors. Access investor management database to confirm details & prepare requested information to call back. Call investor back regarding their query.
George Lethbridge	Accountant	Creditors	7/03/2019	0.30	\$66.00	Review of voicemails from Investors. Access investor management database to confirm details & prepare requested information to call back. Call investor back regarding their query.
Maira Hattingh	Practice Assistant	Administration	7/03/2019	0.20	\$20.00	Filing
Ryan Whyte	Accountant	Creditors	11/03/2019	0.60	\$132.00	Prepare 3 letters to investors in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
Ryan Whyte	Accountant	Creditors	11/03/2019	0.60	\$132.00	Review of correspondence from 3 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.
Ryan Whyte	Accountant	Creditors	11/03/2019	2.00	\$440.00	Draft 34th update report to investors dated 31 March 2019. Export, review and calculate the fees from 1 Nov 18 to 28 Feb 19. Export receipts and payments and create a summary for the report. Calculate the estimated return to investors as at 28 Feb 19.
Amy Glubb	Accountant	Creditors	12/03/2019	0.30	\$66.00	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 investor management database to review current investor details and advise.
George Lethbridge	Accountant	Creditors	12/03/2019	0.20	\$44.00	Phone call from 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. Also provided update on the Fund.
Jayden Coulston	Manager	Creditors	12/03/2019	0.10	\$44.50	Email to SPG requesting update in relation to Liquidator proceedings for reporting to investors.
Ryan Whyte	Accountant	Creditors	12/03/2019	0.60	\$132.00	Prepare 3 letters to investors in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
Ryan Whyte	Accountant	Creditors	12/03/2019	0.50	\$110.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
Maira Hattingh	Practice Assistant	Administration	12/03/2019	0.30	\$30.00	Filing
Amy Glubb	Accountant	Creditors	13/03/2019	0.20	\$44.00	Review of voicemails from Investors. Access investor management database to confirm details & prepare requested information to call back. Call investor back regarding their query.
George Lethbridge	Accountant	Creditors	13/03/2019	0.10	\$22.00	Call from an investor seeking an update on the winding up of the fund.
Ryan Whyte	Accountant	Creditors	13/03/2019	0.60	\$132.00	Review of correspondence from 3 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.

Ryan Whyte	Accountant	Creditors	13/03/2019	0.50	\$110.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
Ryan Whyte	Accountant	Creditors	13/03/2019	0.10	\$22.00	Review of unread emails sent to the Fund's mailbox. Print email for letter response to be updated in the Fund's database. Review and update investor correspondence register accordingly.
Ryan Whyte	Accountant	Creditors	13/03/2019	0.20	\$44.00	Prepare letter to investor confirming transfer of units for their investment with the Fund. Access investor management database to review current details.
Ryan Whyte	Accountant	Creditors	13/03/2019	0.10	\$22.00	Call from an investor seeking an update on the winding up of the fund.
Ryan Whyte	Accountant	Creditors	13/03/2019	0.40	\$88.00	Prepare 2 letters to investors confirming update of details for their investment with the Fund. Access investor management database to review current details.
Maira Hattingh	Practice Assistant	Administration	13/03/2019	0.10	\$10.00	Filing
George Lethbridge	Accountant	Creditors	14/03/2019	0.20	\$44.00	Review of voicemails from Investors. Access investor management database to confirm details & prepare requested information to call back. Call investor back regarding their query.
Ryan Whyte	Accountant	Creditors	14/03/2019	0.60	\$132.00	Prepare 3 letters to investors in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
George Lethbridge	Accountant	Creditors	15/03/2019	0.20	\$44.00	Call from an investor seeking an update on the winding up of the fund.
Ryan Whyte	Accountant	Creditors	15/03/2019	0.30	\$66.00	Prepare 2 letters to investors confirming transfer of units for their investment with the Fund. Access investor management database to review current details.
Maira Hattingh	Practice Assistant	Administration	15/03/2019	0.20	\$20.00	Filing
David Whyte	Partner	Trade On	18/03/2019	0.50	\$297.50	reviewed correspondence from our solicitors and including transcript from court hearing in relation to application to undertake proof of debt process and establish claims against the fund/provided instructions to seek update from EL liquidators
George Lethbridge	Accountant	Creditors	18/03/2019	0.30	\$66.00	Review of voicemails from Investors. Access investor management database to confirm details & prepare requested information to call back. Call investor back regarding their query and also provided an update on the winding up of the Fund.
Ryan Whyte	Accountant	Creditors	18/03/2019	0.40	\$88.00	Prepare 2 letters to investors seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
Ryan Whyte	Accountant	Creditors	18/03/2019	0.30	\$66.00	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.
Amy Glubb	Accountant	Administration	18/03/2019	1.00	\$220.00	Preparation of BAS for Feb 2019

David Whyte	Partner	Trade On	19/03/2019	0.20	\$119.00	reviewed correspondence from our solicitors regarding draft email to EL liquidators solicitors regarding status of proceedings against EL directors and auditors of the EIF/reviewed draft court order and relevant paragraphs from transcript of hearing
George Lethbridge	Accountant	Creditors	19/03/2019	0.20	\$44.00	Review of voicemails from Investors. Access investor management database to confirm details & prepare requested information to call back. Call investor back regarding their query.
Ryan Whyte	Accountant	Creditors	19/03/2019	0.20	\$44.00	Call from an investor seeking an update on the winding up of the fund.
Amy Glubb	Accountant	Creditors	21/03/2019	0.20	\$44.00	Review of voicemails from Investors. Access investor management database to confirm details & prepare requested information to call back. Call investor back regarding their query.
George Lethbridge	Accountant	Creditors	21/03/2019	0.40	\$88.00	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 investor management database to review current investor details and advise. Provided update on the wind up.
Maira Hattingh	Practice Assistant	Administration	21/03/2019	0.40	\$40.00	Filing
Amy Glubb	Accountant	Creditors	22/03/2019	0.10	\$22.00	Call from an investor in relation to a request for an updated unit holdings balance. Review investor on the investor management database and advise.
Amy Glubb	Accountant	Creditors	22/03/2019	0.30	\$66.00	Call from an investor seeking an update on the winding up of the fund.
Amy Glubb	Accountant	Creditors	22/03/2019	0.20	\$44.00	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 investor management database to review current investor details and advise.
George Lethbridge	Accountant	Creditors	22/03/2019	0.20	\$44.00	Call from an investor seeking an update on the winding up of the fund.
Jayden Coulston	Manager	Creditors	22/03/2019	0.30	\$133.50	Review correspondence to investors re transfer of units requests and further information required to facilitate transfers.
Jordan Devery	Graduate Accountant	Creditors	22/03/2019	0.30	\$54.00	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.
Jordan Devery	Graduate Accountant	Creditors	22/03/2019	0.30	\$54.00	Prepare letter to investor in response to their request to transfer units from a company to their personal name. Access investor management database to review current investor details and advise
Maira Hattingh	Practice Assistant	Administration	22/03/2019	0.10	\$10.00	Filing
David Whyte	Partner	Creditors	25/03/2019	0.10	\$59.50	reviewed correspondence from investors/representatives of investors regarding change in details/approved same/reviewed letters in response
Charles Haines	Associate Director	Creditors	25/03/2019	0.10	\$51.00	Review two letters to investors - balance query and change of details request

George Lethbridge	Accountant	Creditors	25/03/2019	0.30	\$66.00	Call from an investor seeking an update on the winding up of the fund.
Jayden Coulston	Manager	Creditors	25/03/2019	0.50	\$222.50	Review, update and approve correspondence to investors re change of details, transfer of units, unitholding updates. Review control forms for updates to database. Review supporting documentation.
Jayden Coulston	Manager	Administration	25/03/2019	0.20	\$89.00	Review update letters and control forms for change of details/transfer of units. Discussion with RW re same.
David Whyte	Partner	Creditors	26/03/2019	0.30	\$178.50	reviewed correspondence from eleven investors/representatives of investors regarding change in details/transfer of units/distributions to investors/approved same/reviewed letters in response
Jayden Coulston	Manager	Creditors	26/03/2019	0.20	\$89.00	Review and approve updated correspondence to investors re change of details, transfer of units requests etc.
Ryan Whyte	Accountant	Creditors	26/03/2019	0.40	\$88.00	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.
George Lethbridge	Accountant	Creditors	27/03/2019	0.20	\$44.00	Call from an investor seeking an update on the winding up of the fund.
Jayden Coulston	Manager	Creditors	27/03/2019	0.10	\$44.50	Review investor listing for 34th update mail out.
Jayden Coulston	Manager	Creditors	27/03/2019	2.10	\$934.50	Review and update 34th update to investors. Review annexures, estimated total distribution calculation, receipts and payments, and various legal correspondence to summarise in update. T/c SPG re update in re liquidator claims.
Jordan Devery	Graduate Accountant	Creditors	27/03/2019	2.00	\$360.00	Scanned 15 documents and saved to files and database, sent off documents to required investor via email or post.
Ryan Whyte	Accountant	Creditors	27/03/2019	0.30	\$66.00	Email external printing company and email company to organise the mail out of the 34th update report to investors.
Ryan Whyte	Accountant	Creditors	27/03/2019	0.20	\$44.00	Call from an investor in relation to a request for an updated unit holdings balance. Review investor on the investor management database and advise.
Ryan Whyte	Accountant	Creditors	27/03/2019	0.30	\$66.00	Meeting with Jayden Coulston. Review and update the 34th update report to investors.
Moir Hattingh	Practice Assistant	Administration	27/03/2019	0.10	\$10.00	Filing
Ryan Whyte	Accountant	Administration	27/03/2019	1.00	\$220.00	Generate investor mailing list from the Fund's database. Filter excel spreadsheet to only receive mailing addresses for the Equititrust Income Fund. Arrange spreadsheet and separate postal addresses from email addresses. RE 34th update report.
David Whyte	Partner	Trade On	28/03/2019	0.10	\$59.50	reviewed correspondence from our solicitors and EL liquidators solicitors regarding approach to court following up when judgement will be handed down on proof of debt application/sent response

George Lethbridge	Accountant	Creditors	28/03/2019	0.30	\$66.00	Call from an investor seeking an update on the winding up of the fund.
Jayden Coulston	Manager	Creditors	28/03/2019	0.20	\$89.00	T/c and email to Squire Patton Boggs re update on liquidator proceedings to be included in 34th update to investors.
Jayden Coulston	Manager	Creditors	28/03/2019	1.10	\$489.50	Cont. review of 34th update to investors and annexures.
Jayden Coulston	Manager	Creditors	28/03/2019	0.10	\$44.50	Review and approve mail out letter/label proofs for 34th update to investors.
Ryan Whyte	Accountant	Creditors	28/03/2019	0.60	\$132.00	Review and update the 34th update report to investors as per the update received by the liquidators of Equitrust Limited.
Moirra Hatttingh	Practice Assistant	Administration	28/03/2019	0.30	\$30.00	Filing
George Lethbridge	Accountant	Creditors	29/03/2019	0.30	\$66.00	Review of voicemails from Investors. Access investor management database to confirm details & prepare requested information to call back. Call investor back regarding their query.
Jordan Devery	Graduate Accountant	Creditors	29/03/2019	0.10	\$18.00	Review of unread emails sent to the Fund's mailbox. Print email for letter response to be updated in the Fund's database. Review and update investor correspondence register accordingly.
Jordan Devery	Graduate Accountant	Creditors	29/03/2019	0.20	\$36.00	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.
Jordan Devery	Graduate Accountant	Creditors	29/03/2019	0.10	\$18.00	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.
David Whyte	Partner	Creditors	1/04/2019	0.30	\$178.50	reviewed/updated report to investors
George Lethbridge	Accountant	Creditors	1/04/2019	0.20	\$44.00	Review of voicemails from Investors. Access investor management database to confirm details & prepare requested information to call back. Call investor back regarding their query.
Jayden Coulston	Manager	Creditors	1/04/2019	0.70	\$311.50	Update estimated overall distribution calculation to investors. Add notes/comments. Update R&P.
Jayden Coulston	Manager	Creditors	1/04/2019	1.50	\$667.50	Review and updated 34th update report to investors. Include additional commentary around liquidator update, timing, winding up of fund, tasks remaining etc.
Ryan Whyte	Accountant	Creditors	1/04/2019	0.50	\$110.00	Review and update the 34th update report to investors as per David Whyte's comments.
Ryan Whyte	Accountant	Creditors	1/04/2019	0.10	\$22.00	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 investor management database to review current investor details and advise.

Ryan Whyte	Accountant	Creditors	1/04/2019	0.30	\$66.00	Review and print supporting documentation for the 34th update report to investors.
Ryan Whyte	Accountant	Administration	1/04/2019	0.40	\$88.00	Export information from MYOB and prepare the BAS for March.
Ryan Whyte	Accountant	Administration	1/04/2019	0.20	\$44.00	Make payment in MYOB and on NAB connect for database management fees.
Ryan Whyte	Accountant	Administration	1/04/2019	0.30	\$66.00	Cont. Export information from MYOB and prepare the BAS for March. Make calculations for the GST refund.
David Whyte	Partner	Trade On	2/04/2019	0.10	\$59.50	reviewed correspondence from our solicitors regarding proposed hearing of adjourned application in relation to EL liquidators claims and proof of debt process
Jayden Coulston	Manager	Trade On	2/04/2019	0.10	\$44.50	Review payment of supplier invoices.
David Whyte	Partner	Creditors	2/04/2019	0.20	\$119.00	reviewed/signed report to creditors
George Lethbridge	Accountant	Creditors	2/04/2019	0.20	\$44.00	Call from an investor seeking an update on the winding up of the fund.
Jordan Devery	Graduate Accountant	Creditors	2/04/2019	0.60	\$108.00	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.
Ryan Whyte	Accountant	Creditors	2/04/2019	0.60	\$132.00	Send 34th update report to investors via email, organise for the printing company to send the report via post and organise for the report to be uploaded to the websites.
Ryan Whyte	Accountant	Creditors	2/04/2019	0.70	\$154.00	Review and update the 34th update report to investors as per David Whyte's comments.
Ryan Whyte	Accountant	Administration	2/04/2019	0.20	\$44.00	Make payment in MYOB and on NAB for website maintenance.
Ryan Whyte	Accountant	Administration	2/04/2019	0.20	\$44.00	Make payment in MYOB and on NAB for website maintenance.
Jayden Coulston	Manager	Investigation	3/04/2019	0.10	\$44.50	Review order of Justice Boddice dated 2 April 2019 and consider email from Gadens providing commentary on judgement in relation to liquidators claims and process for dealing with funds coming into the liquidation.
George Lethbridge	Accountant	Creditors	3/04/2019	0.30	\$66.00	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 investor management database to review current investor details and advise.
Ryan Whyte	Accountant	Creditors	3/04/2019	0.40	\$88.00	Prepare 2 letters to investors seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.

Ryan Whyte	Accountant	Creditors	3/04/2019	0.20	\$44.00	Phone call from 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.
Ryan Whyte	Accountant	Administration	3/04/2019	0.20	\$44.00	Make payment in MYOB and on NAB for legal fees.
George Lethbridge	Accountant	Creditors	4/04/2019	0.20	\$44.00	Review of voicemails from Investors. Access investor management database to confirm details & prepare requested information to call back. Call investor back regarding their query.
Jordan Devery	Graduate Accountant	Creditors	4/04/2019	0.20	\$36.00	Prepare a letter to investor in relation to the timing of distributions from the Fund. Access investor management database to review current details and draft letter for their request
Jordan Devery	Graduate Accountant	Creditors	4/04/2019	0.10	\$18.00	Prepare a letter to investor in relation to the timing of distributions from the Fund. Access investor management database to review current details and draft letter for their request
Jordan Devery	Graduate Accountant	Creditors	4/04/2019	0.30	\$54.00	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.
Ryan Whyte	Accountant	Administration	4/04/2019	0.20	\$44.00	Make payment in MYOB and NAB connect for printing of the 34th update report to investors.
George Lethbridge	Accountant	Creditors	5/04/2019	0.20	\$44.00	Review of voicemails from Investors. Access investor management database to confirm details & prepare requested information to call back. Call investor back regarding their query.
Jordan Devery	Graduate Accountant	Creditors	5/04/2019	0.40	\$72.00	Prepare letter to investor seeking to update the details for their investment with the Fund and provide latest report to investors. Access investor management database to review current details and advise process to update.
Jordan Devery	Graduate Accountant	Creditors	5/04/2019	0.20	\$36.00	Review of unread emails sent to the Fund's mailbox. Print email for letter response to be updated in the Fund's database. Review and update investor correspondence register accordingly.
Ryan Whyte	Accountant	Creditors	5/04/2019	0.20	\$44.00	Call from an investor seeking an update on the winding up of the fund.
Jayden Coulston	Manager	Trade On	8/04/2019	0.50	\$222.50	Review and approve payment requisitions for supplier payments.
George Lethbridge	Accountant	Creditors	8/04/2019	0.20	\$44.00	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 investor management database to review current investor details and advise.
George Lethbridge	Accountant	Creditors	8/04/2019	0.20	\$44.00	Call from an investor seeking an update on the winding up of the fund.
George Lethbridge	Accountant	Creditors	8/04/2019	0.20	\$44.00	Call from an investor seeking an update on the winding up of the fund.
George Lethbridge	Accountant	Creditors	8/04/2019	0.20	\$44.00	Phone call from investor in response to a confirmation of their request to change details. Access investor management database to review current investor details and advise.

Jordan Devery	Graduate Accountant	Creditors	8/04/2019	0.60	\$108.00	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.
Jordan Devery	Graduate Accountant	Creditors	8/04/2019	0.50	\$90.00	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.
Jordan Devery	Graduate Accountant	Creditors	8/04/2019	0.50	\$90.00	Prepare a letter to investor in relation to the timing of distributions from the Fund. Access investor management database to review current details and draft letter for their request
Jordan Devery	Graduate Accountant	Creditors	8/04/2019	0.20	\$36.00	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
Jordan Devery	Graduate Accountant	Creditors	8/04/2019	0.30	\$54.00	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.
Ryan Whyte	Accountant	Creditors	8/04/2019	0.20	\$44.00	Call from an investor in relation to a request for an updated unit holdings balance. Review investor on the investor management database and advise.
David Whyte	Partner	Trade On	9/04/2019	0.20	\$119.00	authorised payments
Jayden Coulston	Manager	Creditors	9/04/2019	0.50	\$222.50	Review and update correspondence to investors re change of details, transfer of units. Review supporting documentation for database updates.
Jordan Devery	Graduate Accountant	Creditors	9/04/2019	0.20	\$36.00	Review of unread emails sent to the Fund's mailbox. Print email for letter response to be updated in the Fund's database. Review and update investor correspondence register accordingly.
Jordan Devery	Graduate Accountant	Creditors	9/04/2019	0.20	\$36.00	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.
Jordan Devery	Graduate Accountant	Creditors	9/04/2019	0.30	\$54.00	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.
Jordan Devery	Graduate Accountant	Creditors	9/04/2019	0.10	\$18.00	Review of unread emails sent to the Fund's mailbox. Print email for letter response to be updated in the Fund's database. Review and update investor correspondence register accordingly.
Jordan Devery	Graduate Accountant	Creditors	9/04/2019	0.20	\$36.00	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.
Jordan Devery	Graduate Accountant	Creditors	9/04/2019	0.40	\$72.00	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.
Jordan Devery	Graduate Accountant	Creditors	9/04/2019	0.30	\$54.00	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.
Jordan Devery	Graduate Accountant	Creditors	9/04/2019	0.40	\$72.00	Prepare letters to investors in relation to the timing of distributions from the Fund. Access investor management database to review current details and draft letter for their request

Jordan Devery	Graduate Accountant	Administration	9/04/2019	0.30	\$54.00	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.
George Lethbridge	Accountant	Creditors	10/04/2019	0.20	\$44.00	Review of voicemails from Investors. Access investor management database to confirm details & prepare requested information to call back. Call investor back regarding their query.
Ryan Whyte	Accountant	Creditors	10/04/2019	0.20	\$44.00	Call from an investor seeking an update on the winding up of the fund.
Ryan Whyte	Accountant	Creditors	10/04/2019	0.60	\$132.00	Prepare 3 letters to investors in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
Ryan Whyte	Accountant	Creditors	10/04/2019	0.20	\$44.00	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.
Ryan Whyte	Accountant	Creditors	10/04/2019	0.10	\$22.00	Call from an investor seeking an update on the winding up of the fund.
Ryan Whyte	Accountant	Creditors	10/04/2019	0.10	\$22.00	Call from an investor seeking an update on the winding up of the fund.
George Lethbridge	Accountant	Creditors	11/04/2019	0.30	\$66.00	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 investor management database to review current investor details and advise.
George Lethbridge	Accountant	Creditors	11/04/2019	0.20	\$44.00	Review of voicemails from Investors. Access investor management database to confirm details & prepare requested information to call back. Call investor back regarding their query.
Ryan Whyte	Accountant	Creditors	11/04/2019	0.30	\$66.00	Phone call from 2 investors seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
Ryan Whyte	Accountant	Creditors	11/04/2019	0.20	\$44.00	Call from an investor seeking an update on the winding up of the fund.
Molra Hattingh	Practice Assistant	Administration	11/04/2019	0.50	\$50.00	Filing
Ryan Whyte	Accountant	Creditors	12/04/2019	0.20	\$44.00	Phone call from 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.
Jordan Devery	Graduate Accountant	Administration	12/04/2019	0.20	\$36.00	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.
Jordan Devery	Graduate Accountant	Administration	12/04/2019	0.10	\$18.00	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.
George Lethbridge	Accountant	Creditors	15/04/2019	0.30	\$66.00	Call from an investor seeking an update on the winding up of the fund.

Jordan Devery	Graduate Accountant	Creditors	15/04/2019	0.10	\$18.00	Review of unread emails sent to the Fund's mailbox. Print email for letter response to be updated in the Fund's database. Review and update investor correspondence register accordingly.
Jordan Devery	Graduate Accountant	Creditors	15/04/2019	0.60	\$108.00	Prepare 3 letters to investor in relation to the timing of distributions and the winding up of the Fund. Access investor management database to review current details and draft letter for their request
Jordan Devery	Graduate Accountant	Creditors	15/04/2019	0.30	\$54.00	Prepare letters to investors in relation to the timing of distributions and winding up of the Fund. Access investor management database to review current details and draft letter for their request
Jordan Devery	Graduate Accountant	Creditors	15/04/2019	0.10	\$18.00	Prepare a letter to investor in relation to the timing of distribution and winding up of the Fund. Access investor management database to review current details and draft letter for their request
Jordan Devery	Graduate Accountant	Creditors	15/04/2019	0.30	\$54.00	Prepare letters to investors in relation to the timing of distribution and winding up of the Fund. Access investor management database to review current details and draft letter for their request
Jordan Devery	Graduate Accountant	Creditors	15/04/2019	0.30	\$54.00	Prepare letters to investors in relation to the timing of distribution and winding up of the Fund. Access investor management database to review current details and draft letter for their request
Jordan Devery	Graduate Accountant	Creditors	15/04/2019	0.10	\$18.00	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.
Jordan Devery	Graduate Accountant	Creditors	15/04/2019	0.10	\$18.00	Prepare letter to investor on update of the winding up of the Fund. Access investor management database to review current details.
Jordan Devery	Graduate Accountant	Creditors	15/04/2019	0.10	\$18.00	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.
Jordan Devery	Graduate Accountant	Creditors	15/04/2019	0.10	\$18.00	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.
Charles Haines	Associate Director	Administration	15/04/2019	0.10	\$51.00	Review and update correspondence to two unit holders - balance update & distribution timing
David Whyte	Partner	Creditors	16/04/2019	0.10	\$59.50	reviewed correspondence from our solicitors and EL liquidators solicitors regarding costs claimed in response to application to determine claims against the fund/provided instructions regarding same
David Whyte	Partner	Creditors	16/04/2019	0.20	\$119.00	reviewed correspondence from our solicitors regarding court order in respect of application for EL liquidators to ascertain claims against the fund/reviewed correspondence to the EL liquidators solicitors regarding claims
Jordan Devery	Graduate Accountant	Creditors	16/04/2019	0.10	\$18.00	Review of unread emails sent to the Fund's mailbox. Print email for letter response to be updated in the Fund's database. Review and update investor correspondence register accordingly.
Jordan Devery	Graduate Accountant	Creditors	16/04/2019	0.10	\$18.00	Review of unread emails sent to the Fund's mailbox. Print email for letter response to be updated in the Fund's database. Review and update investor correspondence register accordingly.
George Lethbridge	Accountant	Creditors	17/04/2019	0.50	\$110.00	Review of 2 voicemails from Investor and advisor. Access investor management database to confirm details & prepare requested information to call back. Call back investor and advisor back regarding their query.

David Whyte	Partner	Creditors	18/04/2019	0.10	\$59.50	reviewed correspondence to three investors regarding change in details/transfer of units
George Lethbridge	Accountant	Creditors	18/04/2019	0.20	\$44.00	Call from an investor seeking an update on the windup of the Fund.
Moir Hattlingh	Practice Assistant	Administration	18/04/2019	0.40	\$40.00	Filing
George Lethbridge	Accountant	Creditors	23/04/2019	0.10	\$22.00	Call from an investor seeking an update on the wind up of the Fund.
Jayden Coulston	Manager	Assets	24/04/2019	0.10	\$44.50	Review letter providing instructions for term deposit renewal.
Liam Landrigan	Graduate Accountant	Creditors	24/04/2019	1.70	\$306.00	Reviewed returned mail and record investor details in returned mail register. Prepare letters to request new address details.
Jayden Coulston	Manager	Administration	24/04/2019	0.20	\$89.00	Review and approve 2x BAS.
George Lethbridge	Accountant	Creditors	26/04/2019	0.20	\$44.00	Call from an investor seeking an update on the winding up of the fund.
Jordan Devery	Graduate Accountant	Creditors	26/04/2019	0.20	\$36.00	Review of correspondence from 3 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.
Jordan Devery	Graduate Accountant	Creditors	26/04/2019	0.20	\$36.00	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.
Jordan Devery	Graduate Accountant	Creditors	26/04/2019	0.50	\$90.00	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.
Jordan Devery	Graduate Accountant	Creditors	26/04/2019	0.10	\$18.00	Prepare 2 letters 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.
Jordan Devery	Graduate Accountant	Creditors	26/04/2019	0.20	\$36.00	Prepare letter to investor on update of the winding up of the Fund. Access investor management database to review current details.
Jordan Devery	Graduate Accountant	Creditors	26/04/2019	0.20	\$36.00	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.
Jordan Devery	Graduate Accountant	Creditors	26/04/2019	0.30	\$54.00	Prepare letters to investors in relation to the timing of distributions from the Fund. Access investor management database to review current details and draft letter for their request
Ryan Whyte	Accountant	Administration	26/04/2019	0.30	\$66.00	Review documentation from the bank regarding the term deposit. Calculate expenses over the next few months and provide a summary of the rollover of the term deposit. Prepare letter to the bank providing instructions.

Antoinette Fielding	Senior Accountant	Assets	29/04/2019	0.10	\$26.50	Review of correspondence from bank re. term deposit expiry. Forwarding to team for action.
David Whyte	Partner	Creditors	29/04/2019	0.10	\$59.50	reviewed correspondence from five investors/representatives of investors regarding change in details/transfer of units/winding up/value of units/reviewed letters in response
David Whyte	Partner	Creditors	29/04/2019	0.10	\$59.50	reviewed correspondence from six investors/representatives of investors regarding change in details/transfer of units/approved same/reviewed letters in response
Charles Haines	Associate Director	Creditors	29/04/2019	0.10	\$51.00	Review and update letter to unit holder regarding change of details
Charles Haines	Associate Director	Creditors	29/04/2019	0.30	\$153.00	Review and update letter to three unit holders regarding change of details, review supporting documentation
George Lethbridge	Accountant	Creditors	29/04/2019	0.40	\$88.00	Phone call from investor requesting details on the three distributions. Provided details of the distributions. Investor stated they did not receive the second distribution. Reviewed files and called back investor with confirmation of accounts and dates.
Jordan Devery	Graduate Accountant	Creditors	29/04/2019	0.40	\$72.00	Prepare 2 letters 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.
Jordan Devery	Graduate Accountant	Creditors	29/04/2019	0.10	\$18.00	Review of unread emails sent to the Fund's mailbox. Print email for letter response to be updated in the Fund's database. Review and update investor correspondence register accordingly.
Jordan Devery	Graduate Accountant	Creditors	29/04/2019	0.50	\$90.00	Prepare letters to investors 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.
Jordan Devery	Graduate Accountant	Creditors	29/04/2019	0.50	\$90.00	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.
Jordan Devery	Graduate Accountant	Creditors	29/04/2019	0.30	\$54.00	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.
Jordan Devery	Graduate Accountant	Creditors	29/04/2019	0.30	\$54.00	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.
Jordan Devery	Graduate Accountant	Creditors	29/04/2019	0.10	\$18.00	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.
Jordan Devery	Graduate Accountant	Creditors	29/04/2019	0.30	\$54.00	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.
Jordan Devery	Graduate Accountant	Creditors	29/04/2019	0.10	\$18.00	Review of unread emails sent to the Fund's mailbox. Print email for letter response to be updated in the Fund's database. Review and update investor correspondence register accordingly.
Jordan Devery	Graduate Accountant	Creditors	29/04/2019	0.20	\$36.00	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

Jordan Devery	Graduate Accountant	Creditors	29/04/2019	0.10	\$18.00	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.
Jordan Devery	Graduate Accountant	Administration	29/04/2019	0.30	\$54.00	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.
Charles Haines	Associate Director	Creditors	30/04/2019	0.20	\$102.00	Review and update correspondence to investor regarding ongoing litigation matters
Charles Haines	Associate Director	Creditors	30/04/2019	0.10	\$51.00	Review and update correspondence to investor regarding ongoing litigation matter, Receivers remuneration and breakdown of costs to fund value
George Lethbridge	Accountant	Creditors	30/04/2019	0.30	\$66.00	Call from an investor in relation to a request for an updated unit holdings balance. Review investor on the investor management database and advise. Also provided an update on the winding up of the Fund.
Jordan Devery	Graduate Accountant	Creditors	30/04/2019	0.10	\$18.00	Review of unread emails sent to the Fund's mailbox. Print email for letter response to be updated in the Fund's database. Review and update investor correspondence register accordingly.
Jordan Devery	Graduate Accountant	Creditors	30/04/2019	0.30	\$54.00	Prepare letters to investors in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
Jordan Devery	Graduate Accountant	Creditors	30/04/2019	0.10	\$18.00	Review of unread emails sent to the Fund's mailbox. Print email for letter response to be updated in the Fund's database. Review and update investor correspondence register accordingly.
Liam Landrigan	Graduate Accountant	Creditors	30/04/2019	0.30	\$54.00	Reviewed returned mail and record investor details in returned mail register. Prepare letters to request new address details.
Liam Landrigan	Graduate Accountant	Creditors	30/04/2019	0.30	\$54.00	Review of correspondence from investor 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.
Maira Hattingh	Practice Assistant	Administration	30/04/2019	0.20	\$20.00	Filing
Ryan Whyte	Accountant	Administration	30/04/2019	0.20	\$44.00	Make payment on MYOB and NAB connect for IT expenses.
Charles Haines	Associate Director	Creditors	1/05/2019	0.20	\$102.00	Amend correspondence to investor regarding update in relation to the Liquidators claim against the fund of \$1.2M and update in relation to timing and funds available from the auditor claim.
George Lethbridge	Accountant	Creditors	1/05/2019	0.30	\$66.00	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 investor management database to review current investor details and advise.
David Whyte	Partner	Creditors	2/05/2019	0.10	\$59.50	reviewed correspondence from sixteen investors/representatives of investors regarding change in details/transfer of units/approved same/reviewed letters in response
Charles Haines	Associate Director	Creditors	2/05/2019	0.10	\$51.00	Amend correspondence to investor regarding update in relation to Liquidators claim and auditor proceedings

George Lethbridge	Accountant	Creditors	3/05/2019	0.10	\$22.00	Call from an investor in relation to a request for an updated unit holdings balance. Review investor on the investor management database and advise.
Jordan Devery	Graduate Accountant	Creditors	3/05/2019	0.40	\$72.00	Scanned 4 documents and saved to files and database, sent off documents to required investor via email or post.
Jordan Devery	Graduate Accountant	Creditors	3/05/2019	0.50	\$90.00	Scanned 4 documents and saved to files and database, sent off documents to required investor via email or post.
Jordan Devery	Graduate Accountant	Creditors	3/05/2019	0.40	\$72.00	Prepare 3 letters to investor in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
Jordan Devery	Graduate Accountant	Creditors	3/05/2019	0.20	\$36.00	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.
Jordan Devery	Graduate Accountant	Creditors	3/05/2019	0.20	\$36.00	Prepare a letter to investor in relation to the timing of distributions from the Fund. Access investor management database to review current details and draft letter for their request
Jordan Devery	Graduate Accountant	Creditors	3/05/2019	0.20	\$36.00	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 investor management database to review current investor details and advise.
Jordan Devery	Graduate Accountant	Creditors	3/05/2019	0.20	\$36.00	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.
Jayden Coulston	Manager	Administration	3/05/2019	0.10	\$44.50	Term deposit renewal. Email to SC to reconcile accounts.
Jordan Devery	Graduate Accountant	Administration	3/05/2019	0.10	\$18.00	Review of unread emails sent to the Fund's mailbox. Print email for letter response to be updated in the Fund's database. Review and update investor correspondence register accordingly.
Maira Hattingh	Practice Assistant	Administration	3/05/2019	0.30	\$30.00	Filing
Sarah Cunningham	Accounting Assistant	Administration	3/05/2019	0.10	\$22.00	Reconciling account. Chq and interest accts.
Sarah Cunningham	Accounting Assistant	Administration	3/05/2019	0.20	\$44.00	Drafting BAS for March period. Reviewing, collating for signing with supporting docs.
Antoinette Fielding	Senior Accountant	Creditors	7/05/2019	0.10	\$26.50	Phone call from an investor requesting update of details. Transferring to Ryan Whyte
George Lethbridge	Accountant	Creditors	7/05/2019	0.20	\$44.00	Call from an investor seeking an update on the winding up of the fund.
Jordan Devery	Graduate Accountant	Creditors	7/05/2019	0.40	\$72.00	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.

Jordan Devery	Graduate Accountant	Creditors	7/05/2019	1.30	\$234.00	Review of correspondence from 4 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.
Jordan Devery	Graduate Accountant	Creditors	7/05/2019	0.10	\$18.00	Review of unread emails sent to the Fund's mailbox. Print email for letter response to be updated in the Fund's database. Review and update investor correspondence register accordingly.
Liam Landrigan	Graduate Accountant	Creditors	7/05/2019	0.20	\$36.00	Reviewed returned mail and record investor details in returned mail register. Prepare letters to request new address details.
Jayden Coulston	Manager	Assets	8/05/2019	0.20	\$89.00	Review letter from NAB re term deposit rates and confirmation of renewal. Request Ryan Whyte contact NAB and confirm rates are correct as rates differ from those previously quoted.
George Lethbridge	Accountant	Creditors	8/05/2019	0.20	\$44.00	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 investor management database to review current investor details and advise.
Liam Landrigan	Graduate Accountant	Creditors	8/05/2019	0.30	\$54.00	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.
Ryan Whyte	Accountant	Creditors	9/05/2019	0.40	\$88.00	Reviewed and approved 6 letters to investors in relation to a request for a change of details.
Jayden Coulston	Manager	Administration	9/05/2019	0.10	\$44.50	Review payment of legal fees.
Moir Hattingh	Practice Assistant	Administration	9/05/2019	0.20	\$20.00	Filing
Ryan Whyte	Accountant	Administration	9/05/2019	0.20	\$44.00	Make payment in MYOB and on NAB for legal fees.
Jayden Coulston	Manager	Creditors	10/05/2019	0.30	\$133.50	Review correspondence to 2 investors regarding change of details and information requests.
Jordan Devery	Graduate Accountant	Creditors	10/05/2019	0.10	\$18.00	Review of unread emails sent to the Fund's mailbox. Print email for letter response to be updated in the Fund's database. Review and update investor correspondence register accordingly.
Jordan Devery	Graduate Accountant	Creditors	10/05/2019	0.10	\$18.00	Prepare 2 letters to investor confirming update of details for their investment with the Fund. Access investor management database to review current details.
Jordan Devery	Graduate Accountant	Creditors	10/05/2019	0.10	\$18.00	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.
Jordan Devery	Graduate Accountant	Creditors	10/05/2019	0.10	\$18.00	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 investor management database to review current investor details and advise.
Jordan Devery	Graduate Accountant	Creditors	10/05/2019	0.20	\$36.00	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.

Jordan Devery	Graduate Accountant	Creditors	10/05/2019	0.10	\$18.00	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 investor management database to review current investor details and advise.
David Whyte	Partner	Trade On	13/05/2019	0.40	\$238.00	reviewed correspondence from our solicitors and EL liquidators solicitors regarding indemnity costs claims regarding application to identify claims against the fund/reviewed invoices and supporting documentation/email our solicitors regarding same
David Whyte	Partner	Trade On	13/05/2019	1.00	\$595.00	reviewed correspondence from investor regarding litigation funding costs of EL liquidators and fee approvals/reviewed relevant judgements referred to/forward to our solicitors
David Whyte	Partner	Trade On	13/05/2019	0.10	\$59.50	reviewed correspondence from our solicitors regarding EL liquidators and change of solicitors in respect of proceedings against the auditors and others/reviewed email to solicitors regarding potential settlement of claims
Jayden Coulston	Manager	Creditors	13/05/2019	0.60	\$267.00	Review and update correspondence to 5 investors re change of details and transfer of units requests. Review supporting docs, control forms and requests for further information.
Jayden Coulston	Manager	Creditors	13/05/2019	0.80	\$356.00	Review and update complex correspondence to 4 investors re change of details and transfer of units requests where trusts and deceased estates involved. Review supporting docs, control forms and requests for further information.
Jordan Devery	Graduate Accountant	Creditors	13/05/2019	0.30	\$54.00	Prepare letters to investors confirming transfer of units for their investment with the Fund. Access investor management database to review current details.
Jordan Devery	Graduate Accountant	Creditors	13/05/2019	0.90	\$162.00	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.
Jordan Devery	Graduate Accountant	Creditors	13/05/2019	0.50	\$90.00	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.
Jordan Devery	Graduate Accountant	Creditors	13/05/2019	0.20	\$36.00	Prepare letter to investor confirming transfer of units for their investment with the Fund. Access investor management database to review current details.
Jordan Devery	Graduate Accountant	Creditors	13/05/2019	2.10	\$378.00	Review of correspondence from investors in relation to 5 transfer of units request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy.
Jordan Devery	Graduate Accountant	Creditors	13/05/2019	0.70	\$126.00	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.
Jordan Devery	Graduate Accountant	Creditors	13/05/2019	0.30	\$54.00	Prepare letter to investor confirming transfer of units for their investment with the Fund. Access investor management database to review current details.
Jordan Devery	Graduate Accountant	Administration	13/05/2019	0.10	\$18.00	Review of unread emails sent to the Fund's mailbox. Print email for letter response to be updated in the Fund's database. Review and update investor correspondence register accordingly.
George Lethbridge	Accountant	Creditors	14/05/2019	0.10	\$22.00	Phone call from 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.
Jordan Devery	Graduate Accountant	Creditors	14/05/2019	0.40	\$72.00	Prepare letter to investor confirming details and transfer for their investment with the Fund. Access investor management database to review current details.

Jordan Devery	Graduate Accountant	Creditors	14/05/2019	0.20	\$36.00	Review of unread emails sent to the Fund's mailbox. Print email for letter response to be updated in the Fund's database. Review and update investor correspondence register accordingly.
Jordan Devery	Graduate Accountant	Creditors	14/05/2019	0.30	\$54.00	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.
Jordan Devery	Graduate Accountant	Creditors	14/05/2019	0.40	\$72.00	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.
Jordan Devery	Graduate Accountant	Creditors	14/05/2019	0.20	\$36.00	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.
Jordan Devery	Graduate Accountant	Creditors	14/05/2019	0.20	\$36.00	Scanned 2 documents and saved to files and database, sent off documents to required investor via email or post.
Jayden Coulston	Manager	Administration	14/05/2019	0.70	\$311.50	Review updates made to investor database for change of details/transfer of units and confirm updates made in accordance with signed control forms and supporting docs.
Jordan Devery	Graduate Accountant	Administration	14/05/2019	0.30	\$54.00	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.
Antoinette Fielding	Senior Accountant	Creditors	15/05/2019	0.20	\$53.00	Phone call from an investor requesting transfer from superfund into Personal name. forwarding details to team for action and entering into correspondence register.
Moirra Hattingh	Practice Assistant	Administration	16/05/2019	0.50	\$50.00	Filing
Jayden Coulston	Manager	Creditors	17/05/2019	0.60	\$267.00	Review and update correspondence to 3 investors re update in relation to timing and general appointment/distribution related queries.
Jordan Devery	Graduate Accountant	Creditors	17/05/2019	0.30	\$54.00	Prepare 2 letters 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.
Jordan Devery	Graduate Accountant	Creditors	17/05/2019	0.20	\$36.00	Prepare a letter to investor in relation to the timing of distributions from the Fund. Access investor management database to review current details and draft letter for their request
Jordan Devery	Graduate Accountant	Creditors	17/05/2019	0.20	\$36.00	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.
Jordan Devery	Graduate Accountant	Creditors	17/05/2019	0.20	\$36.00	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 details and advise.
Jordan Devery	Graduate Accountant	Creditors	17/05/2019	0.60	\$108.00	Prepare 2 letters 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.
Jordan Devery	Graduate Accountant	Administration	17/05/2019	0.10	\$18.00	Review of unread emails sent to the Fund's mailbox. Print email for letter response to be updated in the Fund's database. Review and update investor correspondence register accordingly.

David Whyte	Partner	Trade On	20/05/2019	0.10	\$59.50	reviewed correspondence from our solicitors regarding legal expenses claimed by the EL liquidators and amount to be paid exclusive of GST/authorised payment to be made
David Whyte	Partner	Trade On	20/05/2019	0.10	\$59.50	authorised payments
David Whyte	Partner	Trade On	20/05/2019	0.10	\$59.50	reviewed BAS
Jayden Coulston	Manager	Trade On	20/05/2019	0.10	\$44.50	Review payment of legal fee invoice.
Jordan Devery	Graduate Accountant	Creditors	20/05/2019	0.10	\$18.00	Review of unread emails sent to the Fund's mailbox. Print email for letter response to be updated in the Fund's database. Review and update investor correspondence register accordingly.
Jordan Devery	Graduate Accountant	Creditors	20/05/2019	0.30	\$54.00	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.
Jordan Devery	Graduate Accountant	Creditors	20/05/2019	0.40	\$72.00	Prepare letters to investors in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
Jordan Devery	Graduate Accountant	Creditors	20/05/2019	0.40	\$72.00	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 investor management database to review current investor details and advise.
Jordan Devery	Graduate Accountant	Creditors	20/05/2019	0.20	\$36.00	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 investor management database to review current investor details and advise.
Jordan Devery	Graduate Accountant	Creditors	20/05/2019	0.30	\$54.00	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.
Jordan Devery	Graduate Accountant	Creditors	20/05/2019	0.60	\$108.00	Prepare 2 letters to investors in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
Ryan Whyte	Accountant	Creditors	20/05/2019	0.20	\$44.00	Call from an investor in relation to a request for an updated unit holdings balance. Review investor on the investor management database and advise.
Ryan Whyte	Accountant	Administration	20/05/2019	0.40	\$88.00	Prepare 3 payments in MYOB and on NAB for legal fees
Antoinette Fielding	Senior Accountant	Creditors	21/05/2019	0.10	\$26.50	Reviewing voicemail from investor. Checking register due to advice of previous correspondence and forwarding to team for action with past correspondence dates.
Jordan Devery	Graduate Accountant	Creditors	21/05/2019	0.40	\$72.00	Prepare 2 letters 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.
Jordan Devery	Graduate Accountant	Creditors	21/05/2019	0.70	\$126.00	Prepare letters to investors in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.

Jordan Devery	Graduate Accountant	Creditors	21/05/2019	0.40	\$72.00	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 investor management database to review current investor details and advise.
Jordan Devery	Graduate Accountant	Creditors	21/05/2019	0.20	\$36.00	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.
Jordan Devery	Graduate Accountant	Creditors	21/05/2019	0.90	\$162.00	Prepare letters to investors in relation payment of previous distributions from the Fund. Access investor management database to review current details and draft letter for their request
Jordan Devery	Graduate Accountant	Creditors	21/05/2019	0.30	\$54.00	Phone call from investor in response to their request to transfer units from a superfund to their personal name. Access investor management database to review current investor details and advise.
Jordan Devery	Graduate Accountant	Creditors	21/05/2019	0.10	\$18.00	Review of unread emails sent to the Fund's mailbox. Print email for letter response to be updated in the Fund's database. Review and update investor correspondence register accordingly.
Ryan Whyte	Accountant	Creditors	21/05/2019	0.10	\$22.00	Call from an investor seeking an update on the winding up of the fund.
George Lethbridge	Accountant	Creditors	22/05/2019	0.20	\$44.00	Phone call from 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.
Ryan Whyte	Accountant	Creditors	22/05/2019	0.20	\$44.00	Call from an investor seeking an update on the winding up of the fund.
George Lethbridge	Accountant	Creditors	23/05/2019	0.20	\$44.00	Phone call from investor in response to a confirmation of their request to transfer units. Access investor management database to review current investor details and advise.
Ryan Whyte	Accountant	Creditors	23/05/2019	0.20	\$44.00	Call from an investor seeking an update on the winding up of the fund.
Maira Hattingh	Practice Assistant	Administration	23/05/2019	0.20	\$20.00	Filing
Jordan Devery	Graduate Accountant	Creditors	24/05/2019	0.10	\$18.00	Review of unread emails sent to the Fund's mailbox. Print email for letter response to be updated in the Fund's database. Review and update investor correspondence register accordingly.
Jordan Devery	Graduate Accountant	Creditors	24/05/2019	0.10	\$18.00	Phone call from advisor in relation to the timing of distributions from the Fund. Access investor management database to review current details and advise current situation.
Jordan Devery	Graduate Accountant	Creditors	24/05/2019	1.50	\$270.00	Prepare 8 letters to investors in relation to a request for a unit holding balance and change of details. Access investor management database, search for investor and print investor balance.
Jordan Devery	Graduate Accountant	Creditors	24/05/2019	0.30	\$54.00	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.
Jordan Devery	Graduate Accountant	Creditors	24/05/2019	0.40	\$72.00	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.

Ryan Whyte	Accountant	Creditors	24/05/2019	0.20	\$44.00	Review of voicemails from Investors. Access investor management database to confirm details & prepare requested information to call back. Call investor back regarding their query.
Jordan Devery	Graduate Accountant	Creditors	27/05/2019	0.90	\$162.00	Review of correspondence from investors in relation to 3 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.
Jordan Devery	Graduate Accountant	Creditors	27/05/2019	0.20	\$36.00	Prepare letter to investor confirming transfer of units for their investment with the Fund. Access investor management database to review current details.
Jordan Devery	Graduate Accountant	Creditors	27/05/2019	0.20	\$36.00	Prepare letter to investor confirming transfer of units for their investment with the Fund. Access investor management database to review current details.
Jordan Devery	Graduate Accountant	Creditors	27/05/2019	0.30	\$54.00	Prepare letters to investors confirming details for their investment with the Fund. Access investor management database to review current details.
Jordan Devery	Graduate Accountant	Creditors	27/05/2019	0.30	\$54.00	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 investor management database to review current investor details and advise.
Jordan Devery	Graduate Accountant	Creditors	27/05/2019	0.30	\$54.00	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.
Jordan Devery	Graduate Accountant	Creditors	27/05/2019	0.20	\$36.00	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 investor management database to review current investor details and advise.
Jordan Devery	Graduate Accountant	Creditors	27/05/2019	0.20	\$36.00	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.
Jordan Devery	Graduate Accountant	Creditors	27/05/2019	0.30	\$54.00	Prepare letter to investor on update of the winding up of the Fund. Access investor management database to review current details.
Jordan Devery	Graduate Accountant	Creditors	27/05/2019	0.10	\$18.00	Review of unread emails sent to the Fund's mailbox. Print email for letter response to be updated in the Fund's database. Review and update investor correspondence register accordingly.
Jordan Devery	Graduate Accountant	Creditors	27/05/2019	0.30	\$54.00	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.
Jordan Devery	Graduate Accountant	Creditors	27/05/2019	0.10	\$18.00	Review of unread emails sent to the Fund's mailbox. Print email for letter response to be updated in the Fund's database. Review and update investor correspondence register accordingly.
Jordan Devery	Graduate Accountant	Administration	27/05/2019	0.20	\$36.00	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 investor management database to review current investor details and advise.
Ryan Whyte	Accountant	Administration	27/05/2019	0.20	\$44.00	Phone call from 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.
David Whyte	Partner	Assets	28/05/2019	0.20	\$119.00	Reviewed court orders in relation to proceedings against the auditors brought by the EL liquidators/current status of the proceedings/email our solicitors regarding same.

Jordan Devery	Graduate Accountant	Creditors	28/05/2019	0.20	\$36.00	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.
Jordan Devery	Graduate Accountant	Creditors	28/05/2019	0.20	\$36.00	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.
Jordan Devery	Graduate Accountant	Creditors	28/05/2019	0.10	\$18.00	Review of unread emails sent to the Fund's mailbox. Print email for letter response to be updated in the Fund's database. Review and update investor correspondence register accordingly.
Jordan Devery	Graduate Accountant	Creditors	28/05/2019	0.10	\$18.00	Call from an investor seeking an update on the winding up of the fund.
Jordan Devery	Graduate Accountant	Creditors	28/05/2019	0.20	\$36.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
Moir Hattingh	Practice Assistant	Administration	28/05/2019	0.10	\$10.00	Filing
George Lethbridge	Accountant	Creditors	29/05/2019	0.20	\$44.00	Phone call from investor in response to a confirmation of their request to transfer units. Access investor management database to review current investor details and advise.
George Lethbridge	Accountant	Creditors	30/05/2019	0.20	\$44.00	Phone call from an investor seeking an update on the winding up of the Fund.
Jordan Devery	Graduate Accountant	Creditors	31/05/2019	0.40	\$72.00	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.
Jordan Devery	Graduate Accountant	Creditors	31/05/2019	0.10	\$18.00	Call from an investor seeking an update on the winding up of the fund.
Jordan Devery	Graduate Accountant	Administration	31/05/2019	0.10	\$18.00	Review of unread emails sent to the Fund's mailbox. Print email for letter response to be updated in the Fund's database. Review and update investor correspondence register accordingly.
Jordan Devery	Graduate Accountant	Administration	31/05/2019	0.10	\$18.00	Phone call from investor in response to their request to transfer units from a superfund to their personal name. Access investor management database to review current investor details and advise.
Moir Hattingh	Practice Assistant	Administration	31/05/2019	0.80	\$80.00	Filing
Ryan Whyte	Accountant	Administration	31/05/2019	0.20	\$44.00	Prepare payment on MYOB and NAB for IT expenses
David Whyte	Partner	Trade On	3/06/2019	0.30	\$178.50	reviewed correspondence from our solicitors regarding court application by Hall Chadwick to approve settlement of proceedings against the auditors of the fund/reviewed application
David Whyte	Partner	Trade On	3/06/2019	0.40	\$238.00	reviewed two affidavits (excluding exhibits) in support of court application by Hall Chadwick to approve settlement against the auditors of the fund/reviewed draft correspondence to Hall Chadwick's solicitors/provided instructions regarding same

Jordan Devery	Graduate Accountant	Creditors	3/06/2019	0.10	\$18.00	Review of unread emails sent to the Fund's mailbox. Print email for letter response to be updated in the Fund's database. Review and update investor correspondence register accordingly.
Jordan Devery	Graduate Accountant	Creditors	3/06/2019	0.20	\$36.00	Prepare letter to investor confirming transfer of units for their investment with the Fund. Access investor management database to review current details.
Antoinette Fielding	Senior Accountant	Creditors	4/06/2019	0.10	\$26.50	Receipt of investors email requesting update on administration and confirming contact details. Finding past correspondence with investor and forwarding to team
Jayden Coulston	Manager	Creditors	4/06/2019	0.30	\$133.50	Review and approve change of details forms and control sheets for 3 investor accounts. Review supporting documents provided by investors.
Jordan Devery	Graduate Accountant	Creditors	4/06/2019	0.20	\$36.00	Prepare a letter to investor in relation to the timing of distributions from the Fund. Access investor management database to review current details and draft letter for their request
Jordan Devery	Graduate Accountant	Creditors	4/06/2019	0.30	\$54.00	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.
Jordan Devery	Graduate Accountant	Creditors	4/06/2019	0.20	\$36.00	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 investor management database to review current investor details and advise.
Ryan Whyte	Accountant	Creditors	4/06/2019	0.80	\$176.00	Reviewed and approved 6 letters to investors in relation to a request for a change of details/unit holding balance/confirmation of change/transfer of units/transfer of units for deceased estate.
Ryan Whyte	Accountant	Creditors	4/06/2019	0.40	\$88.00	Review documentation provided by the liquidators in relation to the application for judicial advice for the deed of settlement for the auditor proceedings. Provide update to David Whyte and Jayden Coulston.
Jordan Devery	Graduate Accountant	Administration	4/06/2019	0.50	\$90.00	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.
Jordan Devery	Graduate Accountant	Administration	4/06/2019	0.10	\$18.00	Review of unread emails sent to the Fund's mailbox. Print email for letter response to be updated in the Fund's database. Review and update investor correspondence register accordingly.
Ryan Whyte	Accountant	Administration	4/06/2019	0.20	\$44.00	Prepare payment for legal fees in MYOB and on NAB
Ryan Whyte	Accountant	Creditors	5/06/2019	0.30	\$66.00	Reviewed and approved 4 letters to investors in relation to a request for a change of details/unit holding balance/confirmation of change/transfer of units/transfer of units for deceased estate.
Ryan Whyte	Accountant	Creditors	5/06/2019	0.20	\$44.00	Review of voicemails from Investors. Access investor management database to confirm details & prepare requested information to call back. Call investor back regarding their query.
Charles Haines	Associate Director	Administration	5/06/2019	0.10	\$51.00	Review notice from Hail Chadwick regarding court application regarding settlement and fees
Jayden Coulston	Manager	Administration	5/06/2019	0.10	\$44.50	Review and approve legal fee payments.

Ryan Whyte	Accountant	Administration	5/06/2019	0.30	\$66.00	Prepare payment tin MYOB and NAB for legal fees. Transfer funds from business to working account.
David Whyte	Partner	Trade On	6/06/2019	0.10	\$59.50	authorised payments
David Whyte	Partner	Creditors	6/06/2019	0.10	\$59.50	reviewed correspondence from four investors/representatives of investors regarding change in details/transfer of units/reviewed documentation/approved same
David Whyte	Partner	Creditors	6/06/2019	0.40	\$238.00	reviewed correspondence between Equititrust Ltd and investor regarding redemption requests in respect of investment between 2008 and 2010/reviewed constitution regarding redemptions
David Whyte	Partner	Creditors	6/06/2019	0.30	\$178.50	reviewed June 2009 accounts in relation to distributions to investors and decision to determine the fund as non liquid/discussed with RW regarding response to investor who sought redemptions
Ryan Whyte	Accountant	Creditors	6/06/2019	0.40	\$88.00	Reviewed and approved 4 letters to investors in relation to a request for a change of details/unit holding balance/confirmation of change/transfer of units/transfer of units for deceased estate.
Ryan Whyte	Accountant	Creditors	6/06/2019	0.20	\$44.00	Review of voicemails from Investors. Access investor management database to confirm details & prepare requested information to call back. Call investor back regarding their query.
Ryan Whyte	Accountant	Creditors	6/06/2019	0.20	\$44.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
Ryan Whyte	Accountant	Creditors	6/06/2019	0.30	\$66.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
Ryan Whyte	Accountant	Administration	6/06/2019	0.20	\$44.00	Review of voicemails from Investors. Access investor management database to confirm details & prepare requested information to call back. Call investor back regarding their query.
Ryan Whyte	Accountant	Creditors	7/06/2019	0.20	\$44.00	Prepare a letter to investor in relation to the timing of distributions from the Fund. Access investor management database to review current details and draft letter for their request
Ryan Whyte	Accountant	Creditors	7/06/2019	0.40	\$88.00	Call from 2 investors seeking an update on the winding up of the fund.
Jordan Devery	Graduate Accountant	Creditors	10/06/2019	0.10	\$18.00	Phone call from investor in response to a confirmation of their request to change details. Access investor management database to review current investor details and advise.
Jordan Devery	Graduate Accountant	Creditors	10/06/2019	0.10	\$18.00	Review of unread emails sent to the Fund's mailbox. Print email for letter response to be updated in the Fund's database. Review and update investor correspondence register accordingly.
Jordan Devery	Graduate Accountant	Creditors	10/06/2019	0.30	\$54.00	2 calls from an investors seeking an update on the winding up of the fund.
Jordan Devery	Graduate Accountant	Creditors	10/06/2019	0.60	\$108.00	Review of correspondence from 3 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.

Jordan Devery	Graduate Accountant	Creditors	10/06/2019	0.60	\$108.00	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.
Jordan Devery	Graduate Accountant	Creditors	10/06/2019	0.20	\$36.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
Jordan Devery	Graduate Accountant	Creditors	10/06/2019	0.20	\$36.00	Prepare letter to investor confirming transfer of units for their investment with the Fund. Access investor management database to review current details.
Jordan Devery	Graduate Accountant	Creditors	10/06/2019	0.50	\$90.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
Ryan Whyte	Accountant	Creditors	10/06/2019	0.20	\$44.00	Call from an investor seeking an update on the winding up of the fund.
Ryan Whyte	Accountant	Creditors	10/06/2019	0.80	\$176.00	Prepare 3 letters to investors in relation to the timing of distributions from the Fund. Access investor management database to review current details and draft letter for their request
Ryan Whyte	Accountant	Creditors	10/06/2019	0.20	\$44.00	Call from an investor in relation to a request for an updated unit holdings balance. Review investor on the investor management database and advise.
Ryan Whyte	Accountant	Administration	10/06/2019	0.40	\$88.00	Export investor mailing list to provide to the liquidators for the mail out of the notice of the application for judicial advice on the deed of settlement with the auditors.
Jordan Devery	Graduate Accountant	Creditors	11/06/2019	0.20	\$36.00	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 investor management database to review current investor details and advise.
Jordan Devery	Graduate Accountant	Creditors	11/06/2019	0.30	\$54.00	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
Jordan Devery	Graduate Accountant	Creditors	11/06/2019	0.40	\$72.00	Prepare letters to investors in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
Jordan Devery	Graduate Accountant	Creditors	11/06/2019	0.10	\$18.00	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.
Jordan Devery	Graduate Accountant	Creditors	11/06/2019	0.30	\$54.00	Prepare a letter to investor in relation to the timing of distributions from the Fund. Access investor management database to review current details and draft letter for their request
Jordan Devery	Graduate Accountant	Creditors	11/06/2019	0.40	\$72.00	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
Jordan Devery	Graduate Accountant	Creditors	11/06/2019	0.20	\$36.00	Prepare letter to investor confirming update of details for their investment with the Fund. Access investor management database to review current details.
Jordan Devery	Graduate Accountant	Creditors	11/06/2019	0.20	\$36.00	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.

Ryan Whyte	Accountant	Creditors	11/06/2019	0.40	\$88.00	Prepare 2 letters to investors in relation to the timing of distributions from the Fund. Access investor management database to review current details and draft letter for their request
Ryan Whyte	Accountant	Creditors	11/06/2019	0.10	\$22.00	Call from an investor seeking an update on the winding up of the fund.
Ryan Whyte	Accountant	Creditors	11/06/2019	0.20	\$44.00	Review of voicemails from Investors. Access investor management database to confirm details & prepare requested information to call back. Call investor back regarding their query.
Jordan Devery	Graduate Accountant	Administration	11/06/2019	0.10	\$18.00	Review of unread emails sent to the Fund's mailbox. Print email for letter response to be updated in the Fund's database. Review and update investor correspondence register accordingly.
Jordan Devery	Graduate Accountant	Administration	11/06/2019	0.50	\$90.00	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.
Jordan Devery	Graduate Accountant	Administration	11/06/2019	0.10	\$18.00	Review of unread emails sent to the Fund's mailbox. Print email for letter response to be updated in the Fund's database. Review and update investor correspondence register accordingly.
Ryan Whyte	Accountant	Creditors	12/06/2019	0.80	\$176.00	Reviewed and approved 10 letters to investors in relation to a request for a change of details/unit holding balance/confirmation of change/transfer of units/transfer of units for deceased estate.
David Whyte	Partner	Assets	13/06/2019	1.50	\$892.50	reviewed part of exhibits (over 2,200 pages in total) to affidavit of EL liquidators regarding application to approve settlement of proceedings against the auditors
David Whyte	Partner	Trade On	13/06/2019	0.20	\$119.00	reviewed emails from our solicitors, EL liquidators and their solicitors regarding settlement of auditor proceedings and amounts to be deducted from the proceeds/effect of Justice Boddice's order in relation to EL liquidators being paid remuneration and expenses
David Whyte	Partner	Trade On	13/06/2019	0.10	\$59.50	reviewed correspondence from investor regarding claims against the fund/forward to RW to review records in respect of two claims
Ryan Whyte	Accountant	Creditors	13/06/2019	0.20	\$44.00	Access the Fund's database to obtain details of investments held by related parties of Equititrust Income Fund. Provide to David Whyte for review.
Ryan Whyte	Accountant	Creditors	13/06/2019	0.20	\$44.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
Jayden Coulston	Manager	Investigation	14/06/2019	0.70	\$311.50	Consider email from David Whyte re EPCIF and EPF claim to liquidator settlement proceeds from auditors. Review EIF's potential interest in EPCIF and EPF via EL. Liaise with Ryan Whyte re tracing EIF interest in both funds.
Jayden Coulston	Manager	Investigation	14/06/2019	0.30	\$133.50	Review and update draft email from Ryan Whyte summarising EL interest in EPF & EPCIF funds. Consider potential EIF interest in funds returned to EL via interest in EPF & EPCIF from auditor claim distribution.
Ryan Whyte	Accountant	Creditors	14/06/2019	0.40	\$88.00	Consider email from David Whyte re EPCIF and EPF claim to liquidator settlement proceeds from auditors. Review EIF's potential interest in EPCIF and EPF via EL. Liaise with Jayden Coulston re tracing EIF interest in both funds.
Ryan Whyte	Accountant	Creditors	14/06/2019	0.50	\$110.00	Consider email from David Whyte re EPCIF and EPF claim to liquidator settlement proceeds from auditors. Review EIF's potential interest in EPCIF and EPF via EL. Liaise with Jayden Coulston re tracing EIF interest in both funds.

Ryan Whyte	Accountant	Creditors	14/06/2019	0.70	\$154.00	Telecon with Arthur Taylor regarding the circumstances of the transfer of units between related parties of the Fund. Review transaction statements to determine the nature of the transfer.
Ryan Whyte	Accountant	Creditors	14/06/2019	0.20	\$44.00	Call from an investor seeking an update on the winding up of the fund.
Ryan Whyte	Accountant	Creditors	14/06/2019	0.20	\$44.00	Call from an investor seeking an update on the winding up of the fund.
Ryan Whyte	Accountant	Creditors	14/06/2019	0.60	\$132.00	Prepare letter to 3 investors confirming transfer of units for their investment with the Fund. Access investor management database to review current details.
Ryan Whyte	Accountant	Creditors	14/06/2019	0.80	\$176.00	Review of the funds database and investor transaction statements to determine our interest as the Receiver in the liquidators proceedings against the auditors. Prepare a summary to David Whyte advising of the units held by the related parties.
Moir Hattingh	Practice Assistant	Administration	14/06/2019	0.60	\$60.00	Filing
Jayden Coulston	Manager	Creditors	16/06/2019	0.40	\$178.00	Review and sign correspondence to 3 investors re change of details and transfer of units requests. Review supporting documents.
Jordan Devery	Graduate Accountant	Creditors	17/06/2019	0.10	\$18.00	Review of unread emails sent to the Fund's mailbox. Print email for letter response to be updated in the Fund's database. Review and update investor correspondence register accordingly.
Jordan Devery	Graduate Accountant	Creditors	17/06/2019	0.60	\$108.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
Jordan Devery	Graduate Accountant	Creditors	17/06/2019	0.40	\$72.00	Prepare letter to investor seeking to update the details for their investment with the Fund and requesting EPOA documents. Access investor management database to review current details and advise process to update.
Ryan Whyte	Accountant	Creditors	17/06/2019	0.40	\$88.00	Reviewed and approved a letter to 4 investors in relation to a request for a change of details/unit holding balance/confirmation of change/transfer of units/transfer of units for deceased estate.
Ryan Whyte	Accountant	Creditors	17/06/2019	0.20	\$44.00	Review of voicemails from Investors. Access investor management database to confirm details & prepare requested information to call back. Call investor back regarding their query.
Ryan Whyte	Accountant	Creditors	17/06/2019	0.60	\$132.00	Reviewed and approved a letter to 6 investors in relation to a request for a change of details/unit holding balance/confirmation of change/transfer of units/transfer of units for deceased estate.
Ryan Whyte	Accountant	Creditors	17/06/2019	0.20	\$44.00	Call from an investor seeking an update on the winding up of the fund.
Ryan Whyte	Accountant	Creditors	17/06/2019	0.40	\$88.00	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.
Jordan Devery	Graduate Accountant	Creditors	18/06/2019	0.10	\$18.00	Review of unread emails sent to the Fund's mailbox. Print email for letter response to be updated in the Fund's database. Review and update investor correspondence register accordingly.

Jordan Devery	Graduate Accountant	Creditors	18/06/2019	0.30	\$54.00	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.
Jordan Devery	Graduate Accountant	Creditors	18/06/2019	0.10	\$18.00	Review of unread emails sent to the Fund's mailbox. Print email for letter response to be updated in the Fund's database. Review and update investor correspondence register accordingly.
Jordan Devery	Graduate Accountant	Creditors	18/06/2019	0.30	\$54.00	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.
Jordan Devery	Graduate Accountant	Creditors	18/06/2019	0.30	\$54.00	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.
Ryan Whyte	Accountant	Creditors	18/06/2019	0.40	\$88.00	Reviewed and approved 4 letters to investors in relation to a request for a change of details/unit holding balance/confirmation of change/transfer of units/transfer of units for deceased estate.
Ryan Whyte	Accountant	Creditors	18/06/2019	0.50	\$110.00	Reviewed and approved 5 letters to investors in relation to a request for a change of details/unit holding balance/confirmation of change/transfer of units/transfer of units for deceased estate.
David Whyte	Partner	Assets	19/06/2019	0.70	\$416.50	reviewed correspondence from our solicitors regarding draft submissions in respect of hearing tomorrow regarding Hall Chadwick's application about settlement of auditor proceedings/reviewed submissions/telecon with our solicitors
David Whyte	Partner	Assets	19/06/2019	0.50	\$297.50	reviewed correspondence from our solicitors regarding court hearing tomorrow regarding settlement of proceedings against the auditors/reviewed affidavit filed in the proceedings
David Whyte	Partner	Assets	19/06/2019	0.40	\$238.00	reviewed settlement deed relating to proceedings against the auditors
David Whyte	Partner	Assets	19/06/2019	1.40	\$833.00	reviewed affidavit and correspondence regarding EL liquidators application to approve settlement deed/reviewed judgement relating to priorities that may affect liquidators claims
David Whyte	Partner	Assets	19/06/2019	0.30	\$178.50	telephone conversation with our solicitors regarding hearing of Hall Chadwick's application tomorrow to approve settlement deed/outstanding information requested/approach to submissions and hearing
David Whyte	Partner	Assets	19/06/2019	0.20	\$119.00	telephone conversation with the EPF's solicitors regarding Hall Chadwick's application to approve settlement deed and approach to hearing tomorrow about lack of information/outstanding information requests
David Whyte	Partner	Assets	19/06/2019	0.10	\$59.50	reviewed email from the EPF's solicitors to EL liquidators solicitors regarding request for details of settlement and costs to be deducted
Ryan Whyte	Accountant	Creditors	19/06/2019	0.40	\$88.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
Ryan Whyte	Accountant	Creditors	19/06/2019	0.60	\$132.00	Prepare 3 letters to investors confirming transfer of units for their investment with the Fund. Access investor management database to review current details.
Ryan Whyte	Accountant	Creditors	19/06/2019	0.60	\$132.00	Review of correspondence from 3 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.

Ryan Whyte	Accountant	Creditors	19/06/2019	0.60	\$132.00	Prepare 3 letters to investors in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
David Whyte	Partner	Assets	20/06/2019	0.20	\$119.00	telephone conversation with our solicitors regarding court hearing today on EL liquidators application to approve settlement of proceedings/counsel's approach to the hearing
David Whyte	Partner	Assets	20/06/2019	0.30	\$178.50	reviewed costs and expenses of proceedings against the directors and auditors/funding fee and estimated outcome/telephone conversation with our solicitors regarding adjournment of hearing and notice to be sent to investors
David Whyte	Partner	Assets	20/06/2019	0.30	\$178.50	reviewed draft order and draft notice to investors regarding adjournment of EL liquidators application to approve settlement of proceedings against the directors and auditors/telephone conversation with our solicitors regarding same/provided instructions
David Whyte	Partner	Assets	20/06/2019	0.30	\$178.50	telephone conversation with our solicitors regarding amended notices to investors and creditors and draft court order in respect of EL liquidators application to approve settlement of proceedings against the auditors and directors/reviewed documents
David Whyte	Partner	Assets	20/06/2019	1.20	\$714.00	reviewed EL liquidators submissions in relation to application to approve settlement of proceedings against the auditors and the directors
David Whyte	Partner	Assets	20/06/2019	0.40	\$238.00	reviewed affidavit of EL liquidator and exhibits in support of their application to approve the settlement of the proceedings against the directors and auditors
Moir Hattingh	Practice Assistant	Administration	20/06/2019	0.70	\$70.00	Filing
David Whyte	Partner	Assets	21/06/2019	0.20	\$119.00	reviewed draft letter to EL liquidators solicitors regarding information required to assist with consideration of application to approve settlement deed with the auditors/discussed with our solicitors
Ryan Whyte	Accountant	Creditors	21/06/2019	0.40	\$88.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
Jayden Coulston	Manager	Creditors	23/06/2019	0.30	\$133.50	Review and approve POA change of detail request for 1 investor. Review and approve correspondence to 2 investors re change of details/transfer of units requests and further information required.
Jayden Coulston	Manager	Creditors	23/06/2019	0.10	\$44.50	Review and update response to request for information and transfer documents from executor of deceased estate.
Jordan Devery	Graduate Accountant	Creditors	24/06/2019	0.20	\$36.00	Phone call from investor in response to their request to transfer units from a superfund to their personal name. Access investor management database to review current investor details and advise.
Liam Landrigan	Graduate Accountant	Creditors	24/06/2019	0.30	\$54.00	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.
Liam Landrigan	Graduate Accountant	Creditors	24/06/2019	0.10	\$18.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
Liam Landrigan	Graduate Accountant	Creditors	24/06/2019	0.10	\$18.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.

Liam Landrigan	Graduate Accountant	Creditors	24/06/2019	0.20	\$36.00	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.
Liam Landrigan	Graduate Accountant	Creditors	24/06/2019	0.20	\$36.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
Jayden Coulston	Manager	Creditors	25/06/2019	0.10	\$44.50	Review and approve letter to investor re update on unit holdings and transfer request.
Jordan Devery	Graduate Accountant	Creditors	25/06/2019	0.20	\$36.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
Jordan Devery	Graduate Accountant	Creditors	25/06/2019	0.40	\$72.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
Liam Landrigan	Graduate Accountant	Creditors	25/06/2019	0.20	\$36.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
Liam Landrigan	Graduate Accountant	Creditors	25/06/2019	0.30	\$54.00	1x 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 investor management database to review current investor details and advise.
Liam Landrigan	Graduate Accountant	Creditors	25/06/2019	0.40	\$72.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
Liam Landrigan	Graduate Accountant	Administration	25/06/2019	0.30	\$54.00	1x Prepare a letter to investor in relation to the timing of distributions from the Fund. Access investor management database to review current details and draft letter for their request
Maira Hattingh	Practice Assistant	Administration	27/06/2019	0.40	\$40.00	Filing
James Schloss	Senior Accountant - Experienced	Creditors	28/06/2019	0.20	\$64.00	review and approve complex transfer form and supporting documentation for deceased estate ATF super fund to will beneficiary (Family Trust)
Jayden Coulston	Manager	Creditors	28/06/2019	0.20	\$89.00	Review and approve transfer form for complex transfer request from superannuation fund to beneficiaries.
Jordan Devery	Graduate Accountant	Creditors	28/06/2019	0.10	\$18.00	Phone call from 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
Jordan Devery	Graduate Accountant	Creditors	28/06/2019	0.30	\$54.00	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.
Jordan Devery	Graduate Accountant	Creditors	28/06/2019	0.40	\$72.00	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.
Jayden Coulston	Manager	Creditors	30/06/2019	0.70	\$311.50	Review and update correspondence to 7 investors re change of details, transfer of units, unit balance requests. Review supporting documents provided and requests for further info.

Jayden Coulston	Manager	Creditors	30/06/2019	0.80	\$356.00	Review and update correspondence to 6 investors re change of details, transfer of units, unit balance requests. Review supporting documents provided and requests for further info.
Jayden Coulston	Manager	Creditors	30/06/2019	0.10	\$44.50	Review unit transfer made on investor database and confirm transfer made in accordance with signed control form. Review letters to investor confirming transfer completed.
Jayden Coulston	Manager	Creditors	30/06/2019	0.30	\$133.50	Review and amend letters to 3 investors re change of details and confirmation of payment of second distribution requests.
Jayden Coulston	Manager	Investigation	1/07/2019	0.10	\$46.00	Review order of Justice Jagot re litigation funder settlement.
David Whyte	Partner	Trade On	1/07/2019	0.20	\$123.00	reviewed correspondence from our solicitors regarding court hearing to approve settlement of EL liquidators proceedings against the auditors/next steps
David Whyte	Partner	Trade On	1/07/2019	0.10	\$61.50	authorised payments
David Whyte	Partner	Trade On	1/07/2019	0.10	\$61.50	authorised payments
Jordan Devery	Graduate Accountant	Creditors	1/07/2019	0.20	\$45.00	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.
Jordan Devery	Graduate Accountant	Creditors	1/07/2019	0.20	\$45.00	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.
Jordan Devery	Graduate Accountant	Creditors	1/07/2019	0.20	\$45.00	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.
Jordan Devery	Graduate Accountant	Creditors	1/07/2019	0.20	\$45.00	Prepare letter to investor confirming transfer of units for their investment with the Fund. Access investor management database to review current details.
Jordan Devery	Graduate Accountant	Creditors	1/07/2019	0.20	\$45.00	Call from an investor seeking an update on the winding up of the fund.
Jordan Devery	Graduate Accountant	Creditors	1/07/2019	0.30	\$67.50	Prepare 2 letters to investors in relation to the timing of distributions from the Fund. Access investor management database to review current details and draft letter for their request
Ryan Whyte	Accountant	Creditors	1/07/2019	1.60	\$440.00	Prepare 35th update report to investors.
Ryan Whyte	Accountant	Creditors	1/07/2019	1.00	\$275.00	Prepare 35th update report to investors.
Jordan Devery	Graduate Accountant	Administration	1/07/2019	0.10	\$22.50	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.

Ryan Whyte	Accountant	Administration	1/07/2019	0.40	\$110.00	Prepare 2 payments on MYOB and NAB for IT expenses.
Jordan Devery	Graduate Accountant	Creditors	2/07/2019	0.20	\$45.00	Prepare a letter to investor in relation to the timing of distributions from the Fund. Access investor management database to review current details and draft letter for their request
Jordan Devery	Graduate Accountant	Creditors	2/07/2019	0.10	\$22.50	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
Jordan Devery	Graduate Accountant	Creditors	2/07/2019	0.20	\$45.00	Prepare 2 letters to investors seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
Jordan Devery	Graduate Accountant	Creditors	2/07/2019	0.10	\$22.50	Prepare letter to investor confirming transfer of units for their investment with the Fund. Access investor management database to review current details.
Jordan Devery	Graduate Accountant	Creditors	2/07/2019	0.50	\$112.50	Review of correspondence from 2 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.
Jordan Devery	Graduate Accountant	Creditors	2/07/2019	0.20	\$45.00	Prepare letter to investor confirming transfer of units for their investment with the Fund. Access investor management database to review current details.
Jordan Devery	Graduate Accountant	Creditors	2/07/2019	0.20	\$45.00	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 investor management database to review current investor details and advise.
Jordan Devery	Graduate Accountant	Creditors	2/07/2019	0.50	\$112.50	Prepare 5 letters to investors in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
Jordan Devery	Graduate Accountant	Creditors	2/07/2019	0.20	\$45.00	Prepare 2 letters to investors seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
Jordan Devery	Graduate Accountant	Creditors	2/07/2019	0.20	\$45.00	Prepare a letter to investor in relation to the timing of distributions from the Fund. Access investor management database to review current details and draft letter for their request
Jordan Devery	Graduate Accountant	Creditors	2/07/2019	0.20	\$45.00	Prepare 2 letters to investors confirming transfer of units for their investment with the Fund. Access investor management database to review current details.
Jordan Devery	Graduate Accountant	Creditors	2/07/2019	0.30	\$67.50	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.
Jordan Devery	Graduate Accountant	Creditors	2/07/2019	0.20	\$45.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
Jordan Devery	Graduate Accountant	Creditors	2/07/2019	0.20	\$45.00	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.
Jordan Devery	Graduate Accountant	Creditors	2/07/2019	0.20	\$45.00	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.

Jordan Devery	Graduate Accountant	Creditors	2/07/2019	0.30	\$67.50	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 investor management database to review current investor details and advise.
Jordan Devery	Graduate Accountant	Creditors	2/07/2019	0.10	\$22.50	Review of unread emails sent to the Fund's mailbox. Print email for letter response to be updated in the Fund's database. Review and update investor correspondence register accordingly.
Jordan Devery	Graduate Accountant	Creditors	2/07/2019	0.20	\$45.00	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.
Ryan Whyte	Accountant	Creditors	2/07/2019	0.90	\$247.50	Prepare 35th update report to investors
Ryan Whyte	Accountant	Administration	2/07/2019	0.20	\$55.00	Make payment in MYOB and on NAB for legal fees
Ryan Whyte	Accountant	Administration	2/07/2019	0.20	\$55.00	Make payment in MYOB and on NAB for IT expenses
Jayden Coulston	Manager	Trade On	3/07/2019	0.40	\$184.00	Review and approve legal fee and IT software payments x3. Review working account cash position and discuss term deposit expiry with Ryan Whyte.
Ryan Whyte	Accountant	Creditors	3/07/2019	0.90	\$247.50	Prepare 35th update report to investors. Update auditor proceedings section.
Ryan Whyte	Accountant	Creditors	3/07/2019	1.20	\$330.00	Reviewed and approved 8 letters to investors in relation to a request for a change of details/unit holding balance/confirmation of change/transfer of units/transfer of units for deceased estate.
Ryan Whyte	Accountant	Administration	3/07/2019	0.40	\$110.00	Prepare 2 payments in MYOB and on NAB for IT expenses
David Whyte	Partner	Assets	4/07/2019	0.40	\$246.00	reviewed correspondence from our solicitors regarding court hearing of EL liquidators application to approve settlement against the auditors/reviewed transcript of hearing and draft letter to EL liquidators/sent response
David Whyte	Partner	Trade On	4/07/2019	0.20	\$123.00	reviewed invoices/authorised payments
David Whyte	Partner	Creditors	4/07/2019	0.30	\$184.50	reviewed correspondence and documentation received from three investors regarding the winding up/distributions/change in details/reviewed letters in response
David Whyte	Partner	Creditors	4/07/2019	0.30	\$184.50	reviewed correspondence from twenty investors/representatives of investors regarding change in details/transfer of units/approved same/reviewed letters in response
David Whyte	Partner	Creditors	4/07/2019	0.10	\$61.50	reviewed correspondence from investor regarding documentation supplied to update change in details/reviewed letter in response seeking further documents
Charles Haines	Associate Director	Creditors	4/07/2019	0.10	\$52.50	Review three change of details and supporting documentation - incl wills probate, death certificates and signature specimens and reconciliation to records

Jayden Coulston	Manager	Creditors	4/07/2019	0.30	\$138.00	Review and approve correspondence to investor confirming 2x transfers completed in line with request and grant of probate required to facilitate the final transfer.
Liam Landrigan	Graduate Accountant	Creditors	4/07/2019	0.20	\$37.00	1x Prepare a letter to investor in relation to the timing of distributions from the Fund. Access investor management database to review current details and draft letter for their request
Liam Landrigan	Graduate Accountant	Creditors	4/07/2019	0.90	\$166.50	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
Liam Landrigan	Graduate Accountant	Creditors	4/07/2019	1.30	\$240.50	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
Liam Landrigan	Graduate Accountant	Creditors	4/07/2019	0.10	\$18.50	1x Prepare letter to investor confirming update of details for their investment with the Fund. Access investor management database to review current details.
Liam Landrigan	Graduate Accountant	Creditors	4/07/2019	0.20	\$37.00	1x 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 investor management database to review current investor details and advise.
Liam Landrigan	Graduate Accountant	Creditors	4/07/2019	0.10	\$18.50	1x 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.
Liam Landrigan	Graduate Accountant	Creditors	4/07/2019	0.40	\$74.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
Ryan Whyte	Accountant	Creditors	4/07/2019	1.00	\$275.00	Reviewed and approved 6 letters to investors in relation to a request for a change of details/unit holding balance/confirmation of change/transfer of units/transfer of units for deceased estate.
Liam Landrigan	Graduate Accountant	Administration	4/07/2019	0.10	\$18.50	1x 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.
Maira Hattingh	Practice Assistant	Administration	4/07/2019	0.30	\$31.50	Filing
Liam Landrigan	Graduate Accountant	Creditors	8/07/2019	0.50	\$92.50	2x Review of correspondence from investors/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 Funds policy.
Liam Landrigan	Graduate Accountant	Creditors	8/07/2019	0.30	\$55.50	1x Review of correspondence from investors/advisors 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.
Liam Landrigan	Graduate Accountant	Creditors	8/07/2019	0.30	\$55.50	2x Review of correspondence from investors/advisors in relation to a change of details. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
Sarah Cunningham	Accounting Assistant	Administration	8/07/2019	0.10	\$22.50	Reconciling acct to 30 June.
Sarah Cunningham	Accounting Assistant	Administration	9/07/2019	0.30	\$67.50	Reconciling acct. Drafting June BAS. Reviewing, completing. Editing regarding the 75% claimable.

Liam Landrigan	Graduate Accountant	Creditors	10/07/2019	0.30	\$55.50	1x 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 investor management database to review current investor details and advise.
Liam Landrigan	Graduate Accountant	Creditors	10/07/2019	0.20	\$37.00	1x 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.
Liam Landrigan	Graduate Accountant	Creditors	10/07/2019	0.30	\$55.50	2x 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.
Liam Landrigan	Graduate Accountant	Creditors	10/07/2019	0.20	\$37.00	1x 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.
Ryan Whyte	Accountant	Administration	10/07/2019	1.00	\$275.00	Reviewed and approved 7 letters to investors in relation to a request for a change of details/unit holding balance/confirmation of change/transfer of units/transfer of units for deceased estate.
Ryan Whyte	Accountant	Administration	10/07/2019	0.90	\$247.50	Prepare 35th update report to investors. Prepare estimated return and receipts and payments as at 30 June 2019.
Ryan Whyte	Accountant	Administration	10/07/2019	0.50	\$137.50	Review 35th update report to investors.
David Whyte	Partner	Trade On	11/07/2019	0.10	\$61.50	reviewed correspondence from investor regarding EL liquidators fees and claims against the fund/sent response
David Whyte	Partner	Trade On	11/07/2019	0.10	\$61.50	reviewed BAS
David Whyte	Partner	Creditors	11/07/2019	0.30	\$184.50	telephone conversation regarding status of winding up of the fund and matters to conclude same
David Whyte	Partner	Creditors	11/07/2019	0.10	\$61.50	reviewed correspondence from three investors/representatives of investors regarding change in details/transfer of units/winding up/reviewed letters in response/authorised same
David Whyte	Partner	Creditors	11/07/2019	0.60	\$369.00	reviewed correspondence from an investor regarding fees and expenses of EL liquidators/potential removal of liquidators/approval of remuneration
David Whyte	Partner	Creditors	11/07/2019	0.50	\$307.50	telephone conversation with an investor regarding settlement of proceedings against the auditors/distribution of proceeds/expenses to be paid/remuneration of EL liquidators
David Whyte	Partner	Creditors	11/07/2019	0.30	\$184.50	reviewed correspondence from investor regarding EL liquidators remuneration and requests to committee of creditors for approval/spreadsheet detailing allocation of amounts to fund activities and other issues/claim against the EIF to be agreed
David Whyte	Partner	Creditors	11/07/2019	0.40	\$246.00	reviewed correspondence relating to EL liquidators identification of claims against the fund/reviewed court order relating to same/reviewed updates to investors and matters to be finalised to conclude the administration
Charles Haines	Associate Director	Creditors	11/07/2019	0.10	\$52.50	Review two letters to unit holders regarding update and balance query and change of details request

Charles Haines	Associate Director	Creditors	11/07/2019	0.10	\$52.50	Review letter to unitholder regarding request to waive probate, review background material estimated return and previous correspondence
Liam Landrigan	Graduate Accountant	Creditors	11/07/2019	0.30	\$55.50	1x 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.
Liam Landrigan	Graduate Accountant	Creditors	11/07/2019	0.20	\$37.00	1x 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 investor management database to review current investor details and advise.
Ryan Whyte	Accountant	Creditors	11/07/2019	0.40	\$110.00	Reviewed and approved 4 letters to investors in relation to a request for a change of details/unit holding balance/confirmation of change/transfer of units/transfer of units for deceased estate.
David Whyte	Partner	Administration	11/07/2019	0.30	\$184.50	reviewed correspondence from borrower's solicitors regarding request for release of securities/discussed position with RW/reviewed proposed releases/email our solicitors with instructions regarding releases
Liam Landrigan	Graduate Accountant	Administration	11/07/2019	0.10	\$18.50	1x 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.
Maira Hattingh	Practice Assistant	Administration	11/07/2019	0.30	\$31.50	Filing
Liam Landrigan	Graduate Accountant	Creditors	12/07/2019	0.20	\$37.00	1x 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.
Liam Landrigan	Graduate Accountant	Creditors	12/07/2019	0.20	\$37.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
Liam Landrigan	Graduate Accountant	Creditors	12/07/2019	0.20	\$37.00	1x 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.
David Whyte	Partner	Assets	15/07/2019	0.20	\$123.00	reviewed correspondence from our solicitors regarding EL liquidators court application to approve settlement deed in respect of proceedings against the auditors/reviewed court order and reasons for judgement
David Whyte	Partner	Creditors	15/07/2019	0.90	\$553.50	reviewed correspondence from creditor regarding EL liquidators fees and expenses/reviewed prior correspondence/correspondence from our solicitors regarding claims against the fund/prepared email to our solicitors including proposed reply
Liam Landrigan	Graduate Accountant	Creditors	15/07/2019	0.10	\$18.50	1x 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.
Liam Landrigan	Graduate Accountant	Creditors	15/07/2019	0.10	\$18.50	1x 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.
Ryan Whyte	Accountant	Creditors	15/07/2019	0.60	\$165.00	Reviewed and approved 6 letters to investors in relation to a request for a change of details/unit holding balance/confirmation of change/transfer of units/transfer of units for deceased estate.
David Whyte	Partner	Assets	16/07/2019	0.20	\$123.00	reviewed correspondence from our solicitors regarding two PPSR releases for a borrower/reviewed releases/executed same/prepared letter to solicitors of borrower

David Whyte	Partner	Trade On	16/07/2019	0.30	\$184.50	telephone conversation with our solicitors regarding EL liquidators claim for remuneration and expenses/fees put to the committee of creditors/impact on court orders/proposed way forward to deal with claims for indemnity
George Lethbridge	Accountant	Creditors	16/07/2019	0.20	\$55.00	Phone call from an investor seeking an update on the winding up of the Fund.
Jayden Coulston	Manager	Creditors	16/07/2019	0.30	\$138.00	Discussion with David Whyte re draft update to investors, liquidator settlement, unpresented cheques from first 3 distributions, term deposit renewal. Liaise with and provide instructions to professional staff re same.
George Lethbridge	Accountant	Creditors	17/07/2019	0.20	\$55.00	Call from an investor seeking an update on the winding up of the fund.
George Lethbridge	Accountant	Creditors	17/07/2019	0.30	\$82.50	Call from an investor in relation to a request for an updated unit holdings balance. Review investor on the investor management database and advise.
David Whyte	Partner	Creditors	18/07/2019	0.10	\$61.50	reviewed correspondence from two investors/representatives of investors regarding change in details transfer of units/approved same
George Lethbridge	Accountant	Creditors	18/07/2019	0.30	\$82.50	Review of voicemails from Investors. Access investor management database to confirm details & prepare requested information to call back. Call investor back regarding their query.
Moir Hattingh	Practice Assistant	Administration	19/07/2019	0.30	\$31.50	Misc.
Jayden Coulston	Manager	Creditors	22/07/2019	0.70	\$322.00	Review and update correspondence to 2 investors re complex queries in relation to winding up of fund, timing, breakdown of costs etc.
Jordan Devery	Graduate Accountant	Creditors	22/07/2019	0.30	\$67.50	Updating templates for letters sent to investors to reflect new information.
Jordan Devery	Graduate Accountant	Creditors	22/07/2019	0.20	\$45.00	Review of unread emails sent to the Fund's mailbox. Print email for letter response to be updated in the Fund's database. Review and update investor correspondence register accordingly.
Jordan Devery	Graduate Accountant	Creditors	22/07/2019	0.30	\$67.50	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.
Jordan Devery	Graduate Accountant	Creditors	22/07/2019	0.20	\$45.00	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.
Jayden Coulston	Manager	Administration	22/07/2019	0.10	\$46.00	Email instructions to Jordan Devery in relation to renewal of term deposit.
Jayden Coulston	Manager	Administration	22/07/2019	0.10	\$46.00	Review and approve email to NAB re term deposit rates.
Jayden Coulston	Manager	Administration	22/07/2019	0.10	\$46.00	Review incoming mail.

Jordan Devery	Graduate Accountant	Administration	22/07/2019	0.70	\$157.50	Discussion with Jayden Coulston regarding maturity of term deposit and calculations for estimated expenses and renewal. Draft email to NAB requesting current term deposit rates. Initial review of MYOB transactions.
David Whyte	Partner	Assets	23/07/2019	0.20	\$123.00	reviewed loan file relating to borrower and charges over land in SA/search ASIC records to confirm borrower deregistered
David Whyte	Partner	Trade On	23/07/2019	0.50	\$307.50	reviewed correspondence from our solicitors and EL liquidators solicitors regarding claim for remuneration and expenses/reviewed correspondence with EL liquidators/reviewed draft letter requesting details of claims against the fund and other information
David Whyte	Partner	Trade On	23/07/2019	0.20	\$123.00	telephone conversation with buyer of property sold as mortgagee in possession/encumbrance on title and issues relating to its removal
David Whyte	Partner	Trade On	23/07/2019	0.20	\$123.00	reviewed listings of categories of returned distribution payments/proposed letters regarding same
George Lethbridge	Accountant	Creditors	23/07/2019	0.20	\$55.00	Phone call from 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.
George Lethbridge	Accountant	Creditors	23/07/2019	0.40	\$110.00	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 investor management database to review current investor details and advise. Also sought an update.
Jayden Coulston	Manager	Administration	23/07/2019	0.10	\$46.00	Review term deposit rates and email to Jordan Devery providing instructions to prepare documentation to renew for 90 days.
George Lethbridge	Accountant	Creditors	24/07/2019	0.40	\$110.00	Call from an investor seeking an update on the winding up of the fund.
George Lethbridge	Accountant	Creditors	25/07/2019	0.10	\$27.50	Phone call from 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.
George Lethbridge	Accountant	Creditors	25/07/2019	0.20	\$55.00	Phone call from investor in response to a confirmation of their request to transfer units. Access investor management database to review current investor details and advise. Also provided an update on the winding up of the Fund.
David Whyte	Partner	Trade On	26/07/2019	0.20	\$123.00	reviewed correspondence from our solicitors including letter to the solicitors for the EL liquidators seeking clarification of several issues to enable the winding up to be finalised/reviewed correspondence from an investor/sent reply
George Lethbridge	Accountant	Creditors	26/07/2019	0.30	\$82.50	Review of voicemails from Investors. Access investor management database to confirm details & prepare requested information to call back. Call investor back regarding their query.
Jayden Coulston	Manager	Creditors	26/07/2019	0.30	\$138.00	Review correspondence to investor re complex transfer request from trust to beneficiaries and request for further information.
Jordan Devery	Graduate Accountant	Creditors	26/07/2019	0.20	\$45.00	Review of voicemails from Investors. Access investor management database to confirm details & prepare requested information to call back. Call investor back regarding their query.
Jordan Devery	Graduate Accountant	Creditors	26/07/2019	0.20	\$45.00	Call from an investor in relation to a request for an updated unit holdings balance. Review investor on the investor management database and advise.

Jordan Devery	Graduate Accountant	Creditors	26/07/2019	0.10	\$22.50	Review of voicemails from Investors. Access investor management database to confirm details & prepare requested information to call back. Call investor back regarding their query.
Jordan Devery	Graduate Accountant	Creditors	26/07/2019	0.20	\$45.00	Call from an investor seeking an update on the winding up of the fund.
Jayden Coulston	Manager	Administration	26/07/2019	0.50	\$230.00	Consider term deposit renewal rates. Review and update file note re cash position, term deposit renewal period, future costs. Liaise with Jordan Devery to finalise and compile further estimated costs information. Approve file note.
Jordan Devery	Graduate Accountant	Administration	26/07/2019	0.20	\$45.00	MYOB Bank Reconciliation
Jordan Devery	Graduate Accountant	Administration	26/07/2019	0.30	\$67.50	Reconcile bank accounts x3
Maira Hattingh	Practice Assistant	Administration	26/07/2019	0.30	\$31.50	Filing
Antoinette Fielding	Senior Accountant	Assets	29/07/2019	0.10	\$27.50	Forwarding bank correspondence re. term deposit instructions being actioned. Saving to file.
David Whyte	Partner	Trade On	29/07/2019	0.10	\$61.50	reviewed correspondence from bank regarding renewal of term deposit/reviewed calculation of amount to be rolled over/reviewed instruction letter to bank
George Lethbridge	Accountant	Creditors	29/07/2019	0.30	\$82.50	Review of voicemails from Investors. Access investor management database to confirm details & prepare requested information to call back. Call investor back regarding their query.
Jordan Devery	Graduate Accountant	Creditors	29/07/2019	0.10	\$22.50	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.
Jordan Devery	Graduate Accountant	Creditors	29/07/2019	0.30	\$67.50	Discussion with Jayden Coulston regarding new rates received from NAB, as well as file note amendments. Attend to same. Prepare final letter with amount to be held back and transferred to separate account specified.
Jayden Coulston	Manager	Administration	29/07/2019	0.10	\$46.00	Review updated file note and letter to NAB re term deposit renewal instructions.
Jordan Devery	Graduate Accountant	Administration	29/07/2019	0.10	\$22.50	Scan and send letter to NAB via email regarding the rollover of term deposit and withdrawal of funds.
George Lethbridge	Accountant	Creditors	30/07/2019	0.20	\$55.00	Call from an investor seeking an update on the winding up of the fund.
George Lethbridge	Accountant	Creditors	30/07/2019	0.30	\$82.50	Phone call from investor in response to their request to transfer units from a superfund to their personal name. Access investor management database to review current investor details and advise.
Jordan Devery	Graduate Accountant	Creditors	30/07/2019	0.30	\$67.50	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.

Jordan Devery	Graduate Accountant	Creditors	30/07/2019	0.20	\$45.00	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.
Jordan Devery	Graduate Accountant	Creditors	30/07/2019	0.20	\$45.00	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.
Jordan Devery	Graduate Accountant	Creditors	30/07/2019	0.10	\$22.50	Review of unread emails sent to the Fund's mailbox. Print email for letter response to be updated in the Fund's database. Review and update investor correspondence register accordingly.
Jordan Devery	Graduate Accountant	Creditors	30/07/2019	0.10	\$22.50	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 investor management database to review current investor details and advise.
Jordan Devery	Graduate Accountant	Creditors	30/07/2019	0.10	\$22.50	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.
Jordan Devery	Graduate Accountant	Creditors	30/07/2019	0.30	\$67.50	Prepare 2 letters to investor in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
Jordan Devery	Graduate Accountant	Creditors	30/07/2019	0.30	\$67.50	Prepare 2 letters to executors of estates in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access investor management database to review current investor details and advise.
Jordan Devery	Graduate Accountant	Creditors	30/07/2019	0.40	\$90.00	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.
Jayden Coulston	Manager	Creditors	31/07/2019	0.10	\$46.00	Review and approve email to advisor in relation to information required to facilitate transfer of units.
Jordan Devery	Graduate Accountant	Creditors	31/07/2019	0.10	\$22.50	Review of unread emails sent to the Fund's mailbox. Print email for letter response to be updated in the Fund's database. Review and update investor correspondence register accordingly.
Jordan Devery	Graduate Accountant	Creditors	31/07/2019	0.20	\$45.00	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 investor management database to review current investor details and advise.
Jordan Devery	Graduate Accountant	Creditors	31/07/2019	0.30	\$67.50	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.
Jordan Devery	Graduate Accountant	Creditors	31/07/2019	0.80	\$180.00	Prepare letters to investors in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
Jordan Devery	Graduate Accountant	Creditors	31/07/2019	0.30	\$67.50	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 investor management database to review current investor details and advise.
Jordan Devery	Graduate Accountant	Creditors	31/07/2019	0.20	\$45.00	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 investor management database to review current investor details and advise.
Jordan Devery	Graduate Accountant	Creditors	31/07/2019	0.10	\$22.50	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 investor management database to review current investor details and advise.

Jayden Coulston	Manager	Administration	31/07/2019	0.10	\$46.00	Review supplier invoices and provide instructions to staff to process payments.
Jordan Devery	Graduate Accountant	Administration	31/07/2019	0.30	\$67.50	Create payment to FinPower in MYOB. Process payment on NAB and create supporting documentation for approval
Jordan Devery	Graduate Accountant	Administration	31/07/2019	0.20	\$45.00	Prepare documentation relating to internal transfer between EIF accounts. Process payment in NAB for authorisation
David Whyte	Partner	Trade On	1/08/2019	0.10	\$61.50	reviewed correspondence from Hall Chadwick regarding controllership over borrower and non lodgement of receipts and payments with ASIC
David Whyte	Partner	Trade On	1/08/2019	0.10	\$61.50	telephone conversation with Arthur Taylor regarding controllership of borrower of the fund/lodgement of receipts and payments with ASIC/forward correspondence received from Hall Chadwick regarding same
George Lethbridge	Accountant	Creditors	1/08/2019	0.30	\$82.50	Review of voicemails from Investors. Access investor management database to confirm details & prepare requested information to call back. Call investor back regarding their query.
Jordan Devery	Graduate Accountant	Creditors	1/08/2019	0.10	\$22.50	Review of unread emails sent to the Fund's mailbox. Print email for letter response to be updated in the Fund's database. Review and update investor correspondence register accordingly.
Jordan Devery	Graduate Accountant	Creditors	1/08/2019	0.40	\$90.00	Prepare letter to 2 executors of estates in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access investor management database to review current investor details and advise.
Jordan Devery	Graduate Accountant	Creditors	1/08/2019	0.10	\$22.50	Review of unread emails sent to the Fund's mailbox. Print email for letter response to be updated in the Fund's database. Review and update investor correspondence register accordingly.
Jordan Devery	Graduate Accountant	Creditors	1/08/2019	0.20	\$45.00	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.
Jordan Devery	Graduate Accountant	Creditors	1/08/2019	0.20	\$45.00	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 investor management database to review current investor details and advise.
Jordan Devery	Graduate Accountant	Creditors	1/08/2019	0.20	\$45.00	Phone call from 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.
Jordan Devery	Graduate Accountant	Creditors	1/08/2019	0.20	\$45.00	Prepare letter to investor on update of the winding up of the Fund. Access investor management database to review current details.
Jordan Devery	Graduate Accountant	Creditors	1/08/2019	0.10	\$22.50	Review of unread emails sent to the Fund's mailbox. Print email for letter response to be updated in the Fund's database. Review and update investor correspondence register accordingly.
Ryan Whyte	Accountant	Creditors	1/08/2019	0.20	\$55.00	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 investor management database to review current investor details and advise.
Ryan Whyte	Accountant	Creditors	1/08/2019	0.20	\$55.00	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 investor management database to review current investor details and advise.

Jordan Devery	Graduate Accountant	Administration	1/08/2019	0.40	\$90.00	MYOB payments and receipts for 3 Equititrust accounts. Make internal transfer on NAB Connect. Prepare supporting documents.
Jordan Devery	Graduate Accountant	Creditors	2/08/2019	0.20	\$45.00	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 investor management database to review current investor details and advise.
Jordan Devery	Graduate Accountant	Creditors	2/08/2019	0.50	\$112.50	Prepare letter to investor on update of the winding up of the Fund and the Liquidators' claim against the Auditors and Directors and Officers. Access investor management database to review current details. Create new template for this response.
Jordan Devery	Graduate Accountant	Creditors	2/08/2019	0.20	\$45.00	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.
Jordan Devery	Graduate Accountant	Creditors	2/08/2019	0.20	\$45.00	Prepare letter to investor on update of the winding up of the Fund. Access investor management database to review current details.
Ryan Whyte	Accountant	Creditors	2/08/2019	0.20	\$55.00	Make payment in MYOB and on NAB for IT expenses
Ryan Whyte	Accountant	Creditors	2/08/2019	0.40	\$110.00	Reviewed and approved 4 letters to investors in relation to a request for a change of details/unit holding balance/confirmation of change/transfer of units/transfer of units for deceased estate.
Ryan Whyte	Accountant	Creditors	2/08/2019	0.70	\$192.50	Reviewed and approved 6 letters to investors in relation to a request for a change of details/unit holding balance/confirmation of change/transfer of units/transfer of units for deceased estate.
Maira Hattingh	Practice Assistant	Administration	2/08/2019	0.60	\$63.00	Filing
David Whyte	Partner	Trade On	5/08/2019	0.30	\$184.50	reviewed section 434 of the Corporations Act and obligations relating to controllership over three properties/reviewed note regarding repayment of loan/email Arthur Taylor regarding same
George Lethbridge	Accountant	Creditors	5/08/2019	0.20	\$55.00	Review of voicemails from Investors. Access investor management database to confirm details & prepare requested information to call back. Call investor back regarding their query.
Jordan Devery	Graduate Accountant	Creditors	5/08/2019	0.20	\$45.00	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 investor management database to review current investor details and advise.
Jordan Devery	Graduate Accountant	Creditors	5/08/2019	0.30	\$67.50	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 investor management database to review current investor details and advise.
Jordan Devery	Graduate Accountant	Creditors	5/08/2019	0.40	\$90.00	Prepare 2 letters to investors in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
Jordan Devery	Graduate Accountant	Creditors	5/08/2019	0.20	\$45.00	Prepare 2 letters to investors in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
Jordan Devery	Graduate Accountant	Creditors	5/08/2019	0.20	\$45.00	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 investor management database to review current investor details and advise.

Jordan Devery	Graduate Accountant	Creditors	5/08/2019	1.00	\$225.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
Ryan Whyte	Accountant	Creditors	5/08/2019	0.40	\$110.00	Reviewed and approved 4 letters to investors in relation to a request for a change of details/unit holding balance/confirmation of change/transfer of units/transfer of units for deceased estate.
David Whyte	Partner	Assets	6/08/2019	0.10	\$61.50	reviewed correspondence from borrower's solicitors regarding two PPSR releases/email our solicitors regarding same
David Whyte	Partner	Trade On	6/08/2019	0.20	\$123.00	reviewed correspondence from our solicitors and EL liquidators solicitors regarding payment of funds to litigation funder in respect of settlement of legal proceedings/reviewed prior correspondence/provided instructions regarding same
Jayden Coulston	Manager	Trade On	6/08/2019	0.20	\$92.00	Review payment of supplier invoices and transfer between internal accounts.
David Whyte	Partner	Creditors	6/08/2019	0.20	\$123.00	reviewed draft letters to investors where distributions were returned/remained outstanding/discussed with RW
Jordan Devery	Graduate Accountant	Creditors	6/08/2019	0.40	\$90.00	Review invoices for legal fees. Create payments in NAB Connect and raise accounts payable in MYOB. Print all documents, highlight, sign and put sign here stickers on for review.
Jordan Devery	Graduate Accountant	Creditors	6/08/2019	0.10	\$22.50	Call from an investor in relation to a request for an updated unit holdings balance. Review investor on the investor management database and advise.
Jordan Devery	Graduate Accountant	Creditors	6/08/2019	0.40	\$90.00	Review list of investors whose payment bounced, check if details have since been updated or units have been transferred so that payment can be processed.
Jordan Devery	Graduate Accountant	Creditors	6/08/2019	1.60	\$360.00	Review list of investors whose payment bounced, check if details have since been updated or units have been transferred so that payment can be processed.
George Lethbridge	Accountant	Creditors	7/08/2019	0.20	\$55.00	Phone call from an investor seeking an update on the winding up of the Fund.
Jordan Devery	Graduate Accountant	Creditors	7/08/2019	0.20	\$45.00	NAB Connect payment for EIF invoice to Finpower
Jordan Devery	Graduate Accountant	Creditors	7/08/2019	0.10	\$22.50	Call from an investor seeking an update on the winding up of the fund.
Jordan Devery	Graduate Accountant	Creditors	7/08/2019	0.10	\$22.50	Review of unread emails sent to the Fund's mailbox. Print email for letter response to be updated in the Fund's database. Review and update investor correspondence register accordingly.
Jordan Devery	Graduate Accountant	Creditors	7/08/2019	0.30	\$67.50	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 investor management database to review current investor details and advise.
Jordan Devery	Graduate Accountant	Creditors	7/08/2019	0.30	\$67.50	Prepare 2 letters to investors in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.

Jordan Devery	Graduate Accountant	Creditors	7/08/2019	0.20	\$45.00	Prepare letter to investor on update of the winding up of the Fund. Access investor management database to review current details.
Jordan Devery	Graduate Accountant	Creditors	7/08/2019	0.70	\$157.50	Review of correspondence from 5 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.
Jordan Devery	Graduate Accountant	Creditors	7/08/2019	0.30	\$67.50	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.
Jordan Devery	Graduate Accountant	Creditors	7/08/2019	0.20	\$45.00	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.
Charles Haines	Associate Director	Administration	7/08/2019	0.10	\$52.50	Review Term deposit and investment notice
Moirra Hattingh	Practice Assistant	Administration	7/08/2019	0.10	\$10.50	Filing
David Whyte	Partner	Trade On	8/08/2019	0.20	\$123.00	reviewed correspondence from our solicitors and EL liquidators solicitors regarding matters to finalise claims against the fund and the receivership/reviewed draft letter to other EL liquidators solicitors regarding funds held in trust
David Whyte	Partner	Creditors	8/08/2019	0.40	\$246.00	reviewed/signed letters to investors in respect of distribution payments that were returned/are outstanding
Jordan Devery	Graduate Accountant	Creditors	8/08/2019	0.30	\$67.50	Prepare letters to investors in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
Jordan Devery	Graduate Accountant	Creditors	8/08/2019	0.20	\$45.00	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.
Jordan Devery	Graduate Accountant	Creditors	8/08/2019	0.10	\$22.50	Phone call from investor in response to their request to transfer units from a superfund to their personal name. Access investor management database to review current investor details and advise.
Jordan Devery	Graduate Accountant	Creditors	8/08/2019	1.20	\$270.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
Ryan Whyte	Accountant	Creditors	8/08/2019	0.40	\$110.00	Prepare letters to investors regarding returned interim distributions in 2014 and 2015 and request update to their bank account details in order to repay the distributions. Prepare mail merge and print for David Whyte review.
Ryan Whyte	Accountant	Creditors	8/08/2019	0.70	\$192.50	Prepare letters to investors regarding returned interim distributions in 2014 and 2015 and request update to their bank account details in order to repay the distributions. Prepare mail merge and print for David Whyte review.
Moirra Hattingh	Practice Assistant	Administration	8/08/2019	0.40	\$42.00	Filing
Charles Haines	Associate Director	Creditors	9/08/2019	0.30	\$157.50	Review approve and update 8 letters to unit holders regarding change of details, balance details and calculations of estimated returns

Charles Haines	Associate Director	Creditors	9/08/2019	0.30	\$157.50	Review approve and update 7 letters to unit holders regarding change of details, balance details and calculations of estimated returns
Jordan Devery	Graduate Accountant	Creditors	9/08/2019	1.30	\$292.50	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
Jordan Devery	Graduate Accountant	Creditors	9/08/2019	0.20	\$45.00	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.
Jordan Devery	Graduate Accountant	Creditors	9/08/2019	0.10	\$22.50	Review of unread emails sent to the Fund's mailbox. Print email for letter response to be updated in the Fund's database. Review and update investor correspondence register accordingly.
Jordan Devery	Graduate Accountant	Creditors	9/08/2019	0.20	\$45.00	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.
Jordan Devery	Graduate Accountant	Creditors	9/08/2019	0.30	\$67.50	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
Ryan Whyte	Accountant	Assets	12/08/2019	0.70	\$192.50	Review email from our solicitors regarding the release of security. Search the Equititrust records for the login details to discharge the security and provide to our solicitors.
David Whyte	Partner	Trade On	12/08/2019	1.50	\$922.50	reviewed AFCA regulations for complaints/registration by the fund/investor compensation issues
Jayden Coulston	Manager	Trade On	12/08/2019	0.20	\$92.00	Review and approve supplier payments.
Charles Haines	Associate Director	Creditors	12/08/2019	0.10	\$52.50	Review change of details request, review documentation provided and listing of documentation needed, review statement and confirm calculations for estimated return
Charles Haines	Associate Director	Creditors	12/08/2019	0.10	\$52.50	Review unitholder request for relief on probate, review cost and impact on return. Meet Receiver regarding waiver of probate.
Jordan Devery	Graduate Accountant	Creditors	12/08/2019	0.20	\$45.00	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.
Jordan Devery	Graduate Accountant	Creditors	12/08/2019	0.40	\$90.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
Jordan Devery	Graduate Accountant	Creditors	12/08/2019	0.10	\$22.50	Call from an investor in relation to a request for an updated unit holdings balance. Review investor on the investor management database and advise.
Jordan Devery	Graduate Accountant	Creditors	12/08/2019	0.20	\$45.00	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 investor management database to review current investor details and advise.
David Whyte	Partner	Trade On	13/08/2019	0.10	\$61.50	authorised payments

David Whyte	Partner	Trade On	13/08/2019	1.70	\$1,045.50	reviewed AFCA operational guidelines relating to potential disputes to assist with potential claims for compensation
George Lethbridge	Accountant	Creditors	13/08/2019	0.20	\$55.00	Phone call from a creditor seeking an update on the winding up of the Fund.
Jordan Devery	Graduate Accountant	Creditors	13/08/2019	0.10	\$22.50	Review of unread emails sent to the Fund's mailbox. Print email for letter response to be updated in the Fund's database. Review and update investor correspondence register accordingly.
Jordan Devery	Graduate Accountant	Creditors	13/08/2019	0.20	\$45.00	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.
Jordan Devery	Graduate Accountant	Creditors	13/08/2019	0.10	\$22.50	Review of voicemails from Investors. Access investor management database to confirm details & prepare requested information to call back. Call investor back regarding their query.
Jordan Devery	Graduate Accountant	Creditors	13/08/2019	0.10	\$22.50	Phone call from 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.
Jordan Devery	Graduate Accountant	Creditors	13/08/2019	0.10	\$22.50	Call from an investor seeking an update on the winding up of the fund.
Jordan Devery	Graduate Accountant	Creditors	13/08/2019	0.10	\$22.50	Review of unread emails sent to the Fund's mailbox. Print email for letter response to be updated in the Fund's database. Review and update investor correspondence register accordingly.
Jordan Devery	Graduate Accountant	Creditors	13/08/2019	0.10	\$22.50	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 investor management database to review current investor details and advise.
Jordan Devery	Graduate Accountant	Creditors	13/08/2019	0.40	\$90.00	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.
Jordan Devery	Graduate Accountant	Creditors	13/08/2019	0.20	\$45.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
Jayden Coulston	Manager	Administration	13/08/2019	0.20	\$92.00	Review and update BAS lodgements and supporting docs. Liaise with Ryan Whyte to make updates.
Ryan Whyte	Accountant	Administration	13/08/2019	0.20	\$55.00	Update Equititrust BAS for May 2019
Jayden Coulston	Manager	Trade On	15/08/2019	0.20	\$92.00	Review payment of supplier invoices (hosting etc).
Jayden Coulston	Manager	Creditors	15/08/2019	0.50	\$230.00	Review re-issued payments to investors for first three distributions and updated bank details and request from investors. Review bank reconciliations to confirm payments outstanding.
Jordan Devery	Graduate Accountant	Creditors	15/08/2019	0.20	\$45.00	Phone call from 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.

Jordan Devery	Graduate Accountant	Creditors	15/08/2019	0.20	\$45.00	Phone call from 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.
Jordan Devery	Graduate Accountant	Creditors	15/08/2019	0.20	\$45.00	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.
Jordan Devery	Graduate Accountant	Creditors	15/08/2019	0.20	\$45.00	Phone call from 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.
Jordan Devery	Graduate Accountant	Creditors	15/08/2019	0.10	\$22.50	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 investor management database to review current investor details and advise.
Jordan Devery	Graduate Accountant	Creditors	15/08/2019	0.10	\$22.50	Phone call from 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.
Jordan Devery	Graduate Accountant	Creditors	15/08/2019	1.20	\$270.00	Prepare file note and supporting documentation following phone call with an investor regarding bounced distribution payments. Reverse payment in MYOB and make NAB payment to 4 beneficiary investors
Jayden Coulston	Manager	Administration	15/08/2019	0.30	\$138.00	Review updated BAS x 2
George Lethbridge	Accountant	Creditors	16/08/2019	0.20	\$55.00	Review of voicemails from Investors. Access investor management database to confirm details & prepare requested information to call back. Call investor back regarding their query.
Jordan Devery	Graduate Accountant	Creditors	16/08/2019	0.60	\$135.00	Review of correspondence from 2 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.
Jordan Devery	Graduate Accountant	Creditors	16/08/2019	0.20	\$45.00	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.
Jordan Devery	Graduate Accountant	Creditors	16/08/2019	0.10	\$22.50	Review of voicemails from Investors. Access investor management database to confirm details & prepare requested information to call back. Call investor back regarding their query.
Jordan Devery	Graduate Accountant	Creditors	16/08/2019	0.10	\$22.50	Phone call from 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.
Jordan Devery	Graduate Accountant	Creditors	16/08/2019	0.30	\$67.50	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.
Jordan Devery	Graduate Accountant	Creditors	16/08/2019	0.10	\$22.50	Review of unread emails sent to the Fund's mailbox. Print email for letter response to be updated in the Fund's database. Review and update investor correspondence register accordingly.
Jordan Devery	Graduate Accountant	Creditors	16/08/2019	0.40	\$90.00	Prepare file note and supporting documentation following phone call with an investor regarding bounced distribution payments. Make NAB payment
Jordan Devery	Graduate Accountant	Creditors	16/08/2019	0.20	\$45.00	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.

Jordan Devery	Graduate Accountant	Creditors	16/08/2019	0.20	\$45.00	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.
Ryan Whyte	Accountant	Creditors	16/08/2019	1.40	\$385.00	Reviewed and approved 10 letters to investors in relation to a request for a change of details/unit holding balance/confirmation of change/transfer of units/transfer of units for deceased estate.
Ryan Whyte	Accountant	Creditors	16/08/2019	0.10	\$27.50	Review of unread emails sent to the Fund's mailbox. Print email for letter response to be updated in the Fund's database. Review and update investor correspondence register accordingly.
Ryan Whyte	Accountant	Creditors	16/08/2019	0.30	\$82.50	Locate login details for the PPSR to discharge a security. Send email to our solicitors regarding same.
Ryan Whyte	Accountant	Creditors	16/08/2019	0.30	\$82.50	review investors returned payment and email Sarah Cunningham regarding re-processing the returned payment.
Maira Hattingh	Practice Assistant	Administration	16/08/2019	0.20	\$21.00	Filing
David Whyte	Partner	Assets	19/08/2019	0.20	\$123.00	reviewed correspondence from our solicitors regarding security releases on two borrowers/reviewed release documentation/forward to borrowers solicitors
David Whyte	Partner	Trade On	19/08/2019	0.10	\$61.50	reviewed BAS
George Lethbridge	Accountant	Creditors	19/08/2019	0.20	\$55.00	Review of voicemails from Investors. Access investor management database to confirm details & prepare requested information to call back. Call investor back regarding their query.
Jayden Coulston	Manager	Creditors	19/08/2019	0.40	\$184.00	Review and update/approve letters to 2 investors including complex requests for transmission of units from superannuation funds and deceased estates to multiple beneficiaries. Request further info to assist with transfers and info provided to date.
Jayden Coulston	Manager	Creditors	19/08/2019	0.30	\$138.00	Review and approve correspondence to 2 investors requesting fund and unit balance information.
Jordan Devery	Graduate Accountant	Creditors	19/08/2019	0.20	\$45.00	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.
Jordan Devery	Graduate Accountant	Creditors	19/08/2019	0.20	\$45.00	Call from an investor in relation to a request for an updated unit holdings balance and winding up of the Fund. Review investor on the investor management database and advise.
Jordan Devery	Graduate Accountant	Creditors	19/08/2019	0.30	\$67.50	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.
Jordan Devery	Graduate Accountant	Creditors	19/08/2019	0.40	\$90.00	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.
Jayden Coulston	Manager	Administration	19/08/2019	0.30	\$138.00	BAS reconciliation, liaise with Sarah to review portal for any outstanding refunds.

Sarah Cunningham	Accounting Assistant	Administration	19/08/2019	0.10	\$22.50	Email on portal to request running balance and advise outstanding BAS if any.
David Whyte	Partner	Trade On	20/08/2019	0.40	\$246.00	reviewed correspondence from our solicitors regarding claims against the fund/letter from solicitors for EL liquidators regarding potential claims and queries in respect of same/reviewed draft response/provided instructions
Jordan Devery	Graduate Accountant	Creditors	20/08/2019	0.40	\$90.00	Review of correspondence from 3 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.
Jordan Devery	Graduate Accountant	Creditors	20/08/2019	0.50	\$112.50	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
Jordan Devery	Graduate Accountant	Creditors	20/08/2019	0.30	\$67.50	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.
Jordan Devery	Graduate Accountant	Creditors	20/08/2019	0.20	\$45.00	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.
Jordan Devery	Graduate Accountant	Creditors	20/08/2019	0.20	\$45.00	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.
Jordan Devery	Graduate Accountant	Creditors	20/08/2019	0.30	\$67.50	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.
Jordan Devery	Graduate Accountant	Creditors	20/08/2019	0.40	\$90.00	Prepare 2 letters to investors seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
Jordan Devery	Graduate Accountant	Creditors	20/08/2019	0.10	\$22.50	Review of unread emails sent to the Fund's mailbox. Print email for letter response to be updated in the Fund's database. Review and update investor correspondence register accordingly.
Ryan Whyte	Accountant	Creditors	20/08/2019	1.20	\$330.00	Reviewed and approved 10 letters to investors in relation to a request for a change of details/unit holding balance/confirmation of change/transfer of units/transfer of units for deceased estate.
Charles Haines	Associate Director	Creditors	21/08/2019	0.10	\$52.50	Review correspondence regarding change of details request, review previous correspondence regarding joint holdings and process required
Jordan Devery	Graduate Accountant	Creditors	21/08/2019	0.10	\$22.50	Review of unread emails sent to the Fund's mailbox. Print email for letter response to be updated in the Fund's database. Review and update investor correspondence register accordingly.
Jordan Devery	Graduate Accountant	Creditors	21/08/2019	0.20	\$45.00	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.
Jordan Devery	Graduate Accountant	Creditors	21/08/2019	0.20	\$45.00	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.
Jordan Devery	Graduate Accountant	Creditors	21/08/2019	0.60	\$135.00	Create NAB payment for bounced interim distribution payment to investor. Reverse attempted payment in MYOB in 2015 and create new payment to beneficiaries of estate. Compile supporting documents for repayment.

Jordan Devery	Graduate Accountant	Creditors	21/08/2019	0.40	\$90.00	Create NAB payment for bounced interim distribution payment to investor. Reverse attempted payment in MYOB in 2015 and create new payment to beneficiaries of estate. Compile supporting documents for repayment.
Jordan Devery	Graduate Accountant	Creditors	21/08/2019	0.20	\$45.00	Prepare a letter to investor in relation to the timing of distributions from the Fund. Access investor management database to review current details and draft letter for their request
Jordan Devery	Graduate Accountant	Creditors	21/08/2019	0.30	\$67.50	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
Ryan Whyte	Accountant	Creditors	21/08/2019	1.20	\$330.00	Reviewed and approved 12 letters to investors in relation to a request for a change of details/unit holding balance/confirmation of change/transfer of units/transfer of units for deceased estate.
Charles Haines	Associate Director	Administration	21/08/2019	0.10	\$52.50	amend two letters to unitholders regarding confirmation of unit balance and update
David Whyte	Partner	Trade On	22/08/2019	1.30	\$799.50	reviewed AFCA's operational guidelines and approach to misleading conduct/complaints process for legacy complaints/reviewed government funding details
David Whyte	Partner	Trade On	22/08/2019	0.20	\$123.00	reviewed EL liquidators report to creditors
David Whyte	Partner	Trade On	22/08/2019	0.10	\$61.50	authorised payments
Jayden Coulston	Manager	Creditors	22/08/2019	0.20	\$92.00	Review and approve correspondence to advisors re general fund information requests and identification of clients.
Jordan Devery	Graduate Accountant	Creditors	22/08/2019	0.10	\$22.50	Review of unread emails sent to the Fund's mailbox. Print email for letter response to be updated in the Fund's database. Review and update investor correspondence register accordingly.
Jordan Devery	Graduate Accountant	Creditors	22/08/2019	0.10	\$22.50	Prepare response to investor regarding bounced distribution payment owing.
Jordan Devery	Graduate Accountant	Creditors	22/08/2019	0.50	\$112.50	Review of correspondence from 3 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.
Jordan Devery	Graduate Accountant	Creditors	22/08/2019	0.40	\$90.00	Review of correspondence from 3 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.
Jordan Devery	Graduate Accountant	Creditors	22/08/2019	0.20	\$45.00	Reviewed returned mail and record investor details in returned mail register. Prepare letter to request new address details.
Ryan Whyte	Accountant	Creditors	22/08/2019	1.20	\$330.00	Reviewed and approved 11 changes for investors in relation to a request for a change of details/unit holding balance/confirmation of change/transfer of units/transfer of units for deceased estate.
Maira Hattingh	Practice Assistant	Administration	22/08/2019	0.80	\$84.00	Filing

Jordan Devery	Graduate Accountant	Creditors	23/08/2019	0.20	\$45.00	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.
Jordan Devery	Graduate Accountant	Creditors	23/08/2019	0.50	\$112.50	Create NAB payment for bounced interim distribution payment to investor. Reverse attempted payment in MYOB in 2015 and create new payment to beneficiaries of estate. Compile supporting documents for repayment.
Jordan Devery	Graduate Accountant	Creditors	23/08/2019	0.10	\$22.50	Review of unread emails sent to the Fund's mailbox. Print email for letter response to be updated in the Fund's database. Review and update investor correspondence register accordingly.
Jordan Devery	Graduate Accountant	Creditors	23/08/2019	0.40	\$90.00	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.
Jordan Devery	Graduate Accountant	Creditors	23/08/2019	0.70	\$157.50	Create NAB payment for bounced interim distribution payment to 2 investors. Reverse attempted payments in MYOB in 2015 and create new payments to investors. Compile supporting documents for repayment.
Jordan Devery	Graduate Accountant	Creditors	23/08/2019	0.10	\$22.50	Call from an investor seeking an update on the winding up of the fund.
Jordan Devery	Graduate Accountant	Creditors	23/08/2019	0.10	\$22.50	Call from an investor seeking an update on the winding up of the fund.
Jordan Devery	Graduate Accountant	Creditors	23/08/2019	0.30	\$67.50	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.
Jordan Devery	Graduate Accountant	Creditors	23/08/2019	0.20	\$45.00	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.
Jordan Devery	Graduate Accountant	Creditors	23/08/2019	0.20	\$45.00	Prepare letter to investor confirming transfer of units for their investment with the Fund. Access investor management database to review current details.
Jordan Devery	Graduate Accountant	Creditors	23/08/2019	0.20	\$45.00	Prepare letter to investor confirming update of details for their investment with the Fund. Access investor management database to review current details.
Jordan Devery	Graduate Accountant	Creditors	23/08/2019	0.30	\$67.50	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.
Ryan Whyte	Accountant	Creditors	23/08/2019	2.50	\$687.50	Reviewed and approved 18 changes for investors in relation to a request for a change of details/unit holding balance/confirmation of change/transfer of units/transfer of units for deceased estate.
David Whyte	Partner	Trade On	26/08/2019	0.10	\$61.50	email our solicitors regarding proposed meeting in relation to compensation of last resort scheme and complaints to be lodged against AFCA
George Lethbridge	Accountant	Creditors	26/08/2019	0.20	\$55.00	Review of voicemails from Investors. Access investor management database to confirm details & prepare requested information to call back. Call investor back regarding their query.
Jayden Coulston	Manager	Creditors	26/08/2019	0.10	\$46.00	Review correspondence to investor requesting photo ID to facilitate transfer of units.

Jayden Coulston	Manager	Creditors	26/08/2019	0.10	\$46.00	Review and approve correspondence to advisor re investor account identification.
Jordan Devery	Graduate Accountant	Creditors	26/08/2019	0.20	\$45.00	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 investor management database to review current investor details and advise.
Jordan Devery	Graduate Accountant	Creditors	26/08/2019	0.10	\$22.50	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.
Jordan Devery	Graduate Accountant	Creditors	26/08/2019	0.20	\$45.00	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.
Jordan Devery	Graduate Accountant	Creditors	26/08/2019	0.20	\$45.00	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.
Jordan Devery	Graduate Accountant	Creditors	26/08/2019	0.30	\$67.50	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 investor management database to review current investor details and advise.
Jordan Devery	Graduate Accountant	Creditors	26/08/2019	0.20	\$45.00	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.
Jordan Devery	Graduate Accountant	Creditors	26/08/2019	0.20	\$45.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
Jordan Devery	Graduate Accountant	Creditors	26/08/2019	0.20	\$45.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
Jordan Devery	Graduate Accountant	Creditors	26/08/2019	0.60	\$135.00	Create NAB payment for bounced interim distribution payment to investor. Reverse attempted payment in MYOB in 2015 and create new payment to beneficiaries of estate. Compile supporting documents for repayment.
Ryan Whyte	Accountant	Creditors	26/08/2019	1.20	\$330.00	Reviewed and approved 8 letters to investors in relation to a request for a change of details/unit holding balance/confirmation of change/transfer of units/transfer of units for deceased estate.
Ryan Whyte	Accountant	Creditors	26/08/2019	0.50	\$137.50	Reviewed and approved 3 letters to investors in relation to a request for a change of details/unit holding balance/confirmation of change/transfer of units/transfer of units for deceased estate.
Charles Haines	Associate Director	Creditors	27/08/2019	0.10	\$52.50	Review correspondence to two unitholders regarding change of details
Jordan Devery	Graduate Accountant	Creditors	27/08/2019	0.20	\$45.00	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 investor management database to review current investor details and advise.
Jordan Devery	Graduate Accountant	Creditors	27/08/2019	0.30	\$67.50	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.
Jordan Devery	Graduate Accountant	Creditors	27/08/2019	0.20	\$45.00	Prepare letter to investor confirming transfer of units for their investment with the Fund. Access investor management database to review current details.

Jordan Devery	Graduate Accountant	Creditors	27/08/2019	0.40	\$90.00	Prepare 2 letters to investors in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
Jordan Devery	Graduate Accountant	Creditors	27/08/2019	0.50	\$112.50	Prepare a new template to be sent to investors in relation to the timing of distributions from the Fund. Access latest information and reports and draft letter for approval
Jordan Devery	Graduate Accountant	Creditors	27/08/2019	0.30	\$67.50	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
Jordan Devery	Graduate Accountant	Creditors	27/08/2019	0.30	\$67.50	Prepare a letter to investor in relation to the timing of distributions from the Fund. Access investor management database to review current details and draft letter for their request
Jordan Devery	Graduate Accountant	Creditors	27/08/2019	0.20	\$45.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
Jordan Devery	Graduate Accountant	Creditors	27/08/2019	0.20	\$45.00	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 investor management database to review current investor details and advise.
Jordan Devery	Graduate Accountant	Creditors	27/08/2019	0.60	\$135.00	Prepare 2 letters to investors in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
Jordan Devery	Graduate Accountant	Creditors	27/08/2019	0.20	\$45.00	Prepare a letter to investor in relation to the timing of distributions from the Fund. Access investor management database to review current details and draft letter for their request
Jordan Devery	Graduate Accountant	Creditors	27/08/2019	0.20	\$45.00	Review returned emails after corro sent to investors, record in returned email register, access database & confirm investor details & if signature specimen held, ph calls with investors for new email details & prepare corro to investors to update register
Jordan Devery	Graduate Accountant	Creditors	27/08/2019	0.30	\$67.50	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 investor management database to review current investor details and advise.
Ryan Whyte	Accountant	Creditors	27/08/2019	0.60	\$165.00	Reviewed returned mail and record investor details in returned mail register. Prepare letter to request new address details.
Ryan Whyte	Accountant	Creditors	27/08/2019	0.70	\$192.50	Reviewed and approved 6 letters to investors in relation to a request for a change of details/unit holding balance/confirmation of change/transfer of units/transfer of units for deceased estate.
Ryan Whyte	Accountant	Creditors	27/08/2019	0.40	\$110.00	Prepare 2 letters to investors in relation to the timing of distributions from the Fund. Access investor management database to review current details and draft letter for their request
Jordan Devery	Graduate Accountant	Creditors	28/08/2019	0.10	\$22.50	Call from an investor seeking an update on the winding up of the fund.
Jordan Devery	Graduate Accountant	Creditors	28/08/2019	0.30	\$67.50	Create NAB payment for bounced interim distribution payment to investor. Reverse attempted payment in MYOB in 2015 and create new payment to beneficiaries of estate. Compile supporting documents for repayment.
Jordan Devery	Graduate Accountant	Creditors	28/08/2019	0.10	\$22.50	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.

Jordan Devery	Graduate Accountant	Creditors	28/08/2019	0.20	\$45.00	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.
Jordan Devery	Graduate Accountant	Creditors	28/08/2019	0.70	\$157.50	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
Ryan Whyte	Accountant	Creditors	28/08/2019	1.00	\$275.00	Reviewed and approved 8 letters to investors in relation to a request for a change of details/unit holding balance/confirmation of change/transfer of units/transfer of units for deceased estate.
Charles Haines	Associate Director	Administration	28/08/2019	0.10	\$52.50	Review correspondence to two unitholders regarding update in relation to unit holdings and estimated future distributions
David Whyte	Partner	Trade On	29/08/2019	1.30	\$799.50	meeting with our solicitors regarding AFCA operational guidelines/potential complaints from investors and application of compensation of last resort scheme
Jordan Devery	Graduate Accountant	Creditors	29/08/2019	0.30	\$67.50	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
Ryan Whyte	Accountant	Administration	29/08/2019	0.30	\$82.50	Review July BAS prepared by Sarah Cunningham. Provide to Charles Haines for review.
Sarah Cunningham	Accounting Assistant	Administration	29/08/2019	0.30	\$67.50	Reconciling account and drafting July BAS.
Jayden Coulston	Manager	Creditors	30/08/2019	0.20	\$92.00	Liaise with Sarah Cunningham to review and check MYOB entries for proposed payments to unit holders where previous payments had bounced.
Jordan Devery	Graduate Accountant	Creditors	30/08/2019	0.10	\$22.50	Call from an investor seeking an update on the winding up of the fund.
Jordan Devery	Graduate Accountant	Creditors	30/08/2019	0.30	\$67.50	Prepare an email response to an investor in relation to the timing of repayment of distributions from the Fund. Access investor management database to review current details and draft email for their request
Jordan Devery	Graduate Accountant	Creditors	30/08/2019	0.50	\$112.50	Reviewed returned mail and record investor details in returned mail register. Prepare letters to request new address details.
Charles Haines	Associate Director	Administration	30/08/2019	0.10	\$52.50	Review July BAS
Maira Hattingh	Practice Assistant	Administration	30/08/2019	0.20	\$21.00	Filing
Jayden Coulston	Manager	Creditors	2/09/2019	0.50	\$230.00	T/c investor re request for payment of unpaid interest. Email to investor re scheduled date of payment and confirmation re no funds outstanding for related account holders. Review and approve payment and change of details forms.
Jordan Devery	Graduate Accountant	Creditors	2/09/2019	0.10	\$22.50	Review of unread emails sent to the Fund's mailbox. Print email for letter response to be updated in the Fund's database. Review and update investor correspondence register accordingly.

Jordan Devery	Graduate Accountant	Creditors	2/09/2019	0.10	\$22.50	Call from an investor seeking an update on the timing of distribution from the fund.
Charles Haines	Associate Director	Administration	2/09/2019	0.10	\$52.50	Review BAS for August 2019
Jayden Coulston	Manager	Creditors	3/09/2019	0.20	\$92.00	Review and approve proposed reversal of bounced distribution to previous unit holder after payment to beneficiary. Liaise with Jordan Devery re same.
Jayden Coulston	Manager	Creditors	3/09/2019	0.60	\$276.00	Review bounced payments to investors, change of details for new bank details and requisitions for re-payments.
Jordan Devery	Graduate Accountant	Creditors	3/09/2019	0.30	\$67.50	Review of correspondence from investors in relation to a change of trustee request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
Jordan Devery	Graduate Accountant	Creditors	3/09/2019	0.40	\$90.00	Reviewing bounced payments in MYOB and discussing with Jayden Coulston, Ryan Whyte and Sarah Cunningham the best method of reversing entries that have been subsequently repaid to the investor
Jordan Devery	Graduate Accountant	Creditors	3/09/2019	0.30	\$67.50	Reversal of payment in MYOB to investor. Discussion with Ryan Whyte how to best reverse
Ryan Whyte	Accountant	Creditors	3/09/2019	0.40	\$110.00	Reviewed and approved 4 letters to investors in relation to a request for a change of details/unit holding balance/confirmation of change/transfer of units/transfer of units for deceased estate.
Charles Haines	Associate Director	Creditors	4/09/2019	0.10	\$52.50	Review email correspondence from investor regarding three distributions, fund update and query regarding liquidators costs
Charles Haines	Associate Director	Creditors	4/09/2019	0.10	\$52.50	Review and amend letter to unit holder regarding distributions and queries to be directed to Hail Chadwick
Charles Haines	Associate Director	Creditors	4/09/2019	0.10	\$52.50	Update, amend and finalise letter to unit holder regarding distributions and queries
Ryan Whyte	Accountant	Creditors	4/09/2019	0.20	\$55.00	Phone call from 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.
Ryan Whyte	Accountant	Creditors	4/09/2019	1.10	\$302.50	Reviewed and approved 7 letters to investors in relation to a request for a change of details/unit holding balance/confirmation of change/transfer of units/transfer of units for deceased estate.
Ryan Whyte	Accountant	Creditors	4/09/2019	0.60	\$165.00	Prepare 3 letters to investors on update of the winding up of the Fund. Access investor management database to review current details.
George Lethbridge	Accountant	Creditors	5/09/2019	0.10	\$27.50	Review of voicemails from Investors. Access investor management database to confirm details & instructed Jordan Devery to return investor's call.
Jordan Devery	Graduate Accountant	Creditors	5/09/2019	0.10	\$22.50	Review of unread emails sent to the Fund's mailbox. Print email for letter response to be updated in the Fund's database. Review and update investor correspondence register accordingly.

Jordan Devery	Graduate Accountant	Creditors	5/09/2019	0.20	\$45.00	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.
Jordan Devery	Graduate Accountant	Creditors	5/09/2019	0.20	\$45.00	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.
Jordan Devery	Graduate Accountant	Creditors	5/09/2019	0.50	\$112.50	Prepared reversal of interim distributions paid to investor in MYOB
Ryan Whyte	Accountant	Creditors	5/09/2019	1.30	\$357.50	Reviewed and approved 11 letters to investors in relation to a request for a change of details/unit holding balance/confirmation of change/transfer of units/transfer of units for deceased estate.
Ryan Whyte	Accountant	Creditors	5/09/2019	0.20	\$55.00	Call from an investor seeking an update on the winding up of the fund.
Moir Hattingh	Practice Assistant	Administration	5/09/2019	0.10	\$10.50	Filing
Charles Haines	Associate Director	Creditors	6/09/2019	0.10	\$52.50	Review updated bank account details and payment of distribution
Jordan Devery	Graduate Accountant	Creditors	6/09/2019	0.10	\$22.50	Review of unread emails sent to the Fund's mailbox. Print email for letter response to be updated in the Fund's database. Review and update investor correspondence register accordingly.
Jordan Devery	Graduate Accountant	Creditors	6/09/2019	0.60	\$135.00	Prepare repayment of interim distribution to investor in NAB and MYOB. Reverse old attempted payment in MYOB and reissue cheque. Prepare supporting documents.
Jordan Devery	Graduate Accountant	Creditors	6/09/2019	0.10	\$22.50	Phone call from 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.
Jordan Devery	Graduate Accountant	Creditors	6/09/2019	0.40	\$90.00	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.
Jordan Devery	Graduate Accountant	Creditors	6/09/2019	0.20	\$45.00	Prepare letter to investor confirming update of details for their investment with the Fund. Access investor management database to review current details.
Jordan Devery	Graduate Accountant	Creditors	6/09/2019	0.10	\$22.50	Review of unread emails sent to the Fund's mailbox. Print email for letter response to be updated in the Fund's database. Review and update investor correspondence register accordingly.
Ryan Whyte	Accountant	Creditors	6/09/2019	1.50	\$412.50	Reviewed and approved 12 letters to investors in relation to a request for a change of details/unit holding balance/confirmation of change/transfer of units/transfer of units for deceased estate.
Ryan Whyte	Accountant	Creditors	6/09/2019	0.20	\$55.00	Call from an investor seeking an update on the winding up of the fund.
Ryan Whyte	Accountant	Creditors	6/09/2019	0.60	\$165.00	Reviewed and approved 4 letters to investors in relation to a request for a change of details/unit holding balance/confirmation of change/transfer of units/transfer of units for deceased estate.

Ryan Whyte	Accountant	Creditors	6/09/2019	0.20	\$55.00	Call from an investor seeking an update on the winding up of the fund.
David Whyte	Partner	Creditors	9/09/2019	0.10	\$61.50	reviewed correspondence from investor regarding three distributions to date and estimated return to investors/reviewed letter in response
David Whyte	Partner	Creditors	9/09/2019	0.20	\$123.00	reviewed correspondence from our solicitors and EL liquidators solicitors regarding calling for proofs of debt and claims against the fund
George Lethbridge	Accountant	Creditors	9/09/2019	0.20	\$55.00	Review of voicemails from Investors. Access investor management database to confirm details & prepare requested information to call back. Call investor back regarding their query.
Jayden Coulston	Manager	Creditors	9/09/2019	0.40	\$184.00	Review and approve correspondence to advisors re change of details, updating bank account information, general updates re status of fund.
Jayden Coulston	Manager	Creditors	9/09/2019	0.10	\$46.00	Liaise with Jordan Devery to update payment descriptions for repayment of bounced interim distributions.
Jordan Devery	Graduate Accountant	Creditors	9/09/2019	0.20	\$45.00	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.
Jordan Devery	Graduate Accountant	Creditors	9/09/2019	0.60	\$135.00	Prepare 2 letters to investors in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
Jordan Devery	Graduate Accountant	Creditors	9/09/2019	0.30	\$67.50	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 investor management database to review current investor details and advise.
Jordan Devery	Graduate Accountant	Creditors	9/09/2019	0.70	\$157.50	Reviewing and preparing 10 payments in NAB Connect to investors who are owed bounced payments in regards to interim distributions and accrued interest.
Jordan Devery	Graduate Accountant	Creditors	9/09/2019	0.10	\$22.50	Call from an investor in relation to a request for an updated unit holdings balance. Review investor on the investor management database and advise.
Jordan Devery	Graduate Accountant	Creditors	9/09/2019	0.10	\$22.50	Call from an investor in relation to a request for an updated unit holdings balance. Review investor on the investor management database and advise.
Jordan Devery	Graduate Accountant	Creditors	9/09/2019	0.50	\$112.50	Prepare 2 letters to investors in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
Jordan Devery	Graduate Accountant	Creditors	9/09/2019	0.20	\$45.00	Prepare letter to investor confirming transfer of units for their investment with the Fund. Access investor management database to review current details.
Jordan Devery	Graduate Accountant	Creditors	9/09/2019	0.40	\$90.00	Meeting with Jayden Coulston regarding correct way to process repayments that have already been made in MYOB so that total distributions paid can be tracked. Flow on effects to reports and court applications etc.
Jayden Coulston	Manager	Creditors	10/09/2019	0.20	\$92.00	Review and approve re-payment of interim distribution to investor and review change of details form for new bank details.

Jordan Devery	Graduate Accountant	Creditors	10/09/2019	0.20	\$45.00	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.
Jordan Devery	Graduate Accountant	Creditors	10/09/2019	0.10	\$22.50	Review of unread emails sent to the Fund's mailbox. Print email for letter response to be updated in the Fund's database. Review and update investor correspondence register accordingly.
Jordan Devery	Graduate Accountant	Creditors	10/09/2019	0.50	\$112.50	Review of correspondence from 2 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.
Jordan Devery	Graduate Accountant	Creditors	10/09/2019	0.30	\$67.50	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.
Jordan Devery	Graduate Accountant	Creditors	10/09/2019	0.20	\$45.00	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.
Jordan Devery	Graduate Accountant	Creditors	10/09/2019	0.30	\$67.50	Prepare repayment of bounced interim distribution to investor for second and third distribution. Process NAB payment to investors estate account and reissue cheque in MYOB and create new payment. Prepare supporting docs.
Jordan Devery	Graduate Accountant	Creditors	10/09/2019	0.40	\$90.00	Prepare repayment of bounced interim distribution to investor for second and third distribution. Process NAB payment to investors estate account and reissue cheque in MYOB and create new payment. Prepare supporting docs.
Jordan Devery	Graduate Accountant	Creditors	10/09/2019	0.90	\$202.50	Prepare repayment of 2 bounced interim distribution to investor for second and third distribution. Process NAB payment for international transfer and reissue cheque in MYOB and create new payment. Prepare supporting docs.
Jordan Devery	Graduate Accountant	Creditors	10/09/2019	0.40	\$90.00	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.
Ryan Whyte	Accountant	Creditors	10/09/2019	0.30	\$82.50	Reviewed and approved 3 letters to investors in relation to a request for a change of details/unit holding balance/confirmation of change/transfer of units/transfer of units for deceased estate.
George Lethbridge	Accountant	Creditors	11/09/2019	0.20	\$55.00	Review of voicemails from Investors. Access investor management database to confirm details & prepare requested information to call back. Call investor back regarding their query.
Jayden Coulston	Manager	Creditors	11/09/2019	0.40	\$184.00	Review MYOB transactions and confirm that distribution payments being reissued have not been previously presented.
Jayden Coulston	Manager	Creditors	11/09/2019	0.10	\$46.00	Reply email to investor confirming timing of re-payment of bounced interim distribution.
Jayden Coulston	Manager	Creditors	11/09/2019	1.30	\$598.00	Review re-payment of bounced interim payments to large number of investor accounts. Review and approve change of details forms for each. Liaise with Sarah Cunningham and Jordan Devery re processing and reconciling MYOB transactions.
Jordan Devery	Graduate Accountant	Creditors	11/09/2019	0.30	\$67.50	Discussion with Jayden Coulston and Sarah Cunningham regarding reissuing cheques for unpaid distributions and creating a review process to ensure they are processed in MYOB correctly.
Jordan Devery	Graduate Accountant	Creditors	11/09/2019	0.20	\$45.00	Prepare repayment of bounced interim distribution to investor for third distribution. Process NAB payment for international transfer and reissue cheque in MYOB and create new payment. Prepare supporting docs.

Ryan Whyte	Accountant	Creditors	11/09/2019	1.00	\$275.00	Reviewed and approved 9 letters to investors in relation to a request for a change of details/unit holding balance/confirmation of change/transfer of units/transfer of units for deceased estate.
Jordan Devery	Graduate Accountant	Administration	11/09/2019	0.30	\$67.50	Payment of monthly FinPower invoice for period ending 31 Aug 2019. Prepare accounts payable and supplier payment in MYOB and create payment in NAB Connect.
David Whyte	Partner	Trade On	12/09/2019	0.30	\$184.50	reviewed payments regarding returned distributions and supporting documentation to effect 13 payments/log in to internet banking and process payments
David Whyte	Partner	Trade On	12/09/2019	0.30	\$184.50	reviewed correspondence from our solicitors and EL liquidators solicitors regarding proofs of debt and claims against the fund/reviewed notice to creditors and report to creditors regarding proof of debt process/sent response to our solicitors
David Whyte	Partner	Trade On	12/09/2019	0.10	\$61.50	authorised payments
David Whyte	Partner	Creditors	12/09/2019	0.20	\$123.00	reviewed correspondence from twelve investors/representatives of investors regarding change in details/transfer of units/approved same
Jordan Devery	Graduate Accountant	Creditors	12/09/2019	0.40	\$90.00	Prepare repayment of bounced interim distribution to investor for third distribution. Process NAB payment to investors estate account and reissue cheque in MYOB and create new payment. Prepare supporting docs.
Jordan Devery	Graduate Accountant	Creditors	12/09/2019	0.20	\$45.00	Prepare repayment of bounced interim distribution to investor for third distribution. Process NAB payment to investors estate account and reissue cheque in MYOB and create new payment. Prepare supporting docs.
Ryan Whyte	Accountant	Creditors	12/09/2019	1.20	\$330.00	Reviewed and approved 9 letters to investors in relation to a request for a change of details/unit holding balance/confirmation of change/transfer of units/transfer of units for deceased estate.
Jayden Coulston	Manager	Administration	12/09/2019	0.10	\$46.00	Review and approve IT expense payment.
David Whyte	Partner	Trade On	13/09/2019	0.10	\$61.50	reviewed correspondence from our solicitors regarding email sent to EL liquidators in respect of proof of debt process and POD's received/other matters/reviewed email
David Whyte	Partner	Trade On	13/09/2019	0.10	\$61.50	reviewed ATO running balance account/confirmation of lodgements
Jordan Devery	Graduate Accountant	Creditors	13/09/2019	0.10	\$22.50	Review of unread emails sent to the Fund's mailbox. Print email for letter response to be updated in the Fund's database. Review and update investor correspondence register accordingly.
Jordan Devery	Graduate Accountant	Creditors	13/09/2019	0.10	\$22.50	Call from an investor in relation to a request for an updated unit holdings balance. Review investor on the investor management database and advise.
Ryan Whyte	Accountant	Creditors	13/09/2019	1.20	\$330.00	Reviewed and approved 9 letters to investors in relation to a request for a change of details/unit holding balance/confirmation of change/transfer of units/transfer of units for deceased estate.
Molra Hattingh	Practice Assistant	Administration	13/09/2019	0.80	\$84.00	Filing

Jayden Coulston	Manager	Creditors	16/09/2019	0.60	\$276.00	Review re-payment of interim distributions to multiple investors and review/approve change of details forms updating bank details.
Jordan Devery	Graduate Accountant	Creditors	16/09/2019	0.10	\$22.50	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 investor management database to review current investor details and advise.
Jordan Devery	Graduate Accountant	Creditors	16/09/2019	0.30	\$67.50	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.
Jordan Devery	Graduate Accountant	Creditors	16/09/2019	0.30	\$67.50	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.
Jordan Devery	Graduate Accountant	Creditors	16/09/2019	0.10	\$22.50	Call from an investor seeking an update on the winding up of the fund.
Jordan Devery	Graduate Accountant	Creditors	16/09/2019	0.30	\$67.50	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.
Ryan Whyte	Accountant	Creditors	16/09/2019	0.90	\$247.50	Reviewed and approved 7 letters to investors in relation to a request for a change of details/unit holding balance/confirmation of change/transfer of units/transfer of units for deceased estate.
Sarah Cunningham	Accounting Assistant	Administration	16/09/2019	0.20	\$45.00	Drafting, reviewing and completing August BAS.
David Whyte	Partner	Trade On	17/09/2019	0.10	\$61.50	reviewed BAS
Jordan Devery	Graduate Accountant	Creditors	17/09/2019	0.30	\$67.50	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.
Jordan Devery	Graduate Accountant	Creditors	17/09/2019	0.20	\$45.00	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 investor management database to review current investor details and advise.
Jordan Devery	Graduate Accountant	Creditors	17/09/2019	0.20	\$45.00	Scanned 3 documents and saved to files and database, sent off documents to required investor via email or post.
Jordan Devery	Graduate Accountant	Creditors	17/09/2019	0.10	\$22.50	Review of unread emails sent to the Fund's mailbox. Print email for letter response to be updated in the Fund's database. Review and update investor correspondence register accordingly.
Jordan Devery	Graduate Accountant	Creditors	17/09/2019	0.10	\$22.50	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
Ryan Whyte	Accountant	Administration	17/09/2019	0.20	\$55.00	Prepare payment in MYOB and on NAB for legal fees.
George Lethbridge	Accountant	Creditors	18/09/2019	0.20	\$55.00	Phone call from 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.

George Lethbridge	Accountant	Creditors	18/09/2019	0.10	\$27.50	Review of voicemails from Investors. Access investor management database to confirm details & prepare requested information to call back. Call investor back regarding their query.
Charles Haines	Associate Director	Creditors	19/09/2019	0.10	\$52.50	Review deceased estate change of details id, probate, change of details, stat dec
Charles Haines	Associate Director	Creditors	19/09/2019	0.10	\$52.50	Review correspondence to unitholder regarding current balance previous distributions and estimated value of future distributions
Charles Haines	Associate Director	Creditors	19/09/2019	0.10	\$52.50	Review correspondence in relation to deceased estate of unitholder regarding current balance previous distributions and estimated value of future distributions. Confirm additional docs to be provided to change details
Charles Haines	Associate Director	Creditors	19/09/2019	0.10	\$52.50	Review correspondence to unitholder regarding current balance previous distributions and estimated value of future distributions
Charles Haines	Associate Director	Creditors	19/09/2019	0.10	\$52.50	Review correspondence x2 to unitholder regarding current balance previous distributions and estimated value of future distributions
Charles Haines	Associate Director	Creditors	19/09/2019	0.10	\$52.50	Review amended letters to three unit holders
Jordan Devery	Graduate Accountant	Creditors	19/09/2019	0.10	\$22.50	Review of voicemails from Investors. Access investor management database to confirm details & prepare requested information to call back. Call investor back regarding their query.
Jordan Devery	Graduate Accountant	Creditors	19/09/2019	0.10	\$22.50	Call from an investor seeking an update on the winding up of the fund.
Jordan Devery	Graduate Accountant	Creditors	19/09/2019	0.10	\$22.50	Phone call from investor in response to a confirmation of their request to transfer units. Access investor management database to review current investor details and advise.
Jordan Devery	Graduate Accountant	Creditors	19/09/2019	0.10	\$22.50	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.
Jordan Devery	Graduate Accountant	Creditors	19/09/2019	0.10	\$22.50	Phone call from 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.
Ryan Whyte	Accountant	Creditors	19/09/2019	0.70	\$192.50	Reviewed and approved 6 letters to investors in relation to a request for a change of details/unit holding balance/confirmation of change/transfer of units/transfer of units for deceased estate
Moirra Hattingh	Practice Assistant	Administration	19/09/2019	0.50	\$52.50	Filing
Jordan Devery	Graduate Accountant	Creditors	20/09/2019	0.10	\$22.50	Review of unread emails sent to the Fund's mailbox. Print email for letter response to be updated in the Fund's database. Review and update investor correspondence register accordingly.
Ryan Whyte	Accountant	Creditors	20/09/2019	0.20	\$55.00	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 investor management database to review current investor details and advise.

David Whyte	Partner	Trade On	23/09/2019	0.70	\$430.50	reviewed correspondence from our solicitors and EL liquidators solicitors regarding proof of debt process and claim for payment of legal fees/reviewed claim/reviewed report to creditors and insolvency notices/responded to our solicitors
David Whyte	Partner	Trade On	23/09/2019	0.30	\$184.50	reviewed correspondence from our solicitors regarding potential compensation scheme for the benefit of investors and proposed correspondence with AFCA who are to investigate legacy complaints/provided instructions regarding same
Jordan Devery	Graduate Accountant	Creditors	23/09/2019	0.40	\$90.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
David Whyte	Partner	Trade On	24/09/2019	0.50	\$307.50	reviewed correspondence from our solicitors regarding issues to finalise administration/draft update to investors/correspondence with EL liquidators and draft response/provided instructions regarding same
David Whyte	Partner	Trade On	24/09/2019	0.10	\$61.50	reviewed correspondence from our solicitors regarding claim from EL liquidators solicitors in respect of matters done under orders of the court in respect of claims against the fund/provided instructions regarding same
George Lethbridge	Accountant	Creditors	24/09/2019	0.10	\$27.50	Review of voicemails from Investors. Forwarded to Jordan Devery to return call.
Jayden Coulston	Manager	Administration	24/09/2019	0.10	\$46.00	Review and approve legal fees payment.
Jayden Coulston	Manager	Creditors	25/09/2019	0.20	\$92.00	Liaise with Ryan Whyte to prepare update report to investors.
Jordan Devery	Graduate Accountant	Creditors	25/09/2019	0.10	\$22.50	Review of voicemails from Investors. Access investor management database to confirm details & prepare requested information to call back. Call investor back regarding their query.
Ryan Whyte	Accountant	Creditors	25/09/2019	1.00	\$275.00	Prepare 35th update report to investors and include our solicitors comments.
Ryan Whyte	Accountant	Creditors	25/09/2019	0.80	\$220.00	Prepare 35th update report to investors and include our solicitors comments.
Ryan Whyte	Accountant	Creditors	25/09/2019	0.80	\$220.00	Prepare 35th update report to investors and include our solicitors comments.
Ryan Whyte	Accountant	Creditors	25/09/2019	0.30	\$82.50	Prepare 35th update report to investors and include our solicitors comments.
David Whyte	Partner	Trade On	26/09/2019	0.10	\$61.50	authorised payments
Jordan Devery	Graduate Accountant	Creditors	26/09/2019	0.10	\$22.50	Phone call from 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.
Moirra Hattingh	Practice Assistant	Administration	26/09/2019	0.70	\$73.50	Filing

David Whyte	Partner	Trade On	30/09/2019	0.10	\$61.50	reviewed correspondence from our solicitors regarding Hall Chadwick's claim for indemnity for legal expenses relating to order of the court/reviewed draft correspondence to Hall Chadwick's solicitors/provided instructions regarding same
Jordan Devery	Graduate Accountant	Creditors	30/09/2019	0.10	\$22.50	Review of unread emails sent to the Fund's mailbox. Print email for letter response to be updated in the Fund's database. Review and update investor correspondence register accordingly.
Jordan Devery	Graduate Accountant	Creditors	30/09/2019	0.20	\$45.00	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 investor management database to review current investor details and advise.
Jordan Devery	Graduate Accountant	Creditors	30/09/2019	0.20	\$45.00	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.
Ryan Whyte	Accountant	Administration	30/09/2019	0.20	\$55.00	Make payment in MYOB and on NAB for IT expenses.
David Whyte	Partner	Trade On	1/10/2019	0.20	\$123.00	telephone conversation with EL liquidator regarding potential compensation scheme for investors/email our solicitors regarding same and proposed meeting with AFCA
George Lethbridge	Accountant	Creditors	1/10/2019	0.10	\$27.50	Reviewed voicemail and forwarded to Jordan Devery to return call.
Jayden Coulston	Manager	Creditors	1/10/2019	0.60	\$276.00	Review and update draft 35th report to investors. Liaise with Ryan Whyte to make initial updates and compile supporting documents.
Jayden Coulston	Manager	Creditors	1/10/2019	1.40	\$644.00	Review and update draft 35th report to investors. Review draft correspondence from Gadens to include in report. Review WIP, receipts and payments and return to investors calculations.
Jordan Devery	Graduate Accountant	Creditors	1/10/2019	0.10	\$22.50	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 investor management database to review current investor details and advise.
Ryan Whyte	Accountant	Creditors	1/10/2019	0.50	\$137.50	Update 35th update report to creditors as per Jayden Coulston's comments.
Ryan Whyte	Accountant	Creditors	1/10/2019	0.40	\$110.00	Update 35th update report to creditors as per Jayden Coulston's comments.
Jordan Devery	Graduate Accountant	Creditors	2/10/2019	0.10	\$22.50	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.
Jordan Devery	Graduate Accountant	Creditors	2/10/2019	0.10	\$22.50	Call from an investor seeking an update on the winding up of the fund.
Jordan Devery	Graduate Accountant	Creditors	2/10/2019	0.10	\$22.50	Call from an investor seeking an update on the winding up of the fund.
Ryan Whyte	Accountant	Creditors	2/10/2019	1.00	\$275.00	Update 35th update report to creditors as per Jayden Coulston's comments.

Ryan Whyte	Accountant	Creditors	2/10/2019	0.70	\$192.50	Update 35th update report to creditors as per Jayden Coulston's comments.
Ryan Whyte	Accountant	Creditors	2/10/2019	0.80	\$220.00	Update 35th update report to creditors as per Jayden Coulston's comments.
Charles Haines	Associate Director	Administration	2/10/2019	0.10	\$52.50	Review letter to unit holder regarding additional documentation required
David Whyte	Partner	Trade On	3/10/2019	0.20	\$123.00	reviewed correspondence from our solicitors regarding discussions with AFCA in respect of membership requirements for AFCA/legacy complaints/email our solicitors regarding same and request for copy of members register
Jayden Coulston	Manager	Creditors	3/10/2019	0.30	\$138.00	Review updated 35th report to creditors and calculations. Liaise with Ryan Whyte to make final amendments.
Jordan Devery	Graduate Accountant	Creditors	3/10/2019	0.20	\$45.00	Scanned 2 documents and saved to files and database, sent off documents to required investor via email or post.
Ryan Whyte	Accountant	Creditors	3/10/2019	1.00	\$275.00	Update 35th update report to creditors as per Jayden Coulston's comments.
Ryan Whyte	Accountant	Administration	3/10/2019	0.20	\$55.00	Prepare payment in MYOB and NAB for legal fees.
Ryan Whyte	Accountant	Creditors	4/10/2019	0.20	\$55.00	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.
Ryan Whyte	Accountant	Creditors	4/10/2019	0.80	\$220.00	Review of correspondence from 4 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.
Maira Hattingh	Practice Assistant	Administration	4/10/2019	0.70	\$73.50	Filing
David Whyte	Partner	Trade On	8/10/2019	0.20	\$123.00	reviewed correspondence from our solicitors and Hall Chadwick's solicitors regarding costs incurred pursuant to court order/reviewed Justice Boddice order/queried order 11 with our solicitors and provided instructions
Jordan Devery	Graduate Accountant	Creditors	8/10/2019	0.10	\$22.50	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 investor management database to review current investor details and advise.
Jordan Devery	Graduate Accountant	Creditors	8/10/2019	0.20	\$45.00	Prepare letter to investor confirming update of details for their investment with the Fund. Access investor management database to review current details.
Jayden Coulston	Manager	Trade On	9/10/2019	0.10	\$46.00	Review and approve payment of legal fees.
Jayden Coulston	Manager	Trade On	9/10/2019	0.10	\$46.00	Review payment of IT expenses.

George Lethbridge	Accountant	Creditors	9/10/2019	0.10	\$27.50	Call from an investor seeking an update on the winding up of the fund.
David Whyte	Partner	Trade On	10/10/2019	0.30	\$184.50	reviewed position relating to compensation of last resort scheme and process for applying to AFCA/considered consultants position on writing to investors and release of members register
David Whyte	Partner	Trade On	10/10/2019	0.20	\$123.00	reviewed correspondence from our solicitors regarding Hall Chadwick's claim for payment of their solicitors costs under Justice Boddice orders/reviewed orders/confirmed instructions/email RW to process payment
Jayden Coulston	Manager	Trade On	10/10/2019	0.10	\$46.00	Review and approve payment of legal fees.
Moir Hattingh	Practice Assistant	Administration	10/10/2019	0.60	\$63.00	Filing
Jordan Devery	Graduate Accountant	Creditors	11/10/2019	0.30	\$67.50	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
David Whyte	Partner	Trade On	14/10/2019	0.20	\$123.00	authorised payments
Jordan Devery	Graduate Accountant	Creditors	14/10/2019	0.10	\$22.50	Call from an investor seeking an update on the winding up of the fund.
Jordan Devery	Graduate Accountant	Creditors	14/10/2019	0.10	\$22.50	Review of unread emails sent to the Fund's mailbox. Print email for letter response to be updated in the Fund's database. Review and update investor correspondence register accordingly.
Jordan Devery	Graduate Accountant	Creditors	14/10/2019	0.30	\$67.50	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.
Jordan Devery	Graduate Accountant	Creditors	14/10/2019	0.20	\$45.00	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.
Jordan Devery	Graduate Accountant	Creditors	14/10/2019	0.20	\$45.00	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.
David Whyte	Partner	Creditors	15/10/2019	0.80	\$492.00	reviewed report to investors
Jayden Coulston	Manager	Creditors	15/10/2019	0.10	\$46.00	Return phone call to Hall Chadwick re POD adjudication queries.
Jordan Devery	Graduate Accountant	Creditors	15/10/2019	0.20	\$45.00	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 investor management database to review current investor details and advise.
Jayden Coulston	Manager	Creditors	16/10/2019	0.30	\$138.00	T/c from Hall Chadwick requesting information to assist with adjudication of 3x Proof of Debt claims received. Request copies of PODs and email file note to David Whyte.

Sarah Cunningham	Accounting Assistant	Administration	16/10/2019	0.30	\$67.50	Reviewing / drafting calcs for Sept BAS. Collating for approval. Reconciling accounts to Sept 30.
David Whyte	Partner	Trade On	17/10/2019	0.20	\$123.00	telephone conversation with our solicitors regarding proofs of debt received by the EL liquidators/proposed correspondence to be sent to the liquidators
David Whyte	Partner	Trade On	17/10/2019	0.40	\$246.00	reviewed court order relating to proof of debt process/drafted email to EL liquidators regarding three proofs of debt and position in relation to same
David Whyte	Partner	Trade On	17/10/2019	0.10	\$61.50	reviewed correspondence from our solicitors and to EL liquidators solicitors regarding status of proof of debt process and claims against the fund
Jordan Devery	Graduate Accountant	Creditors	17/10/2019	0.20	\$45.00	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.
Charles Haines	Associate Director	Administration	17/10/2019	0.20	\$105.00	Review four letters to unitholders regarding change of details, review documentation including wills, probate, confirmation of balances and updated unit holding valuation estimates
Jayden Coulston	Manager	Creditors	18/10/2019	0.10	\$46.00	Review email from Hall Chadwick requesting further information to assist with adjudication of PODs received.
Molra Hatttingh	Practice Assistant	Administration	18/10/2019	0.60	\$63.00	Filing
Jordan Devery	Graduate Accountant	Creditors	21/10/2019	0.30	\$67.50	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
Jordan Devery	Graduate Accountant	Creditors	21/10/2019	0.20	\$45.00	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.
Jordan Devery	Graduate Accountant	Creditors	21/10/2019	0.20	\$45.00	Review notice from NAB regarding term deposit maturing. Request indicative interest rates from NAB for calculation and consideration of term of deposit.
Jayden Coulston	Manager	Administration	21/10/2019	0.10	\$46.00	Consider term deposit renewal and email Jordan Devery instructions to prepare file note and recommendation.
David Whyte	Partner	Trade On	22/10/2019	0.20	\$123.00	telephone conversation with our solicitors regarding claims against the fund/progression of and strategy in respect of same
David Whyte	Partner	Creditors	22/10/2019	0.20	\$123.00	reviewed report to creditors
David Whyte	Partner	Creditors	22/10/2019	1.90	\$1,168.50	reviewed correspondence from our solicitors and EL liquidators regarding four proofs of debt/reviewed proofs and supporting documentation/reviewed previous correspondence with borrower and guarantor/drafted response to EL liquidators
Jayden Coulston	Manager	Creditors	22/10/2019	0.20	\$92.00	Internal discussion and planning with David Whyte in relation to finalisation of the winding up, claims to deal with and estimated timing for inclusion in report to investors.

Jordan Devery	Graduate Accountant	Creditors	22/10/2019	0.30	\$67.50	Prepare 2 letters to investor on update of the winding up of the Fund. Access investor management database to review current details.
Jordan Devery	Graduate Accountant	Creditors	22/10/2019	0.10	\$22.50	Call from an investor seeking an update on the winding up of the fund.
Jordan Devery	Graduate Accountant	Creditors	22/10/2019	0.20	\$45.00	Prepare letter to investor on update of the winding up of the Fund. Access investor management database to review current details.
George Lethbridge	Accountant	Creditors	23/10/2019	0.10	\$27.50	Phone call from creditor seeking an update.
Jayden Coulston	Manager	Creditors	23/10/2019	0.20	\$92.00	Review and approve mailing list, draft template email, print quote request for 35th update to investors.
Jayden Coulston	Manager	Creditors	23/10/2019	0.10	\$46.00	Review final version of 35th update to investors. Email to Ryan Whyte re small amendment.
Jordan Devery	Graduate Accountant	Creditors	23/10/2019	0.10	\$22.50	Review of unread emails sent to the Fund's mailbox. Print email for letter response to be updated in the Fund's database. Review and update investor correspondence register accordingly.
Jordan Devery	Graduate Accountant	Creditors	23/10/2019	0.30	\$67.50	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.
Jordan Devery	Graduate Accountant	Creditors	23/10/2019	0.20	\$45.00	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.
Jayden Coulston	Manager	Administration	24/10/2019	0.10	\$46.00	Review and approve test email out for 35th update.
Jordan Devery	Graduate Accountant	Creditors	25/10/2019	0.10	\$22.50	Call from an investor seeking an update on the winding up of the fund.
Jordan Devery	Graduate Accountant	Creditors	25/10/2019	0.10	\$22.50	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 investor management database to review current investor details and advise.
Jordan Devery	Graduate Accountant	Creditors	25/10/2019	0.10	\$22.50	Call from an investor seeking an update on the winding up of the fund.
Jordan Devery	Graduate Accountant	Creditors	25/10/2019	0.20	\$45.00	Call from 2 investors seeking an update on the winding up of the fund.
Jordan Devery	Graduate Accountant	Assets	28/10/2019	0.50	\$112.50	Preparation of term deposit file note considering interest rates, terms lengths and upcoming expenses for EIF. Draft letter to send to NAB to advise instructions for rollover of deposit.
David Whyte	Partner	Trade On	28/10/2019	0.10	\$61.50	reviewed BAS

David Whyte	Partner	Creditors	28/10/2019	0.40	\$246.00	reviewed documentation in relation to loan and in respect of proof of debt claim/drafted email to Hall Chadwick regarding four proofs
David Whyte	Partner	Creditors	28/10/2019	0.60	\$369.00	reviewed draft email to Hall Chadwick regarding four proofs of debt/reviewed proofs/telephone conversation with Arthur Taylor regarding background to one loan
Jordan Devery	Graduate Accountant	Creditors	28/10/2019	0.20	\$45.00	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 investor management database to review current investor details and advise.
Jordan Devery	Graduate Accountant	Creditors	28/10/2019	0.20	\$45.00	Call from an investor in relation to a request for an updated unit holdings balance. Review investor on the investor management database and advise.
Jayden Coulston	Manager	Administration	28/10/2019	0.10	\$46.00	Liaise with Jordan Devery re preparation of file note for term deposit renewal.
David Whyte	Partner	Trade On	29/10/2019	0.20	\$123.00	reviewed correspondence from ASIC regarding industry funding levy and information required to assist in calculating same/reviewed/amended email in response
David Whyte	Partner	Creditors	29/10/2019	0.20	\$123.00	reviewed correspondence from Hall Chadwick regarding proof of debt/reviewed supporting documentation/forward to Arthur Taylor to investigate further
David Whyte	Partner	Creditors	29/10/2019	0.30	\$184.50	reviewed documentation relating to loan and issue of guarantee by Equititrust Ltd/email Arthur Taylor regarding same
Jordan Devery	Graduate Accountant	Creditors	29/10/2019	0.10	\$22.50	Call from an investor seeking an update on the winding up of the fund.
Ryan Whyte	Accountant	Administration	29/10/2019	0.20	\$55.00	Prepare payment in MYOB and NAB for printing expenses.
Ryan Whyte	Accountant	Creditors	30/10/2019	1.40	\$385.00	Prepare 7 letters to investors seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
Jayden Coulston	Manager	Assets	31/10/2019	0.20	\$92.00	Review and update file note and letter to NAB re renewal of term deposit. Consider cash requirements for next 3 months.
David Whyte	Partner	Trade On	31/10/2019	0.10	\$61.50	authorised payment
David Whyte	Partner	Trade On	31/10/2019	0.10	\$61.50	reviewed term deposit rates/instruction letter to bank to renew deposit
David Whyte	Partner	Creditors	31/10/2019	0.20	\$123.00	reviewed correspondence regarding borrower, bond issued to a third party and if there is an obligation on the fund to pay
David Whyte	Partner	Creditors	31/10/2019	0.40	\$246.00	telephone conversation with Arthur Taylor regarding history of loan/lack of records due to age of loan/bond issued/issues relating to proof of debt received

David Whyte	Partner	Creditors	31/10/2019	0.40	\$246.00	prepared correspondence to our solicitors regarding proof of debt received by the EL liquidators and proposed response
Charles Haines	Associate Director	Creditors	31/10/2019	0.10	\$52.50	Review and amend two letters to unitholders regarding updates
Charles Haines	Associate Director	Creditors	31/10/2019	0.10	\$52.50	Review and amend correspondence to investor regarding interim distribution, bounce back and further information request
Charles Haines	Associate Director	Creditors	31/10/2019	0.10	\$52.50	Review distribution payment to member, review correspondence and new bank details
Jordan Devery	Graduate Accountant	Creditors	31/10/2019	0.10	\$22.50	Call from an investor seeking an update on the winding up of the fund.
Maira Hattingh	Practice Assistant	Administration	31/10/2019	0.70	\$73.50	Filing
Jayden Coulston	Manager	Trade On	4/11/2019	0.10	\$46.00	Review and approve payment of IT expenses.
Jayden Coulston	Manager	Trade On	4/11/2019	0.10	\$46.00	Review and approve payment of printing costs.
David Whyte	Partner	Creditors	4/11/2019	0.20	\$123.00	reviewed correspondence from our solicitors regarding proof of debt sent to us by the EL liquidators and proposed response in respect of same/prepared and sent response to the liquidators
Jordan Devery	Graduate Accountant	Creditors	4/11/2019	0.10	\$22.50	Call from an investor in relation to a request for an updated unit holdings balance. Review investor on the investor management database and advise.
Jordan Devery	Graduate Accountant	Creditors	4/11/2019	0.10	\$22.50	Call from an investor in relation to a request for an updated unit holdings balance. Review investor on the investor management database and advise.
Charles Haines	Associate Director	Creditors	5/11/2019	0.10	\$52.50	Review and finalise two letters to unit holders regarding update to investors database - including copies of will and probate required
George Lethbridge	Accountant	Creditors	5/11/2019	0.30	\$82.50	Review of voicemails from Investors. Access investor management database to confirm details & prepare requested information to call back. Call investor back regarding their query.
Jayden Coulston	Manager	Administration	5/11/2019	0.10	\$46.00	Email to Gadens providing instructions to extend AFSL suspension with ASIC.
Jayden Coulston	Manager	Administration	6/11/2019	0.20	\$92.00	Review draft letter from Gadens to ASIC re extension of AFSL suspension. Instructions to Ryan Whyte to update receipts and payments and other amounts referred to in letter. Reply email to Gadens.
David Whyte	Partner	Trade On	7/11/2019	0.10	\$61.50	authorised payments

George Lethbridge	Accountant	Creditors	7/11/2019	0.20	\$55.00	Review of voicemails from Investors. Access investor management database to confirm details & prepare requested information to call back. Call investor back regarding their query.
Jordan Devery	Graduate Accountant	Creditors	7/11/2019	0.20	\$45.00	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 investor management database to review current investor details and advise.
Maira Hattingh	Practice Assistant	Administration	7/11/2019	0.70	\$73.50	Filing
Jayden Coulston	Manager	Assets	8/11/2019	0.10	\$46.00	Review confirmation from NAB of term deposit renewal - confirm rate.
George Lethbridge	Accountant	Creditors	8/11/2019	0.10	\$27.50	Review of voicemails from Investors. Access investor management database to confirm details & prepare requested information to call back. Call investor back regarding their query.
David Whyte	Partner	Creditors	11/11/2019	0.20	\$123.00	reviewed correspondence from our solicitors regarding proof of debt process/liquidators remuneration and expenses/telephone conversation with our solicitors regarding lack of response from liquidators and proposed way forward
Jordan Devery	Graduate Accountant	Creditors	11/11/2019	0.10	\$22.50	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 investor management database to review current investor details and advise.
Ryan Whyte	Accountant	Creditors	11/11/2019	0.40	\$110.00	Prepare 2 letters to investors in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
Jayden Coulston	Manager	Administration	11/11/2019	0.20	\$92.00	Review draft letter to ASIC re extension of AFSL suspension. Review email and updated figures prepared by Ryan Whyte. Email David Whyte requesting approval for Gadens to settle letter.
David Whyte	Partner	Trade On	12/11/2019	0.30	\$184.50	reviewed correspondence from our solicitors regarding draft letter to ASIC in respect of request to extend the suspension of the AFSL of EL/provided comments in respect of same
David Whyte	Partner	Trade On	12/11/2019	0.10	\$61.50	email our solicitors with updated letter to ASIC regarding extension of AFSL
David Whyte	Partner	Creditors	12/11/2019	0.30	\$184.50	reviewed correspondence from our solicitors and including draft email to Hall Chadwick regarding creditor indemnity claims and EL liquidators claims/reviewed attachments/drafted and sent email to Hall Chadwick
David Whyte	Partner	Creditors	12/11/2019	0.40	\$246.00	reviewed correspondence from investor regarding winding up of the fund/receipts and payments/remuneration and legal expenses/reviewed updates to investors and court application on website
David Whyte	Partner	Creditors	12/11/2019	0.20	\$123.00	prepared correspondence to investors regarding status of winding up of the fund, distributions to date and costs to date
Charles Haines	Associate Director	Creditors	12/11/2019	0.10	\$52.50	Review three letters to unit holders regarding updates, unit balances and change of details
Jordan Devery	Graduate Accountant	Creditors	12/11/2019	0.20	\$45.00	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 investor management database to review current investor details and advise.

Charles Haines	Associate Director	Creditors	13/11/2019	0.10	\$52.50	Review two letters to unit holders including updates in relation to Receivership and unit balance update post distributions
Jordan Devery	Graduate Accountant	Creditors	13/11/2019	0.40	\$90.00	Scanned 4 documents and saved to files and database, sent off documents to required investor via email or post.
Jordan Devery	Graduate Accountant	Creditors	13/11/2019	0.20	\$45.00	Prepare letter to investor on update of the winding up of the Fund. Access investor management database to review current details.
Jordan Devery	Graduate Accountant	Creditors	13/11/2019	0.20	\$45.00	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.
Jordan Devery	Graduate Accountant	Creditors	14/11/2019	0.40	\$90.00	Scanned 6 documents and saved to files and database, sent off documents to required investor via email or post.
Ryan Whyte	Accountant	Creditors	14/11/2019	0.20	\$55.00	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.
Charles Haines	Associate Director	Creditors	15/11/2019	0.10	\$52.50	Review three change of details form review database to confirm details
Jordan Devery	Graduate Accountant	Creditors	15/11/2019	0.30	\$67.50	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 investor management database to review current investor details and advise.
Jordan Devery	Graduate Accountant	Creditors	15/11/2019	0.20	\$45.00	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.
Maira Hattingh	Practice Assistant	Administration	15/11/2019	0.50	\$52.50	Filing
Ryan Whyte	Accountant	Creditors	18/11/2019	0.20	\$55.00	Phone call from 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.
Jordan Devery	Graduate Accountant	Creditors	20/11/2019	0.30	\$67.50	Review of correspondence from investors in relation to a change of trustee request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
Jordan Devery	Graduate Accountant	Creditors	20/11/2019	0.20	\$45.00	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.
Charles Haines	Associate Director	Creditors	21/11/2019	0.10	\$52.50	Review three letters to unit holders and one change of details form
Charles Haines	Associate Director	Creditors	21/11/2019	0.10	\$52.50	Review letter and change of trustee details including minutes and Deeds of variation
Jordan Devery	Graduate Accountant	Creditors	22/11/2019	0.20	\$45.00	Scanned 3 documents and saved to files and database, sent off documents to required investor via email or post.

Moira Hattingh	Practice Assistant	Administration	22/11/2019	0.50	\$52.50	Filing
George Lethbridge	Accountant	Creditors	26/11/2019	0.10	\$27.50	Call from an investor seeking an update on the winding up of the fund.
Sarah Cunningham	Accounting Assistant	Administration	26/11/2019	0.20	\$45.00	Drafting Oct BAS. Completing and collating support docs for approval.
Sarah Cunningham	Accounting Assistant	Administration	26/11/2019	0.40	\$90.00	Reconciling accounts x 3 to Oct, Discussing bank rec with Ryan, Drafting Oct BAS calculations. Collating with supporting documentation. Updating accounts receivable in MYOB.
George Lethbridge	Accountant	Creditors	28/11/2019	0.20	\$55.00	Review of voicemails from Investors. Access investor management database to confirm details & prepare requested information to call back. Call investor back regarding their query.
Jordan Devery	Graduate Accountant	Creditors	28/11/2019	0.20	\$45.00	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 investor management database to review current investor details and advise.
Jordan Devery	Graduate Accountant	Creditors	28/11/2019	0.20	\$45.00	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.
Jordan Devery	Graduate Accountant	Creditors	28/11/2019	0.30	\$67.50	Phone call from 2 investors seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
Jordan Devery	Graduate Accountant	Creditors	28/11/2019	1.10	\$247.50	Prepare 4 letters to investors in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
Jordan Devery	Graduate Accountant	Creditors	28/11/2019	0.50	\$112.50	Prepare 2 letters to executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access investor management database to review current investor details and advise.
Jordan Devery	Graduate Accountant	Creditors	28/11/2019	0.60	\$135.00	Prepare payment to investor whose first interim distribution payment bounced in NAB and MYOB. Reissue cheque to beneficiary of estate. Prepare work papers to support.
Jordan Devery	Graduate Accountant	Creditors	28/11/2019	1.20	\$270.00	Prepare 2 payments to investors, whose interim distribution payments bounced, in NAB and MYOB. Reissue cheque to beneficiary of estate. Prepare work papers to support.
Jordan Devery	Graduate Accountant	Creditors	28/11/2019	0.60	\$135.00	Prepare letters to investors in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
Jordan Devery	Graduate Accountant	Creditors	28/11/2019	0.60	\$135.00	Prepare letters to investors in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
Ryan Whyte	Accountant	Creditors	28/11/2019	0.40	\$110.00	Prepare 2 letters to investors in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
Charles Haines	Associate Director	Creditors	29/11/2019	0.30	\$157.50	Review and update seven letters to unitholders regarding change of details and unit balance confirmations

Charles Haines	Associate Director	Creditors	29/11/2019	0.10	\$52.50	review reprocessing of two interim distribution payments and change of details forms
Jordan Devery	Graduate Accountant	Creditors	29/11/2019	0.50	\$112.50	Prepare 2 letters to investors in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
Jordan Devery	Graduate Accountant	Creditors	29/11/2019	0.10	\$22.50	Review of voicemails from Investors. Access investor management database to confirm details & prepare requested information to call back. Call investor back regarding their query.
Jordan Devery	Graduate Accountant	Creditors	29/11/2019	0.10	\$22.50	Call from an investor seeking an update on the winding up of the fund.
Molra Hattingh	Practice Assistant	Administration	29/11/2019	0.40	\$42.00	Filing
Jordan Devery	Graduate Accountant	Creditors	2/12/2019	0.20	\$45.00	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 investor management database to review current investor details and advise.
David Whyte	Partner	Trade On	3/12/2019	0.10	\$61.50	reviewed BAS
David Whyte	Partner	Trade On	3/12/2019	0.10	\$61.50	authorised payments
David Whyte	Partner	Creditors	3/12/2019	0.10	\$61.50	reviewed correspondence from our solicitors and EL liquidators solicitors regarding creditor and other claims/application of clear accounts rule
David Whyte	Partner	Creditors	3/12/2019	0.20	\$123.00	telephone conversation with our solicitors regarding email received from EL liquidators solicitors and proposed response in respect of application of clear accounts rule to defeat claims against the fund
Jordan Devery	Graduate Accountant	Creditors	3/12/2019	0.10	\$22.50	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 investor management database to review current investor details and advise.
Jayden Coulston	Manager	Administration	3/12/2019	0.10	\$46.00	Review payment of IT costs.
Charles Haines	Associate Director	Creditors	4/12/2019	0.10	\$52.50	Review deceased estate change of details forms, and supporting will and probate documentation
Jordan Devery	Graduate Accountant	Creditors	4/12/2019	0.40	\$90.00	Scanned 5 documents and saved to files and database, sent off documents to required investor via email or post.
David Whyte	Partner	Assets	5/12/2019	0.90	\$553.50	reviewed request for documents/information/reviewed borrowers files for same
Ryan Whyte	Accountant	Assets	5/12/2019	0.90	\$247.50	Locate and review information in relation to claims adjudicated by the liquidators of EL that relate to the EIF. Provide Charles Haines findings.

Ryan Whyte	Accountant	Assets	5/12/2019	0.60	\$165.00	Locate and review information in relation to claims adjudicated by the liquidators of EL that relate to the EIF. Provide Charles Haines findings.
Ryan Whyte	Accountant	Assets	5/12/2019	0.30	\$82.50	Locate and review information in relation to claims adjudicated by the liquidators of EL that relate to the EIF. Provide Charles Haines findings.
Charles Haines	Associate Director	Investigation	5/12/2019	0.20	\$105.00	Review Hall Chadwick correspondence regarding Proof of Debt Adjudication and supporting material
Charles Haines	Associate Director	Investigation	5/12/2019	0.40	\$210.00	Review orders of court in relation to Proof of Debt process and structuring reply regarding Hall Chadwick Proofs
Charles Haines	Associate Director	Investigation	5/12/2019	0.10	\$52.50	Meet with appointee regarding reply to Hall Chadwick adjudication
Charles Haines	Associate Director	Investigation	5/12/2019	4.10	\$2,152.50	Letter to Hall Chadwick regarding Proofs, meeting appointee, review constitution, review individual admitted claims. Review claims and fund records to trace ability to claim.
David Whyte	Partner	Trade On	5/12/2019	0.10	\$61.50	reviewed correspondence from ASIC regarding extension of AFSL
David Whyte	Partner	Creditors	5/12/2019	1.40	\$861.00	reviewed correspondence from EL liquidators regarding proofs of debt received and claims relating to the fund/reviewed proofs and supporting documentation
David Whyte	Partner	Creditors	5/12/2019	0.20	\$123.00	reviewed correspondence regarding creditor claims against the Fund/consider the clear accounts rule and how to address in responses to the claims/email CH regarding same
Ryan Whyte	Accountant	Assets	6/12/2019	1.90	\$522.50	Locate and review information in relation to claims adjudicated by the liquidators of EL that relate to the EIF. Provide Charles Haines findings.
Ryan Whyte	Accountant	Assets	6/12/2019	0.40	\$110.00	Locate and review information in relation to claims adjudicated by the liquidators of EL that relate to the EIF. Provide Charles Haines findings.
Charles Haines	Associate Director	Investigation	6/12/2019	1.20	\$630.00	Review MM Holdings claim and supporting documentation in relation to \$8.39M claim against fund assets
Charles Haines	Associate Director	Investigation	6/12/2019	0.40	\$210.00	Review MM Holdings claim and supporting documentation in relation to \$8.39M claim against fund assets
Charles Haines	Associate Director	Investigation	6/12/2019	0.90	\$472.50	Review MM Holdings claim and supporting documentation in relation to \$8.39M claim against fund assets
Jordan Devery	Graduate Accountant	Creditors	6/12/2019	0.30	\$67.50	Make payment to Gadens. Prepare in MYOB and NAB Connect. Prepare supporting documents.
Maira Hattigh	Practice Assistant	Administration	6/12/2019	0.20	\$21.00	Filing

Ryan Whyte	Accountant	Assets	9/12/2019	0.60	\$165.00	Locate and review information in relation to claims adjudicated by the liquidators of EL that relate to the EIF. Provide Charles Haines findings.
Charles Haines	Associate Director	Investigation	9/12/2019	1.10	\$577.50	Review indemnity claim from liquidators, and reply in accordance with Court orders
Charles Haines	Associate Director	Investigation	9/12/2019	1.00	\$525.00	Review indemnity claim from liquidators, and reply in accordance with Court orders
Charles Haines	Associate Director	Investigation	9/12/2019	2.40	\$1,260.00	Review indemnity claim from liquidators, and reply in accordance with Court orders
David Whyte	Partner	Trade On	9/12/2019	0.10	\$61.50	authorised payment
Jayden Coulston	Manager	Trade On	9/12/2019	0.10	\$46.00	Review and approve payment of legal fees.
David Whyte	Partner	Creditors	9/12/2019	0.10	\$61.50	reviewed correspondence from our solicitors and including draft letter to EL liquidators solicitors regarding claims against the fund and claims the EIF has against EL
Jordan Devery	Graduate Accountant	Creditors	9/12/2019	0.20	\$45.00	Call from an investor seeking an update on the winding up of the fund.
Jordan Devery	Graduate Accountant	Creditors	9/12/2019	0.20	\$45.00	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 investor management database to review current investor details and advise.
Charles Haines	Associate Director	Investigation	10/12/2019	0.20	\$105.00	Amend claim to liquidator based on investigation update in relation to release of funds to EPF as second mortgagee rather than holding funds on trust
Charles Haines	Associate Director	Investigation	10/12/2019	0.20	\$105.00	Amend claim to liquidator based on investigation update in relation to release of funds to EPF as second mortgagee rather than holding funds on trust
Charles Haines	Associate Director	Investigation	10/12/2019	0.80	\$420.00	Review email regarding search of database and records. Review asics records in relation to shareholding and compare to terms of the convertible note issue. Update correspondence
Jordan Devery	Graduate Accountant	Creditors	10/12/2019	0.10	\$22.50	Call from an investor seeking an update on the winding up of the fund.
Jordan Devery	Graduate Accountant	Creditors	10/12/2019	0.30	\$67.50	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 investor management database to review current investor details and advise.
Jordan Devery	Graduate Accountant	Creditors	10/12/2019	0.20	\$45.00	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.
Jordan Devery	Graduate Accountant	Creditors	11/12/2019	0.30	\$67.50	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 investor management database to review current investor details and advise.

Jordan Devery	Graduate Accountant	Creditors	11/12/2019	0.30	\$67.50	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 investor management database to review current investor details and advise.
Jordan Devery	Graduate Accountant	Creditors	11/12/2019	0.30	\$67.50	Prepare letters to investors in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
Jordan Devery	Graduate Accountant	Creditors	11/12/2019	0.30	\$67.50	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.
Maira Hattingh	Practice Assistant	Administration	11/12/2019	0.10	\$10.50	Filing
Sarah Cunningham	Accounting Assistant	Administration	11/12/2019	0.20	\$45.00	Drafting BAS. Completing and collating for review and sign off.
Jordan Devery	Graduate Accountant	Creditors	12/12/2019	0.30	\$67.50	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.
Charles Haines	Associate Director	Creditors	13/12/2019	0.20	\$105.00	Review 4 letters to investors regarding updates and change of details and additional documentation required following review of documentation provided
Maira Hattingh	Practice Assistant	Administration	13/12/2019	0.30	\$31.50	Filing
Charles Haines	Associate Director	Investigation	16/12/2019	0.10	\$52.50	Meet appointee regarding documentation in relation to Hall Chadwick reply
Charles Haines	Associate Director	Investigation	16/12/2019	0.20	\$105.00	Review Hall Chadwick work papers and documentation
Charles Haines	Associate Director	Investigation	16/12/2019	0.10	\$52.50	Meet appointee regarding Hall Chadwick correspondence and additional documentation to support claimed loan amount
Charles Haines	Associate Director	Investigation	16/12/2019	0.40	\$210.00	Identify additional accounts and ledger details in relation to claimed loan amounts against the fund
David Whyte	Partner	Trade On	16/12/2019	0.10	\$61.50	reviewed BAS
David Whyte	Partner	Creditors	16/12/2019	1.90	\$1,168.50	reviewed EL liquidators claim for indemnity against the Fund's assets/reviewed documentation relating to \$8M claim/reviewed Fund's records/drafted letter to EL liquidators relating to that part of their claim
David Whyte	Partner	Creditors	16/12/2019	1.80	\$1,107.00	reviewed EL liquidators claim for indemnity against the Fund's assets/reviewed documentation relating to five claims/reviewed Fund's records/drafted letter to EL liquidators relating to that part of their claim
Jordan Devery	Graduate Accountant	Creditors	16/12/2019	0.20	\$45.00	Phone call from 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.

Jordan Devery	Graduate Accountant	Creditors	16/12/2019	0.10	\$22.50	Call from an investor in relation to a request for an updated unit holdings balance. Review investor on the investor management database and advise.
Jordan Devery	Graduate Accountant	Creditors	16/12/2019	0.30	\$67.50	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.
Jordan Devery	Graduate Accountant	Creditors	16/12/2019	0.40	\$90.00	Scanned 3 documents and saved to files and database, sent off documents to required investor via email or post.
Jordan Devery	Graduate Accountant	Creditors	16/12/2019	0.50	\$112.50	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 investor management database to review current investor details and advise.
Jordan Devery	Graduate Accountant	Administration	16/12/2019	0.50	\$112.50	Print and collate documents into folder regarding proof of debts claims against Equititrust.
Ryan Whyte	Accountant	Assets	17/12/2019	0.60	\$165.00	Locate and review information in relation to the loans of EIF regarding creditor claims adjudicated by the liquidators of EL that relate to the EIF. Provide Arthur Taylor findings.
Charles Haines	Associate Director	Creditors	17/12/2019	0.10	\$52.50	Review amended letter to Liquidators regarding claim against the fund and additional information
George Lethbridge	Accountant	Creditors	17/12/2019	0.20	\$55.00	Review of voicemails from Investors. Access investor management database to confirm details & prepare requested information to call back. Call investor back regarding their query.
Jordan Devery	Graduate Accountant	Creditors	18/12/2019	0.60	\$135.00	Prepare letters to investors in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
David Whyte	Partner	Creditors	19/12/2019	0.20	\$123.00	reviewed correspondence from our solicitors regarding clear accounts rule and proposed response to EL liquidators solicitors/reviewed draft letter/email our solicitors regarding same
David Whyte	Partner	Creditors	19/12/2019	0.80	\$492.00	reviewed correspondence from our solicitors regarding creditor indemnity claims received from EL liquidators/reviewed draft letter requesting further information/reviewed further information on two loans/finalised letter
Charles Haines	Associate Director	Creditors	19/12/2019	0.10	\$52.50	Review correspondence to unitholders regarding change of details on deceased estate, review supporting documentation and amend
Charles Haines	Associate Director	Creditors	20/12/2019	0.10	\$52.50	letter to unit holders regarding update and unit value details
Moir Hattingh	Practice Assistant	Administration	20/12/2019	0.20	\$21.00	Filing
David Whyte	Partner	Creditors	6/01/2020	0.10	\$61.50	telephone conversation with our solicitors regarding correspondence with the EL liquidators and EL liquidators solicitors/proposed court application to resolve outstanding issues if adequate response not received
David Whyte	Partner	Assets	7/01/2020	1.10	\$676.50	reviewed request for information on six loans/reviewed loan statements/details of sale proceeds/contracts of sale/summary of split of certain proceeds/email Arthur Taylor regarding queries in respect of same

David Whyte	Partner	Trade On	7/01/2020	0.10	\$61.50	authorised payment
David Whyte	Partner	Trade On	7/01/2020	0.20	\$123.00	reviewed correspondence from our solicitors and EL liquidators solicitors regarding claim for indemnity/reviewed invoice/approved payment/email our solicitors
David Whyte	Partner	Trade On	7/01/2020	0.10	\$61.50	authorised payments
Jordan Devery	Graduate Accountant	Creditors	7/01/2020	0.30	\$67.50	Prepare letters to investors in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
Jordan Devery	Graduate Accountant	Creditors	7/01/2020	0.30	\$67.50	Scanned 3 documents and saved to files and database, sent off documents to required investor via email or post.
Ryan Whyte	Accountant	Administration	7/01/2020	0.30	\$82.50	Prepare two payments in MYOB and NAB for legal fees
George Lethbridge	Accountant	Creditors	8/01/2020	0.10	\$27.50	Review of voicemails from Investors. Access investor management database to confirm details & prepare requested information to call back. Forwarded to Jordan Devery to return call.
David Whyte	Partner	Assets	9/01/2020	0.60	\$369.00	reviewed loan statements and contract of sale in relation to two borrowers/reviewed spreadsheet summarising receipts of proceeds of three properties/draft response to second mortgagee
David Whyte	Partner	Trade On	9/01/2020	0.10	\$61.50	reviewed borrower statements in relation to information requested by second mortgagee of properties
Sarah Cunningham	Accounting Assistant	Administration	9/01/2020	0.10	\$22.50	Reconciling account to 31/12
Ryan Whyte	Accountant	Creditors	10/01/2020	0.20	\$55.00	Phone call from 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.
Ryan Whyte	Accountant	Creditors	10/01/2020	0.60	\$165.00	Prepare 3 letters to investors seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
Molra Hattingh	Practice Assistant	Administration	10/01/2020	0.20	\$21.00	Filing
Charles Haines	Associate Director	Creditors	13/01/2020	0.10	\$52.50	Review change of details request for two investors, raise additional query regarding signature in comparison to specimen signature held on file. One letter to investor regarding documentation required to support change of details request
Charles Haines	Associate Director	Creditors	13/01/2020	0.20	\$105.00	Review and amend six letters to unitholders regarding confirmation of change of details, updated balances and additional documentation required to change details
George Lethbridge	Accountant	Creditors	13/01/2020	0.30	\$82.50	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 investor management database to review current investor details and advise.

Charles Haines	Associate Director	Creditors	14/01/2020	0.10	\$52.50	Review change of details for investor and new trustee checklist and documentation for new trustee of SMSF
Charles Haines	Associate Director	Creditors	14/01/2020	0.10	\$52.50	review amendments to five letters to investors regarding change of details and unit holding updates
George Lethbridge	Accountant	Creditors	15/01/2020	0.20	\$55.00	Call from an investor seeking an update on the winding up of the fund.
Jordan Devery	Graduate Accountant	Creditors	15/01/2020	0.10	\$22.50	Review of voicemails from Investors. Access investor management database to confirm details & prepare requested information to call back. Call investor back regarding their query.
Jordan Devery	Graduate Accountant	Creditors	15/01/2020	0.10	\$22.50	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 investor management database to review current investor details and advise.
Jordan Devery	Graduate Accountant	Creditors	15/01/2020	0.20	\$45.00	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.
Jordan Devery	Graduate Accountant	Creditors	15/01/2020	0.70	\$157.50	Scanned 6 documents and saved to files and database, sent off documents to required investor via email or post.
Jordan Devery	Graduate Accountant	Creditors	15/01/2020	0.20	\$45.00	Scanned 2 documents and saved to files and database, sent off documents to required investor via email or post.
Jordan Devery	Graduate Accountant	Creditors	15/01/2020	0.70	\$157.50	Scanned 6 documents and saved to files and database, sent off documents to required investor via email or post.
Jordan Devery	Graduate Accountant	Creditors	15/01/2020	0.10	\$22.50	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 investor management database to review current investor details and advise.
David Whyte	Partner	Trade On	16/01/2020	0.10	\$61.50	reviewed invoices/authorised payments
David Whyte	Partner	Trade On	16/01/2020	0.10	\$61.50	authorised payments
David Whyte	Partner	Creditors	16/01/2020	0.80	\$492.00	reviewed correspondence from our solicitors and EL liquidators solicitors regarding creditor indemnity claims/further information requested/claims by liquidators/prepared response to our solicitors
Charles Haines	Associate Director	Creditors	16/01/2020	0.10	\$52.50	Review three letters to investors regarding change of details and multiple account update and calculation
Jordan Devery	Graduate Accountant	Creditors	16/01/2020	0.20	\$45.00	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 investor management database to review current investor details and advise.
Jordan Devery	Graduate Accountant	Creditors	16/01/2020	0.30	\$67.50	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 investor management database to review current investor details and advise.

Jordan Devery	Graduate Accountant	Creditors	16/01/2020	0.30	\$67.50	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.
Jordan Devery	Graduate Accountant	Creditors	16/01/2020	0.30	\$67.50	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.
Jordan Devery	Graduate Accountant	Creditors	16/01/2020	0.30	\$67.50	Scanned 2 documents and saved to files and database, sent off documents to required investor via email or post.
Maira Hattingh	Practice Assistant	Administration	16/01/2020	0.30	\$31.50	Filing
Charles Haines	Associate Director	Creditors	17/01/2020	0.40	\$210.00	Review reply from Hall Chadwick regarding claim, case review regarding French Caledonia
Charles Haines	Associate Director	Creditors	17/01/2020	0.30	\$157.50	Review reply from Hall Chadwick regarding claim, case review regarding French Caledonia
Charles Haines	Associate Director	Creditors	17/01/2020	0.30	\$157.50	Review reply from Hall Chadwick regarding claim, case review regarding French Caledonia
Charles Haines	Associate Director	Creditors	17/01/2020	0.10	\$52.50	Review three letters to unitholders regarding change of details
Jordan Devery	Graduate Accountant	Creditors	17/01/2020	0.10	\$22.50	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
Jordan Devery	Graduate Accountant	Creditors	17/01/2020	0.60	\$135.00	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 investor management database to review current investor details and advise.
David Whyte	Partner	Trade On	20/01/2020	0.10	\$61.50	reviewed correspondence from a borrower seeking access to books and records relating to controllership of borrower
David Whyte	Partner	Trade On	20/01/2020	0.80	\$492.00	reviewed correspondence from EL liquidators regarding claims against the fund/further information provided by the creditors and their further comments/reviewed documentation provided
David Whyte	Partner	Trade On	20/01/2020	0.20	\$123.00	reviewed judgement in relation to claims against trust assets where expenses incurred in several capacities
Charles Haines	Associate Director	Creditors	20/01/2020	0.30	\$157.50	Meet Appointee regarding further information regarding adjudication of creditor indemnity claims, draft email to Gadens regarding directions to court
Charles Haines	Associate Director	Creditors	20/01/2020	0.10	\$52.50	Meet Appointee regarding further information regarding adjudication of creditor indemnity claims, draft email to Gadens regarding directions to court
Charles Haines	Associate Director	Creditors	20/01/2020	0.10	\$52.50	Meet Appointee regarding further information regarding adjudication of creditor indemnity claims, draft email to Gadens regarding directions to court

Charles Haines	Associate Director	Creditors	20/01/2020	0.60	\$315.00	Obtain and review documentation regarding Liquidators claim inc Loan statements and review emails and background associated with creditors relationships with EL and EIF
Charles Haines	Associate Director	Creditors	20/01/2020	0.10	\$52.50	Obtain loan account extracts for Lq claim and various parties
Jordan Devery	Graduate Accountant	Creditors	20/01/2020	0.30	\$67.50	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.
Jordan Devery	Graduate Accountant	Creditors	20/01/2020	0.10	\$22.50	Phone call from 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.
Ryan Whyte	Accountant	Creditors	20/01/2020	1.90	\$522.50	Locate information in relation to the inter company loans between EL, MM Holdings and MM Capital with the EIF for the response to the liquidators regarding the proof of debts.
Charles Haines	Associate Director	Investigation	21/01/2020	0.10	\$52.50	Ph call with solicitors regarding liquidators claim and arrange meeting
Charles Haines	Associate Director	Investigation	21/01/2020	1.10	\$577.50	Review loan statements associated with Hall Chadwick claim. Obtain historical company search for director related transaction post EIF Receiver appointment
David Whyte	Partner	Trade On	21/01/2020	0.20	\$123.00	reviewed general ledger and transaction reports relating to three parties
David Whyte	Partner	Trade On	21/01/2020	0.10	\$61.50	reviewed transaction lists in relation to EL and EIF
Jordan Devery	Graduate Accountant	Creditors	21/01/2020	0.10	\$22.50	Review of unread emails sent to the Fund's mailbox. Print email for letter response to be updated in the Fund's database. Review and update investor correspondence register accordingly.
Jordan Devery	Graduate Accountant	Creditors	21/01/2020	0.40	\$90.00	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.
Jordan Devery	Graduate Accountant	Creditors	21/01/2020	0.20	\$45.00	Prepare letter to investor confirming update of details for their investment with the Fund. Access investor management database to review current details.
Jordan Devery	Graduate Accountant	Creditors	21/01/2020	0.10	\$22.50	Prepare letter to investor confirming update of details for their investment with the Fund. Access investor management database to review current details.
Jordan Devery	Graduate Accountant	Creditors	21/01/2020	0.30	\$67.50	Prepare a letter to investor in relation to the unpaid first interim distribution to investors. Access investor management database to review current details and draft letter for their request
Jordan Devery	Graduate Accountant	Creditors	21/01/2020	0.20	\$45.00	Call from an investor seeking an update on the winding up of the fund.
Ryan Whyte	Accountant	Creditors	21/01/2020	2.10	\$577.50	Export ledgers, balance sheet and p+l for the inter company loans between EL, MM Holdings and MM Capital with the EIF for the response to the liquidators regarding the proof of debts.

Jordan Devery	Graduate Accountant	Creditors	22/01/2020	0.30	\$67.50	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.
Jordan Devery	Graduate Accountant	Creditors	22/01/2020	0.30	\$67.50	Review of correspondence from investors in relation to a change of trustee request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy.
Jordan Devery	Graduate Accountant	Creditors	22/01/2020	0.30	\$67.50	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.
Jordan Devery	Graduate Accountant	Creditors	22/01/2020	0.40	\$90.00	Phone call from 2 executors of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access investor management database to review current investor details and advise.
Jordan Devery	Graduate Accountant	Creditors	22/01/2020	0.10	\$22.50	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 investor management database to review current investor details and advise.
David Whyte	Partner	Trade On	23/01/2020	0.10	\$61.50	Telephone conversation with our solicitors regarding meeting in respect of creditor indemnity claims and further information provided by EL liquidators
David Whyte	Partner	Creditors	23/01/2020	1.20	\$738.00	meeting with our solicitors regarding creditor indemnity claims/discussed with Charles Haines regarding letters to be drafted
Charles Haines	Associate Director	Creditors	23/01/2020	0.10	\$52.50	Meet with appointee regarding response to Liquidator claim
Jordan Devery	Graduate Accountant	Creditors	23/01/2020	1.30	\$292.50	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.
Jordan Devery	Graduate Accountant	Creditors	23/01/2020	0.20	\$45.00	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.
Jordan Devery	Graduate Accountant	Creditors	23/01/2020	0.40	\$90.00	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.
Maira Hattingh	Practice Assistant	Administration	23/01/2020	0.50	\$52.50	Filing
Charles Haines	Associate Director	Creditors	28/01/2020	1.70	\$892.50	Letter to Hall Chadwick regarding adjudication
Charles Haines	Associate Director	Creditors	29/01/2020	0.60	\$315.00	Letter to Hall Chadwick regarding adjudication
Charles Haines	Associate Director	Creditors	29/01/2020	0.40	\$210.00	Ph call to investor regarding update and unit holding calculation
Jayden Coulston	Manager	Creditors	29/01/2020	0.10	\$46.00	Review and approve request to change details and reply correspondence to investor.

Jordan Devery	Graduate Accountant	Creditors	29/01/2020	0.60	\$135.00	Prepare file note for rollover of term deposit and letter to NAB with instructions. Calculate future expenses and recommend deposit tenor and withdrawal amount.
Jordan Devery	Graduate Accountant	Creditors	29/01/2020	0.20	\$45.00	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.
Jordan Devery	Graduate Accountant	Creditors	29/01/2020	0.40	\$90.00	Prepare 2 letters to investors seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
Jordan Devery	Graduate Accountant	Creditors	29/01/2020	0.40	\$90.00	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 investor management database to review current investor details and advise.
Jayden Coulston	Manager	Administration	29/01/2020	0.20	\$92.00	Discussion with Jordan Devery re term deposit renewal, previously withdrawn funds etc. Instructions to contact NAB re previously withdrawn funds.
Jayden Coulston	Manager	Administration	29/01/2020	0.10	\$46.00	Instructions to Jordan Devery to prepare term deposit renewal and file note.
Moir Haltingh	Practice Assistant	Administration	30/01/2020	0.20	\$21.00	Filing
David Whyte	Partner	Trade On	3/02/2020	0.10	\$61.50	reviewed correspondence from bank regarding renewal of term deposit/reviewed rates/reviewed letter of instruction to renew term deposit/login to internet banking/authorised payment
Charles Haines	Associate Director	Creditors	3/02/2020	0.20	\$105.00	Review 5 change of details requests and associated supporting documentation
Charles Haines	Associate Director	Creditors	3/02/2020	0.10	\$52.50	Review three change of details forms and associated documentation
Jayden Coulston	Manager	Creditors	3/02/2020	0.40	\$184.00	Review and amend/approve correspondence to 3 investors re change of details and transfer of units requests for deceased estates. Review and approve change of details form and supporting documentation.
Jordan Devery	Graduate Accountant	Creditors	3/02/2020	0.80	\$180.00	Prepare reprocessing of 3 returned interim distribution payment to investor. Reissue payment in MYOB and create payment in NAB.
Jordan Devery	Graduate Accountant	Creditors	3/02/2020	0.30	\$67.50	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 investor management database to review current investor details and advise.
Jordan Devery	Graduate Accountant	Creditors	3/02/2020	0.30	\$67.50	Prepare file note for rollover of term deposit and letter to NAB with instructions. Calculate future expenses and recommend deposit tenor and withdrawal amount.
Jordan Devery	Graduate Accountant	Creditors	3/02/2020	0.30	\$67.50	Prepare file note for rollover of term deposit and letter to NAB with instructions. Calculate future expenses and recommend deposit tenor and withdrawal amount.
Liam Landrigan	Graduate Accountant	Creditors	3/02/2020	0.30	\$67.50	Review of returned payments register. Review Fund database for alternate contact methods to inform investors of distribution owing. Draft letter or make phone call where investor can be reached..

Ryan Whyte	Accountant	Creditors	3/02/2020	1.00	\$275.00	Prepare 5 letters to investors seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
Ryan Whyte	Accountant	Creditors	3/02/2020	1.40	\$385.00	Review of correspondence from 7 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.
Ryan Whyte	Accountant	Creditors	3/02/2020	0.80	\$220.00	Review of correspondence from 4 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.
Charles Haines	Associate Director	Administration	3/02/2020	0.10	\$52.50	Meeting regarding distribution reconciliation and contacting investors with non-presented payments
Jayden Coulston	Manager	Administration	3/02/2020	0.10	\$46.00	Review payment of IT expenses.
Jayden Coulston	Manager	Administration	3/02/2020	0.40	\$184.00	Review term deposit renewal file note and recommendation. Discussion with Jordan Devery re amendments to file note and amounts to be withdrawn from term deposit. Review internal transfer between accounts.
Jordan Devery	Graduate Accountant	Administration	3/02/2020	0.60	\$135.00	Review of correspondence from 3 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.
Jordan Devery	Graduate Accountant	Administration	3/02/2020	0.60	\$135.00	Review of returned payments register. Review Fund database for alternate contact methods to inform investors of distribution owing. Draft letter or make phone call where investor can be reached.
Jordan Devery	Graduate Accountant	Administration	3/02/2020	0.50	\$112.50	Review of returned payments register. Review Fund database for alternate contact methods to inform investors of distribution owing. Draft letter or make phone call where investor can be reached.
David Whyte	Partner	Trade On	4/02/2020	0.10	\$61.50	authorised payments
Charles Haines	Associate Director	Creditors	4/02/2020	0.20	\$105.00	Review five change of details and reprocessing of distribution payments
Charles Haines	Associate Director	Creditors	4/02/2020	0.20	\$105.00	Review change of details from investor and reprocessing of three distributions which had been previously returned
Jordan Devery	Graduate Accountant	Creditors	4/02/2020	0.20	\$45.00	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.
Jordan Devery	Graduate Accountant	Creditors	4/02/2020	0.20	\$45.00	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.
Jordan Devery	Graduate Accountant	Creditors	4/02/2020	0.40	\$90.00	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.
Jordan Devery	Graduate Accountant	Creditors	4/02/2020	0.80	\$180.00	Scanned 7 documents and saved to files and database, sent off documents to required investor via email or post.

Jordan Devery	Graduate Accountant	Creditors	4/02/2020	0.40	\$90.00	Phone call with NAB regarding term deposit rollover. Calculate principal and interest based on new information and withdrawal amount.
Jordan Devery	Graduate Accountant	Creditors	4/02/2020	0.20	\$45.00	Prepare letter to investor confirming update of details for their investment with the Fund. Access investor management database to review current details.
Jordan Devery	Graduate Accountant	Creditors	4/02/2020	0.20	\$45.00	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.
Jordan Devery	Graduate Accountant	Creditors	4/02/2020	0.20	\$45.00	Prepare letter to investor confirming update of details for their investment with the Fund. Access investor management database to review current details.
Jordan Devery	Graduate Accountant	Creditors	4/02/2020	0.10	\$22.50	Call from an investor seeking an update on the winding up of the fund.
Jordan Devery	Graduate Accountant	Creditors	4/02/2020	0.60	\$135.00	Scanned 5 documents and saved to files and database, sent off documents to required investor via email or post.
Liam Landrigan	Graduate Accountant	Creditors	4/02/2020	0.50	\$112.50	Review of returned payments register. Review Fund database for alternate contact methods to inform investors of distribution owing. Draft letter or make phone call where investor can be reached..
Liam Landrigan	Graduate Accountant	Creditors	4/02/2020	0.70	\$157.50	Review of returned payments register. Review Fund database for alternate contact methods to inform investors of distribution owing. Draft letter or make phone call where investor can be reached..
Liam Landrigan	Graduate Accountant	Creditors	4/02/2020	0.20	\$45.00	1x Prepare a letter to investor in relation to the interim distribution to investors. Access investor management database to review current details and draft letter for their request
Liam Landrigan	Graduate Accountant	Creditors	4/02/2020	0.30	\$67.50	Review of returned payments register. Review Fund database for alternate contact methods to inform investors of distribution owing. Draft letter or make phone call where investor can be reached..
Liam Landrigan	Graduate Accountant	Creditors	4/02/2020	0.40	\$90.00	Reviewed returned mail and record investor details in returned mail register.
Liam Landrigan	Graduate Accountant	Creditors	4/02/2020	0.40	\$90.00	Reviewed returned mail and record investor details in returned mail register.
Liam Landrigan	Graduate Accountant	Creditors	4/02/2020	0.20	\$45.00	Reviewed returned mail and record investor details in returned mail register.
Liam Landrigan	Graduate Accountant	Creditors	4/02/2020	0.20	\$45.00	Reviewed returned mail and record investor details in returned mail register.
Ryan Whyte	Accountant	Creditors	4/02/2020	0.80	\$220.00	Prepare 4 letters 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.
Ryan Whyte	Accountant	Creditors	4/02/2020	1.80	\$495.00	Review of correspondence from 9 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.

Ryan Whyte	Accountant	Creditors	4/02/2020	0.80	\$220.00	Prepare 4 letters to investors confirming update of details for their investment with the Fund. Access investor management database to review current details.
Jordan Devery	Graduate Accountant	Administration	4/02/2020	0.40	\$90.00	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.
Charles Haines	Associate Director	Creditors	5/02/2020	0.10	\$52.50	Review letter to investor regarding three distributions and change of details
Charles Haines	Associate Director	Creditors	5/02/2020	0.10	\$52.50	Review correspondence to investor - deceased estate, review update and calculation regarding multiple investment holdings
Charles Haines	Associate Director	Creditors	5/02/2020	0.20	\$105.00	Review correspondence to investor - deceased estate, review update and calculation regarding multiple investment holdings
Jordan Devery	Graduate Accountant	Creditors	5/02/2020	0.20	\$45.00	Prepare a letter to investor in relation to the first interim distribution to investors and the reprocessing to their new bank account. Access investor management database to review current details and draft letter for their request
Jordan Devery	Graduate Accountant	Creditors	5/02/2020	0.10	\$22.50	Review of unread emails sent to the Fund's mailbox. Print email for letter response to be updated in the Fund's database. Review and update investor correspondence register accordingly.
Jordan Devery	Graduate Accountant	Creditors	5/02/2020	0.20	\$45.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
Jordan Devery	Graduate Accountant	Creditors	5/02/2020	0.20	\$45.00	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.
Jordan Devery	Graduate Accountant	Creditors	5/02/2020	0.30	\$67.50	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
Jordan Devery	Graduate Accountant	Creditors	5/02/2020	0.30	\$67.50	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.
Liam Landrigan	Graduate Accountant	Creditors	5/02/2020	0.50	\$112.50	Reviewed returned mail and record investor details in returned mail register.
Liam Landrigan	Graduate Accountant	Creditors	5/02/2020	0.30	\$67.50	x5 Scanned documents and saved to files and database, sent off documents to required investor via email or post.
Liam Landrigan	Graduate Accountant	Creditors	5/02/2020	0.20	\$45.00	x4 Scanned documents and saved to files and database, sent off documents to required investor via email or post.
Ryan Whyte	Accountant	Creditors	5/02/2020	0.80	\$220.00	Review of correspondence from 4 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.
Ryan Whyte	Accountant	Creditors	5/02/2020	0.20	\$55.00	Prepare payment in MYOB and NAB for legal fees

Jayden Coulston	Manager	Administration	5/02/2020	0.10	\$46.00	Review and approve payment of domain hosting costs for EIF website.
Jayden Coulston	Manager	Administration	5/02/2020	0.40	\$184.00	Review ASIC form 5602 and calculations. Compare against previous form and discuss certain receipts and payments / reported asset values with Ryan Whyte.
Jayden Coulston	Manager	Administration	5/02/2020	0.30	\$138.00	Amendments to ASIC Form 5602. Queries for Sarah Cunningham.
Jayden Coulston	Manager	Administration	5/02/2020	0.10	\$46.00	Review payment of legal fees.
Jordan Devery	Graduate Accountant	Creditors	6/02/2020	0.50	\$112.50	Review of correspondence from 3 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.
Jordan Devery	Graduate Accountant	Creditors	6/02/2020	0.70	\$157.50	Review of correspondence from 4 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.
Jordan Devery	Graduate Accountant	Creditors	6/02/2020	0.50	\$112.50	Review of correspondence from 3 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.
Jordan Devery	Graduate Accountant	Creditors	6/02/2020	0.30	\$67.50	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 investor management database to review current investor details and advise.
Liam Landrigan	Graduate Accountant	Creditors	6/02/2020	1.50	\$337.50	17x Review returned distribution payment register. Locate contact details for investors and call to inform of distribution owing. Draft letters to investors where necessary.
Liam Landrigan	Graduate Accountant	Creditors	6/02/2020	0.10	\$22.50	1x Scanned documents and saved to files and database, sent off documents to required investor via email or post.
Liam Landrigan	Graduate Accountant	Creditors	6/02/2020	0.50	\$112.50	5x Review returned distribution payment register. Locate contact details for investors and call to inform of distribution owing. Draft letters to investors where necessary.
Liam Landrigan	Graduate Accountant	Creditors	6/02/2020	0.30	\$67.50	3x Review returned distribution payment register. Locate contact details for investors and call to inform of distribution owing. Draft letters to investors where necessary.
Liam Landrigan	Graduate Accountant	Creditors	6/02/2020	0.30	\$67.50	1x 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 investor management database to review current investor details and advise.
Liam Landrigan	Graduate Accountant	Creditors	6/02/2020	0.50	\$112.50	13x Scanned documents and saved to files and database, sent off documents to required investor via email or post.
Liam Landrigan	Graduate Accountant	Creditors	6/02/2020	0.30	\$67.50	5x Scanned documents and saved to files and database, sent off documents to required investor via email or post.
Liam Landrigan	Graduate Accountant	Creditors	6/02/2020	0.80	\$180.00	9x Review returned distribution payment register. Locate contact details for investors and call to inform of distribution owing. Draft letters to investors where necessary.

Liam Landrigan	Graduate Accountant	Creditors	6/02/2020	0.20	\$45.00	1x Call from an investor in relation to a request for an updated unit holdings balance. Review investor on the investor management database and advise.
Liam Landrigan	Graduate Accountant	Creditors	6/02/2020	0.30	\$67.50	7x Scanned documents and saved to files and database, sent off documents to required investor via email or post.
Liam Landrigan	Graduate Accountant	Creditors	6/02/2020	0.30	\$67.50	1x Phone call from 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.
Liam Landrigan	Graduate Accountant	Creditors	6/02/2020	0.20	\$45.00	1x Phone call from 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.
Liam Landrigan	Graduate Accountant	Creditors	6/02/2020	0.20	\$45.00	1x 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 investor management database to review current investor details and advise.
Ryan Whyte	Accountant	Creditors	6/02/2020	0.60	\$165.00	Prepare 3 letters to investors in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
Charles Haines	Associate Director	Administration	6/02/2020	0.10	\$52.50	Review term deposit notification and rates
Moir Hattingh	Practice Assistant	Administration	6/02/2020	0.60	\$63.00	Filing
Liam Landrigan	Graduate Accountant	Creditors	7/02/2020	0.40	\$90.00	2x 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.
Liam Landrigan	Graduate Accountant	Creditors	7/02/2020	0.10	\$22.50	1x Scanned documents and saved to files and database, sent off documents to required investor via email or post.
Liam Landrigan	Graduate Accountant	Creditors	7/02/2020	0.20	\$45.00	1x Phone call from 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.
Liam Landrigan	Graduate Accountant	Creditors	7/02/2020	0.20	\$45.00	1x Review of correspondence from investors in relation to a change of details of deceased estate request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy.
Jayden Coulston	Manager	Administration	7/02/2020	0.50	\$230.00	Liaise with Sarah Cunningham re ASIC form 5602 calcs, update etc.
Sarah Cunningham	Accounting Assistant	Administration	7/02/2020	1.30	\$292.50	Editing ASIC form 5602. Query regarding rec figure and distributions.
David Whyte	Partner	Trade On	10/02/2020	0.10	\$61.50	authorised payments
Jordan Devery	Graduate Accountant	Creditors	10/02/2020	0.10	\$22.50	Scanned documents and saved to files and database, sent off documents to required investor via email or post.

Liam Landrigan	Graduate Accountant	Creditors	10/02/2020	0.20	\$45.00	1x Reviewed returned mail and record investor details in returned mail register. Prepare letter to request new address details.
Sarah Cunningham	Accounting Assistant	Administration	10/02/2020	0.50	\$112.50	Reconciling account to BAS periods. Updating TD account with roll over interest. Drafting BAS for December and January. Reviewing, completing and collating for review.
Charles Haines	Associate Director	Creditors	11/02/2020	0.10	\$52.50	Review and amend correspondence to unitholder regarding change of details and non-presented distributions accounting
Charles Haines	Associate Director	Creditors	11/02/2020	0.20	\$105.00	Review two change of details forms and two letters to investors regarding unrepresented distributions
Jordan Devery	Graduate Accountant	Creditors	11/02/2020	0.20	\$45.00	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.
Jayden Coulston	Manager	Administration	11/02/2020	0.30	\$138.00	Review updated ASIC Form 5602 and request Ryan Whyte make further amendments for receipts and payments.
Jordan Devery	Graduate Accountant	Creditors	12/02/2020	0.10	\$22.50	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
Liam Landrigan	Graduate Accountant	Creditors	12/02/2020	0.60	\$135.00	5x Scanned documents and saved to files and database, sent off documents to required investor via email or post.
David Whyte	Partner	Trade On	13/02/2020	0.10	\$61.50	reviewed two BAS's
David Whyte	Partner	Trade On	13/02/2020	0.20	\$123.00	reviewed correspondence from our solicitors regarding indemnity claim under Boddice orders for legal expenses of EL liquidators/reviewed claim/sent response
Jordan Devery	Graduate Accountant	Creditors	13/02/2020	0.50	\$112.50	Prepare internal transfer of funds between EIF bank accounts in MYOB and NAB. Prepare bank account closure forms for secondary EIF NAB account.
Liam Landrigan	Graduate Accountant	Creditors	13/02/2020	0.10	\$22.50	1x Review of returned payments register. Review Fund database for alternate contact methods to inform investors of distribution owing. Draft letter as investor can be reached..
David Whyte	Partner	Administration	13/02/2020	0.10	\$61.50	reviewed ASIC form 5602 annual administration return
Moir Hattingh	Practice Assistant	Administration	13/02/2020	0.60	\$63.00	Filing
Jordan Devery	Graduate Accountant	Creditors	14/02/2020	0.10	\$22.50	Phone call from 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.
Jordan Devery	Graduate Accountant	Creditors	14/02/2020	0.10	\$22.50	Phone call from 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.

Maira Hattingh	Practice Assistant	Administration	14/02/2020	0.10	\$10.50	Filing
Sarah Cunningham	Accounting Assistant	Administration	14/02/2020	0.10	\$22.50	Organising mail lodgement of 5602. Updating register and MYOB
David Whyte	Partner	Trade On	17/02/2020	0.10	\$61.50	reviewed correspondence from our solicitors regarding EL liquidators claim for payment of legal expenses/reviewed email to EL liquidators solicitors regarding amounts claimed not covered by the Justice Boddice orders
David Whyte	Partner	Creditors	17/02/2020	1.50	\$922.50	reviewed correspondence and documentation from EL liquidators regarding creditor indemnity claims and proposed response regarding same/updated draft letter in response
David Whyte	Partner	Creditors	17/02/2020	0.60	\$369.00	reviewed correspondence and documentation in relation to one loan where EL liquidators allege only exposure was to the EIF/reviewed documents confirming otherwise/finalised draft letter to EL liquidators regarding creditor indemnity claims
David Whyte	Partner	Creditors	17/02/2020	0.80	\$492.00	reviewed correspondence from EL liquidators regarding creditor indemnity claims and proposed response regarding same
Charles Haines	Associate Director	Creditors	17/02/2020	0.20	\$105.00	Meet with Receiver - locate and review historic loan statements and transaction to support rejection of claim
David Whyte	Partner	Trade On	18/02/2020	1.60	\$984.00	reviewed correspondence from borrower regarding information requested on sale of properties/reviewed correspondence with EL liquidators/reviewed borrowers file/drafted response
David Whyte	Partner	Trade On	20/02/2020	0.10	\$61.50	reviewed correspondence from our solicitors regarding EL liquidators expenses to be paid under court order and proposed response to EL liquidators solicitors/confirmed instructions regarding same/authorised payment
David Whyte	Partner	Trade On	20/02/2020	0.10	\$61.50	authorised payments
Maira Hattingh	Practice Assistant	Administration	20/02/2020	0.40	\$42.00	Filing
Charles Haines	Associate Director	Creditors	21/02/2020	0.10	\$52.50	Review and amend letters to investors regarding change of details forms and issues with signatures not reconciling to specimen signatures held on file
Ryan Whyte	Accountant	Creditors	21/02/2020	1.00	\$275.00	Prepare 5 letters to investors seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
Jayden Coulston	Manager	Administration	21/02/2020	0.20	\$92.00	Consider account closure and internal funds transfer file note. Approve internal funds transfer forms for processing.
David Whyte	Partner	Trade On	25/02/2020	0.20	\$123.00	reviewed correspondence from previous borrower regarding books and records held/amended draft response to prior correspondence/updated same
David Whyte	Partner	Trade On	25/02/2020	0.10	\$61.50	authorised payment

David Whyte	Partner	Trade On	25/02/2020	0.20	\$123.00	reviewed correspondence from our solicitors and borrower request for documents and other information/prepared response to borrower
Charles Haines	Associate Director	Creditors	25/02/2020	0.10	\$52.50	letter to investor regarding change of details and additional information required
Charles Haines	Associate Director	Creditors	25/02/2020	0.10	\$52.50	Review two change of details investor details and additional information required
Liam Landrigan	Graduate Accountant	Creditors	25/02/2020	0.40	\$90.00	3x Scanned documents and saved to files and database, sent off documents to required investor via email or post.
Liam Landrigan	Graduate Accountant	Creditors	25/02/2020	0.20	\$45.00	1x 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.
Charles Haines	Associate Director	Administration	26/02/2020	0.10	\$52.50	Change of details forms and review supporting documentation
David Whyte	Partner	Assets	27/02/2020	0.20	\$123.00	reviewed correspondence from borrower regarding books and records/drafted response/sent to our solicitors
Liam Landrigan	Graduate Accountant	Creditors	27/02/2020	0.20	\$45.00	2x Reviewed returned mail and record investor details in returned mail register. Prepare letter to request new address details.
Liam Landrigan	Graduate Accountant	Creditors	27/02/2020	0.50	\$112.50	3x 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.
Moir Hattingh	Practice Assistant	Administration	27/02/2020	0.60	\$63.00	Filing
Liam Landrigan	Graduate Accountant	Creditors	28/02/2020	0.20	\$45.00	1x 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.
Liam Landrigan	Graduate Accountant	Creditors	28/02/2020	0.30	\$67.50	1x 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.
Liam Landrigan	Graduate Accountant	Creditors	28/02/2020	0.50	\$112.50	3x 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.
David Whyte	Partner	Trade On	2/03/2020	0.20	\$123.00	reviewed correspondence from our solicitors regarding draft letter to EL liquidators regarding six creditor indemnity claims/updated draft and included attachments
David Whyte	Partner	Trade On	2/03/2020	0.20	\$123.00	reviewed final draft of letter to EL liquidators regarding six creditor indemnity claims/collated annexures and sent same to EL liquidators
Jayden Coulston	Manager	Creditors	2/03/2020	0.10	\$46.00	Review and update correspondence to executor of estate re change of details request.

Jordan Devery	Graduate Accountant	Creditors	2/03/2020	0.30	\$67.50	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.
Liam Landrigan	Graduate Accountant	Creditors	2/03/2020	0.30	\$67.50	1x 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.
Liam Landrigan	Graduate Accountant	Creditors	2/03/2020	0.20	\$45.00	1x 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.
Liam Landrigan	Graduate Accountant	Creditors	2/03/2020	0.20	\$45.00	4x Scanned documents and saved to files and database, sent off documents to required investor via email or post.
David Whyte	Partner	Assets	3/03/2020	0.10	\$61.50	reviewed correspondence from borrower regarding request for information on sale of properties and valuations of properties/draft response
Jordan Devery	Graduate Accountant	Creditors	3/03/2020	0.10	\$22.50	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.
Liam Landrigan	Graduate Accountant	Creditors	3/03/2020	0.10	\$22.50	2x Scanned documents and saved to files and database, sent off documents to required investor via email or post.
Liam Landrigan	Graduate Accountant	Creditors	3/03/2020	0.10	\$22.50	1x Scanned documents and saved to files and database, sent off documents to required investor via email or post.
Liam Landrigan	Graduate Accountant	Creditors	3/03/2020	0.30	\$67.50	1x 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.
Liam Landrigan	Graduate Accountant	Creditors	3/03/2020	0.20	\$45.00	1x 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.
Jayden Coulston	Manager	Administration	3/03/2020	0.10	\$46.00	Discussion with David Whyte in relation to Hall Chadwick remuneration claim and next steps to finalise winding up.
Jayden Coulston	Manager	Creditors	4/03/2020	0.10	\$46.00	Review and approve correspondence to investor re update on winding up and unit balance.
Jordan Devery	Graduate Accountant	Creditors	4/03/2020	0.50	\$112.50	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 investor management database to review current investor details and advise.
Jordan Devery	Graduate Accountant	Creditors	4/03/2020	0.10	\$22.50	Review of voicemails from Investors. Access investor management database to confirm details & prepare requested information to call back. Call investor back regarding their query.
Jordan Devery	Graduate Accountant	Creditors	4/03/2020	0.10	\$22.50	Call from an investor seeking information in regards to the final distribution from the fund.
Liam Landrigan	Graduate Accountant	Creditors	4/03/2020	0.30	\$67.50	1x 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 investor management database to review current investor details and advise.

Liam Landrigan	Graduate Accountant	Creditors	4/03/2020	0.10	\$22.50	1x 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.
Liam Landrigan	Graduate Accountant	Creditors	4/03/2020	0.40	\$90.00	2x 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.
Liam Landrigan	Graduate Accountant	Creditors	4/03/2020	0.10	\$22.50	2x Scanned documents and saved to files and database, sent off documents to required investor via email or post.
Liam Landrigan	Graduate Accountant	Administration	4/03/2020	0.20	\$45.00	1x 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.
Moir Hattingh	Practice Assistant	Administration	4/03/2020	0.20	\$21.00	Filing
Jordan Devery	Graduate Accountant	Creditors	5/03/2020	0.10	\$22.50	Call from an investor seeking an update on the winding up of the fund.
Jordan Devery	Graduate Accountant	Creditors	5/03/2020	0.20	\$45.00	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.
Jordan Devery	Graduate Accountant	Creditors	5/03/2020	0.40	\$90.00	Prepare reprocessing of interim distribution to beneficiary of a deceased investor in EIF. Create payment in NAB and MYOB.
Liam Landrigan	Graduate Accountant	Creditors	5/03/2020	0.10	\$22.50	2x Scanned documents and saved to files and database, sent off documents to required investor via email or post.
Liam Landrigan	Graduate Accountant	Creditors	5/03/2020	0.20	\$45.00	1x 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.
Liam Landrigan	Graduate Accountant	Creditors	5/03/2020	0.40	\$90.00	2x 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 investor management database to review current investor details and advise.
Jayden Coulston	Manager	Creditors	6/03/2020	0.20	\$92.00	Review and approve correspondence to 2 investors re change of details request and updates on winding up.
Jordan Devery	Graduate Accountant	Creditors	6/03/2020	0.10	\$22.50	Call from an investor seeking an update on the winding up of the fund.
Jordan Devery	Graduate Accountant	Creditors	6/03/2020	0.40	\$90.00	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.
Jordan Devery	Graduate Accountant	Creditors	6/03/2020	0.20	\$45.00	Prepare letter to investor on update of the winding up of the Fund. Access investor management database to review current details.
Liam Landrigan	Graduate Accountant	Creditors	6/03/2020	0.20	\$45.00	1x Prepare letter to investor confirming transfer of units for their investment with the Fund. Access investor management database to review current details.

Liam Landrigan	Graduate Accountant	Creditors	6/03/2020	0.20	\$45.00	1x 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.
Liam Landrigan	Graduate Accountant	Creditors	6/03/2020	0.20	\$45.00	1x 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.
Liam Landrigan	Graduate Accountant	Creditors	6/03/2020	0.20	\$45.00	1x 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 investor management database to review current investor details and advise.
Liam Landrigan	Graduate Accountant	Creditors	6/03/2020	0.30	\$67.50	3x 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.
Liam Landrigan	Graduate Accountant	Creditors	6/03/2020	0.10	\$22.50	2x Scanned documents and saved to files and database, sent off documents to required investor via email or post.
Moirra Hattingh	Practice Assistant	Administration	6/03/2020	0.20	\$21.00	Filing
David Whyte	Partner	Assets	9/03/2020	0.10	\$61.50	reviewed correspondence from borrower regarding request for documentation/drafted response
David Whyte	Partner	Trade On	9/03/2020	0.10	\$61.50	reviewed correspondence from our solicitors regarding proposed response to borrower/emailed borrower regarding request for access to books and records
Charles Haines	Associate Director	Creditors	9/03/2020	0.10	\$52.50	Two letters to investors regarding change of details and additional documentation required
Charles Haines	Associate Director	Creditors	9/03/2020	0.20	\$105.00	Four letters to investors regarding change of details and additional documentation required
Jordan Devery	Graduate Accountant	Creditors	9/03/2020	0.10	\$22.50	Review of unread emails sent to the Fund's mailbox. Print email for letter response to be updated in the Fund's database. Review and update investor correspondence register accordingly.
Jordan Devery	Graduate Accountant	Creditors	9/03/2020	0.20	\$45.00	Prepare letter to investor on update of the winding up of the Fund. Access investor management database to review current details.
Jordan Devery	Graduate Accountant	Creditors	9/03/2020	0.20	\$45.00	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 investor management database to review current investor details and advise.
Jordan Devery	Graduate Accountant	Creditors	9/03/2020	0.20	\$45.00	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.
Jordan Devery	Graduate Accountant	Creditors	9/03/2020	0.20	\$45.00	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.
Jordan Devery	Graduate Accountant	Creditors	9/03/2020	0.40	\$90.00	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.

Jordan Devery	Graduate Accountant	Creditors	9/03/2020	0.40	\$90.00	Review of correspondence from 2 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.
Liam Landrigan	Graduate Accountant	Creditors	9/03/2020	0.20	\$45.00	1x 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.
Liam Landrigan	Graduate Accountant	Creditors	9/03/2020	0.10	\$22.50	1x Scanned documents and saved to files and database, sent off documents to required investor via email or post.
Liam Landrigan	Graduate Accountant	Creditors	9/03/2020	0.20	\$45.00	2x 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.
David Whyte	Partner	Trade On	10/03/2020	2.10	\$1,291.50	reviewed claim and defence of EL liquidators proceedings against various parties to determine if any issues relating to the fund
Jordan Devery	Graduate Accountant	Creditors	10/03/2020	0.20	\$45.00	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.
Jordan Devery	Graduate Accountant	Creditors	10/03/2020	0.50	\$112.50	Review of correspondence from 2 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.
Liam Landrigan	Graduate Accountant	Creditors	10/03/2020	0.20	\$45.00	1x 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.
Liam Landrigan	Graduate Accountant	Creditors	10/03/2020	0.60	\$135.00	3x 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.
Liam Landrigan	Graduate Accountant	Creditors	10/03/2020	0.10	\$22.50	1x Scanned documents and saved to files and database, sent off documents to required investor via email or post.
Jayden Coulston	Manager	Trade On	11/03/2020	0.10	\$46.00	Review and approve IT expense payment.
David Whyte	Partner	Trade On	12/03/2020	0.10	\$61.50	authorised payments
David Whyte	Partner	Trade On	12/03/2020	1.10	\$676.50	reviewed status of winding up/matters to be completed/email our solicitors regarding outstanding issues and next steps to progress to finalisation and after expiry of time to object to rejection of creditor indemnity claims on 30 March
Charles Haines	Associate Director	Creditors	12/03/2020	0.10	\$52.50	Review correspondence from solicitor on behalf of client and documentation to support change of details. Review additional information required to facilitate change.
Charles Haines	Associate Director	Creditors	12/03/2020	0.10	\$52.50	Review two change of details request and supporting docs
Charles Haines	Associate Director	Creditors	12/03/2020	0.20	\$105.00	Review correspondence re change of details, will, id and change of details. Updated to investors regarding progress and finalisation. Corro to investor regarding additional documentation required to transfer holdings

Jordan Devery	Graduate Accountant	Creditors	12/03/2020	0.30	\$67.50	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 investor management database to review current investor details and advise.
Jordan Devery	Graduate Accountant	Creditors	12/03/2020	0.10	\$22.50	Review of unread emails sent to the Fund's mailbox. Print email for letter response to be updated in the Fund's database. Review and update investor correspondence register accordingly.
Jordan Devery	Graduate Accountant	Creditors	12/03/2020	0.20	\$45.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
Liam Landrigan	Graduate Accountant	Creditors	12/03/2020	0.10	\$22.50	1x Scanned documents and saved to files and database, sent off documents to required investor via email or post.
Liam Landrigan	Graduate Accountant	Creditors	12/03/2020	0.10	\$22.50	1x Scanned documents and saved to files and database, sent off documents to required investor via email or post.
Liam Landrigan	Graduate Accountant	Creditors	12/03/2020	0.30	\$67.50	2x 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.
Molra Hattingh	Practice Assistant	Administration	12/03/2020	0.30	\$31.50	Filing
Liam Landrigan	Graduate Accountant	Creditors	13/03/2020	0.20	\$45.00	1x 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 investor management database to review current investor details and advise.
Liam Landrigan	Graduate Accountant	Creditors	13/03/2020	0.30	\$67.50	2x 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.
Liam Landrigan	Graduate Accountant	Creditors	13/03/2020	0.20	\$45.00	1x 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 investor management database to review current investor details and advise.
David Whyte	Partner	Trade On	16/03/2020	0.10	\$61.50	authorised payments
Jordan Devery	Graduate Accountant	Creditors	16/03/2020	0.30	\$67.50	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.
Jordan Devery	Graduate Accountant	Creditors	16/03/2020	0.20	\$45.00	Prepare letter to investor confirming update of details for their investment with the Fund. Access investor management database to review current details.
Jordan Devery	Graduate Accountant	Creditors	16/03/2020	0.20	\$45.00	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.
Ryan Whyte	Accountant	Creditors	16/03/2020	0.80	\$220.00	Reviewed and approved 6 letters to investors in relation to a request for a change of details/unit holding balance/confirmation of change/transfer of units/transfer of units for deceased estate.
Jordan Devery	Graduate Accountant	Creditors	17/03/2020	0.20	\$45.00	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.

Jordan Devery	Graduate Accountant	Creditors	17/03/2020	0.30	\$67.50	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 investor management database to review current investor details and advise.
Jordan Devery	Graduate Accountant	Creditors	17/03/2020	0.20	\$45.00	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 investor management database to review current investor details and advise.
Jordan Devery	Graduate Accountant	Creditors	17/03/2020	0.40	\$90.00	Prepare 2 letters 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.
Liam Landrigan	Graduate Accountant	Creditors	17/03/2020	0.20	\$45.00	1x 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 investor management database to review current investor details and advise.
Liam Landrigan	Graduate Accountant	Creditors	17/03/2020	0.70	\$157.50	4x 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.
Liam Landrigan	Graduate Accountant	Creditors	18/03/2020	0.30	\$67.50	1x 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 investor management database to review current investor details and advise.
Liam Landrigan	Graduate Accountant	Creditors	18/03/2020	0.30	\$67.50	1x 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.
Molra Hattlingh	Practice Assistant	Administration	18/03/2020	0.30	\$31.50	Filing
Jordan Devery	Graduate Accountant	Creditors	19/03/2020	0.40	\$90.00	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.
Jordan Devery	Graduate Accountant	Creditors	19/03/2020	0.10	\$22.50	Call from an investor in relation to a request for an updated unit holdings balance. Review investor on the investor management database and advise.
Jordan Devery	Graduate Accountant	Creditors	19/03/2020	0.30	\$67.50	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.
Jordan Devery	Graduate Accountant	Creditors	19/03/2020	0.20	\$45.00	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.
Liam Landrigan	Graduate Accountant	Creditors	19/03/2020	0.30	\$67.50	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.
Jordan Devery	Graduate Accountant	Creditors	20/03/2020	0.20	\$45.00	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.
Liam Landrigan	Graduate Accountant	Creditors	20/03/2020	0.20	\$45.00	1x 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.
Liam Landrigan	Graduate Accountant	Creditors	20/03/2020	0.30	\$67.50	1x 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.

Liam Landrigan	Graduate Accountant	Creditors	20/03/2020	0.60	\$135.00	2x 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.
Liam Landrigan	Graduate Accountant	Creditors	20/03/2020	0.10	\$22.50	1x Scanned documents and saved to files and database, sent off documents to required investor via email or post.
Jordan Devery	Graduate Accountant	Creditors	23/03/2020	0.20	\$45.00	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.
Liam Landrigan	Graduate Accountant	Creditors	23/03/2020	0.20	\$45.00	1x 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.
Liam Landrigan	Graduate Accountant	Creditors	23/03/2020	0.10	\$22.50	1x Scanned documents and saved to files and database, sent off documents to required investor via email or post.
Liam Landrigan	Graduate Accountant	Creditors	23/03/2020	0.50	\$112.50	Review of bounced payments register, attempt to find contact details of investors with outstanding distributions.
Jayden Coulston	Manager	Trade On	24/03/2020	0.40	\$184.00	Review and approve payment of multiple fund expenses.
Liam Landrigan	Graduate Accountant	Creditors	24/03/2020	1.00	\$225.00	3x 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 investor management database to review current investor details and advise.
Liam Landrigan	Graduate Accountant	Creditors	24/03/2020	0.50	\$112.50	3x 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 investor management database to review current investor details and advise.
Liam Landrigan	Graduate Accountant	Creditors	24/03/2020	0.30	\$67.50	1x Call from an investor in relation to a request for an updated unit holdings balance. Review investor on the investor management database and advise.
Liam Landrigan	Graduate Accountant	Creditors	24/03/2020	0.90	\$202.50	5x Review of bounced payments register, contacted related parties to inform about updating details with the Fund.
Liam Landrigan	Graduate Accountant	Creditors	24/03/2020	0.20	\$45.00	1x 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 investor management database to review current investor details and advise.
Ryan Whyte	Accountant	Creditors	24/03/2020	0.10	\$27.50	Phone call from 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.
Liam Landrigan	Graduate Accountant	Creditors	25/03/2020	0.20	\$45.00	1x Phone call from investor in relation to the winding up of the fund and the ongoing Court matters.
Molra Hattingh	Practice Assistant	Administration	25/03/2020	0.30	\$31.50	Filing
Liam Landrigan	Graduate Accountant	Creditors	26/03/2020	0.30	\$67.50	1x 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 investor management database to review current investor details and advise.

Liam Landrigan	Graduate Accountant	Creditors	26/03/2020	0.10	\$22.50	1x Phone call from 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.
Liam Landrigan	Graduate Accountant	Creditors	26/03/2020	0.20	\$45.00	1x Phone call from 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.
Liam Landrigan	Graduate Accountant	Creditors	26/03/2020	0.30	\$67.50	1x 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 investor management database to review current investor details and advise.
Liam Landrigan	Graduate Accountant	Creditors	26/03/2020	0.20	\$45.00	Updated bounced payments register, attempted to contact investors in relation to their distributions outstanding.
Liam Landrigan	Graduate Accountant	Creditors	26/03/2020	0.20	\$45.00	Updated bounced payments register, attempted to contact investors in relation to their distributions outstanding.
Liam Landrigan	Graduate Accountant	Creditors	26/03/2020	0.20	\$45.00	Updated bounced payments register, attempted to contact investors in relation to their distributions outstanding.
Liam Landrigan	Graduate Accountant	Creditors	26/03/2020	0.10	\$22.50	Updated bounced payments register, attempted to contact investors in relation to their distributions outstanding.
Liam Landrigan	Graduate Accountant	Creditors	26/03/2020	0.30	\$67.50	1x 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 investor management database to review current investor details and advise.
Liam Landrigan	Graduate Accountant	Creditors	26/03/2020	0.50	\$112.50	2x Prepare a letter to investor in relation to the interim distribution to investors. Access investor management database to review current details and draft letter for their request
Liam Landrigan	Graduate Accountant	Creditors	26/03/2020	0.20	\$45.00	1x 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.
Liam Landrigan	Graduate Accountant	Creditors	26/03/2020	0.20	\$45.00	1x 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 investor management database to review current investor details and advise.
Liam Landrigan	Graduate Accountant	Creditors	26/03/2020	0.20	\$45.00	1x Prepare a letter to investor in relation to the interim distribution to investors. Access investor management database to review current details and draft letter for their request
Liam Landrigan	Graduate Accountant	Creditors	26/03/2020	0.30	\$67.50	Updated bounced payments register, attempted to contact investors in relation to their distributions outstanding.
Liam Landrigan	Graduate Accountant	Administration	26/03/2020	0.20	\$45.00	1x 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.
Jordan Devery	Graduate Accountant	Creditors	27/03/2020	0.20	\$45.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
Liam Landrigan	Graduate Accountant	Creditors	27/03/2020	0.40	\$90.00	2x Prepare a letter to investor in relation to the interim distribution to investors. Access investor management database to review current details and draft letter for their request

Liam Landrigan	Graduate Accountant	Creditors	27/03/2020	0.60	\$135.00	3x 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.
Liam Landrigan	Graduate Accountant	Creditors	27/03/2020	0.30	\$67.50	2x 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 investor management database to review current investor details and advise.
Liam Landrigan	Graduate Accountant	Creditors	27/03/2020	0.20	\$45.00	Updated bounced payments register, attempted to contact investors in relation to their distributions outstanding.
Liam Landrigan	Graduate Accountant	Creditors	27/03/2020	0.20	\$45.00	Updated bounced payments register, attempted to contact investors in relation to their distributions outstanding.
Liam Landrigan	Graduate Accountant	Creditors	27/03/2020	0.20	\$45.00	1x Prepare a letter to investor in relation to the interim distribution to investors. Access investor management database to review current details and draft letter for their request
Liam Landrigan	Graduate Accountant	Creditors	27/03/2020	0.20	\$45.00	1x 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.
Liam Landrigan	Graduate Accountant	Creditors	27/03/2020	0.30	\$67.50	1x 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 investor management database to review current investor details and advise.
Liam Landrigan	Graduate Accountant	Creditors	27/03/2020	0.30	\$67.50	2x 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 investor management database to review current investor details and advise.
Liam Landrigan	Graduate Accountant	Creditors	27/03/2020	0.20	\$45.00	5x Scanned documents and saved to files and database, sent off documents to required investor via email or post.
Liam Landrigan	Graduate Accountant	Creditors	27/03/2020	0.50	\$112.50	Updated bounced payments register, attempted to contact investors in relation to their distributions outstanding.
Moir Hattingh	Practice Assistant	Administration	27/03/2020	0.10	\$10.50	Filing
Jayden Coulston	Manager	Trade On	30/03/2020	0.30	\$138.00	Review and approve fund expense payments.
Jayden Coulston	Manager	Trade On	30/03/2020	0.30	\$138.00	Review and approve fund expense payments.
Liam Landrigan	Graduate Accountant	Creditors	30/03/2020	0.20	\$45.00	1x 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 investor management database to review current investor details and advise.
Liam Landrigan	Graduate Accountant	Creditors	30/03/2020	0.30	\$67.50	1x 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 investor management database to review current investor details and advise.
Liam Landrigan	Graduate Accountant	Creditors	30/03/2020	0.20	\$45.00	1x Prepare a letter to investor in relation to the interim distribution to investors. Access investor management database to review current details and draft letter for their request

Jayden Coulston	Manager	Administration	30/03/2020	0.10	\$46.00	Review and action incoming mail.
David Whyte	Partner	Trade On	31/03/2020	0.40	\$246.00	reviewed correspondence from our solicitors and Hall Chadwick's solicitors regarding creditor indemnity claims and other indemnity claims against the fund/reviewed draft letter to Hall Chadwick's solicitors setting out history of HC's claim
Liam Landrigan	Graduate Accountant	Creditors	31/03/2020	0.20	\$45.00	1x 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.
Liam Landrigan	Graduate Accountant	Creditors	31/03/2020	0.20	\$45.00	1x Prepare a letter to investor in relation to the interim distribution to investors. Access investor management database to review current details and draft letter for their request
Liam Landrigan	Graduate Accountant	Creditors	31/03/2020	0.20	\$45.00	2x phone call to investor in relation to the bounced interim distribution to investors.
Liam Landrigan	Graduate Accountant	Creditors	31/03/2020	0.30	\$67.50	Updated bounced payments register. Contacted investors who are reachable, recorded those who are and aren't contactable.
Liam Landrigan	Graduate Accountant	Creditors	31/03/2020	0.40	\$90.00	2x 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.
Liam Landrigan	Graduate Accountant	Creditors	31/03/2020	0.40	\$90.00	2x Prepare a letter to investor in relation to the interim distribution to investors. Access investor management database to review current details and draft letter for their request
Liam Landrigan	Graduate Accountant	Creditors	31/03/2020	0.40	\$90.00	Updated bounced payments register. Contacted investors who are reachable, recorded those who are and aren't contactable.
Moir Hattingh	Practice Assistant	Administration	1/04/2020	0.30	\$31.50	Filing
Ryan Whyte	Accountant	Administration	1/04/2020	0.20	\$55.00	Prepare payment for IT expenses in MYOB and NAB.
Jayden Coulston	Manager	Creditors	2/04/2020	0.20	\$92.00	Review and approve correspondence to investor re transfer of units request. Review correspondence awaiting approval.
Jordan Devery	Graduate Accountant	Creditors	2/04/2020	0.60	\$135.00	Prepare payment to investor for bounced interim distribution. Prepare payment in NAB connect and MYOB and supporting documentation.
Jordan Devery	Graduate Accountant	Creditors	2/04/2020	1.30	\$292.50	Reconcile return distributions recorded in MYOB against NAB statements for period. Rectify any errors in recording of investors owed interim distribution payments.
Jordan Devery	Graduate Accountant	Creditors	2/04/2020	0.40	\$90.00	Reconcile return distributions recorded in MYOB against NAB statements for period. Rectify any errors in recording of investors owed interim distribution payments.
Liam Landrigan	Graduate Accountant	Creditors	2/04/2020	0.10	\$22.50	1x 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 investor management database to review current investor details and advise.

Liam Landrigan	Graduate Accountant	Creditors	2/04/2020	0.10	\$22.50	1x Scanned documents and saved to files and database, sent off documents to required investor via email or post.
David Whyte	Partner	Administration	2/04/2020	0.10	\$61.50	reviewed/amended draft email to our solicitors providing relevant documentation and instructions to prepare court application for remuneration approval
Ryan Whyte	Accountant	Administration	2/04/2020	1.10	\$302.50	Export WIP for the period 1 November 2018 to 31 March 2020 for the remuneration application. Prepare WIP for David and the solicitors review.
Ryan Whyte	Accountant	Administration	2/04/2020	0.60	\$165.00	Export WIP for the period 1 November 2018 to 31 March 2020 for the remuneration application. Prepare WIP for David and the solicitors review.
Ryan Whyte	Accountant	Administration	2/04/2020	0.50	\$137.50	Export WIP for the period 1 November 2018 to 31 March 2020 for the remuneration application. Prepare WIP for David and the solicitors review.
Ryan Whyte	Accountant	Administration	2/04/2020	1.20	\$330.00	Export WIP for the period 1 November 2018 to 31 March 2020 for the remuneration application. Prepare WIP for David and the solicitors review.
Ryan Whyte	Accountant	Administration	2/04/2020	1.30	\$357.50	Export WIP for the period 1 November 2018 to 31 March 2020 for the remuneration application. Prepare WIP for David and the solicitors review. Prepare reconciliation with the invoices.
Ryan Whyte	Accountant	Administration	2/04/2020	0.30	\$82.50	Export WIP for the period 1 November 2018 to 31 March 2020 for the remuneration application. Prepare WIP for David and the solicitors review. Prepare reconciliation with the invoices.
Ryan Whyte	Accountant	Administration	2/04/2020	0.40	\$110.00	Export WIP for the period 1 November 2018 to 31 March 2020 for the remuneration application. Prepare WIP for David and the solicitors review. Prepare reconciliation with the invoices.
Jayden Coulston	Manager	Administration	3/04/2020	0.10	\$46.00	Review incoming mail for actioning.
Ryan Whyte	Accountant	Administration	3/04/2020	0.90	\$247.50	Export WIP for the period 1 November 2018 to 31 March 2020 for the remuneration application. Prepare WIP for David and the solicitors review. Prepare reconciliation with the invoices.
David Whyte	Partner	Trade On	6/04/2020	0.10	\$61.50	reviewed correspondence from our solicitors and EL liquidators solicitors regarding indemnity claim under Justice Boddice court order/reviewed invoice
Jayden Coulston	Manager	Creditors	6/04/2020	0.10	\$46.00	Consider email from David Whyte requesting further details of investor identity.
Jordan Devery	Graduate Accountant	Creditors	6/04/2020	1.80	\$405.00	Prepare 6 payments to investors for bounced interim distribution. Prepare payment in NAB connect and MYOB and supporting documentation.
Jordan Devery	Graduate Accountant	Creditors	6/04/2020	0.30	\$67.50	Reconcile return distributions recorded in MYOB against NAB statements for period.
Liam Landrigan	Graduate Accountant	Creditors	6/04/2020	0.30	\$67.50	1x 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.

David Whyte	Partner	Administration	6/04/2020	3.10	\$1,906.50	reviewed annexures to affidavit in support of court application for remuneration approval for the seventeen months ended 31 March 2020
Jayden Coulston	Manager	Administration	6/04/2020	0.10	\$46.00	Liaise with SC re BAS queries and request for form.
Liam Landrigan	Graduate Accountant	Administration	6/04/2020	0.10	\$22.50	1x Phone call from investor in response to their request to transfer units from a superfund to their personal name. Access investor management database to review current investor details and advise.
Ryan Whyte	Accountant	Administration	6/04/2020	0.20	\$55.00	Prepared payment in MYOB and NAB for legal fees.
Sarah Cunningham	Accounting Assistant	Administration	6/04/2020	0.60	\$135.00	Reviewing status of Feb BAS. Message on portal to advise and re issued. Reconciling accts to March. Draft March 2020 BAS. Reviewing. Email query regarding lodgement.
David Whyte	Partner	Trade On	7/04/2020	0.10	\$61.50	authorised payments
David Whyte	Partner	Administration	7/04/2020	2.90	\$1,783.50	reviewed annexures to affidavit in support of court application for remuneration approval for the seventeen months ended 31 March 2020
Jayden Coulston	Manager	Administration	7/04/2020	0.10	\$46.00	Review investor corro register and drafted response position.
Maira Hattingh	Practice Assistant	Administration	7/04/2020	0.20	\$21.00	Filing
Jordan Devery	Graduate Accountant	Creditors	8/04/2020	0.10	\$22.50	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
Liam Landrigan	Graduate Accountant	Creditors	8/04/2020	0.10	\$22.50	1x 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 investor management database to review current investor details and advise.
Maira Hattingh	Practice Assistant	Administration	8/04/2020	0.30	\$31.50	Filing
Ryan Whyte	Accountant	Administration	8/04/2020	1.30	\$357.50	Update WIP for the period 1 November 2018 to 31 March 2020 for the remuneration application as per David Whyte's comments. Prepare WIP and annexures for the remuneration application for our solicitors.
Ryan Whyte	Accountant	Administration	8/04/2020	0.40	\$110.00	Update WIP for the period 1 November 2018 to 31 March 2020 for the remuneration application as per David Whyte's comments. Prepare WIP and annexures for the remuneration application for our solicitors.
Ryan Whyte	Accountant	Administration	8/04/2020	1.20	\$330.00	Update WIP for the period 1 November 2018 to 31 March 2020 for the remuneration application as per David Whyte's comments. Prepare WIP and annexures for the remuneration application for our solicitors.
Jordan Devery	Graduate Accountant	Creditors	9/04/2020	0.20	\$45.00	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.

Liam Landrigan	Graduate Accountant	Creditors	9/04/2020	0.10	\$22.50	1x Phone call from investor in relation to the timing of distributions from the Fund. Access investor management database to review current details and advise.
Liam Landrigan	Graduate Accountant	Creditors	9/04/2020	0.30	\$67.50	1x 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.
Liam Landrigan	Graduate Accountant	Creditors	9/04/2020	0.30	\$67.50	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.
Liam Landrigan	Graduate Accountant	Creditors	9/04/2020	0.10	\$22.50	4x Scanned documents and saved to files and database, sent off documents to be reviewed
Liam Landrigan	Graduate Accountant	Creditors	9/04/2020	0.10	\$22.50	Review of unread emails sent to the Fund's mailbox. Print email for letter response to be updated in the Fund's database. Review and update investor correspondence register accordingly.
Liam Landrigan	Graduate Accountant	Creditors	9/04/2020	0.10	\$22.50	Review of unread emails sent to the Fund's mailbox. Print email for letter response to be updated in the Fund's database. Review and update investor correspondence register accordingly.
Ryan Whyte	Accountant	Creditors	9/04/2020	0.20	\$55.00	Phone call from 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.
David Whyte	Partner	Administration	9/04/2020	0.20	\$123.00	reviewed receipts and payments and other annexures to be included in my remuneration application for the seventeen months ended 31 March 2020
Ryan Whyte	Accountant	Administration	9/04/2020	0.70	\$192.50	Update WIP for the period 1 November 2018 to 31 March 2020 for the remuneration application as per David Whyte's comments. Prepare WIP and annexures for the remuneration application for our solicitors.
Jordan Devery	Graduate Accountant	Creditors	14/04/2020	0.20	\$45.00	Prepare letter to investor confirming transfer of units for their investment with the Fund. Access investor management database to review current details.
Jordan Devery	Graduate Accountant	Creditors	14/04/2020	0.40	\$90.00	Prepare 2 letters to investors in relation to a bounced interim distribution payment. Access investor management database to review current details and draft letter for their request
Jordan Devery	Graduate Accountant	Creditors	14/04/2020	0.20	\$45.00	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 investor management database to review current investor details and advise.
Jordan Devery	Graduate Accountant	Creditors	14/04/2020	0.20	\$45.00	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.
Jordan Devery	Graduate Accountant	Creditors	14/04/2020	0.20	\$45.00	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.
Jordan Devery	Graduate Accountant	Creditors	14/04/2020	0.60	\$135.00	Prepare 3 letters to investors in relation to a bounced interim distribution payment. Access investor management database to review current details and draft letter for their request
Jordan Devery	Graduate Accountant	Creditors	14/04/2020	0.40	\$90.00	Prepare payment to investor for bounced interim distribution. Prepare payment in NAB connect and MYOB and supporting documentation.

Jordan Devery	Graduate Accountant	Creditors	14/04/2020	0.30	\$67.50	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.
Liam Landrigan	Graduate Accountant	Creditors	14/04/2020	0.10	\$22.50	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 investor management database to review current investor details and advise.
Jordan Devery	Graduate Accountant	Creditors	15/04/2020	0.80	\$180.00	Prepare 4 letters to investor in relation to a bounced distribution payment. Access investor management database to review current details and draft letter for their request
Jordan Devery	Graduate Accountant	Creditors	15/04/2020	0.40	\$90.00	Review of correspondence from 2 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.
Jordan Devery	Graduate Accountant	Creditors	15/04/2020	0.20	\$45.00	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 investor management database to review current investor details and advise.
Jordan Devery	Graduate Accountant	Creditors	15/04/2020	0.30	\$67.50	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.
Jordan Devery	Graduate Accountant	Creditors	15/04/2020	0.20	\$45.00	Prepare a letter to investor in relation to a bounced distribution payment. Access investor management database to review current details and draft letter for their request
Jordan Devery	Graduate Accountant	Creditors	15/04/2020	0.40	\$90.00	Prepare 2 letters to investors seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
Jordan Devery	Graduate Accountant	Creditors	15/04/2020	0.40	\$90.00	Prepare 2 letters to executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access investor management database to review current investor details and advise.
Jordan Devery	Graduate Accountant	Creditors	15/04/2020	0.20	\$45.00	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.
Liam Landrigan	Graduate Accountant	Creditors	15/04/2020	0.30	\$67.50	1x 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 investor management database to review current investor details and advise.
Liam Landrigan	Graduate Accountant	Creditors	15/04/2020	0.30	\$67.50	1x 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.
Liam Landrigan	Graduate Accountant	Creditors	15/04/2020	0.20	\$45.00	1x Prepare letter to investor confirming update of details for their investment with the Fund. Access investor management database to review current details.
Liam Landrigan	Graduate Accountant	Creditors	15/04/2020	0.30	\$67.50	1x 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.
Liam Landrigan	Graduate Accountant	Creditors	15/04/2020	0.50	\$112.50	3x 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.
Liam Landrigan	Graduate Accountant	Creditors	15/04/2020	0.10	\$22.50	3x Scanned documents and saved to files and database, sent off documents to required investor via email or post.

Liam Landrigan	Graduate Accountant	Creditors	16/04/2020	0.20	\$45.00	1x 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 investor management database to review current investor details and advise.
Liam Landrigan	Graduate Accountant	Creditors	17/04/2020	0.30	\$67.50	1x 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 investor management database to review current investor details and advise.
Ryan Whyte	Accountant	Creditors	17/04/2020	0.60	\$165.00	Reviewed and approved 6 letters to investors in relation to a request for a change of details/unit holding balance/confirmation of change/transfer of units/transfer of units for deceased estate.
Charles Haines	Associate Director	Creditors	20/04/2020	0.20	\$105.00	Update regarding Creditor dividend, and equalisation distribution and database maintenance
Charles Haines	Associate Director	Creditors	20/04/2020	0.10	\$52.50	Update regarding payment of approved amounts to Hall Chadwick
Charles Haines	Associate Director	Creditors	21/04/2020	0.20	\$105.00	Update regarding litigation and creditor payment
Jordan Devery	Graduate Accountant	Creditors	21/04/2020	0.10	\$22.50	Review of voicemails from Investors. Access investor management database to confirm details & prepare requested information to call back. Call investor back regarding their query.
Jordan Devery	Graduate Accountant	Creditors	21/04/2020	0.10	\$22.50	Call from an investor seeking an update on the winding up of the fund.
Liam Landrigan	Graduate Accountant	Creditors	21/04/2020	0.10	\$22.50	1x Call from an investor seeking an update on the winding up of the fund.
Ryan Whyte	Accountant	Creditors	21/04/2020	1.30	\$357.50	Review the equalisation payment spreadsheet for the winding up of the fund. Update the spreadsheet to reflect the current unit holdings from transfer of units to new parties since 2018.
Ryan Whyte	Accountant	Creditors	21/04/2020	1.00	\$275.00	Review the equalisation payment spreadsheet for the winding up of the fund. Update the spreadsheet to reflect the current unit holdings from transfer of units to new parties since 2018.
Ryan Whyte	Accountant	Creditors	21/04/2020	1.50	\$412.50	Review the equalisation payment spreadsheet for the winding up of the fund. Update the spreadsheet to reflect the current unit holdings from transfer of units to new parties since 2018.
Jayden Coulston	Manager	Administration	21/04/2020	0.10	\$46.00	Review term deposit correspondence from NAB. Instructions to Jordan Devery to obtain current rates and to prepare renewal file note.
Jordan Devery	Graduate Accountant	Creditors	22/04/2020	0.20	\$45.00	Prepare file note for rollover of term deposit and letter to NAB with instructions. Calculate future expenses and recommend deposit tenor and withdrawal amount.
Liam Landrigan	Graduate Accountant	Creditors	22/04/2020	0.30	\$67.50	1x 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 investor management database to review current investor details and advise.
Liam Landrigan	Graduate Accountant	Creditors	22/04/2020	0.10	\$22.50	1x 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 investor management database to review current investor details and advise.

Liam Landrigan	Graduate Accountant	Creditors	22/04/2020	0.30	\$67.50	1x 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.
Maira Hattingh	Practice Assistant	Administration	22/04/2020	0.20	\$21.00	Filing
Jayden Coulston	Manager	Trade On	23/04/2020	0.10	\$46.00	Review and approve expense payment. Request David Whyte approval to pay.
Jordan Devery	Graduate Accountant	Creditors	23/04/2020	0.50	\$112.50	Review of correspondence from 2 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.
Jordan Devery	Graduate Accountant	Creditors	23/04/2020	0.10	\$22.50	Review of voicemails from Investors. Access investor management database to confirm details & prepare requested information to call back. Call investor back regarding their query.
Jordan Devery	Graduate Accountant	Creditors	23/04/2020	0.10	\$22.50	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 investor management database to review current investor details and advise.
Charles Haines	Associate Director	Administration	23/04/2020	0.10	\$52.50	Email regarding database update and tracking of investors
Maira Hattingh	Practice Assistant	Administration	23/04/2020	0.80	\$84.00	Filing
Jayden Coulston	Manager	Trade On	24/04/2020	0.30	\$138.00	Review and approve payment of fund expenses. Liaise with Ryan Whyte regarding any further outstanding expenses.
Jordan Devery	Graduate Accountant	Creditors	24/04/2020	0.30	\$67.50	Prepare file note for rollover of term deposit and letter to NAB with instructions. Calculate future expenses and recommend deposit tenor and withdrawal amount.
Jordan Devery	Graduate Accountant	Creditors	24/04/2020	0.50	\$112.50	Reconcile the 3 Equititrust bank accounts for preparation of term deposit rollover.
Maira Hattingh	Practice Assistant	Administration	24/04/2020	0.10	\$10.50	Filing
Jayden Coulston	Manager	Trade On	27/04/2020	0.30	\$138.00	Review and approve fund expense payments.
Jordan Devery	Graduate Accountant	Creditors	27/04/2020	0.60	\$135.00	Prepare file note for rollover of term deposit and letter to NAB with instructions. Calculate future expenses and recommend deposit tenor and withdrawal amount.
Liam Landrigan	Graduate Accountant	Creditors	27/04/2020	0.20	\$45.00	1x 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.
Liam Landrigan	Graduate Accountant	Creditors	27/04/2020	0.10	\$22.50	1x Phone call from 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.

Ryan Whyte	Accountant	Creditors	27/04/2020	1.10	\$302.50	Review the equalisation payment spreadsheet for the winding up of the fund. Update the spreadsheet to reflect the current unit holdings from transfer of units to new parties since 2018.
Ryan Whyte	Accountant	Creditors	27/04/2020	1.40	\$385.00	Review the equalisation payment spreadsheet for the winding up of the fund. Update the spreadsheet to reflect the current unit holdings from transfer of units to new parties since 2018.
Sarah Cunningham	Accounting Assistant	Administration	27/04/2020	0.40	\$90.00	Drafting March and Feb period BAS. Reviewing calcs. Completing manual version and attached for approval and review.
Ryan Whyte	Accountant	Creditors	28/04/2020	0.80	\$220.00	Review the equalisation payment spreadsheet for the winding up of the fund. Update the spreadsheet to reflect the current unit holdings from transfer of units to new parties since 2018.
Ryan Whyte	Accountant	Creditors	28/04/2020	1.20	\$330.00	Review the equalisation payment spreadsheet for the winding up of the fund. Update the spreadsheet to reflect the current unit holdings from transfer of units to new parties since 2018.
Jayden Coulston	Manager	Assets	29/04/2020	0.10	\$46.00	Liaise with Jordan Devery re term deposit renewal/rates.
Jordan Devery	Graduate Accountant	Creditors	29/04/2020	0.30	\$67.50	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.
Jordan Devery	Graduate Accountant	Creditors	29/04/2020	0.20	\$45.00	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 investor management database to review current investor details and advise.
Jordan Devery	Graduate Accountant	Creditors	29/04/2020	0.20	\$45.00	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.
Jordan Devery	Graduate Accountant	Creditors	29/04/2020	0.40	\$90.00	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.
Jordan Devery	Graduate Accountant	Creditors	30/04/2020	0.30	\$67.50	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.
Jordan Devery	Graduate Accountant	Creditors	30/04/2020	0.20	\$45.00	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.
Jordan Devery	Graduate Accountant	Creditors	30/04/2020	0.40	\$90.00	Prepare letter to 2 investors seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
Jordan Devery	Graduate Accountant	Creditors	30/04/2020	0.10	\$22.50	Review of unread emails sent to the Fund's mailbox and mail correspondence. Save email for letter response to be updated in the Fund's database. Review and update investor correspondence register accordingly.
Liam Landrigan	Graduate Accountant	Creditors	30/04/2020	0.30	\$67.50	1x 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.
Liam Landrigan	Graduate Accountant	Creditors	30/04/2020	0.30	\$67.50	1x 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 investor management database to review current investor details and advise.

Liam Landrigan	Graduate Accountant	Creditors	30/04/2020	1.20	\$270.00	4x 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.
Liam Landrigan	Graduate Accountant	Creditors	30/04/2020	0.60	\$135.00	2x 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.
Liam Landrigan	Graduate Accountant	Creditors	30/04/2020	0.30	\$67.50	1x 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.
Liam Landrigan	Graduate Accountant	Creditors	30/04/2020	0.10	\$22.50	2x Scanned documents and saved to files and database, sent off documents to be reviewed.
Ryan Whyte	Accountant	Administration	30/04/2020	0.20	\$55.00	Prepare payment for IT expenses in MYOB and NAB.

BDO Business Restructuring Pty Ltd

SCALE OF INSOLVENCY HOURLY CHARGE OUT RATES

FEES	\$ (Exc GST)	\$ (Inc GST)
Partner	595	655
Associate Director	510	561
Senior Manager	485	534
Manager	445	490
Assistant Manager	400	440
Senior Accountant I	360	396
Senior Accountant II	320	352
Accountant I	265	292
Accountant II	220	242
Financial Assistant	220	242
Undergraduate	180	198
Practice Assistant	175	193
Administration Assistant	100	110

DISBURSEMENTS		
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 2018.

The Partners of BDO Business Restructuring Pty Ltd follow the Australian Restructuring, Insolvency and Turnaround Association's (ARITA) code of Professional Practice.

A copy of the code 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 - Brisbane

SCALE OF INSOLVENCY HOURLY CHARGE OUT RATES

FEES	\$ (ex gst)
Partner	615
Associate Director	525
Senior Manager	500
Manager	460
Assistant Manager	410
Senior Accountant I	370
Senior Accountant II	330
Accountant I	275
Accountant II	225
Financial Assistant	225
Undergraduate	185
Practice Assistant	180
Administration Assistant	105

DISBURSEMENTS	\$ (ex gst)
Postage	At cost
Phone	At cost
Photocopying	30c a copy
Fax	\$1 per page
Company Search	At cost
Property Search	25
File Setup & Document Storage	60

These rates are current from 1 July 2019.

The Partners of BDO Business Restructuring Pty Ltd follow the Australian Restructuring, Insolvency and Turnaround Association's (ARITA) code of Professional Practice.

A copy of the code 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.

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.
<p>Note:</p> <p>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.</p>		

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> <ul style="list-style-type: none"> the scale of rates that will be used, including qualifications and experience generally of staff at each level; and a best estimate of the costs of the Administration to completion, or to a specific milestone. <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	Where a time based Remuneration claim for prospective fees is	Where a fixed fee is claimed, the Practitioner will need to	Where a percentage based claim is made, information must be	If a contingency arrangement within the scope of this Code is

Basis of Fee Approval					
	Time – Retrospective	Time – Prospective	Fixed	Percentage	Contingent
	<p>made, the Practitioner will 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</p>	<p>being made, the 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 	<p>report to the relevant 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 	<p>provided to the relevant 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 	<p>proposed, there must 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
	sought and provide an explanation for any variance.	<p>what the monetary capped amount represents; and</p> <ul style="list-style-type: none"> when it is proposed that the fees be drawn (for example, monthly). 	<p>the basis of 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; 	<p>work;</p> <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</p>	

	Basis of Fee Approval				
	Time – Retrospective	Time – Prospective	Fixed	Percentage	Contingent
			<p>and</p> <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</p>	<p>expected Remuneration 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
			the Administration, or 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 				

Basis of Fee Approval				
Time – Retrospective	Time – Prospective	Fixed	Percentage	Contingent
<ul style="list-style-type: none"> details of the basis of any internal Disbursements that will be charged to the Administration in the future (eg. Page rate for photocopying done internally). <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. <p>for corporate Administrations, information on how to access the Creditor Information Sheet on approving Remuneration in external administrations (if not previously provided).</p> <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.

Practice Statement Insolvency 5: Remuneration reporting

Approved: 16 September 2019

This Practice Statement provides guidance to Members on:

- the information to be provided to creditors in respect of Remuneration for all Administrations, excluding appointment as a Controller
- the information to be provided for the approval of Internal Disbursements for all Administrations, excluding appointment as a Controller and
- guidance on information to be provided to the Court when seeking approval of Remuneration.

This guidance is compliant with the ARITA Code and the requirements of the relevant Legislation.

Contents

5.1	Interpretation and Definitions	2
5.2	Reporting points	2
5.3	Timing of information	3
5.4	Information to be provided	4
5.5	Sources of Funding	15
5.6	Templates	16
5.7	Court applications	17
	Appendix 1: Template – Pre-appointment proposed basis of Remuneration disclosure	18
	Appendix 2: Template – Initial Remuneration Notice	22
	Appendix 3: Template – Remuneration Approval Report	26
	A3.1 Structure of the Remuneration Approval Report	26
	A3.2 Template	27
	Appendix 4: Guidance for Court applications	50

Refer also to

- Code of Ethics
- COPP: Insolvency Services, section 5
- PSI8: Remuneration
- PSI7: Disbursements and Expenses

5.1 Interpretation and Definitions

Members must refer to Sections 3 and 4 of the COPP: Introduction for how the Practice Statement is to be interpreted and applied.

Definitions that apply to the Standard are at Section 6 of the COPP: Introduction.

5.2 Reporting points

There may potentially be four different points where information about Remuneration is reported to creditors:

1. Pre-appointment proposed basis of remuneration disclosure to directors/individual Insolvents in director or debtor led Appointments
2. Initial Remuneration Notice to creditors (with the first communication)
3. Remuneration Approval Report to creditors (before approval of Remuneration)
4. Reporting to creditors about outcomes and Remuneration drawn (optional).

In some instances, a Member may choose to seek approval of Remuneration in the same report as the Initial Remuneration Notice. This is acceptable as long as all reporting requirements are included.

Members can choose to report back to creditors about outcomes and Remuneration drawn. Where there are insufficient funds to meet the cost of this additional report, Members do not have to do so.

Members should note the specific legal requirements in relation to Remuneration Claim Notices for personal insolvency Administrations.

More than one request for the approval of Remuneration may be made during the conduct of an Administration.

5.3 Timing of information

The table below summarises the timing of the provision of information for each Remuneration basis. Full details of reporting requirements appears at 5.4 below.

Basis of Remuneration	Pre-appointment proposed basis of remuneration	Initial Remuneration Notice (IRN) - First communication after Appointment	Remuneration Approval Report (RAR) - after appointment or during Administration	During the Administration (Remuneration Approval Report (RAR) or report on remuneration drawn)
Time based	Advice on the Remuneration basis that is proposed to be used for the administration and an estimate of the cost (not mandatory). Applicable to director or Debtor led appointments only.	Advice on the basis chosen and rates (if time based). Estimate of fees (must be provided) and comparison to the pre-appointment estimate, (if one was provided). The method for the calculation of internal and external disbursements.	Report on work undertaken and request approval of quantum. Comparison to initial estimate of fees provided to creditors in IRN.	Report on work undertaken and request further approvals (if required).
Prospective Fee (time based)			Request for approval for time based charging to a capped amount. Comparison to initial estimate of fees provided to creditors in IRN.	Report on work undertaken and request further approvals (if required).
Fixed fee			Request for approval of the quantum. Comparison to initial estimate of fees provided to creditors in IRN.	Report on achievement of milestones for the drawing of Remuneration.
Percentage			Request for approval of the arrangement. Comparison to initial estimate of fees provided to creditors in IRN.	Report on the factors underlying the entitlement to claim the Remuneration.
Contingency				Report on the achievement of the contingency event or otherwise.
Note: Mixed Fee Arrangements: There will be circumstances where a Member 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 5.4 below) will need to be provided at the time of seeking the creditors' approval of that arrangement.				

5.4 Information to be provided

Refer also to

- COPP: Insolvency Services, section 5
- PSI8: Remuneration
- PSI7: Disbursements

	Basis of Fee Approval				
	Time – Retrospective	Time – Prospective	Fixed	Percentage	Contingent
Pre-appointment proposed basis of remuneration (to directors/individual Insolvent in debtor led appointments only) (Refer Appendix 1 for template)	<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 Member intends to use to calculate Remuneration in the Administration • An explanation why the Member considers this method to be suitable for the Administration • The scale of hourly rates to be applied (where Remuneration will be sought on a time basis) • An explanation that: <ul style="list-style-type: none"> - the actual Remuneration drawn in the Administration will be that approved by the Approving body after the Approving body is provided with a Remuneration report in accordance with the applicable Legislation and ARITA Code of Professional Practice; - creditors will be advised of the basis proposed to directors/individual Insolvent; and - if the directors/individual Insolvent or other Entity has made, or will be making, an Upfront Payment for the purposes of the Member's Remuneration, approved Remuneration over and above this amount can be paid from the assets of the Administration. 				

	Basis of Fee Approval				
	Time – Retrospective	Time – Prospective	Fixed	Percentage	Contingent
Pre-appointment proposed basis of remuneration (to directors/individual Insolvent in debtor led appointments only) (continued)	<ul style="list-style-type: none"> There is no mandatory requirement to provide an estimate of cost of the Administration to the directors/individual Insolvent, but where an estimate of the cost of the Administration is provided, it has to be in writing to the directors/individual Insolvent as part of the pre-appointment disclosure, clearly detailing any variables which may affect the estimate. Advise the director/individual Insolvent that: <ul style="list-style-type: none"> creditors will be advised of the estimate provided to the directors/individual Insolvent; the actual Remuneration may exceed that estimate and this higher amount can be approved by the Approving body; and if the estimate provided differs to any subsequent estimate provided to creditors, an explanation of the variance will be provided to creditors. 				
Initial Remuneration Notice (IRN) (Refer Appendix 2 for template)	<p>The following information is provided to creditors regarding Remuneration in their first communication with creditors pursuant to IPR 70-35 for all Administrations except Appointments as a Controller:</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 Member intends to use to calculate Remuneration in the Administration why the Member considers this method to be suitable for the Administration an estimate of the expected amount of the Administrator's Remuneration and any factors that will affect that estimate details of any estimate or fee provided to directors/individual Insolvent prior to the appointment; and if the estimate or fee provided to the directors/individual Insolvent is now different to the estimate provided in the IRN, an explanation of the change from the pre-appointment information provided. details of the basis of recovering any internally generated Disbursements that will be charged to the Administration (e.g. Page rate for photocopying done internally) details of the basis of recovering any external disbursements that will be charged to the Administration (e.g. at cost) 				
	If a Member is intending to use time based Remuneration (either retrospectively or prospectively), they have to also provide the scale of rates that will be used, including qualifications and experience generally of staff at each level.				

	Basis of Fee Approval				
	Time – Retrospective	Time – Prospective	Fixed	Percentage	Contingent
Remuneration Approval Report (RAR) (Refer Appendix 3 for template)	Details of the Remuneration claimed ARITA's recommended Remuneration Approval Report (RAR) template, 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 (retrospective and prospective) and may assist with other bases of Remuneration claims. If broadly followed, the proposed format constitutes good practice.				
<i>Note: This table includes requirements from the Corporations Act/ Bankruptcy Act and COPP: Insolvency Services for a RAR</i>	Where a time based Remuneration claim for retrospective fees is being made, the Member will need to report to the relevant Approving body on: <ul style="list-style-type: none"> a description of work performed, broken down into the major tasks the amount of time spent on each major task the costs of each major task the classification of staff engaged on the Administration for each major task 	Where a time based Remuneration claim for prospective fees is being made, the Member will need to report to the relevant Approving body on: <ul style="list-style-type: none"> a summary description of the major tasks still remaining to be done 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 	Where a fixed fee is claimed, the Member will need to report to the relevant Approving body on: <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 	Where a percentage based claim is made, information must be provided to the relevant Approving body to enable it to make an informed assessment of whether the percentage is reasonable. The Member will need to report to the relevant Approving body on: <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 	If a contingency arrangement within the scope of the COPP: Insolvency Services is proposed, there will need to be full disclosure of the proposed arrangement to the relevant Approving body, including: <ul style="list-style-type: none"> exactly what the arrangement is contingent upon; how achievement of the contingency will be assessed; what the Member's Remuneration will be, or range of Remuneration, in

	Basis of Fee Approval				
	Time – Retrospective	Time – Prospective	Fixed	Percentage	Contingent
Remuneration Approval Report (RAR) (continued)	<ul style="list-style-type: none"> when it is proposed that the fees be drawn. <p>The Member needs to make a declaration that that the work in progress report for the Administration has been reviewed to ensure that Remuneration is only being claimed for necessary and proper work.</p>	<p>milestone) including the estimated fees for each major task;</p> <ul style="list-style-type: none"> a monetary 'cap' on the Remuneration; when it is proposed that the fees be drawn (for example, monthly). 	<p>in sufficient detail for the Approving body to make an informed decision about why the fee is reasonable;</p> <ul style="list-style-type: none"> what services will not be included in the fixed fee and the basis of charging for these excluded services; and the milestones as to when Remuneration will be drawn from the Administration. <p>Note: a Member must not draw fixed fee Remuneration up-front (COPP: Insolvency Services 3.2.5).</p> <p>A Member seeking a fixed fee basis for Remuneration needs to include in the</p>	<p>is to be applied to another factor, the value of that factor);</p> <ul style="list-style-type: none"> 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; what work has been, or is intended to be outsourced that would normally be carried out by the Member or their staff and whether this outsourced work will be billed separately or included in the percentage based 	<p>the event that the contingency is or is not achieved;</p> <ul style="list-style-type: none"> why a contingency arrangement is in the best interests of creditors; and when the Remuneration will be drawn. <p>If a Member is intending to make a claim for Remuneration on a contingency basis, it is recommended that disclosure is made and approval received from creditors prior to the work commencing.</p>

	Basis of Fee Approval				
	Time – Retrospective	Time – Prospective	Fixed	Percentage	Contingent
Remuneration Approval Report (RAR) (continued)			<p>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 costs of meeting all statutory obligations. <p>Example Acceptable exclusions</p> <ul style="list-style-type: none"> litigation for recovery of preference payments. litigation for insolvent trading. <p>If a Member is intending to make a</p>	<p>Remuneration claim;</p> <ul style="list-style-type: none"> the milestones as to when the Remuneration will be drawn from the Administration; and the expected range of possible Remuneration outcomes. <p>Full disclosure to creditors of the terms of the arrangement, and the expected Remuneration outcome, or range of possible outcomes to minimise any perception of conflict of interest.</p> <p>If a Member is intending to make a claim for Remuneration on a percentage basis, it is recommended that</p>	

	Basis of Fee Approval				
	Time – Retrospective	Time – Prospective	Fixed	Percentage	Contingent
Remuneration Approval Report (RAR) (continued)			claim for Remuneration on a fixed fee basis, this must be done at the first opportunity after the Member is appointed. The only exceptions to this are where a Member chooses to make a claim for a fixed fee to enable finalisation of the Administration, or for a specific aspect of the Administration.	this be done at the first opportunity after the Member is appointed. An exception to this is where a Member chooses to make a claim for Remuneration on a percentage basis to undertake a particular task (eg. litigation).	
<p>Include the following in RAR for all Remuneration types:</p> <ul style="list-style-type: none"> • A declaration that the Remuneration claimed is necessary and proper. • Comparison of the estimated Remuneration previously provided with the actual Remuneration approval sought and provide an explanation for any variance. • Statement of Remuneration claim – The Member should clearly: <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); and ○ set out the total Remuneration previously determined. 					

	Basis of Fee Approval				
	Time – Retrospective	Time – Prospective	Fixed	Percentage	Contingent
Remuneration Approval Report (RAR) (continued)	<ul style="list-style-type: none"> • A statement as to whether they anticipate that there will be any further request for approval of Remuneration in the future. • An estimated total amount, or range of total amounts, of the Remuneration for the external administration must be provided. • An explanation on the likely impact of Remuneration on the dividends (if any) to creditors. • Details of any Remuneration recoverable from external sources must be provided. This would include upfront or indemnity payments from directors or other parties, FEG Remuneration payments, Assetless Administration Fund funding, payments from secured creditors and litigation or creditor funding. • Include the following information on Disbursements: <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 Internal Disbursements to be paid to the Firm: <ul style="list-style-type: none"> - what the Disbursement was for; - the quantity and rate (only for Internal Disbursements); and - the amount to be claimed; and ○ details of the basis of any internal Disbursements that will be charged to the Administration in the future (eg. Page rate for photocopying done internally). ○ payments direct to third parties from the Administration bank account and Disbursements (with no profit) only need to be clearly included in the receipts and payments (as long as who the payment was made to and what the payment is for is identifiable). If not clearly identifiable in the receipts and payments, they need to be detailed in the body of the report. 				

	Basis of Fee Approval				
	Time – Retrospective	Time – Prospective	Fixed	Percentage	Contingent
Remuneration Approval Report (RAR) (continued)	<ul style="list-style-type: none"> Information on the resolutions that will be put to creditors for the approval of Internal disbursements/the basis of future Internal disbursements to a Capped amount. A general report providing the creditors with information about the progress of the Administration, detailing matters resolved and those matters still outstanding. The general report should assist creditors with understanding: <ul style="list-style-type: none"> matters that may have contributed to the Remuneration claim; complexities or difficulties that have been faced by the Member; 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. 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 Member should provide additional information to committee members or creditors at the meeting. Where a Creditor information sheet on Remuneration is available, the Information sheet or information on how to access it must be provided (if not previously provided). Details on how to obtain further information. For personal insolvency Administrations only, a statement advising creditors/the individual insolvent of their right to request a Remuneration Claim Notice, within 20 business days after receiving the Remuneration Approval Report. 				

	Basis of Fee Approval				
	Time – Retrospective	Time – Prospective	Fixed	Percentage	Contingent
Future reporting and/or further Remuneration Approval Reports	<p>Any further Remuneration Approval Reports for retrospective fees on time basis have the same reporting requirements as the first RAR.</p> <p>In addition, the Approving body must be advised on:</p> <ul style="list-style-type: none"> • Remuneration already drawn under prior approval(s); • comparison of actual fees to the estimated fees provided in the initial or subsequent advice to creditors. <p>If there has been prior prospective Remuneration previously approved, provide a detailed explanation as to why further Remuneration approval is being sought, including why the prospective Remuneration amount approved has been exceeded (if</p>	<p>Any further fee Remuneration Approval Reports for prospective fees on a time basis have the same reporting requirements as the first RAR. In addition, the Approving body must be advised on:</p> <ul style="list-style-type: none"> • Remuneration already drawn under the prospective approval; • a detailed explanation as to why further Remuneration approval is being sought, including why the prospective Remuneration amount previously approved has been exceeded (if applicable) and explain any tasks that still remain to be completed and the expected cost of those tasks. 	<p>Once a fee is fixed for an agreed task, set of tasks or the conduct of the Administration, it remains fixed and a Member must not seek further approval if the original estimate is wrong (COPP: Insolvency Services 3.2.5).</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>	<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.</p>	<p>Future reporting to creditors will need to include information on whether the Member has achieved the contingency and the effect on the calculation of the Member's Remuneration.</p>

	Basis of Fee Approval				
	Time – Retrospective	Time – Prospective	Fixed	Percentage	Contingent
Future reporting and/or further Remuneration Approval Reports (continued)	<p>applicable) and explain any tasks that still remain to be completed and the expected cost of those tasks.</p> <p>If possible, an explanation as to what further fee approvals may be sought in the future, even if prospective fee approval is not being sought at this time.</p> <p>If prospective fee approval is being sought, refer to that column for guidance on reporting requirements.</p>	<p>The above applies even if the Member is only seeking an increase in the previously set capped amount.</p> <p>If the Member is seeking an increase in the capped amount or an additional prospective fee approval 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 Member wishes to change the rate scale other than as agreed, the Member 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>			



	Basis of Fee Approval				
	Time – Retrospective	Time – Prospective	Fixed	Percentage	Contingent
	Mixed Bases If a mix of bases are proposed to be used, the Member will need to clearly set out what basis applies to what tasks and report on each different basis using the above guidance.				

5.5 Sources of Funding

Refer also to

- COPP: Insolvency Services, section 5.9

5.5.1 FEG payments

Funding received in relation to Fair Entitlements Guarantee (FEG) to facilitate a FEG distribution to employees may be a limited or partial funding agreement. As such, where higher fees are incurred than the amount agreed with FEG 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 FEG is not subject to Approving Body approval and can be paid directly to the Appointee, any shortfall must be appropriately approved in accordance with the relevant legislation prior to drawing. In seeking creditor approval for any shortfall, Members must provide separate disclosure of the total time charged, FEG receipt(s) and any shortfall amount in the Remuneration report.

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

5.5.2 Assetless Administration funding

Funding received from ASIC under the AAF 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.

Members should refer to RG 109 for ASIC guidance on whether approval is required for funding from the AAF.

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, Members must provide separate disclosure of the total time charged, ASIC receipt(s) and any shortfall amount in the Remuneration Approval Report.

Members 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, Members must ensure that any work undertaken for ASIC in relation the AAF is appropriately identified in their time recording system, including an adjustment for any direct payments from ASIC.

5.5.3 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 of the COPP: Insolvency Services.

5.5.4 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 of the COPP: Insolvency Services.

5.5.5 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 of the COPP: Insolvency Services.

5.6 Templates

There are three templates provided in this Practice Statement:

1. Pre-appointment proposed basis of remuneration disclosure (Appendix 1)
2. Initial Remuneration Notice to creditors (Appendix 2)
3. Remuneration Approval Report to creditors (Appendix 3)

The recommended format for a report to creditors could be used by Members seeking retrospective and/or prospective determination of Remuneration on a time basis, although aspects of the report may be useful for other Remuneration bases.

This report might not be suitable for reporting on Remuneration for an appointment as a Controller, and Members are encouraged to seek guidance from their appointor as to the required format of their Remuneration reporting.

Reports have to be tailored to the particular circumstances of each Administration.

Members have to exercise their professional judgment when putting together a report to committee members or creditors.

It is recommended that the Remuneration Approval Report accompany, or be combined with, a general report that the Member is preparing for committee members or creditors. For example, where a voluntary administrator is seeking the determination of Remuneration at the meeting to consider the company's future and the Member is already under an obligation to prepare

Voluntary Administrator's report under IPR Corp 75-225, the Remuneration Approval Report should be provided to creditors at the same time.

Committee members or creditors might not be familiar with insolvency procedures and are not being remunerated for their time. Therefore, providing more information does not necessarily inform creditors in a more effective manner than providing less: it is the relevance and quality of the information, rather than the quantity, that is the key.

It is good practice for committee members or creditors to be made aware that all supporting documentation may be viewed if requested, provided sufficient notice is given to the Member.

5.7 Court applications

Applications to the Court may be made where approval of Remuneration is unable to be obtained from the Committee of Inspection (if there is one) or the creditors.

An application to the Court will require an affidavit. A list of matters that could be considered for inclusion in the affidavit material is included at Appendix 4.

Appendix 1: Template – Pre-appointment proposed basis of Remuneration disclosure

This is the suggested format for the pre-appointment advice to directors/individual Insolvents regarding the proposed basis of Remuneration. This advice is to be used for all Appointments made by directors/Debtors, this specifically excludes Controllers, members' voluntary liquidations or any Appointment made by the court.

This template has been prepared on the basis that no fixed fee or quote has been provided by the Member – only an estimate. If a fixed fee or quote has been provided, you will need to customise this template accordingly.

Remuneration advice

[Insolvent]

ACN [ACN] (if applicable)

Introduction

You have requested that I consent to act as *[appointment type]* for the above company. This information sheet is to assist you with understanding how remuneration is calculated and paid in a *[administration type]*.

Whilst I may provide you with an estimate of the cost of the *[administration type]* in this document, I advise that the actual remuneration drawn will be subject to the approval of the creditors, committee of creditors or court, after I have provided a remuneration approval report.

If I have provided you with an estimate of the cost of the administration, this information will be provided to creditors in my initial remuneration notice. However, the actual remuneration that is approved by creditors may exceed this estimate and this higher amount can be approved by the creditors, a committee of the creditors (called a Committee of Inspection) or the court. If the estimate that I provide to creditors differs to the estimate that I have provided to you, I will provide an explanation to creditors for the variance. *[if no estimate is provided, delete this paragraph – any estimates provided verbally should be confirmed in writing]*

If you have paid or are paying money up front, or are providing me with an indemnity, for the purposes of my remuneration, you should be aware that approved remuneration may exceed this amount and can be paid from the assets of the *[administration type]*. *[if no indemnity or Upfront Payment, this paragraph can be deleted.]*

Remuneration Methods

There are four basic methods that can be used to calculate the remuneration charged in a *[administration type]*. They are:

- A. Time based / hourly rates:** This is the most common method. The total fee charged is based on the hourly rate charged for each person who carried out the work multiplied by the number of hours spent by each person on each of the tasks performed.
- B. Fixed Fee:** The total fee charged is normally quoted at the commencement of the administration and is the total cost for the administration. Sometimes a *[appointment type]* will finalise an administration for a fixed fee.
- C. Percentage:** The total fee charged is based on a percentage of a particular variable, such as the gross proceeds of assets realisations.
- D. Contingency:** The fee is structured to be contingent on a particular outcome being achieved.

Method proposed

Given the nature of this administration, I propose that my remuneration will be calculated on *[insert basis]*. This is because:

- *[Provide reasoning for the fee calculation method chosen.]*

Examples of reasoning for choosing time based Remuneration:

- *It ensures that creditors are only charged for work that is performed.*
- *I will be 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.*
- *I am unable to estimate with certainty the total amount of fees necessary to complete all tasks required in the Administration.*
- *I have a time recording system that can produce a detailed analysis of time spent on each type of task by each individual staff member utilised in the administration;*
- *time based remuneration calculates fees upon a basis of time spent at the level appropriate to the work performed;*
- *the method provides full accountability in the method of calculation]*

Details of the hourly rates are included below. *[delete if hourly rates are not being used]*

Creditors will be advised of the proposed basis of remuneration in my initial remuneration advice to them.

Estimate of the cost of the administration

[If you are providing the directors/individual Insolvent with an estimate of the cost of the administration, that information should be provided here. If an estimate is not being provided, this section can be deleted.]

I estimate that this administration will cost approximately \$*[amount]* to complete, subject to the following variables which may have a significant effect on this estimate and that I am unable to determine until I have commenced the *[administration type]*:

- *[list variables here]*

Explanation of Hourly Rates

[Use the following guidance for time based remuneration only. Not required for other bases of remuneration.]

The rates for my remuneration calculation are set out in the following table together with a general guide showing the qualifications and experience of staff engaged in the administration and the role they take in the administration. The hourly rates charged encompass the total cost of providing professional services and should not be compared to an hourly wage.

Title ²	Description ³	Hourly Rate (excl GST)
Appointee		\$
Director		\$
Senior Manager		\$
Manager		\$
Supervisor		\$
Senior		\$
Intermediate		\$
Secretary		\$
Clerk		\$
Junior		\$
<i>[Notes:</i> 1. <i>Delete these notes from the completed table.</i> 2. <i>Each firm should develop a table which is appropriate for their firm using the columns set down in the above table.</i> 2. <i>These are example titles only. Each firm should use the titles appropriate to their firm.</i> 3. <i>Information that should be incorporated in the description column includes years of experience, qualifications, education, staff supervised etc.]</i>		

Acknowledgement

To acknowledge that you have received and understood the information that I have provided to you, please sign and date this document and return it to me on or before making the appointment.

Sign:

Name:

Date:

Appendix 2: Template – Initial Remuneration Notice

Initial Remuneration Notice

Insolvent Name ([Basis of appointment])

ACN/Estate reference

The purpose of the Initial Remuneration Notice is to provide you with information about how I propose my remuneration for undertaking the *[administration type]* will be set.

1 Remuneration Methods

There are four basic methods that can be used to calculate the remuneration charged by an insolvency practitioner in an *[administration type]*. They are:

- A. Time based / hourly rates:** This is the most common method. The total fee charged is based on the hourly rate charged for each person who carried out the work multiplied by the number of hours spent by each person on each of the tasks performed.
- B. Fixed Fee:** The total fee charged is normally quoted at the commencement of the administration and is the total cost for the administration. Sometimes a *[appointment type]* will finalise an administration for a fixed fee.
- C. Percentage:** The total fee charged is based on a percentage of a particular variable, such as the gross proceeds of assets realisations.
- D. Contingency:** The fee is structured to be contingent on a particular outcome being achieved.

2 Method chosen

Given the nature of this administration, I propose that my remuneration be calculated on *[insert basis]*. This is because:

- *[Provide reasoning for the fee calculation method chosen.]*

Examples of reasoning for choosing time based Remuneration:

- *It ensures that creditors are only charged for work that is performed.*
- *I am 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.*
- *I am unable to estimate with certainty the total amount of fees necessary to complete all tasks required in the Administration.*
- *I have a time recording system that can produce a detailed analysis of time spent on each type of task by each individual staff member utilised in the administration;*
- *time based remuneration calculates fees upon a basis of time spent at the level appropriate to the work performed;*

- the method provides full accountability in the method of calculation.

If you have chosen a basis other than time based remuneration, you will have to provide reasons for the basis that you have chosen.]

3 Explanation of Hourly Rates

[Use the following guidance for time based remuneration only. Not required for other bases of remuneration.]

The rates for my remuneration calculation are set out in the following table together with a general guide showing the qualifications and experience of staff engaged in the administration and the role they take in the administration. The hourly rates charged encompass the total cost of providing professional services and should not be compared to an hourly wage.

Title ²	Description ³	Hourly Rate (excl GST)
Appointee		\$
Director		\$
Senior Manager		\$
Manager		\$
Supervisor		\$
Senior		\$
Intermediate		\$
Secretary		\$
Clerk		\$
Junior		\$
[Notes: 1. Delete these notes when the table is completed. 2. Each firm should develop a table which is appropriate for their firm using the columns set down in the above table. 2. These are example titles only. Each firm should use the titles appropriate to their firm. 3. Information that should be incorporated in the description column includes years of experience, qualifications, education, staff supervised etc.]		

4 Estimated remuneration

[The Act requires that you provide an estimate of the expected amount of remuneration for the Administration (corporate and personal) – IPR 70-35. You can provide a range.]

I estimate that this [administration/estate] will cost approximately \$XXX to \$XXX to complete, subject to the following variables which may have a significant effect on this estimate and that I am unable to determine at this early stage:

- [list variables here]

[If you provided an estimate to the directors/Debtor prior to your appointment, provide details here, otherwise delete this paragraph] Prior to my appointment, I provided an estimate of the cost of the administration to the directors. [Comment on the estimate provided to directors/individual Insolvent in the Pre-appointment proposed basis of remuneration. Example: This estimate is consistent with the estimate provided to the [directors/[Debtor Name]] prior to my appointment

OR This estimate varies from the estimate provided to [the directors/[Debtor Name]] prior to my appointment for the following reasons:

- (provide reasons).]

[If you have received an Upfront Payment or Indemnity, insert the details here, otherwise delete this paragraph] I received an [up-front payment OR indemnity] to contribute to the estimated costs. [Insert basic details of party providing up-front payment or indemnity and amount]. This has been disclosed in my declaration of relevant relationships and indemnities. Approved remuneration may exceed the amount of this [up-front payment OR indemnity] and can be paid from the assets of the administration after approval by creditors or the Court.

5 Disbursements

Disbursements are divided into three types:

- **External professional services** - these are recovered at cost. An example of an externally provided professional service is legal fees. It does not include insolvency services, as insolvency services are claimed as remuneration.
- **External non-professional costs** – these are recovered at cost. Examples of external non-professional expenses include travel, accommodation and search fees.
- **Firm non-professional costs** – such as photocopying, printing and postage. These costs, if charged to the Administration, would generally be charged at cost; though some expenses such as telephone calls, photocopying and printing may be charged at a rate which recoups both variable and fixed costs. The recovery of these costs must be on a reasonable commercial basis.

I am not required to seek creditor approval for expenses paid to third parties or for disbursements where I am recovering a cost incurred on behalf of the administration, but I must account to creditors. I must be satisfied that these expenses and disbursements are appropriate, justified and reasonable.

I am required to obtain creditor's consent for the payment of a disbursement where I, or a related entity of myself, may directly or indirectly obtain a profit. In these circumstances, creditors will be asked to approve my disbursements prior to these disbursements being paid from the administration.

Details of the basis of recovering disbursements in this administration are provided below.

Disbursement type <i>[Suggestion only – delete or add as appropriate]</i>	Rate (excl GST)
External professional services	At Cost
External non-professional services	At Cost
Firm non-professional costs	
Phone calls	At Cost
Binding	\$XX per bind
Faxes	\$XX per page
Photocopying	\$XX per page
Stationery – folders	\$XX per folder
Stationery – filing index	\$XX per set
Staff per diem travel allowance	\$XX per day
Staff vehicle use	\$XX per km

Scale applicable for the financial year ending 30 June 20[xx]

[Date of issue]

Appendix 3: Template – Remuneration Approval Report

A3.1 Structure of the Remuneration Approval Report

The recommended report structure is divided into eight parts and supporting schedules. Parts 5 – 8 may be covered in a supporting report as opposed to within the Remuneration Approval Report.

Part 1: Declaration

Part 2: Executive Summary

Part 3: Remuneration

3.1 Remuneration claim resolutions

3.2 Details of remuneration

3.3 Total remuneration reconciliation

3.4 Likely impact on dividends

3.5 Remuneration recovered from external sources [if required]

Part 4: Disbursements

4.1 Disbursement claim [if required]

4.2 Future basis of disbursements [if required]

Part 5: Report on Progress of the Administration

Part 6: Summary of Receipts and Payments

Part 7: Queries

Part 8: Approval of remuneration and internal disbursements

Schedule [#] – Resolution [#] Table of major tasks for remuneration

Schedule [#] – Summary of Receipts and Payments

A3.2 Template

Remuneration Approval Report

[Insolvent Name] ([Basis of appointment])
ACN/Estate reference

This remuneration approval report provides you with the information you need to be able to make an informed decision regarding the approval of my remuneration for undertaking the *[type of administration]* of *[insolvent]*.

This report has the following information included:

Part 1: Declaration	28
Part 2: Executive Summary	28
Part 3: Remuneration	30
3.1 Remuneration claim resolutions	30
3.2 Details of remuneration	32
3.3 Total remuneration reconciliation.....	34
3.4 Likely impact on dividends.....	37
3.5 Remuneration recovered from external sources <i>[if required]</i>	37
Part 4: Disbursements.....	38
4.1 Internal disbursement claim <i>[if required]</i>	39
4.2 Future basis of internal disbursements <i>[if required]</i>	40
Part 5: Report on Progress of the Administration	41
Part 6: Summary of Receipts and Payments.....	41
Part 7: Queries	41
Part 8: Approval of remuneration and internal disbursements.....	41
Schedule [#] – Resolution [#] Table of major tasks for remuneration	43
Schedule [#] – Summary of Receipts and Payments	49

What do you need to do next?

Provide creditors with a brief summary on the steps they need to take – if you have included this remuneration report with a covering letter that explains what creditors should do, you do not need to repeat the information here.

Example wording options for meeting and proposal without a meeting:

You should read this report and the other documentation that I have sent you and then attend the meeting of creditors in order to voice your opinion by casting your vote on the resolutions put to the meeting. The meeting will also give you an opportunity to ask any questions that you may have.

Alternatively, you are also able to appoint a representative to attend on your behalf by lodging a proxy form. Lodging a specific proxy form allows you to specify how your proxy must vote. Lodging a general proxy form allows your representative to choose how your vote is exercised.

Information about the meeting of creditors is provided at part 8 of this report.

If you have any questions or need any assistance, please contact *[details]*.

OR

You should read this report and the other documentation that I have sent you.

To minimise the costs in this *[appointment type]*, I have elected to seek the approval of creditors for my remuneration *and disbursements* without a meeting. Information about the proposals without a meeting process is included at part 8 of this report.

You can cast your vote by using the included voting forms. These forms then need to be returned to my office by post, scanned and emailed or faxed. I need to receive your forms by *[ProposalDate]* for your vote to count. If you chose to use post, please allow enough time for your letter to be delivered.

If you have any questions, or need any assistance with understanding the materials I have sent to you, please contact *[details]*.

Part 1: Declaration

This is a declaration by the Member that he or she has reviewed the Remuneration claim and it is necessary and proper for the conduct of the Administration. **For Personal Insolvency only:** IG Practice Direction 18 specifically requires a statement that the costs are "necessary and reasonable". **For retrospective time based claims only:** make a declaration that the work in progress report for the Administration has been reviewed to ensure that remuneration is only being claimed for necessary and properly performed work.

I, *[name, firm]* have undertaken a proper assessment of this remuneration claim for my appointment as *[appointment type]* of *[insolvent]* in accordance with the law and applicable professional standards. I am satisfied that the remuneration claimed is in respect of necessary work, properly performed, or to be properly performed, in the conduct of the *[appointment type]*.

I have reviewed the work in progress report for the [appointment type] to ensure that remuneration is only being claimed for necessary and proper work performed.

Part 2: Executive Summary

The executive summary should provide readers with a clear overview of the anticipated Remuneration and internal Disbursements for the appointment, amounts currently being sought and amounts approved to date.

It should make a general comment about how the remuneration claim compares to previous estimates of remuneration that have been provided to creditors in either the IRN or previous remuneration approval reports (provision of estimates is a requirement of IPRs 70-35 and 70-45 for both corporate and personal insolvency Appointments).

The total remuneration for this appointment is estimated to be \$[amount or range]. This is consistent with my previous estimated total remuneration.

OR

The total remuneration for this appointment is estimated to be \$[amount or range]. This has increased / decreased compared to my previous estimate because of [reasons].

Remuneration currently claimed [and previously approved] is summarised below:

Period [Suggestion only – delete or add details as appropriate]	Report Reference	Amount (ex GST)
Current Remuneration claim:		
[appointment type]		
Resolution [#]: [period]	[X], Sch [X]	\$[amount]
Resolution [#]: [period]	[X], Sch [X]	\$[amount]
Total – [appointment type]		\$[total]
[add further appointment or approval types as necessary]		
Resolution [#]: [period]	[X], Sch [X]	\$[amount]
Total – [appointment type]		\$[total]
Past remuneration approved [if required]:		
[period]		\$[amount]
[period]		\$[amount]
Total past remuneration approved		\$[total]
TOTAL remuneration claimed and approved		\$[TOTAL]
* Approval for the future remuneration sought is based on an estimate of the work necessary to the completion of the administration. Should additional work be necessary beyond what is contemplated, further approval may be sought from creditors.		

[Only include if you have sought or are seeking approval of Internal Disbursements]

Disbursements that require creditor approval currently claimed *[and previously approved]* are summarised below:

Period <i>[Suggestion only – delete or add details as appropriate]</i>	Report Reference	Amount (ex GST)
Current disbursements claim:		
<i>[appointment type]</i>		
Resolution [#]: <i>[period]</i>	<input checked="" type="checkbox"/>	\${ <i>amount</i> }
Resolution [#]: <i>[period]</i>	<input checked="" type="checkbox"/>	\${ <i>amount</i> }
Total – <i>[appointment type]</i> *		\${ <i>total</i> }
<i>[add further appointment or approval types as necessary]</i>		
Disbursements approved <i>[if required]</i>:		
Resolution [#]: <i>[period]</i>		\${ <i>amount</i> }
TOTAL disbursements claimed and approved		\${[TOTAL]}
* Approval for the future disbursements sought is based on an estimate of the disbursements necessary to the completion of the administration. Should additional disbursements be necessary beyond what is contemplated, further approval may be sought from creditors.		

Please refer to report section references detailed in the above table for full details of the remuneration *and disbursement* approval sought.

Remuneration sought in relation to groups should be separately identified in summary table, in a format similar to the below.

Period	Report Reference	Group Entity 1 Amount (ex GST)	Group Entity 2 Amount (ex GST)	Group Total Amount (ex GST)

Part 3. Remuneration

3.1 Remuneration claim resolutions

Full and exact statements, including precise dollar amounts, of all Remuneration resolutions for which approval is being sought must be included here. There needs to be a clear period for when the remuneration relates to, a specific amount or cap, and when the remuneration will be drawn.

The resolutions passed at the meeting may be amended by the creditors, but the resolution outlined here should be what is proposed in the first instance to a meeting, included in a special proxy or sent via a proposal to creditors.

It is recommended that each agreement or resolution sought be clearly labelled to enable easy reference to the executive summary (e.g. Resolution 1, Resolution 2 ...).

A separate description of work completed / to be completed (i.e. Attached as a Schedule) must be provided for retrospective and prospective remuneration. Separate resolutions should be provided for each period of retrospective and prospective remuneration. If one resolution is put, each period of retrospective and prospective remuneration has to be separately identifiable in the resolution. Any resolution(s) must be consistent with the executive summary.

A resolution on remuneration must not be bundled with any other resolution.

A separate Remuneration Approval Report is NOT required for retrospective and prospective remuneration or each resolution sought.

Retrospective fee resolutions must clearly state the terms of the agreement sought, including:

- the amount to be approved;
- the period that the remuneration approval relates to; and
- when the remuneration will be drawn.

Prospective fee resolutions must clearly state the terms of the agreement sought, including:

- the period that the remuneration approval relates to;
- the monetary cap on the remuneration;
- an explanation as to what the cap represents; and
- when it is proposed that the fees be drawn.

Example resolutions:

Retrospective

"That the remuneration of the [Appointee Type] for the period [start date] to [end date], calculated at hourly rates as detailed in the report to creditors of [date], is approved for payment in the sum of \$[amount including GST], which includes GST of \$[GST amount], and that the [Appointee Type] can draw the remuneration immediately or as required."

Prospective

"That the future remuneration of the [Appointee Type] from [start date] to [end date or point in time] is determined at a sum equal to the cost of time spent by the [Appointee Type] and their partners and staff, calculated at the hourly rates as detailed in the report to creditors of [date], up to a capped amount of \$[capped amount], exclusive of GST, and that the [Appointee Type] can draw the remuneration on a monthly basis or as required".

Prospective with rate increase

That the future remuneration of the [Appointee type] from [date] to [date or point in time] is determined at a sum equal to the cost of time spent by the [Appointee type] and their partners and staff, calculated at the hourly rates as detailed in the report to creditors of [date] that may be increased at a rate of [number]% at 1 July each year (rounded to the nearest \$10), up to a capped amount of \$[capped amount], exclusive of GST, and that the liquidator can draw the remuneration on a monthly basis or as required".

I will be seeking approval of the following resolutions to approve my remuneration. Details to support these resolutions are included in sections 3.2 and 3.3 and in Schedules [#] to [#].

Resolution [#] from [date] to [date]

"[Resolution wording]"

Resolution [#] from [date] to [date]

"[Resolution wording]"

3.2 Details of remuneration

Between this section of the report and the linked Schedules, you need to provide details of the major tasks performed or to be performed and the costs and method of calculation.

You are required to provide this information under law – there is no differentiation for different bases of determining remuneration. If a basis of remuneration is being used that is not time based, hours will not need to be included.

The basis of calculating the remuneration claims are summarised below and the details of the major tasks performed and the costs associated with each of those major tasks are contained in Schedules [#] to [#].

Resolution [#]: [date] to [date] *[retrospective example]*

Retrospective fee approval table: The suggested format following summarises the information necessary to allow a creditor to understand the calculations for the claim for retrospective Remuneration. Who did what, for how long and at what rate. The inclusion of Employee names is not mandatory, but some form of coding should be used e.g. Employee A. The name of the Appointee and Co-appointees must be identified.

This must be supported by a detailed table which includes a summary description of the major tasks performed – which we recommend you include in an attached Schedule to improve the flow of the report.

The below table sets out time charged to each major task area by staff members working on the [appointment type] for the [period] which is the basis of the Resolution [#] claim. More detailed descriptions of the tasks performed within each task area, matching the amounts below, are contained in Schedule [#].

Employee ¹	Position	\$/hour (ex GST)	Total actual hours	Total (\$)	Task Area						
					Assets hrs/\$	Creditors hrs/\$	Employees hrs/\$	Trade on hrs/\$	Investigation hrs/\$	Dividend hrs/\$	Administration hrs/\$
	Appointee										
	Appointee										
Total				\$	X	x	X	X	x	x	x
GST				\$							
Total (Incl GST)				\$							
Average hourly rate				\$	X	x	X	X	x	x	x

If non-insolvency services are provided by the Firm in the Administration, the non-insolvency services must be separately identified in the above table OR an additional table must be included as below, and then totalled.

Example wording: The below table sets out work performed by other professional services provided by the firm for the [period] [if applicable]

Employee ¹	Position	\$/hour (ex GST)	Total actual hours	Total (\$)	Non-insolvency service		
					Service 1 hrs / \$	Service 2 hrs / \$	Service 3 hrs / \$
Total				\$	X	X	x
GST				\$			
Total (Incl GST)				\$			
Average hourly rate				\$	X	X	x

Resolution [#]: [date] to [date] [prospective example]

Prospective (future) fee approval table: The suggested format provides all the information necessary to allow a creditor to understand the calculations for the claim for Remuneration, what still needs to be done and at what estimated cost. An estimate of the time to be spent by the staff at different levels (as needed for the retrospective approval) is not required. This must be supported by a summary description of the major tasks performed – which we recommend you include in an attached Schedule to improve the flow of the report.

The below table sets out the expected costs for the major tasks likely to be performed by the [appointee type] and their staff for the [period] which is the basis of the Resolution [#] claim. More detailed descriptions of the tasks likely to be performed within each task area, matching the amounts below, are contained in Schedule [#].

	Total (\$)	Task Area						
		Assets \$	Creditors \$	Employees \$	Trade on \$	Investigation \$	Dividend \$	Administration \$
Total (est)	\$	x	x	x	x	x	x	x
GST	\$							
Total (incl GST)	\$							

3.3 Total remuneration reconciliation

This section of the report provides an opportunity for Members to provide information to creditors to allow them to understand how the current Remuneration approval fits with previous estimates and approvals.

There is a statutory requirement to provide an estimated total amount, or range of total amounts, of the external administrator's Remuneration with each RAR. You must also, under the ARITA Code, provide explanations of how any current approvals compare with any previous prospective approvals.

Members should provide a statement as to whether they anticipate that there will be a further request for approval of Remuneration in the future. As much detail as possible should be provided.

Some of this information may best be communicated in table format.

The examples provided below are to assist Members with preparing their RARs. They are not intended to cover every situation and Members should use their professional experience to ensure that the RAR is suitable for the particular Administration and provides the creditors with the information they need to make an informed decision on the remuneration approval request.

Example wording to address the comparison between current total and previous estimates

At this point in time I estimate that the total remuneration for this [appointment type] will be \$[amount or range]. This includes the current approval amount being sought of \$[amount]. This is subject to the following variables which may have a significant effect on this estimate and that I am as yet unable to determine: [list variables].

This is consistent with the estimate provided in the Initial Remuneration Notice dated [date], which estimated remuneration of \$[estimated range or amount] (excluding GST).

OR

This estimate differs to the estimate of costs provided in the Initial Remuneration Notice dated [date], which estimated a cost of the administration of \$[estimated range or amount] (excluding GST), for the following reasons: [detail reasons]

OR

In my previous remuneration report of [date], I estimated that I was likely to make one further request for the approval of remuneration and at that time estimated that the cost to complete the [appointment type] was going to be \$[estimated range or amount]. The [appointment type] is now nearing completion and I am seeking approval of remuneration of \$[total], which is in accordance with my previous estimate OR differs to my previous estimate for the following reasons: [detail reasons]

Example wording to provide a detailed explanation of differences between current and previous prospective approvals as required under the Code.

At the creditors meeting of [date] OR via proposal dated [date], creditors approved my prospective remuneration of \$[amount]. To date, I have drawn \$[amount] and applied it in payment of my remuneration. My remuneration has exceeded this cap and in this report, I am now seeking approval of a further capped amount of \$[total] to enable me to complete the liquidation

To assist creditors with understanding how total remuneration has and/or will be incurred, this table shows remuneration to date, including the current claim(s), divided by task categories.

Task	Fee approval(s) [date] \$	Fee approval(s) [date] \$	Current Fee Approval \$	Total per task \$@
Assets				
Creditors				
Employees				
Trade On				
Investigation				
Dividend				
Administration				
TOTAL*				
Total remuneration previously approved%				
Difference (see table below for further explanation)#				
Payment reconciliation:				
TOTAL* (incl. amount claimed now)				[= Total above]
Amount paid to date				
Amount outstanding (incl amount claimed now)				
Notes (delete before sending)				
* This total should reconcile with the totals provided in the Executive Summary (i.e. being the total of past remuneration approvals together with the current approval(s) sought irrespective of whether paid yet or not)				
% Prospective approvals (being prior approvals before this request) must reconcile to next table.				
@ Total (prior approvals and this approval) must reconcile to next table.				
# Difference must reconcile to amount in next table				

In this table I compare, on a task basis, the difference between my previous remuneration report and this report, together with explanations for the difference.

Task	Prospective approval(s) as at [date] \$	Total per task \$	Difference \$	Reasons for differences
Assets				
Creditors				
Employees				
Trade On				
Investigation				
Dividend				
Administration				
TOTAL	%	@	#	
Refer notes from previous table (delete before sending)				

I also make the following general comments regarding the progress of the [appointment type] that have affected my previous remuneration estimate: [insert details here]

I have provided an explanation of tasks remaining to be completed, including my estimated costs to complete those tasks, to support my current remuneration approval request, at section [X] of the report and in Schedule [X]. [link to relevant section of the report and supporting schedule that you have provided to support remuneration approval request]

Example wording to comment on future remuneration requests.

Due to the complex nature of this [appointment type], I will not be seeking remuneration approval from creditors in advance. Prior to each meeting of creditors, I will provide a report on time spent and tasks undertaken, along with a general report on the progress of the [appointment type]. I will then ask creditors to approve my remuneration retrospectively at the meeting. Creditors will have an opportunity to ask any questions they may have in respect of the cost of the [appointment type] at that meeting.

OR

In preparing this remuneration approval report, I have made my best estimate at what I believe the [appointment type] will cost to complete and I do not anticipate that I will have to ask creditors to approve any further remuneration. However, should the [appointment type] not proceed as expected, I will advise creditors and I may seek approval of further remuneration and provide details on why the remuneration has changed. Matters that may affect the progress and the cost of the [appointment type], include: [list matters here]

3.4 Likely impact on dividends

Explain the likely impact of the remuneration claim on the dividend (if any) to creditors. It is a statutory requirement to provide this information for all external administrations and regulated debtor estates.

It is suggested that the report discuss:

- *the general priorities in an administration / liquidation / bankruptcy*
- *that any dividend will ultimately be impacted by the realisations achieved by the appointee and the value of creditor claims admitted to participate in the dividend and*
- *that the fees for the work performed to achieve realisations has priority.*

Comment on the uncertainty.

3.5 Remuneration recovered from external sources [if required]

If you have not received any funding from external sources – you do not need to include this section of the report.

Any funding obtained from external sources, such as up-front payments, indemnities, litigation funding, creditor funding, Assetless Administration Fund (AAF), Fair Entitlement Guarantee (FEG) funding etc, details of that funding should be provided in this section of the report.

Remuneration that is going to be paid from external sources (other than payments under the FEG or the AAF) must still be disclosed and approved in the usual way prior to the funding being applied to pay remuneration. This section of the report is about disclosure of the funding received.

Remuneration payments received in relation to FEG or predecessor schemes, or from the AAF (for corporate administration) are considered separate arrangements involving a limited or partial funding agreement. Where higher fees are incurred than the amount covered by the funding agreement there is no restriction in the Administration being charged for the shortfall on the basis that all remuneration claimed is necessary and properly incurred.

While the money received under the funding arrangement is not subject to creditor approval and can be paid directly to the Member, any shortfall must be appropriately approved in accordance with the appropriate Legislation prior to drawing. In seeking creditor approval for any shortfall, ARITA recommends that specific disclosure of the total time charged, funding receipt(s) and shortfall amount be made in this section of the RAR. Particular care must be taken to ensure that the Administration is not charged for amounts recovered under the funding.

Part 4: Disbursements

Although the ARITA Code provides guidance for Members on the treatment and recovery of Disbursements and Expenses, creditors are not familiar with the specific terminology of the ARITA Code. As such, for the purposes of the IRN and RAR, the reports simply refer to disbursements (lower case) to simplify information provided to creditors.

Disbursements are divided into three types:

- **External professional services** - these are recovered at cost. An example of an externally provided professional service is legal fees. It does not include insolvency services, as insolvency services are claimed as remuneration.
- **External non-professional costs** – these are recovered at cost. Examples of external non-professional expenses include travel, accommodation and search fees.
- **Firm non-professional costs** – such as photocopying, printing and postage. These costs, if charged to the Administration, would generally be charged at cost; though some expenses such as telephone calls, photocopying and printing may be charged at a rate which recoups both variable and fixed costs. The recovery of these costs must be on a reasonable commercial basis.

I am not required to seek creditor approval for costs paid to third parties or for disbursements where I am recovering a cost incurred on behalf of the administration, but I must account to creditors. I must be satisfied that these disbursements are appropriate, justified and reasonable. Details of these disbursements are included in the attached Receipts and Payments (Refer Part 6 below).

Members should ensure the receipts and payments information provided with this report adequately details a breakdown of expenses paid to third parties or disbursements (no profit) paid to the Firm. Alternatively, details can be provided in the body of the report.

I am required to obtain creditor's consent for the payment of a disbursement where I, or a related entity of myself, may directly or indirectly obtain a profit. In these circumstances, creditors will be asked to approve my disbursements prior to these disbursements being paid from the administration. *[Details of these disbursements are provided below. OR I do not intend to claim any disbursements where there may be a profit and as such do not intend to seek creditor approval.]*

A declaration must be made that the disbursements were necessary and proper. An example declaration is provided below.

I have undertaken a proper assessment of disbursements claimed for *[insolvent]*, in accordance with the law and applicable professional standards. I am satisfied that the disbursements claimed are necessary and proper.

Where there is an element of profit or advantage to the Administrator or a related party of the Administrator, consent to the payment of those Internal Disbursements must be obtained, unless it is not reasonably practical to obtain the agreement of creditors and the cost of the service is reasonable in all the circumstances. If there is no element of profit or advantage (for example if a decision is made to not recover internal disbursements) then no approval is required.]

You do not need to obtain approval of Expenses or Disbursements if they are charged to the administration at cost and are not being paid to a related entity. If there is a "mark up" on an Expense or Disbursement, or if a payment is being made to a Related Entity (eg spouse or spouse's company) where there may be a profit or advantage obtained, the payments must either be approved by creditors or the court; or a decision made that it is not reasonably practical to obtain the agreement of creditors and the cost of the service is reasonable in all the circumstances. If you are going to seek creditor approval, it does not need to be done prior to engagement – but must be done prior to payment.

Refer IPS 60-20 (Corporations Act and Bankruptcy Act) for your full obligations.

4.1 Disbursement claim [if required]

If you are seeking to recover disbursements that may have an element of profit or advantage to a related party (defined as Internal Disbursements for the purposes of the Code), then you must provide details, including:

- what the disbursement was for
- the quantity and rate
- the amount paid; and
- details of the ongoing basis of charging to the Administration (e.g. Page rate for photocopying done internally).

Where the basis of Internal Disbursements is being approved prospectively, a cap must be set in the same way a cap is set for prospective remuneration.

Approval of payment of Internal Disbursements **must** done prior to payment, unless is not reasonably practical to obtain the agreement of creditors and the cost of the service is reasonable in all the circumstances.

You do not need to seek approval if Disbursements are recovered at cost or if costs have been paid by the firm directly and then reimbursed. However, for:

- Disbursements at cost, you must ensure the cost has no element of profit or advantage at all and the disclosure is the same as that of Expenses as below.
- Expenses at cost, you must ensure that the receipts and payments listing clearly discloses who the external provider was and what the payment was for. If this information is not included in the receipts and payments, it must be disclosed in this report.

If you are seeking approval of ASIC Industry Funding Model Levy as an Internal Disbursement you need to provide sufficient information to enable creditors to understand what the amount is for and how it has been calculated. A line item in the table will not be sufficient (Refer PSI7: Disbursements section 7.5 for more information).

An example disclosure is provided below.

The following disbursements that require creditor approval have been claimed by my firm for the [period]. Approval of these disbursements from creditors in the amount of \$[amount] is being sought at a meeting of creditors OR via a proposal without a meeting.

Disbursements claimed [period] [Suggestion Only - delete or add details as appropriate]	Basis	Total (Excl GST)
Photocopies	XX pages @ \$X.XX/page	\$Amount
Stationery		
- Folders	XX folders @ \$X.XX / folder	\$Amount
- Filing index	XX filing index @ \$X.XX / index	\$Amount
Staff vehicle use	XX kms @ \$X.XX / km	\$Amount
Staff per diem travel allowance	XX days @ \$X.XX / day	\$Amount
Total		\$Amount

Note: staff payments have been included in this table and the table below for future disbursements. Firms need to decide whether to obtain approval of these or not. If a staff member is a related entity of the Appointee (eg. spouse, child etc), approval will be required.

4.2 Future basis of disbursements [if required]

You do not have to obtain approval of Internal Disbursements in advance, however, you do need to disclose the basis that future Internal Disbursements will be charged on if you intend to make a claim in the future.

Future disbursements that require creditor approval will be charged to the administration on the following basis:

Disbursement type [Suggestion only – delete or add as appropriate]	Rate (excl GST)
External professional services	At Cost
External non-professional services	At Cost
Firm non-professional costs	
Phone calls	At Cost
Binding	\$XX per bind
Faxes	\$XX per page
Photocopying	\$XX per page
Stationery – folders	\$XX per folder
Stationery – filing index	\$XX per set
Staff per diem travel allowance	\$XX per day
Staff vehicle use	\$XX per km

Rates applicable for financial year ending XX XXXX XXXX

Approval of the payment of these disbursements at the above rates to a capped amount of \$[capped amount] is being sought from creditors at the meeting of creditors OR via a proposal without a meeting.

If you are claiming future disbursements – make sure an entry is included in the executive summary table in Part 2.

Part 5: Report on Progress of the Administration

While not strictly part of the Remuneration request, it is important that Members provide progress reports to place the Remuneration claim in context.

It may well be that this information has already been incorporated into a general report to creditors. If you include it in a separate report or letter, you do not have to include it here. Rather the Remuneration Approval Report will be supplemental to the main report.

Part 6: Summary of Receipts and Payments

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 specific 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 Member should provide additional information to committee members or creditors at the meeting.

If you include the receipts and payments in a separate report or letter, you do not have to include it here.

A summary of the receipts and payments for the [appointment type] as at [date] is at Schedule [X] to this report.

Part 7: Queries

Creditors need to be informed of their right to obtain further information and how they can request that information. If you include this information in a separate report or letter, you do not have to include it here.

If you have any queries in relation to the information in this report, please contact my staff on [details].

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

- ARITA at www.arita.com.au/creditors
- ASIC at www.asic.gov.au (search for "insolvency information sheets").

Supporting documentation for my remuneration claim may be viewed if requested, provided sufficient notice is given.

Part 8: Approval of remuneration [and disbursements]

Creditors must be provided with information about how approval of the various resolutions for Remuneration and Internal Disbursements will be sought – either via a meeting or proposals without a meeting. Information about the meeting or proposals without a meeting should be

included in this section of the report or may be included as part of a more general report to creditors. If you include it in a separate report or letter, you do not have to include it here.

It may also be useful to direct creditors to an information sheet on meetings (or advise creditors where they are able to access it) if there is a meeting being held to approve Remuneration.

If you are choosing to seek approval via proposals without a meeting, you should:

- include all of the relevant proposals as a schedule to this report (or the general report)
- include each proposal on a separate voting form
- list here proposals that are being sought:
 - remuneration
 - internal disbursements to date
 - future internal disbursements to a capped amount, etc.
- provide a copy of the ARITA information sheet on proposals without meetings (or advise creditors where they are able to access it)
- confirm the date that creditors must return their voting forms by
- provide contact details for assistance.

For Personal Insolvency Administrations ONLY: advise creditors and the bankrupt/debtor of their right to request a Remuneration Claim Notice within 20 business days after receiving this report.

Schedule [#] – Resolution [#] Table of major tasks for remuneration

This table should be created to support each resolution. Create a separate Schedule for each resolution to allow easy cross referencing to the body of the report.

The major tasks which Members undertake can be broadly divided into seven categories. These are 1 Assets, 2 Creditors, 3 Employees, 4 Trade On, 5 Investigation, 6 Dividend and 7 Administration.

Information on the seven categories is to be set out in table form making it easy for creditors to understand the type and purpose of work being undertaken. A typical list of tasks is included as guidance. The narrative provided must be sufficient, meaningful, open and clear and provide specifics of the work done for this particular Administration.

The table format should be used for both retrospective and prospective Remuneration approval requests (a separate table should be provided for each Remuneration request/resolution).

The table included in the report for the particular Administration should properly reflect the work done / to be done on that appointment. Inclusion of the full typical list of tasks from the General Description column for all appointments is not appropriate and is not a proper reflection of the work undertaken / to be undertaken on the appointment. That column is indicative only and should be amended to suit the particular appointment. Use specific details (i.e., detailing specific asset or class of asset realisations).

Proper time recording systems should be able to readily generate reports thus reducing the time taken to prepare this information.

Where the method of Remuneration is time based, dollar value of Remuneration attributed to that category of work (retrospective and prospective) and hours taken (retrospective only) should be included under the task heading for each task category.

Further details and particulars may be required for large Administrations (i.e the setting up of sub-tasks within each task area) or where the Remuneration claimed relates to a lengthy period of time (i.e. may need to be divided into time periods).

If non-insolvency services are provided by the Firm in the Administration, an additional category and adequate description of tasks undertaken, for any services provided must be added to the table. For example, if the Firm's tax division provided services to the Administration, a description of tasks undertaken by the tax division would need to be added to the end of the table.

The below table provides a description of the work undertaken in each major task area for the [period].

Task Area	General Description	Includes <i>[Suggestion Only - delete or add details as appropriate to the work done]</i>
Assets [hours] [\$ x]	Sale of Business as a Going Concern	Preparing an information memorandum Liaising with purchasers Internal meetings to discuss/review offers received
	Plant and Equipment	Liaising with valuers, auctioneers and interested parties Reviewing asset listings
	Sale of Real Property	Liaising with valuers, agents, and strata agent

Task Area	General Description	Includes [<i>Suggestion Only - delete or add details as appropriate to the work done</i>]
		Attendance at auction
	Assets subject to specific charges	All tasks associated with realising a charged asset
	Debtors	Correspondence with debtors Reviewing and assessing debtors' ledgers Liaising with debt collectors and solicitors
	Stock	Conducting stock takes Reviewing stock values Liaising with purchasers
	Other Assets	Tasks associated with realising other assets
	Leasing	Reviewing leasing documents Liaising with owners/lessors Tasks associated with disclaiming leases
Creditors [hours] [\$x]	Creditor Enquiries, Requests & Directions	Receive and respond to creditor enquiries Maintaining creditor request log Review and prepare initial correspondence to creditors and their representatives Documenting Considering reasonableness of creditor requests Obtaining legal advice on requests Documenting reasons for complying or not complying with requests or directions Compiling information requested by creditors
	Retention of Title Claims	Search to the PPSR register Notify PMSI creditors identified from PPSR register Receive initial notification of creditor's intention to claim Provision of retention of title claim form to creditor Receive completed retention of title claim form Maintain retention of title file Meeting claimant on site to identify goods Adjudicate retention of title claim Forward correspondence to claimant notifying outcome of adjudication Preparation of payment vouchers to satisfy valid claim Preparation of correspondence to claimant to accompany payment of claim (if valid)
	Secured creditor reporting	Notifying PPSR registered creditors of appointment Preparing reports to secured creditor Responding to secured creditor's queries
	Creditor reports	Preparing Statutory Report by Liquidator OR Voluntary Administrator's report, investigation, meeting and general reports to creditors
	Dealing with proofs of debt	Receipting and filing POD when not related to a dividend Corresponding with OSR and ATO regarding POD when not related to a dividend
	Meeting of Creditors	Preparation of meeting notices, proxies and advertisements Forward notice of meeting to all known creditors Preparation of meeting file, including agenda, certificate of postage, attendance register, list of creditors, reports to creditors, advertisement of meeting and draft minutes of meeting. Preparation and lodgement of minutes of meetings with ASIC Responding to stakeholder queries and questions immediately following meeting

Task Area	General Description	Includes [<i>Suggestion Only - delete or add details as appropriate to the work done</i>]
Employees [hours] [\$x]	Proposals to Creditors	Preparing proposal notices and voting forms Forward notice of proposal to all known creditors Reviewing votes and determining outcome of proposal Preparation and lodgement of proposal outcome with ASIC
	Shareholder enquiries	Initial day one letters ITAA Section 104-145(1) declarations Responding to any shareholder legal action
	Employees enquiries	Receive and follow up employee enquiries via telephone Maintain employee enquiry register Review and prepare correspondence to creditors and their representatives via facsimile, email and post Preparation of letters to employees advising of their entitlements and options available Receive and prepare correspondence in response to employee's objections to leave entitlements
	FEG	Correspondence with FEG Preparing notification spreadsheet Preparing FEG quotations Completing FEG questionnaires
	Calculation of entitlements	Calculating employee entitlements Reviewing employee files and company's books and records Reconciling superannuation accounts Reviewing awards Liaising with solicitors regarding entitlements
	Employee dividend	Correspondence with employees regarding dividend Correspondence with ATO regarding SGC proof of debt Calculating dividend rate Preparing dividend file Advertising dividend notice Preparing distribution Receipting POD Adjudicating POD Ensuring PAYG is remitted to ATO
	Workers compensation claims	Review insurance policies Receipt of claim Liaising with claimant Liaising with insurers and solicitors regarding claims Identification of potential issues requiring attention of insurance specialists Correspondence with insurer regarding initial and ongoing workers compensation insurance requirements Correspondence with previous brokers
	Other employee issues	Correspondence with Child Support Correspondence with Centrelink

Task Area	General Description	Includes <i>[Suggestion Only - delete or add details as appropriate to the work done]</i>
Trade On [hours] [\$x]	Trade on management	Liaising with suppliers Liaising with management and staff Attendance on site Authorising purchase orders Maintaining purchase order registry Preparing and authorising receipt vouchers Preparing and authorising payment vouchers Liaising with superannuation funds regarding contributions, termination of employees' employment Liaising with OSR regarding payroll tax issues
	Processing receipts and payments	Entering receipts and payments into accounting system
	Budgeting and financial reporting	Reviewing company's budgets and financial statements Preparing budgets Preparing weekly financial reports Finalising trading profit or loss Meetings to discuss trading position
Investigation [hours] [\$x]	Conducting investigation	Collection of company books and records Correspondence with ASIC to receive assistance in obtaining reconstruction of financial statements, company's books and records and Report on Company Affairs and Property Reviewing company's books and records Review and preparation of company nature and history Conducting and summarising statutory searches Preparation of comparative financial statements Preparation of deficiency statement Review of specific transactions and liaising with directors regarding certain transactions Liaising with directors regarding certain transactions Preparation of investigation file Lodgement of investigation with the ASIC Preparation and lodgement of supplementary report if required
	Examinations	Preparing brief to solicitor Liaising with solicitor(s) regarding examinations Attendance at examination Reviewing examination transcripts Liaising with solicitor(s) regarding outcome of examinations and further actions available
	Litigation / Recoveries	Internal meetings to discuss status of litigation Preparing brief to solicitors Liaising with solicitors regarding recovery actions Attending to negotiations Attending to settlement matters
	ASIC reporting	Preparing statutory investigation reports Preparing affidavits seeking non-lodgement assistance Liaising with ASIC
Dividend [hours] [\$x]	Processing proofs of debt (POD)	Preparation of correspondence to potential creditors inviting lodgement of POD Receipt of POD Maintain POD register Adjudicating POD Request further information from claimants regarding POD Preparation of correspondence to claimant advising outcome of adjudication

Task Area	General Description	Includes [Suggestion Only - delete or add details as appropriate to the work done]
	Dividend procedures	Preparation of correspondence to creditors advising of intention to declare dividend Advertisement of intention to declare dividend Obtain clearance from ATO to allow distribution of company's assets Preparation of dividend calculation Preparation of correspondence to creditors announcing declaration of dividend Advertise announcement of dividend Preparation of distribution Preparation of dividend file Preparation of payment vouchers to pay dividend Preparation of correspondence to creditors enclosing payment of dividend
Administration [hours] [\$x]	Correspondence	
	Document maintenance/file review/checklist	First month, then six monthly administration reviews Filing of documents File reviews Updating checklists
	Insurance	Identification of potential issues requiring attention of insurance specialists Correspondence with insurer regarding initial and ongoing insurance requirements Reviewing insurance policies Correspondence with previous brokers
	Bank account administration	Preparing correspondence opening and closing accounts Requesting bank statements Bank account reconciliations Correspondence with bank regarding specific transfers
	ASIC Forms and lodgements	Preparing and lodging ASIC forms including 505, 5602/5603, 911 etc Correspondence with ASIC regarding statutory forms
	ATO and other statutory reporting	Notification of appointment Preparing BAS Completing STP reporting obligations
	Finalisation	Notifying ATO of finalisation Cancelling ABN / GST / PAYG registration Completing checklists Finalising WIP
	Planning / Review	Discussions regarding status of administration
	Books and records / storage	Dealing with records in storage Sending job files to storage
Other professional services provided by the Firm [hours] [\$x]	[Insert description of services undertaken]	[insert details of included tasks e.g. tax, general accounting etc]

Additional matters particular to Personal Insolvency Administrations may include:

Task Area	General Description	Includes [Suggestion Only - delete or add details as appropriate to the work done]
Assets [hours]	Income assessments	Liaising with the Bankrupt during each contribution assessment period in relation to particulars of

Task Area	General Description	Includes [Suggestion Only - delete or add details as appropriate to the work done]
[\$ x]		income derived during the period, including as to number of dependants and circumstances etc Assessing the Bankrupt in accordance with the Bankruptcy Act and serving assessment Monitoring the income of the Bankrupt during the course of the bankruptcy, including as to any change in circumstances Receipting income contributions.
	Non-divisible property	Assessing personal property of the Bankrupt Assessing value of car, tools of trade and realising excess
	Family issues	Assessing value of family home and contributions to its purchase etc. Determine security over home and current equity, including current payments under mortgage. Arrange for sale of home including discussions with non-bankrupt spouse as to their equity Arrange for vacant possession and sale Assess possible family law or other claims by spouse.
Investigation [hours] [\$x]	Collection of books and records, statement of affairs etc of Bankrupt	Reviewing books & records Obtain Statement of Affairs from Bankrupt(s) and review and pursue further inquiries, searches Preparation of and issuing of demand notices under the Act to various entities – business partners, family members etc associated with the Bankrupt(s). Liaising with Official Receiver as to issue of notices. Analysing books and documents received.
	Searches	Carrying out searches of Land Titles Office, ASIC, etc. Assess bank accounts and notify banks etc, including as to payment of Bankrupt's salary and access to funds for living expenses etc
	Transactions	Review of transactions which may be voidable under the Act, in particular in relation to transfer to family members, or trusts. Assess superannuation of the Bankrupt and circumstances of prior and current payments into fund.
	Conduct issues	Assess conduct of Bankrupt as to extension of bankruptcy. Lodge Objection to Discharge including preparation of relevant reasons and grounds. Assessing and reporting possible offences to AFSA.
Administration [hours] [\$x]	AFSA reporting	Preparing of and lodgement of Annual Estate Returns with AFSA Reconciliation and calculation of Realisations and Interest Charge Lodgement of Realisation and Interest Charge Return

Schedule [#] – Summary of Receipts and Payments

Appendix 4: Guidance for Court applications

The following is a checklist of matters for consideration when preparing an application to Court for the approval of Remuneration.

Court remuneration approval request guide

Administration name: _____

Administration type: _____

Period that remuneration approval relates to: _____ to _____

Amount of remuneration sought: \$ _____

Amount of WIP written off: \$ _____

This checklist provides a list of information that should be provided to your solicitor for incorporation into an affidavit to accompany an application to court for approval of remuneration.

	Task
	Previous applications
<input type="checkbox"/>	List details and orders relating to any earlier applications
	Liquidator's experience
<input type="checkbox"/>	Details of liquidator's registration
<input type="checkbox"/>	Details of liquidator's relevant experience
<input type="checkbox"/>	Details of appointment
<input type="checkbox"/>	Details of ARITA membership and compliance with the ARITA Code
<input type="checkbox"/>	Specific reference to relevant part of the Code relating to remuneration and compliance with the principals and standards of conduct of those parts
	Experience of staff
<input type="checkbox"/>	List of staff assisting on the Administration and their position
<input type="checkbox"/>	Details of the tasks attended to by each staff member
<input type="checkbox"/>	CVs attached for any specialist staff to demonstrate their expertise for the required tasks
	Background
<input type="checkbox"/>	Explain the background of the Administration
<input type="checkbox"/>	Explain the matters undertaken in the period
<input type="checkbox"/>	Explain the information that was provided to creditors in the Initial Remuneration Notice, including the basis of remuneration chosen by the Administrator, the reasons why that basis was chosen, and the estimated remuneration amount disclosed to creditors.
<input type="checkbox"/>	Explain if remuneration approval has previously been sought from creditors and the outcome of that request
	Recoveries
<input type="checkbox"/>	Detail all recoveries made in the Administration
<input type="checkbox"/>	Explain any unsuccessful recovery actions and why it was reasonable to have commenced these actions
	Planning
<input type="checkbox"/>	Explain what work streams were established for the Administration and why they were appropriate.
<input type="checkbox"/>	Explain work plans developed to manage each work stream and how appropriate tasks were undertaken by appropriate staff.

	Complexity
<input type="checkbox"/>	Explain any complexities in the Administration which influenced the remuneration sought and required the involvement of specialised staff
	Time recording
<input type="checkbox"/>	Describe the system of time recording used by the firm
<input type="checkbox"/>	Describe how time recording occurs within the firm (eg contemporaneously)
<input type="checkbox"/>	Detail the system of review of time charged (eg how often WIP is reviewed)
<input type="checkbox"/>	Make a statement regarding outcomes of reviews of the WIP (eg In my experience, when reviewing the WIP, the appropriate staff member did the appropriate task)
<input type="checkbox"/>	Explain that time is recorded to categories of tasks
<input type="checkbox"/>	Explain the different categories used
<input type="checkbox"/>	Explain the types of tasks undertaken in relation to each category
	Future remuneration
<input type="checkbox"/>	Identify the amount claimed for prospective remuneration
<input type="checkbox"/>	Identify the tasks which still need to be undertaken
	Bill of cost statements
<input type="checkbox"/>	Annex the calculation of remuneration matrix from section 3.2 of remuneration approval report template
<input type="checkbox"/>	Annex bill of costs for each staff member and explain the average charge out rate for each major task category, what level of staff that average rate equates to and why it is appropriate
<input type="checkbox"/>	Annex bill of costs for each category of tasks and an explanation of why the tasks were required and what value they added
<input type="checkbox"/>	Annex bill of costs for remuneration sought
	Time not claimed
	Note: Write offs of time charged to WIP as a result of regular review appears to be better regarded by the Court than a flat % write off prior to seeking approval
<input type="checkbox"/>	Details of any time written off and the reasons why
<input type="checkbox"/>	If this is the final application and work will be completed that isn't included in this application, detail work that will be done and estimated cost
	Creditor dividends
<input type="checkbox"/>	Detail past dividends to creditors
<input type="checkbox"/>	Detail estimated future dividends to creditors
	Percentage basis
<input type="checkbox"/>	Annex a schedule which shows remuneration as a percentage of recoveries

Checklist completed by: _____

Date completed: _____

Appointee review: _____

Appointee review date: _____

This guide does not constitute legal advice. It contains a summary of basic information on the topic. It is not a substitute for legal advice. Some requirements of the law referred to may have important exceptions or qualifications. This document may not contain all of the information about the law or the exceptions and qualifications that are relevant to your circumstances. ARITA encourages you to seek professional legal advice when making an application to Court for the approval of remuneration.
Version date: July 2019

Practice Statements Insolvency 8: Remuneration

Approved: 16 September 2019

This Practice Statement provides guidance to Members on matters to do with Remuneration, including what is meant by necessary and proper, average charge out rates and bases of calculation.

Contents

8.1. Interpretation and Definitions	1
8.2. Necessary and Proper	2
8.1.1 Work in progress reviews.....	2
8.1.2 Average charge out rates.....	3
8.1.3 Costs of communicating with Regulators or professional bodies.....	4
8.1.4 Costs of claiming Remuneration	4
8.3. Recording of Work Done.....	4
8.4. Bases of calculation	5
8.3.1 Time based charging	5
8.3.2 Prospective Fee Approval.....	5
8.3.3 Fixed fee	5
8.3.4 Percentage.....	6
8.3.5 Success or Contingency Fees	6
8.5. Changing basis of Remuneration.....	6

Refer also to

- Code of Ethics
- COPP: Insolvency Services, section 5: Remuneration, Disbursements and Expenses
- PSI5: Remuneration Reporting
- PSI7: Disbursements and Expenses

8.1. Interpretation and Definitions

Members must refer to Sections 3 and 4 of the COPP: Introduction for how the Practice Statement is to be interpreted and applied.

Definitions that apply to the Standard are at Section 6 of the COPP: Introduction.

8.2. Necessary and Proper

Refer also to

- COPP: Insolvency Services section 5.3 Entitlement to Remuneration and Disbursements

The COPP: Insolvency Services provides an entitlement for Members to claim for Remuneration and Disbursements which are necessary and proper.

A key aspect of ensuring that the necessary and proper remuneration is claimed for Professional Services performed for an Administration is to ensure any work is completed in the most efficient and effective manner.

In determining how to perform the Administration in the most efficient and effective manner the Member should use their commercial and professional judgement and may consider:

- (a) the complexity of the Administration;
- (b) the level of expertise required to complete the necessary tasks in the Administration;
- (c) the availability of sufficient staff to complete the Administration;
- (d) the remuneration rates for staff that apply to the Administration (including, where relevant, consideration of different rates applicable in different locations);
- (e) the resources required to complete the Administration and each relevant task;
- (f) the urgency for tasks to be completed;
- (g) the location of the Administration (including travel requirements);
- (h) the specialised nature of the Administration (if any); and
- (i) whether the allocation of tasks is cost effective. *[comparable to APES 330 Appendix 3]*

8.2.1 Work in progress reviews

Refer also to

- COPP: Insolvency Services:
 - Section 5.3 Entitlement to Remuneration and Disbursements
 - Section 5.4 Declaration regarding review of work in progress
- PSI5: Remuneration reporting, includes declaration about work in progress review at:
 - Section 5.3
 - Appendix 3 Template: Remuneration Approval Report

The guidance in this section of the Practice Statement only applies where time based charging is used.

Under the ARITA Code, Members have an entitlement to Remuneration in respect of necessary and proper services performed. It is the Member's obligation to ensure that claims are only made for necessary and proper amounts.

It is recommended that a Member conduct regular reviews of any Work in Progress to ensure that all time charged to the Administration is for necessary work, properly performed. *[comparable to APES 330 Appendix 1]*

When making a remuneration claim, section 5.4 of the COPP: Insolvency Services requires that the Remuneration Approval Report must include a declaration that the progress report for the Administration has been reviewed to ensure that remuneration is only being claimed for necessary and proper remuneration. It is highly recommended that prior to preparing a Remuneration Approval Report, a Member undertake a final review of the Work in Progress.

These reviews would include checking:

- that only allocated staff are charging time to the Administration
- the tasks that each staff member is undertaking to ensure the appropriate staff member is undertaking each task
- that time being taken for tasks is in accordance with what would be expected considering the complexity of the issues
- that the tasks being undertaken are necessary for the Administration
- that time is being charged contemporaneously; and
- the quality of the narrations being recorded in the time recording system.

The Member should ensure, upon these reviews, that any time not for necessary work, properly performed, is written off.

8.2.2 Average charge out rates

Refer also to

- COPP: Insolvency Services section 5.3 Entitlement to Remuneration and Disbursements

The guidance in this section of the Practice Statement only applies where time based charging is used.

As part of determining whether a claim for Remuneration only relates to necessary and proper amounts, it is recommended that Members consider the average charge out rate per task area to determine if it is appropriate for the complexity of task undertaken. This is a means of assisting the Member with assessing whether the Remuneration claim is necessary and proper.

For example, the average charge out rate for the administration task area would generally be lower than the average charge out rate for assets or investigations which generally involve more complex tasks.

The average charge out rate for each task area should be compared to the scale of hourly rates to determine approximately what level of employee the average charge out rate equates to and whether this is appropriate for the complexity of the tasks undertaken.

Example

Although a mix of staff worked on a task area, the average charge out rate is equivalent to an assistant manager – is this appropriate considering the tasks undertaken?

If such an analysis shows that the appropriate staff allocation did not occur, the Member should consider either writing-off hours or reducing charge out rates to ensure that the fees charged are appropriate for the work performed.

8.2.3 Costs of communicating with Regulators or professional bodies

Remuneration for time spent communicating with regulators or Professional Bodies in relation to the following matters is not necessary and proper:

- complaints about the Member or the conduct of a particular Administration, unless the complaint is deemed spurious by the Regulator;
- regulator surveillance, professional audits, inspection of files or disciplinary actions,
- peer reviews; or
- unsuccessfully defending a breach of the law or applicable professional and ethical standards, subject to any order of the court. *[comparable to APES 330 Appendix 3]*

8.2.4 Costs of claiming Remuneration

A Member may claim the necessary and proper costs of record keeping and seeking approval or determination of their claim for remuneration. *[comparable to APES 330 Appendix 3]*

8.3. Recording of Work Done

Refer also to

- PSI5: Remuneration reporting, Appendix 3 Template: Remuneration Approval Report

Regardless of the Remuneration method to be applied, the Member needs to 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.

Where time based costing is used, the Member has to 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.

ARITA's Remuneration Approval Report Template provides a description of some common work categories that should be used (refer PSI 5: Remuneration Reporting Appendix 3).

8.4. Bases of calculation

Refer also to

- COPP: Insolvency Services section 5.1 Bases of remuneration
- PSI5: Remuneration reporting Appendix 2 Template: Initial Remuneration Notice

8.4.1 Time based charging

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

8.4.2 Prospective Fee Approval

A Member may seek approval from the Approving Body 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 Member 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) cannot 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 Member wishes to change the capped amount, or the hourly rate scale other than as agreed, a Member will need to seek approval of the Approving Body.

8.4.3 Fixed fee

Refer also to

- COPP: Insolvency Services, section 5.6 Fixed fees

A Member 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 Member.

It is recommended that a fixed fee is set at the commencement of the Administration or prior to commencing the tasks covered by the fixed fee.

If a Member chooses to have Remuneration set on a fixed fee basis for an Administration, there is no requirement to maintain time based recording for that Administration.

Examples

- In a small Administration, where the issues can reasonably be anticipated, the Member may wish to have Remuneration approved for a fixed amount soon after appointment.
- Towards the end of an Administration where Remuneration has been based on a time basis, a Member 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.

8.4.4 Percentage

A Member may claim Remuneration based on a percentage of a particular factor, usually assets disclosed, assets realised and/or dividends paid.

It is recommended that a percentage fee is agreed with creditors at the commencement of the Administration or prior to commencing the tasks covered by the percentage fee.

Members wanting to use a percentage basis in a personal Administration, need to comply with the maximum percentages prescribed by the Bankruptcy Act.

8.4.5 Success or Contingency Fees

Refer also to

- COPP: Insolvency Services, section 5.5 Contingent Fees

A success or contingency fee provides for 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.

COPP: Insolvency sets detailed requirements around when a success or contingency fee may be appropriate (refer section 5.5).

It is recommended that if a success or contingency fee is determined appropriate, it is set prior to commencing the tasks covered by the fee arrangement.

8.5. Changing basis of Remuneration

Refer also to

- COPP: Insolvency Services, section 5.6 Fixed fees

The basis for claiming Remuneration may be changed with full disclosure to creditors and 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 COPP: Insolvency Services, section 5.6.

FEDERAL COURT OF AUSTRALIA

**Pleash, in the matter of Equititrust Limited (in Liquidation) (Receiver
Appointed) [2019] FCA 1063**

File number: NSD 830 of 2019

Judge: JAGOT J

Date of judgment: 28 June 2019

Date of publication of reasons: 9 July 2019

Catchwords: **CORPORATIONS** – judicial advice – approval of settlement – whether the first plaintiffs were justified and acted reasonably in causing the second plaintiff to enter into the settlement deed

Legislation: *Corporations Act 2001* (Cth) s 477(2B), Sch 2 s 90-15

Cases cited: *Caason Investments Pty Limited v Cao (No 2)* [2018] FCA 527
Hodges v Waters (No 7) [2015] FCA 264; (2015) 232 FCR 97
Kelly v Willmott Forests Ltd (in liquidation) (No 4) [2016] FCA 323
Stanford v DePuy International Ltd (No 6) [2016] FCA 1452

Date of hearing: 28 June 2019

Registry: New South Wales

Division: General

National Practice Area: Commercial and Corporations

Sub-area: Corporations and Corporate Insolvency

Category: Catchwords

Number of paragraphs: 8

Counsel for the Applicant Mr C Withers with Mr B Cameron

Solicitor for the Applicant Squire Patton Boggs

Counsel for First Interested
Person

Ms P Ahern

Solicitor for First Interested
Person

Gadens Lawyers

Counsel for Second
Interested Person

Mr J Entwisle with Mr J Arnott

Solicitor for Second
Interested Person

Allens

ORDERS

NSD 830 of 2019

IN THE MATTER OF EQUITITRUST LIMITED (IN LIQUIDATION) (RECEIVER APPOINTED) ACN 061 383 944

BETWEEN: **BLAIR ALEXANDER PLEASH AND RICHARD ALBARRAN**
First Plaintiffs

EQUITITRUST LIMITED (IN LIQUIDATION) (RECEIVER APPOINTED) (RECEIVERS AND MANAGERS APPOINTED) ACN 061 383 944
Second Plaintiff

AND: **DAVID WHYTE**
First Interested Person

KPMG
Second Interested Person

JUDGE: **JAGOT J**

DATE OF ORDER: **28 JUNE 2019**

THE COURT ORDERS THAT:

Amended Originating Process

1. The Court grants the Plaintiffs leave to file in Court an Amended Originating Process in the form annexed to these short minutes and marked "Annexure A" (**Amended Originating Process**).
2. Pursuant to rule 10.24 of the *Federal Court Rules 2011* (Cth), the First Plaintiffs' posting of further notices on <http://www.equitrust.com.au/Updates.html> (**Equitrust Website**) on 19 June 2019 and 21 June 2019 and uploading of the Amended Originating Process on <http://iobs.hallchadwick.com.au/> (**Hall Chadwick Portal**) on 18 June 2019 be deemed to be effective service on each of the Equitrust Income Fund (**EIF**) and the Equitrust Income Fund (**EPF**) creditors and unitholders as at 28 June 2019.
3. The Court directs, pursuant to section 96(2) of the *Trusts Act 1973* (Qld) (**Trusts Act**), that to the extent that the Originating Process (dated 22 May 2019) or the Amended Originating Process (dated 13 June 2019) have not already been served on the beneficiaries of the EIF and the EPF, it is not necessary to serve those documents on those beneficiaries.

Principal relief sought by the First Plaintiffs

4. The Court approves, pursuant to section 477(2B) of the *Corporations Act 2001* (Cth) (**Corporations Act**), the First Plaintiffs' entry into, on the Second Plaintiff's behalf, a deed of settlement dated 17 December 2018 (**Settlement Deed**) in relation to the compromise of claims brought by the Second Plaintiff in Federal Court of Australia Proceedings no NSD 2028 of 2013 and NSD 2025 of 2013 (the **FCA Proceedings**).

5. The Court declares, pursuant to section 90-15 of Schedule 2 of the *Corporations Act*, that the First Plaintiffs were justified, and acted reasonably, in causing the Second Plaintiff to enter into the Settlement Deed.

6. The Court declares, pursuant to section 90-15 of Schedule 2 of the *Corporations Act*, that the First Plaintiffs would be justified in causing, and would be acting reasonably in causing, the Second Plaintiff to give effect to the terms of the Settlement Deed providing for the compromise of the FCA Proceedings.

7. The Court declares, pursuant to section 90-15 of Schedule 2 of the *Corporations Act*, that the First Plaintiffs would be justified in causing, and would be acting reasonably in causing, the Second Plaintiff to account for:

(a) 88% of the amount to be paid by KPMG to the Second Plaintiff under clause 3.1(b) of the Settlement Deed as being proceeds from the compromise of proceeding NSD 2028 of 2013 against KPMG and Mr Paul Steer; and

(b) 12% of the amount to be paid by KPMG to the Second Plaintiff under clause 3.1(b) of the Settlement Deed as being proceeds from the compromise of proceeding NSD 2025 of 2013 against KPMG and Mr Paul Steer.

Principal relief sought by the Second Plaintiff

8. The Court directs, pursuant to section 96(1) of the *Trusts Act*, that the Second Plaintiff was justified, and acted reasonably, in entering into the Settlement Deed.

9. The Court declares, pursuant to section 96(1) of the *Trusts Act*, that the Second Plaintiff would be justified, and would be acting reasonably, were it to give effect to the terms of the Settlement Deed providing for the compromise of the FCA Proceedings.

10. The Court directs, pursuant to section 96(1) of the *Trusts Act*, that the Second Plaintiff would be justified, and would be acting reasonably, were it to account for:

(a) 88% of the amount to be paid by KPMG to the Second Plaintiff under clause 3.1(b) of the Settlement Deed as being proceeds from the compromise of proceeding NSD 2028 of 2013 against KPMG and Mr Paul Steer; and

(b) 12% of the amount to be paid by KPMG to the Second Plaintiff under clause 3.1(b) of the Settlement Deed as being proceeds from the compromise of proceeding NSD 2025 of 2013 against KPMG and Mr Paul Steer.

Costs

11. The First Plaintiffs' costs and expenses of the Originating Process (dated 22 May 2019) and Amended Originating Process (dated 13 June 2019), and the proceeding commenced and pursued by its Originating Process and Amended Originating Process, be costs and expenses in the liquidation of Equititrust.

12. The Plaintiffs' costs and expenses of and incidental to their application for these orders be paid on an indemnity basis out of the EIF and the EPF.

Note: Entry of orders is dealt with in Rule 39.32 of the *Federal Court Rules 2011*.

REASONS FOR JUDGMENT

JAGOT J:

1 On 28 June 2019 I made orders approving the settlement of proceedings NSD 2028 of 2013 and NSD 2025 of 2013 and declared that the first plaintiffs were justified and acted reasonably in causing the second plaintiff to enter into the settlement deed and would be justified and acting reasonably in causing the second plaintiff to give effect to the terms of the settlement deed pursuant to s 477(2B) of the *Corporations Act 2001* (Cth) and s 90-15 of Sch 2 of that Act respectively. These are my brief reasons for the making of those, and other related and consequential, orders.

2 The proceedings were the subject of mediation before the Honourable Peter Jacobson QC. All parties to the settled proceedings were legally represented. The application is supported by extensive confidential written submissions and opinions of counsel explaining the terms of the settlement of the proceedings and the analysis which the plaintiffs undertook in order to satisfy themselves that the proceedings should be settled on those terms. Those submissions address directly the prospects of success, the issues confronting the plaintiffs, the reasoning which led to the settlement, and the proportions of the settlement sum to be allocated to each proceeding by reference to the individual circumstances of each proceeding.

3 The Court's function in circumstances such as the present case is protective, to ensure that the settlement is fair and reasonable: see, by analogy, *Hodges v Waters (No 7)* [2015] FCA 264; (2015) 232 FCR 97 at [69]-[70] per Perram J. In the present case this need is accentuated by the fact that Equititrust is in a position of conflict of interest as it will be receiving a single settlement sum which it intends to apportion between the proceedings. Thus, the issue is the fairness and reasonableness of what is proposed by reference to the interests of the two trusts, which is the subject of the two sets of proceedings.

4 The following matters are relevant:

- (1) The Federal Court has jurisdiction to give judicial advice if the application arises as part of a controversy of which, as in the present case, a federal matter forms part: *Hodges v Waters (No 7)* [2015] FCA 264; (2015) 232 FCR 97 at [107].
- (2) The application is accompanied by comprehensive advices and submissions from counsel explaining the reasoning behind entry into the settlement deed and the apportionment between the proceedings.

(3) In the analogous context of class actions, Murphy J has said in *Kelly v Willmott Forests Ltd (in liquidation) (No 4)* [2016] FCA 323 at [74]:

It is established that the Court should not second-guess the applicant's lawyers as to whether the settlement ought to have been accepted, or to proceed as if it knows more about the actual risks of the litigation than those lawyers. The Court takes the applicant's lawyers as it finds them, recognising that different applicants and different lawyers will have different appetites for risk. The question is whether the proposed settlement is within the range of reasonable outcomes, not whether it is the best outcome which the Court considers might have been won by better bargaining: *Darwalla [Darwalla Milling Co Pty Ltd & Ors v F Hoffmann-La Roche Ltd & Ors (No 2)]* [2006] FCA 1388; (2006) 236 ALR 322] at [50]; *Harrison v Sandhurst Trustees Limited* [2011] FCA 541 ("*Harrison*") at [13] (Gordon J).

(4) To similar effect are the observations of Wigney J in *Stanford v DePuy International Ltd (No 6)* [2016] FCA 1452 in these terms at [116]- [117]:

Where settlement is reached prior to judicial determination, the assessment of the proposed settlement must be undertaken mindful of the unpredictability of the applicant's and group members' fate. In those circumstances, the settlement must be viewed as a pragmatic compromise to the relevant claims. In that regard, the Court should be mindful of the fact that the parties and their legal representatives are often in a better position to appreciate the risks, and also mindful of the fact that different parties and their lawyers will have different appetites for risk: *Kelly v Willmott Forests Ltd (in liquidation) (No 4)* [2016] FCA 323 at [74].

.... approval of a settlement should not be approached as if there is a single outcome that may be seen to be fair and reasonable. Reasonableness is a range, and the question is whether the proposed settlement falls within that range having regard to the known facts and circumstances, not whether it is the best outcome which the Court considers might have been achieved: *Darwalla* at 339 [50]; *Kelly v Willmott Forests* at [74].

(5) In complex cases, where there are material risks in relation to liability and quantum, the opinion of counsel may be given significant weight: *Caason Investments Pty Limited v Cao (No 2)* [2018] FCA 527 at [88].

5 One aspect of the present matter which warrants comment is that it is assumed in counsels' opinions and submissions that the settlement will not yield any return to creditors and unitholders. This is the result of the operation of the litigation funding agreement approved by the Supreme Court of New South Wales at the outset of the litigation and without which the litigation would have been impossible. Given the terms of the litigation funding agreement the assumption appears accurate. The impression this leaves is inescapably unedifying. The entire benefit of the litigation will be subsumed into payments to the litigation funder and on account of legal costs. As submitted, however, this has

nothing to do with the reasonableness of the settlement of the litigation and results from the terms of the already approved funding agreement.

6 The settlement sum would have to be many orders of magnitude larger before the creditors and unitholders could expect to see any return. In circumstances where the merits of the proceedings depend on numerous complex issues of fact and law it is not the role of the Court, in effect, to require the litigation to continue in the hope of a larger sum being obtained for distribution merely because the operation of the litigation funding agreement previously approved has a particular practical consequence. The settlement either is within the range of what is reasonable and fair or it is not. If it is within the range, approval should not be withheld.

7 As put in support of the approvals, it cannot be in the best interests of the funds to be effectively forced to continue with risky and difficult litigation when there is a reasonable settlement sum which has been agreed. In particular I accept the submission that:

It is no part of a trustee's duty to continue to litigate in circumstances where it is futile. It cannot be a trustee's duty to reject reasonable settlement offers in the pursuance of some modest, if not remote, chance of improving upon them. Such a duty would result in [the] trustee being forced to litigate in circumstances where ordinary litigants would settle, with Courts being forced to decide cases that the plaintiffs believe should be compromised.

8 The confidential written submissions and opinions of counsel provide ample support to the proposition that the settlement as proposed is fair and reasonable. Orders should be made accordingly.

I certify that the preceding eight (8) numbered paragraphs are a true copy of the Reasons for Judgment herein of the Honourable Justice Jagot.

Associate:

Dated: 9 July 2019



Tel: +61 7 3237 5999
Fax: +61 7 3221 9227
www.bdo.com.au

Level 10, 12 Creek St
Brisbane QLD 4000
GPO Box 457 Brisbane QLD 4001
Australia

TO INVESTORS AS ADDRESSED

30 November 2018

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

1. INTRODUCTION

I refer to my previous reports and provide my 33rd 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 reports to Investors.

In summary:

- There have been three distributions to Investors to date totalling 11 cents in the dollar and based on the reducing number of units held. This equates to 10.6 cents in the dollar of the units held at the date of my appointment on 21 November 2011
- The current total estimated return to Investors is between 12.6 and 12.8 cents in the dollar as detailed at Section 5 of this report, with the further estimated distributions of between 2 and 2.2 cents in the dollar.

The remaining matters to be completed in order to finalise the winding up, are as follows:

- Resolve the claims by the Liquidators (refer Section 3.2)
- The Liquidators of Equititrust Ltd (In Liquidation) (Receivers and Managers Appointed) (EL) to resolve the proceedings against the directors of EL and the auditors of the fund. If successful, any balance of funds will be paid to the Fund after deducting the costs of the proceedings and a payment to the litigation funder (refer Section 2.1)
- Apply to Court for authority to pay an equalisation payment to Investors who did not receive a return of capital in the 2011 financial year (refer Section 5.2) and pay a final distribution (including the equalisation payment) to Investors to finalise the receivership.

The timing of the equalisation payment and final distribution to Investors is uncertain primarily as it is unknown when the proceedings against the directors of EL and the auditors of the Fund will be resolved. I will continue to hold all funds in an interest bearing account until these directions are sought and the final distribution is ready to be made.

2. LEGAL PROCEEDINGS

2.1. 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 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:

- On 26 April 2018, Foster J set the proceedings down for final hearing commencing on 18 March 2019, for five weeks
- The parties to the litigation attended a mediation in September 2018 and are currently in ongoing confidential discussions. Otherwise the proceedings are listed for a case management conference on 13 December 2018.

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.

3. CREDITOR CLAIMS

3.1. 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 3.2 below)
- Any other creditors outstanding at the date of my appointment
- Receiver's remuneration and outlays.

3.2. Claims by the Liquidators of EL

As advised in my last report to Investors, 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 Liquidators' total claims are for approximately \$2.1M (remuneration of \$1.2M and expenses 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. However, my review of the Liquidators' timesheet entries totalling \$1.2M has 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, EL
- the EIF
- the EPF
- the EPCIF
- the Sophisticated Fund.

The invoices provided in relation to the Liquidators' expenses have also been redacted to the point that there is insufficient information for me to make a proper assessment as to the extent they are justifiable expenses against the Fund.

On 3 August 2018 my solicitors filed an application for directions under proceeding 10478 of 2011 in the Supreme Court of Queensland.

The application sought the following directions:

- That the Liquidators be directed to, inter alia:
 - call for and adjudicate upon claims against EL
 - Identify whether EL has a claim for indemnity from property of the EIF
 - provide the Receiver with notice of any eligible claims against the property of the EIF
- That the Receiver be able to accept or reject the eligibility of the claims and provide his reasoning to the Liquidators for rejecting any claims
- That the Receiver may apply Court for directions to determine the eligibility of any claims.

The application was set down to be heard on 30 August 2018, however, following discussions with the Liquidators, it was agreed to adjourn the hearing until 20 September 2018 so that both parties could file and serve further affidavits and submissions. The Court made orders to that effect on 30 August 2018.

A further adjournment was agreed between the parties on 20 September 2018, with the matter again adjourned until 12 October 2018 so that further submissions could be made. The Court made orders to that effect on 20 September 2018.

The matter was heard on 12 October 2018 where Justice Boddice reserved his decision and directed that the parties provide their preferred version of the Orders, together with short written submissions as to why that version of the Orders should be made on 15 October 2018. After the decision was

reserved, further without prejudice discussion occurred between the parties with a view to narrowing the matters in dispute as regards the proposed Orders. The principal points of disagreement remained the process for payment of disbursements, where the Liquidators continued to seek to supply only redacted invoices, and the order proposed by the Liquidators that the Receiver not be permitted to distribute any funds in the receivership without further Court order.

At the date of this report, the Court is yet to deliver its judgement in relation to the matter. Once judgement is received, I will arrange for the sealed order to be uploaded on the EIF websites and notify Investors.

4. RECEIPTS AND PAYMENTS

I provide below a summary of the Receipts and Payments of the Fund for the period from 1 June 2018 to 31 October 2018.

Summary of Receipts and Payments for the period 1 June 2018 to 31 October 2018		(\$)
Opening Cashbook Balance		6,305,171.35
Receipts		
Interest Income		72,523.35
GST Received		91,957.75
Loan Recoveries - Wirrina Cove		156.87
Valuer Claim Settlement		1,575,000.00
Total Receipts		1,739,637.97
Payments		
Advertising		(3,061.65)
Bank Charges		(50.00)
IT Expenses		(8,316.00)
Legal Fees		(62,114.65)
Printing & Stationery Expenses		(4,345.14)
Total Payments		(77,887.44)
Closing Cashbook Balance		7,966,921.88

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, which has now been finalised
- The valuer claim was settled for \$1.575m. For further details, please refer to my 32nd report to Investors
- Advertising relates to notice requirements for the directions application brought by the Receiver to deal with the Liquidators' claims
- 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 settling the valuer claim
 - dealing with the claims by the Liquidators of EL (see Section 2.1).
- Printing and stationery expenses relate to the external cost of copying and issuing correspondence to Investors.

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

5. 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 \$9.696 million
- Second interim distribution of 3 cents per unit paid in June 2015 totalling \$5.526 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 12.8 cents per unit as at 31 October 2018 as follows:

Estimated Return to Investors	Low \$000's	High \$000's
Cash at Bank as at 31 October 2018	7,967	7,967
<i>Add:</i>		
Outstanding GST Refunds	10	10
Estimated Value of Fund Assets as at 31 October 2018	7,977	7,977
<i>Less:</i>		
Estimated Creditors and Other Payables	(540)	(290)
Estimated Receiver's Remuneration - 1 November 2017 to 31 May 2018	(247)	(247)
Estimated Receiver's Disbursements - 1 November 2017 to 31 May 2018	(9)	(9)
Estimated Receiver's Remuneration - 1 June 2018 to 31 May 2019	(230)	(155)
Estimated Receiver's Disbursements - 1 June 2018 to 31 May 2019	(15)	(10)
Estimated Receiver's Costs (e.g. legal fees, IT costs etc.) - 1 June 2018 to 31 May 2019	(255)	(160)
Estimated Equalisation Payment	(2,924)	(2,924)
Estimated Net Amount Available to Investors as at 31 May 2018	3,757	4,182
<i>Add:</i>		
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	24,339	24,764
Total Investor Units as at 21 November 2011	193,912	193,912
Overall Estimated Return to Investors per Unit	12.6	12.8

The above estimate is consistent with my previous update and is prepared on the following basis:

- It includes all estimated future recoveries, Receiver's fees and costs and excludes any recoveries from the Liquidators' proceedings as the matter is before the Court and any recovery for the benefit of the Fund is uncertain (see Section 2.1)
- That the winding up of the Fund will be finalised by 30 June 2019. If the winding up of the Fund extends beyond 30 June 2019, the estimated return to Investors may change.

5.1. Future Updates and Distributions to Investors

As previously advised, I will not be in a position to make further distributions to Investors until the Liquidators of EL finalise their proceedings (see Section 2.1) and the claims by the Liquidators of EL have been resolved (see Section 3.2).

I anticipate that the winding up of the Fund may take a further seven months or more to finalise unless out of Court settlements can be reached in relation to the above Liquidators' claims against the directors of EL and the auditors of the Fund. The timing of the final distribution to Investors is therefore uncertain. I will continue to hold all funds in an interest bearing account until the final distribution is ready to be made.

I will continue to provide updates to Investors on the winding up progress and the timing of future distributions. I will issue my next update to Investors by 31 March 2019 unless the Liquidators' settle their claim against the directors and auditors of EL in the interim. Should this occur, I will update Investors upon confirmation of settlement of the proceedings and advise of any further monies to be received by the Fund.

5.2. Equalisation Payment to Investors

As previously advised, an equalisation payment is proposed to Investors 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.

In this regard, I have calculated the total equalisation payment to Investors to be \$2.924M across 2,447 separate Investor accounts. An adjustment for the equalisation payment is reflected in the estimated return to Investors at Section 5 and is in line with the estimate in my previous reports to Investors.

My solicitors have commenced preparing the relevant material for the Court application to approve the equalisation payment. However, as I am also required to seek orders from the Court in relation to the finalisation of the winding up of the Fund (including payment of a final distribution), I have determined, in conjunction with my solicitors, that it would be more appropriate to join the applications and seek orders to distribute both the equalisation payment and a final distribution at the same time.

This means that there will be one final distribution instead of two small distributions, which will save on both professional and external costs in applying for and distributing separate amounts 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.

6. 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 2018 to 31 October 2018 totalling \$77,685.50 plus outlays of \$1,505.48 (both excluding GST).

The last Court approval of my remuneration covering the 12 months ended 31 October 2017 was heard on 20 December 2017 and approved in the amount of \$289,601.50 (excluding GST), equating to \$24,133 (excluding GST) per month. My unbilled remuneration since then, covering the period from 1 November 2017 to 31 October 2018 (including the period detailed above), totals \$247,081.50 (excluding GST), equating to \$20,590 (excluding 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 and counsel in relation to the claim. Attending mediation and subsequent negotiations to settle the claim
- Reviewing correspondence from the Liquidators and their solicitors in relation to the claim against the auditors and directors and EL
- Preparing and lodging statutory returns
- Review and payment of costs incurred on behalf of the EIF, including advertising, legal, IT and printing costs
- Preparing my remuneration application to Court and supporting material for the period 1 November 2016 to 31 October 2017
- Liaising with my solicitors in relation to the remuneration application to Court for the period 1 November 2016 to 31 October 2017
- Reviewing claim and Court application made by former employee in respect of the realisation of assets subject to the Fund's security over a borrower. Liaise with my solicitors in relation to responding to the claim
- Finalisation of equalisation payment calculations
- Preparation of explanatory notes to the equalisation payment to assist in the preparation of the Court application, including reference to issues where manual review and adjustments were required. These included 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
- Hardship and redemption payments were made during FY2011.
- Correspondence with the Liquidators regarding insufficient documentation provided to support their claim for remuneration and expenses from the Fund
- Liaising with my solicitors and ASIC in relation to the extension of EL's Australian Financial Services Licence suspension
- Liaising with and instructing my solicitors and counsel in relation to the application to Court to determine the Liquidators' indemnity claims for payment of fees and expenses from the Fund
- Considering and liaising with my solicitors and counsel regarding the affidavits filed by the Liquidators and reviewing and considering orders proposed by the Liquidators and alternative orders to be sought on behalf of the EIF.

My solicitors have prepared the next application for approval of my remuneration for the period 1 November 2017 to 31 October 2018 in the amount of \$247,081.50 (excluding GST). I anticipate that the application will be filed and Investors notified of the application within 7 days of this report, with the matter to be heard in the Supreme Court of Queensland in late December 2018.

7. 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

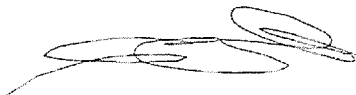
8. QUERIES

All queries should be directed to this office, as follows:

Phone: (07) 3237 5999
Email: equititrust@bdo.com.au

All updates to Investors are posted to the websites; www.equititrustincomefund.com.au and www.equititrust.com.au.

Yours faithfully



David Whyte
Receiver

REMUNERATION REPORT - Summary of professional fees by category of work for the period 1 June 2018 to 31 October 2018

Equititrust Income Fund (Receiver Appointed)

Totals					Task Area										
Employee	Position	Rate	hrs	\$	Assets		Creditors		Trade On		Investigations		Administration		
					hrs	\$	hrs	\$	hrs	\$	hrs	\$	hrs	\$	
David Whyte	Partner	595	15.4	9,163.00	0.3	178.50	9.9	5,890.50	5.2	3,094.00					
David Whyte	Partner	580	2.5	1,450.00	0.1	58.00	1.4	812.00	1.0	580.00					
Charles Haines	Associate Director	510	0.1	51.00			0.1	51.00							
Charles Haines	Associate Director	470	0.1	47.00	0.1	47.00									
Jayden Coulston	Manager	445	69.1	30,749.50	1.3	578.50	52.4	23,318.00			6.3	2,803.50	9.1	4,049.50	
Jayden Coulston	Manager	430	15.0	6,450.00			12.5	5,375.00			1.2	516.00	1.3	559.00	
Megan Dopking	Senior Accountant	320	0.3	96.00									0.3	96.00	
Megan Dopking	Senior Accountant	310	1.8	558.00			1.8	558.00							
George Lethbridge	Graduate Accountant	220	18.1	3,982.00			17.7	3,894.00					0.4	88.00	
Antoinette Fielding	Graduate Accountant	220	47.9	10,538.00	4.3	946.00	38.5	8,470.00			1.7	374.00	3.4	748.00	
Sarah Cunningham	Accounting Assistant	220	0.1	22.00									0.1	22.00	
Eloise Carroll	Graduate Accountant	220	17.1	3,762.00			14.3	3,146.00	0.2	44.00			2.6	572.00	
Antoinette Fielding	Graduate Accountant	215	10.4	2,236.00	0.3	64.50	9.9	2,128.50					0.2	43.00	
Ryan Whyte	Undergraduate	180	28.9	5,202.00			27.8	5,004.00					1.1	198.00	
Ryan Whyte	Undergraduate	175	3.8	665.00			3.8	665.00							
George Lethbridge	Graduate Accountant	175	9.4	1,645.00	0.5	87.50	8.0	1,400.00			3.4	70.00	0.5	87.50	
Moir Hattingh	Practice Assistant	100	8.6	860.00									8.6	860.00	
Moir Hattingh	Practice Assistant	95	2.2	209.00									2.2	209.00	
TOTALS				250.8	77,685.50	6.9	1,960.00	198.1	60,712.00	6.4	3,718.00	9.6	2,763.50	29.8	7,532.00
GST					7,768.55										
TOTAL INC GST					85,454.05										
AVERAGE HOURLY RATE				310		284		306		581		392		253	

Note: All amounts exclude GST unless otherwise noted

Disbursements for the period 1 June 2018 to 31 October 2018

Equititrust Income Fund (Receiver Appointed)

Expense Type	Amount (\$ ex GST)
Postage	1,444.52
Search Fee	60.96
TOTAL	1,505.48
GST	150.55
TOTAL INC GST	1,656.03

TO INVESTORS AS ADDRESSED

1 April 2019

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

1. INTRODUCTION

I refer to my previous reports and provide my 34th 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 reports to Investors.

In summary:

- There have been three distributions to Investors to date totalling 11 cents in the dollar and based on the reducing number of units held. This equates to 10.6 cents in the dollar of the units held at the date of my appointment on 21 November 2011
- The current total estimated return to Investors is between 12.5 and 12.7 cents in the dollar as detailed at Section 5 of this report, with the further estimated distributions of between 1.9 and 2.1 cents in the dollar. This does not include recoveries from the EL Liquidators proceedings against the directors and auditors which is discussed further below and at Section 2.1 of the report.

The remaining matters to be completed in order to finalise the winding up, are as follows:

- Resolve the claims by the Liquidators (refer Section 3.2)
- The Liquidators of Equititrust Ltd (In Liquidation) (Receivers and Managers Appointed) (EL) to resolve the proceedings against the directors of EL and the auditors of the fund. The parties to the litigation attended a mediation in September 2018 and after ongoing negotiations, executed a confidential Settlement Deed in December 2018. The Liquidators intend to shortly seek judicial advice in relation to the Settlement Deed. I am not privy to the details of the Settlement Deed but note any balance of funds, after deducting the costs of the proceedings and a payment to the litigation funder, will be paid to the Fund (refer Section 2.1)
- Apply to Court for authority to pay an equalisation payment to Investors who did not receive a return of capital in the 2011 financial year (refer Section 5.2) and pay a final distribution (including the equalisation payment) to Investors to finalise the receivership.

The timing of the equalisation payment and final distribution to Investors remains subject to the Liquidators' proceedings against the directors of EL and the auditors of the Fund being resolved, noting a further directions application is foreshadowed in relation to the confidential Deed of Settlement entered into between the parties. Once these proceedings are resolved and any net proceeds are paid

to the Fund, I expect that it will take approximately six months to pay the distributions and finalise winding up the fund. I will continue to hold all funds in an interest bearing account until these directions are sought and the final distribution is ready to be made.

2. LEGAL PROCEEDINGS

2.1. 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 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:

- The parties to the litigation attended a mediation in September 2018 and after ongoing negotiations, executed a confidential Settlement Deed in December 2018. The Liquidators intend to shortly seek judicial advice in relation to the Settlement Deed.
- Otherwise, the trial dates, commencing 18 March 2019 for 5 weeks, have been vacated and the proceedings are listed for a case management conference on 2 May 2019.

I am not privy to the details of the confidential Settlement Deed although I have asked to be informed of the relevant details and for a copy of the judicial advice application so that I can represent Investors' interests and be heard on the 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 and any net proceeds are received. I will provide a further update to Investors in my next report.

3. CREDITOR CLAIMS

3.1. 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 3.2 below)
- Any other creditors outstanding at the date of my appointment
- Receiver's remuneration and outlays.

3.2. Claims by the Liquidators of EL

As advised in my last report to Investors, 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 Liquidators' total claims are for approximately \$2.1M (remuneration of \$1.2M and expenses 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. However, my review of the Liquidators' timesheet entries totalling \$1.2M has 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, EL
- the EIF
- the EPF
- the EPCIF
- the Sophisticated Fund.

The invoices provided in relation to the Liquidators' expenses have also been redacted to the point that there is insufficient information for me to make a proper assessment as to the extent they are justifiable expenses against the Fund.

On 3 August 2018 my solicitors filed an application for directions under proceeding 10478 of 2011 in the Supreme Court of Queensland.

The application sought the following directions:

- That the Liquidators be directed to, inter alia:
 - call for and adjudicate upon claims against EL
 - Identify whether EL has a claim for indemnity from property of the EIF
 - provide the Receiver with notice of any eligible claims against the property of the EIF
- That the Receiver be able to accept or reject the eligibility of the claims and provide his reasoning to the Liquidators for rejecting any claims
- That the Receiver may apply Court for directions to determine the eligibility of any claims.

The application was set down to be heard on 30 August 2018, however, following discussions with the Liquidators, it was agreed to adjourn the hearing until 20 September 2018 so that both parties could file and serve further affidavits and submissions. The Court made orders to that effect on 30 August 2018.

A further adjournment was agreed between the parties on 20 September 2018, with the matter again adjourned until 12 October 2018 so that further submissions could be made. The Court made orders to that effect on 20 September 2018.

The matter was heard on 12 October 2018 where Justice Boddice reserved his decision and directed that the parties provide their preferred version of the Orders, together with short written submissions as to why that version of the Orders should be made on 15 October 2018. After the decision was reserved, further without-prejudice discussion occurred between the parties with a view to narrowing the matters in dispute as regards the proposed Orders. The principal points of disagreement remained the process for payment of disbursements, where the Liquidators continued to seek to supply only redacted invoices, and the order proposed by the Liquidators that the Receiver not be permitted to distribute any funds in the receivership without further Court order.

At the date of this report, the Court is yet to deliver its judgement in relation to the matter. Once judgement is received, I will arrange for the sealed order to be uploaded on the EIF websites and notify Investors. I have put the Liquidators on notice not to distribute any funds coming into the liquidation, including in respect of any of the Liquidators' remuneration and expenses, without seeking specific approval from the Court.

4. RECEIPTS AND PAYMENTS

I provide below a summary of the Receipts and Payments of the Fund for the period from 1 November 2018 to 28 February 2019.

Summary of Receipts and Payments for the period 1 November 2018 to 28 February 2019	
	(\$)
Opening Cashbook Balance	7,966,921.88
Receipts	
Interest Income	48,850.33
GST Received	30,441.82
Total Receipts	79,292.15
Payments	
Advertising	(3,003.00)
Bank Charges	(40.00)
IT Expenses	(5,544.00)
Legal Fees	(69,865.59)

Printing & Stationery Expenses	(2,139.93)
Appointee Fees	(271,789.65)
Appointee Disbursements	(9,536.25)
Total Payments	(361,918.42)
Closing Cashbook Balance	(7,684,295.61)

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

- Advertising relates to notice requirements for the Receiver's remuneration application
- Appointee fees were approved by the Court on 18 December 2018. Appointee disbursements relate primarily to postage costs incurred in issuing correspondence and notices to Investors
- 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:
 - dealing with the claims by the Liquidators of EL (see Section 3.2)
 - the Receivers' remuneration application for the 12 months ended 31 October 2018.
- Printing and stationery expenses relate to the external cost of copying and issuing correspondence and notices to Investors.

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

5. 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 \$9.696 million
- Second interim distribution of 3 cents per unit paid in June 2015 totalling \$5.526 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 12.5 cents and 12.7 cents per unit as at 28 February 2019 as follows:

Estimated Return to Investors	Low \$000's	High \$000's
Cash at Bank as at 28 February 2019	7,684	7,684
<i>Add:</i>		
Outstanding GST Refunds	2	2
Estimated Value of Fund Assets as at 28 February 2019	7,686	7,686
<i>Less:</i>		
Estimated Creditors and Other Payables	(540)	(290)
Estimated Receiver's Remuneration - 1 November 2018 to 28 February 2019	(63)	(63)
Estimated Receiver's Disbursements - 1 November 2018 to 28 February 2019	(3)	(3)
Estimated Receiver's Remuneration - 1 March 2019 to 31 December 2019	(260)	(180)
Estimated Receiver's Disbursements - 1 March 2019 to 31 December 2019	(15)	(10)
Estimated Receiver's Costs (e.g. legal fees, IT costs etc.) - 1 March 2019 to 31 December 2019	(245)	(158)
Estimated Equalisation Payment	(2,924)	(2,924)
Estimated Net Amount Available to Investors as at 28 February 2019	3,636	4,058
<i>Add:</i>		
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	24,218	24,640
Total Investor Units as at 21 November 2011	193,912	193,912
Overall Estimated Return to Investors per Unit	12.5	12.7

Please note the above amounts exclude GST unless otherwise.

The above estimate is consistent with my previous update and is prepared on the following basis:

- It includes all estimated future recoveries, Receiver's fees and costs except for any recoveries from the Liquidators' proceedings as the matter is before the Court and any recovery for the benefit of the Fund is uncertain (see Section 2.1). Notwithstanding the above, I anticipate the actual return to Investors will be higher given a Settlement Deed has been entered into between the Liquidators and the auditors of the Fund
- That the winding up of the Fund will be finalised by 31 December 2019. If the winding up of the Fund extends beyond 31 December 2019, the estimated return to Investors may change.

5.1. Future Updates and Distributions to Investors

As previously advised, I will not be in a position to make further distributions to Investors until the Liquidators of EL finalise their proceedings (see Section 2.1) and the claims by the Liquidators of EL have been resolved (see Section 3.2).

I anticipate that the winding up of the Fund may take a further nine months or more to finalise. This timeframe is subject to the Liquidators finalising their proceedings (including seeking directions from the Court in relation to the confidential Settlement Deed entered into) and the claims made by the Liquidators of EL being resolved in a timely manner. If these matters are disputed or drawn out by the Liquidators, the estimated timeframe to distribute funds to Investors and finalise the winding up will increase. The timing of the final distribution to Investors is therefore uncertain. I will continue to hold all funds in an interest bearing account until the final distribution is ready to be made.

I will continue to provide updates to Investors on the winding up progress and the timing of future distributions. As stated above, I cannot take steps to finalise the administration until the settlement of the proceeding against the directors and auditors is resolved. As soon as the Liquidators application for judicial advice on the settlement is heard and judgement is handed down, I will provide a further update to investors.

5.2. Equalisation Payment to Investors

As previously advised, an equalisation payment is proposed to Investors 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.

In this regard, I have calculated the total equalisation payment to Investors to be \$2.924M across 2,447 separate Investor accounts. An adjustment for the equalisation payment is reflected in the estimated return to Investors at Section 5 and is in line with the estimate in my previous reports to Investors.

My solicitors have commenced preparing the relevant material for the Court application to approve the equalisation payment. However, as I am also required to seek orders from the Court in relation to the finalisation of the winding up of the Fund (including payment of a final distribution), I have determined, in conjunction with my solicitors, that it would be more appropriate to join the

applications and seek orders to distribute both the equalisation payment and a final distribution at the same time.

This means that there will be one final distribution instead of two small distributions, which will save on both professional and external costs in applying for and distributing separate amounts 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.

6. 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 November 2018 to 28 February 2019 totalling \$63,108.00 plus outlays of \$3,010.79 (both excluding GST).

The main tasks undertaken during the period 1 November 2018 to 28 February 2019 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 and their financial advisors seeking updates in relation to the Fund
- Reviewing correspondence from the Liquidators and their solicitors in relation to the claim against the auditors and directors and EL
- Preparing and lodging statutory returns
- Review and payment of costs incurred on behalf of the EIF, including advertising, legal, IT and printing costs
- Preparing my remuneration application to Court and supporting material for the period 1 November 2017 to 31 October 2018
- Liaising with my solicitors in relation to the remuneration application to Court for the period 1 November 2017 to 31 October 2018
- Preparing updates to Investors in relation to the winding up of the Fund
- Liaising with my solicitors and corresponding with the Liquidators regarding their claim for remuneration and expenses from the Fund and the directions hearing.

The last Court approval of my remuneration covering the 12 months ended 31 October 2018 was heard on 18 December 2018 and approved in the amount of \$247,081.50 (excluding GST), equating to \$20,590 (excluding GST) per month.



7. 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

8. QUERIES

All queries should be directed to this office, as follows:

Phone: (07) 3237 5999
Email: equititrust@bdo.com.au

All updates to Investors are posted to the websites; www.equititrustincomefund.com.au and www.equititrust.com.au.

Yours faithfully

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

David Whyte
Receiver



Tel: +61 7 3237 5999
Fax: +61 7 3221 9227
www.bdo.com.au

Level 10, 12 Creek St
Brisbane QLD 4000
GPO Box 457 Brisbane QLD 4001
Australia

REMUNERATION REPORT - Summary of professional fees by category of work for the period 1 November 2018 to 28 February 2019
Equititrust Income Fund (Receiver Appointed)

Employee	Position	Rate	TOTAL		Assets		Creditors		Trade Debt		Investigations		Administration	
			hrs	\$	hrs	\$	hrs	\$	hrs	\$	hrs	\$	hrs	\$
David Whyte	Partner	595	15.3	9,103.50	0.3	178.50	2.8	1,666.00	1.7	1,011.50			10.5	6,247.50
Charles Haines	Associate Director	510	0.1	51.00									0.1	51.00
Jayden Coulston	Manager	445	70.1	31,194.50	0.5	222.50	40.4	17,978.00	0.9	400.50			28.3	12,593.50
Antoinette Fielding	Accountant	265	3.0	795.00	2.2	583.00	0.6	159.00					0.2	53.00
Antoinette Fielding	Accountant	220	27.8	6,116.00	1.0	220.00	26.6	5,852.00			0.2	44.00		
Eloise Carroll	Graduate Auditor	220	2.6	572.00			2.6	572.00						
George Lethbridge	Graduate Accountant	220	12.9	2,838.00			12.5	2,750.00					0.4	88.00
Amy Giubb	Accountant	220	9.9	2,178.00			9.5	2,090.00					0.4	88.00
Sarah Cunningham	Accounting Assistant	220	2.5	550.00									2.5	550.00
Ryan Whyte	Graduate Accountant	220	23.5	5,170.00			20.1	4,422.00	3.4	748.00				
Ryan Whyte	Graduate Accountant	180	18.5	3,330.00			16.9	3,942.00					1.6	288.00
Moirra Hattlingh	Practice Assistant	100	12.1	1,210.00	0.6	60.00							11.5	1,150.00
TOTALS			198.1	63,109.00	4.3	1,224.00	132.0	38,531.00	6.0	2,160.00	0.2	44.00	55.5	21,109.00
GST				6,310.80										
TOTAL INC GST				69,419.80										
AVERAGE HOURLY RATE				318		275		292		360		220		360

Note: All amounts exclude GST unless otherwise noted

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.



Disbursements for the period 1 November 2018 to 28 February 2019

Equititrust Income Fund (Receiver Appointed)

Expense Type	Amount (\$ ex GST)
Postage	3,010.79
TOTAL	3,010.79
GST	301.08
TOTAL INC GST	3,311.87



Tel: +61 7 3237 5999
Fax: +61 7 3221 9227
www.bdo.com.au

Level 10, 12 Creek St
Brisbane QLD 4000
GPO Box 457 Brisbane QLD 4001
Australia

TO INVESTORS AS ADDRESSED

23 October 2019

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

1. INTRODUCTION

I refer to my previous reports and provide my 35th 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 reports to Investors.

In summary:

- There have been three distributions to Investors to date totalling 11 cents in the dollar and based on the reducing number of units held. This equates to 10.6 cents in the dollar of the units held at the date of my appointment on 21 November 2011
- The current total estimated return to Investors is between 12.4 and 12.6 cents in the dollar as detailed at Section 5 of this report, with the further estimated distributions of between 1.8 and 2 cents in the dollar
- The Liquidators of Equititrust Ltd (In Liquidation) (Receivers and Managers Appointed) (EL) have resolved the proceedings against the directors of EL and the auditors of the Fund. The parties to the litigation attended a mediation in September 2018 and after ongoing negotiations, executed a confidential Settlement Deed on 17 December 2018. The Liquidators made an application to seek judicial advice in relation to the Settlement Deed that was heard on 21 June 2019 and 28 June 2019. This was subsequently approved by Justice Jagot on 28 June 2019 and orders were made on 9 July 2019. The Liquidators have advised that the settlement will not provide a recovery for unitholders or creditors in the EIF or the EPF (refer Section 2)

The remaining matters to be completed in order to finalise the winding up, are as follows:

- Resolve the claims by the Liquidators (refer Section 3.2)
- Seek authority from the Court to pay an equalisation payment to Investors who did not receive a return of capital in the 2011 financial year (refer Section 5.2) and pay a final distribution (including the equalisation payment) to Investors to finalise the receivership

2. LEGAL PROCEEDINGS

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 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.

A summary of the key events are detailed below:

- The parties to the litigation attended a mediation in September 2018 and after ongoing negotiations, executed a confidential Settlement Deed on 17 December 2018.
- The Liquidators made an application to seek judicial advice in relation to the Settlement Deed that was heard on 21 and 28 June 2019. This was subsequently approved by Justice Jagot on 28 June 2019 and orders were made on 9 July 2019.

The Liquidators' of EL issued a report to creditors dated 20 August 2019 (the EL Report) which provides an update in respect of the settlement of the EIF Proceedings (2013). A copy of the EL Report can be found on the website www.equititrust.com.au within the updates page under the heading "Liquidator's Reports".

As stated in the EL Report, the EIF Proceedings (2013) have now been settled and the Liquidators have now received judicial advice from the Federal Court of Australia approving EL entry into the Settlement Deed.

Investors can find a copy of that decision here -

<https://www.judgments.fedcourt.gov.au/judgments/Judgments/fca/single/2019/2019fca1063>

As explained by the Liquidators in the EL Report, the settlement did not provide any recovery for unitholders or creditors (secured or unsecured) because the entirety of the funds received as a result of that settlement were distributed to the litigation funder by way of a "*funding commission and reimbursement of legal fees and payment of liquidators' remuneration paid by the litigation funder over the course of the past six years*" (see page 2 of the EL Report).

The EL Report states that the settlement represented, in the Liquidators' opinion, the maximum amount that could be recovered without proceeding to trial with its associated risks and costs.

As investors will recall, I have previously advised that the timing of the equalisation payment and final distribution to investors was subject to the liquidators resolving this outstanding proceeding.

Now that it has been resolved, I can now proceed to take steps to finalise the winding up of the EIF.

3. CREDITOR CLAIMS

3.1. Other Creditors

As previously advised, there are a number of creditors that are required to be paid before the equalisation payment and the final distribution 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 3.2 below)
- Receiver's remuneration and outlays.

3.2. Claims by the Liquidators of EL and Claims by Creditors

As advised in my last report to Investors, 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.

I provided a detailed update regarding this matter in my last report to Investors which formed the background of an application I caused to be made to Court on 3 August 2018 in which I sought directions to resolve any outstanding claims against the EIF.

That application was (part) heard by Justice Boddice in the Supreme Court of Queensland on 12 October 2018.

Justice Boddice made orders in those proceedings on 2 April 2019 (Order). A copy of the Order made by Justice Boddice on 2 April 2019 is attached to this update.

As you will see, the Order directs the liquidators, amongst other things, to:

- a) ascertain the debts payable by, and claims against, EL (excluding any claim by any unitholders of the EIF and any claim against EL by the liquidators or former administrators of EL);
- b) adjudicate upon those debts and claims; and
- c) identify whether EL has a claim for indemnity from the EIF in respect of those debts and claims.

The application was otherwise adjourned to a date to be fixed.

The Order specifically excludes any claim by unitholders of the EIF and any claim by the liquidators or former administrators of EL (see paragraphs 1 and 2 of the Order).

In accordance with the Order, on 27 August 2019, the liquidators invited non-unitholder creditors of EL (whose debts or claims had not already been admitted) to submit a proof of debt in the liquidation of EL on or before Wednesday, 11 September 2019 by delivering to the liquidators a formal proof of debt or claim in accordance with Form 535.

3.3. Claims by Unitholders

I am informed by the liquidators' solicitors that following the invitation, and not unexpectedly given the invitation was to non-unitholder creditors, no proofs of debt were received from unitholders.

As far as I am aware, no unitholder makes a claim as a "creditor" of EL, separate to their claim to be paid an equalisation payment (as the case may be) or a final distribution as a unitholder from the EIF.

In light of that, I do not consider it necessary that unitholders separately lodge proofs of debt in the liquidation of EL as "creditors", where the basis of the relevant unitholders' claim is an entitlement as a unitholder of the EIF to a distribution from the EIF.

Notwithstanding this, if any unitholder does consider they have a claim as a "creditor" of EL (that is, a claim which is separate to their entitlement to receive an equalisation payment or a final distribution as a unitholder from the EIF), then I invite that unitholder to write to me to explain the basis for their claim so that I may consider this further.

Please let me have any response within 14 days.

4. RECEIPTS AND PAYMENTS

I provide below a summary of the Receipts and Payments of the Fund for the period from 1 March 2019 to 30 September 2019.

Summary of Receipts and Payments for the period 1 March 2019 to 30 September 2019	
	(\$)
Opening Cashbook Balance	7,684,295.61
Receipts	
Interest Income	95,381.18
GST Received	7,611.00
Total Receipts	102,992.18
Payments	
Bank Charges	(70.00)
IT Expenses	(12,177.00)
Legal Fees	(197,910.57)
Printing & Stationery Expenses	(1,669.97)
Total Payments	(211,827.54)
Closing Cashbook Balance	(7,575,460.25)

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

- 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:
 - dealing with the claims by the Liquidators of EL (see Section 3.2)
 - dealing with the claim by the Liquidators of EL against the directors of EL and the auditors of the Fund (see section 2)
- Printing and stationery expenses relate to the external cost of copying and issuing correspondence and notices to Investors.

The incurring of these costs is considered essential in terms of finalising the outstanding matters to enable the administration to be finalised.

5. 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 \$9.696 million
- Second interim distribution of 3 cents per unit paid in June 2015 totalling \$5.526 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 12.4 cents and 12.6 cents per unit as at 30 September 2019 as follows:

Estimated Return to Investors	Low \$000's	High \$000's
Cash at Bank as at 30 September 2019	7,575	7,575
Estimated Value of Fund Assets as at 30 September 2019	7,575	7,575
Less:		
Estimated Creditors and Other Payables	(540)	(290)

Estimated Return to Investors	Low \$000's	High \$000's
Estimated Receiver's Remuneration (1 November 2018 to 30 September 2019)	(154)	(154)
Estimated Receiver's Disbursements (1 November 2018 to 30 September 2019)	(3)	(3)
Estimated Receiver's Remuneration (1 October 2019 to 31 March 2020)	(200)	(130)
Estimated Receiver's Disbursements (1 October 2019 to 31 March 2020)	(10)	(5)
Estimated Receiver's Costs (e.g. legal fees, IT fees etc.)	(196)	(128)
Estimated Equalisation Payment	(2,924)	(2,924)
Estimated Net Amount Available to Investors as at 30 September 2019	3,548	3,942
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	24,130	24,524
Total Investor Units as at 21 November 2011	193,912	193,912
Overall Estimated Return to Investors per Unit	12.4	12.6

Please note the above amounts exclude GST unless stated otherwise.

The above estimate is prepared on the following basis:

- It includes all estimated future recoveries, Receiver's fees and costs.
- That the winding up of the Fund will be finalised by 31 March 2020. If the winding up of the Fund extends beyond 31 March 2020, the estimated return to Investors may change.

5.1. Future Updates and Distributions to Investors

As previously advised, I will not be in a position to make further distributions to Investors until the claims by the Liquidators of EL have been resolved (see Section 3.2).

I anticipate that the winding up of the Fund may take a further six months or more to finalise. This timeframe is subject to the claims made by the Liquidators of EL being resolved in a timely manner. If these matters are disputed or drawn out by the Liquidators, the estimated timeframe to distribute funds to Investors and finalise the winding up will increase. The timing of the final distribution to Investors is

therefore uncertain. I will continue to hold all funds in an interest bearing account until the final distribution is ready to be made.

I will continue to provide updates to Investors on the winding up progress and the timing of future distributions.

5.2. Equalisation Payment to Investors

As previously advised, an equalisation payment is proposed to Investors 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.

In this regard, I have calculated the total equalisation payment to Investors to be \$2.924M across 2,447 separate Investor accounts. An adjustment for the equalisation payment is reflected in the estimated return to Investors at Section 5 and is in line with the estimate in my previous reports to Investors.

My solicitors had commenced preparing the relevant material for the Court application to approve the equalisation payment. However, as I am also required to seek orders from the Court in relation to the finalisation of the winding up of the Fund (including payment of a final distribution), I have determined, in conjunction with my solicitors, that it would be more appropriate to join the applications and seek orders to distribute both the equalisation payment and a final distribution at the same time.

This means that there will be one final distribution instead of two small distributions, which will save on both professional and external costs in applying for and distributing separate amounts to Investors.

6. 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 March 2019 to 30 September 2019 totalling \$90,586.50 plus outlays of \$82.81 (both excluding GST).

The main tasks undertaken during the period 1 March 2019 to 30 September 2019 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 and their financial advisors seeking updates in relation to the Fund
- Reviewing correspondence from the Liquidators and their solicitors in relation to the claim against the auditors and directors and EL
- Preparing and lodging statutory returns
- Review and payment of costs incurred on behalf of the EIF, including legal, IT and printing costs



- Preparing updates to Investors in relation to the winding up of the Fund
- Liaising with my solicitors and corresponding with the Liquidators regarding their claim for remuneration and expenses from the Fund and the directions hearing.

7. 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

8. PROGRESSING THE WINDING UP

I will otherwise now take steps to seek appropriate orders from the Court to progress the finalisation of the winding up of the EIF, including orders which facilitate the resolution of the liquidators' claim for an indemnity from the EIF for their remuneration and expenses as administrators and liquidators of EL (which does not form part of the Orders) and directions and/or declarations regarding the distribution of both an equalisation payment and final distribution to unitholders.

This process will also address any separate claims by unitholders as "creditors" of EL.

Investors will be advised of the application(s) in due course and a copy of the relevant documentation will be uploaded to the websites www.equititrustincomefund.com.au and www.equititrust.com.au.

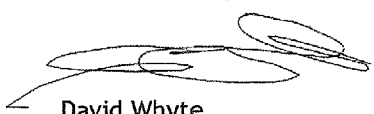
9. QUERIES

All queries should be directed to this office, as follows:

Phone: (07) 3237 5999
Email: equititrust@bdo.com.au

All updates to Investors are posted to the websites; www.equititrustincomefund.com.au and www.equititrust.com.au.

Yours faithfully



David Whyte
Receiver

REMUNERATION REPORT - Summary of professional fees by category of work for the period 1 March 2019 to 30 September 2019
Equititrust Income Fund (Receiver Appointed)

Employee	Position	Rate	Totals		Task Area										
			hrs	\$	Assets		Liabilities		Trade In		Investigations		Administration		
			hrs	\$	hrs	\$	hrs	\$	hrs	\$	hrs	\$	hrs	\$	
David Whyte	Partner	615	19.4	11,931.00	1.3	799.50	5.0	3,075.00	12.8	7,872.00			0.3	184.50	
David Whyte	Partner	595	14.7	8,746.50	8.2	4,879.00	2.4	1,428.00	4.1	2,439.50					
Charles Haines	Associate Director	525	2.8	1,470.00			2.3	1,207.50					0.5	262.50	
Charles Haines	Associate Director	510	1.3	663.00			1.1	561.00					0.2	102.00	
Jayden Coulston	Manager	460	11.3	5,198.00			8.1	3,726.00	1.0	450.00	0.1	46.00	2.1	966.00	
Jayden Coulston	Manager	445	16.5	7,342.50	0.3	133.50	13.0	5,785.00	0.7	311.50	1.1	489.50	1.4	623.00	
James Schloss	Senior Accountant	320	0.2	64.00			0.2	64.00							
Antoinette Fielding	Accountant	275	0.7	192.50	0.1	27.50	0.3	82.50					0.3	82.50	
Ryan Whyte	Accountant	275	43.3	11,907.50	0.7	192.50	38.1	10,477.50					4.5	1,237.50	
George Lettbridge	Accountant	275	6.4	1,760.00			6.4	1,760.00							
Antoinette Fielding	Accountant	265	1.0	265.00	0.1	26.50	0.6	159.00					0.3	79.50	
Jordan Devery	Accountant	225	72.3	16,267.50			66.8	15,030.00					5.5	1,237.50	
Sarah Cunningham	Accounting Assistant	225	1.0	225.00									1.0	225.00	
Ryan Whyte	Accountant	220	37.6	8,272.00			32.3	7,106.00					5.3	1,166.00	
George Lettbridge	Accountant	220	9.8	2,156.00			9.8	2,156.00							
Sarah Cunningham	Accounting Assistant	220	0.4	88.00									0.4	88.00	
Amy Glubb	Accountant	220	3.8	836.00			2.8	616.00					1.0	220.00	
Liam Landrigan	Undergraduate	185	6.8	1,258.00			6.6	1,221.00					0.2	37.00	
Liam Landrigan	Undergraduate	180	4.9	882.00			4.6	828.00					0.3	54.00	
Jordan Devery	Undergraduate	180	54.3	9,774.00			51.1	9,198.00					3.2	576.00	
Moira Hattlingh	Practice Assistant	105	5.6	588.00									5.6	588.00	
Moira Hattlingh	Practice Assistant	100	7.0	700.00									7.0	700.00	
TOTALS		121.1	10,584.50		10.7	4,058.50	251.8	51,190.00	18.9	11,023.00	1.2	615.50	19.1	8,429.00	
		EST	9,055.00												
		TOTAL INC GST	9,645.15												
		AVERAGE HOURLY RATE	282			565	206	594			419	216			

Note: All amounts exclude GST unless otherwise noted

Disbursements for the period 1 March 2019 to 30 September 2019

Equititrust Income Fund (Receiver Appointed)

Expense Type	Amount (\$ ex GST)
Searches	
Postage	82.81
TOTAL	82.81
GST	8.28
TOTAL INC GST	91.09

Duplicate

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

ORDER

Before: Justice Boddice

Date: 2 April 2019

Initiating document: Application filed 3 August 2018

THE ORDER OF THE COURT IS THAT:

1. Blair Pleash and Richard Albarran (the **Liquidators**), the liquidators of Equititrust Limited ACN 061 383 944 (In Liquidation) (**EL**), be directed to:
 - (a) ascertain the debts payable by, and claims against, EL in accordance with the Act, excluding any claim by any unitholders of the Equititrust Income Fund ARSN 089 079 854 (**EIF**) and any claim against EL by the Liquidators or former administrators of EL (such that any such claims will not form part of the process provided for in this Order);
 - (b) adjudicate upon those debts and claims in accordance with the provisions of the Act;
 - (c) identify whether EL has a claim for 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 by the Liquidators in the winding up of EL following the process described in 1(a) and 1(b) above (each such claim for indemnity referred to as a "**Creditor Indemnity Claim**").
2. For the avoidance of doubt, any claims by unitholders of the EIF and any claims relating in any way to the liquidators' own remuneration (including costs and expenses incurred by the liquidators) be excluded from the process described in paragraph 1 above and the process to be followed as set out in orders 3 to 6 below.
3. Within 14 days after any debt or claim is admitted by the Liquidators in the winding up of EL and, in respect of such debt or claim, a Creditor Indemnity Claim is identified by the Liquidators, the Liquidators must notify the Receiver in writing of any such claim.
4. When notifying the Receiver of a claim in accordance with paragraph 3 (each such claim for indemnity referred to as an "**Eligible Claim**"), the Liquidators must:

ORDER
Filed on behalf of the court-appointed receiver
Form 58 Rule 661

GADENS LAWYERS
Level 11, 111 Eagle Street
BRISBANE QLD 4000
Tel No.: 07 3231 1666
Fax No: 07 3229 5850
SZC:JSO:201110996

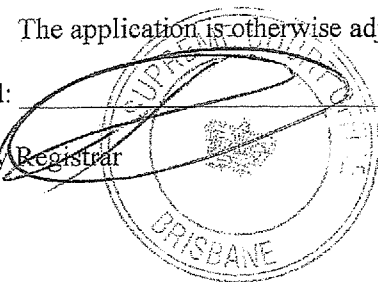
- (a) provide the Receiver with:
 - (i) a copy of the relevant proof of debt and supporting documentation relating to the Eligible Claim; and
 - (ii) such other information the Liquidators consider relevant to EL's claim for indemnity from the property of the EIF;
 - (b) within 14 days of receipt of a request from the Receiver pursuant to paragraph 5(a) below for further information in respect of an Eligible Claim, provide such reasonably requested further information to the Receiver.
5. The Receiver is directed to:
- (a) within 30 days of receipt of an Eligible Claim, request any further material or information he reasonably considers necessary to assess the Eligible Claim;
 - (b) within 45 days of receipt of an Eligible Claim or of the information requested in accordance with (a) above (whichever is the later):
 - (i) accept the Eligible Claim as one for which EL has a right to be indemnified from the scheme property of the EIF; or
 - (ii) reject the Eligible Claim; or
 - (iii) accept part of it and reject part of it;
 and give to the Liquidators written notice of his determination; and
 - (c) if the Receiver rejects an Eligible Claim, whether in whole or in part, provide the Liquidators with written reasons for his decision when, or within 7 days after, giving notice of his determination.
6. Within 28 days of receiving notification from the Receiver of the reasons for rejecting, in whole or in part, any Eligible Claim ("**Rejected Claim**"), the Liquidators:
- (a) may make an application to this Honourable Court for directions as to whether or not the Eligible Claim is or is not one for which EL has a right of indemnity out of the scheme property of the EIF; or
 - (b) must notify the relevant creditor for any Rejected Claim of:
 - (i) the Receiver's decision;
 - (ii) any reasons provided by the Receiver for that decision;
 - (iii) any material provided pursuant to paragraph 4 hereof;
 - (iv) whether they intend to make an application for directions in respect of the Rejected Claim pursuant to paragraph 6(a) hereof.
7. The Receiver and the Liquidators have liberty to apply to the Court for directions in respect of any question arising in connection with the consideration or payment of an Eligible Claim or these orders.
8. The Liquidators are entitled to claim reasonable remuneration in respect of the time spent by them and employees of Hall Chadwick who perform work in carrying out the work they are required to do under this Order at rates and in the sums from time to time approved by the

Court, and to be indemnified out of the assets of the EIF in respect of such remuneration for any amounts which the Court approves by way of further order and within 14 days of such order being served on the Receiver.

9. For the avoidance of doubt the liquidators are to serve any Application for approval of their remuneration pursuant to paragraph 8, and any supporting Affidavit material, upon the Receiver no later than 14 days before the date of any hearing of that Application.
10. Subject to any further order of the Court, the Liquidators are to be indemnified from the EIF for all proper costs and expenses (including legal costs on a full indemnity basis) incurred by them in complying with this Order, with such amounts to be paid by the Receiver to the Liquidators from the assets of the EIF within 14 days upon the Receiver being presented by the Liquidators from time to time with invoices in respect of such costs and expenses.
11. If, following the making of this order and during the liquidation of the applicant, the Liquidators recover funds in that liquidation, then before making a distribution of those funds including to pay the Liquidators' remuneration and expenses, the Liquidators must:
 - (a) give written notice to the Receiver as to the amount and nature of those funds and the Liquidators' proposal as to how those funds shall be distributed; and
 - (b) not make any distribution of those funds, until the later of:
 - (i) 14 days following the service on the Receiver of the written notice referred to in (a) above;
 - (ii) if the Receiver brings an application pursuant to paragraph 12 below within the 14 day period provided for in paragraph 10 below, and serves it on the Liquidators within 2 business days of filing, the date on which that application has been determined or discontinued.
12. Within 30 days of receiving any notice pursuant to paragraph 11(a) above, the Receiver has liberty to apply to the Court for an order that all or part of the funds referred to in the notice be paid to the EIF, for the purpose of reimbursing the EIF for the Liquidators' remuneration and expenses incurred in complying with this Order.
13. Subject to any further order of the Court, pursuant to section 601NF(2) of the *Corporations Act 2001* (Cth), the Receiver is directed not to make any distribution to the members of the EIF, without first giving the Liquidators 14 days notice of the amount and nature of those funds.
14. For the purposes of all time limits referred to in this order:
 - (a) public holidays are excluded from the time period; and
 - (b) time does not run in relation to any time period between (and including) 22 December 2018 and 6 January 2019.
15. The parties' costs of and incidental to this application to date be paid out of the assets of the EIF on the indemnity basis.
16. The application is otherwise adjourned to a date to be fixed.

Signed:

Deputy Registrar



"OW-15"

Summary of Receipts and Payments for the Period 21 November 2011 to 30 April 2020		
Receipts	\$	\$
Bank Guarantees Released for Distribution		39,066.65
Interest Income		1,212,214.23
<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	
McCracken	1,575,000.00	
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	11,060,487.23	
Wonderkids Pty Ltd	10,000.00	74,986,846.09
<i>Other Income:</i>		
GST Refund	312,957.77	
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	389,791.01
<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**78,695,124.83****Payments**

Advertising		20,012.69
Bank Charges		55,096.26
Bank Guarantee		159,376.48
Consultant fees		260,477.55
<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)	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		48,085.06
GST Paid		1,599,375.91
Insurance		31,415.50
IT expenses		391,955.26
Legal Fees		3,264,898.03
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		4,703,110.15
Outlays		152,615.36
<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	9,675,160.36	
Unit holders 3 cent - Second Interim Distribution (Paid via EFT)	5,321,892.86	
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)	425,136.39	21,520,328.60
Wages & associated reimbursements		408,907.28
Total Payments		71,148,124.71
Closing Balance		7,547,000.12
Add: Unpresented Cheques		81,929.54
Closing Cash at Bank		7,628,929.66