

Remuneration Report

Description of Work Completed

Company/Debtor: CD Anywhere Pty Ltd

Administration Type: Voluntary Administration

Period From 24 October 2008 to 16 November 2008

Task Area	General Description	Includes:
Assets [67.3 hours] [\$17,848 plus GST]	Plant and Equipment	Liaising with valuers, auctioneers and interested parties
		Reviewing asset listings
	Assets subject to specific charges	All tasks associated with realising a charged asset
	Debtors	Correspondence with debtors
		Reviewing and assessing debtors ledgers
	Stock	Conducting stock takes
		Reviewing stock values
		Liaising with potential purchasers
	Other Assets	Tasks associated with realising other assets
	Leasing	Reviewing leasing documents
		Liaising with owners/lessors
		Tasks associated with disclaiming leases
Creditors [121.6 hours] [\$20,316 plus GST]	Creditor Enquiries	Receive and follow up creditor enquiries via telephone
		Review and prepare correspondence to creditors and their representatives via facsimile, email and post
		Correspondence with committee of creditors members
	Retention of Title Claims	Receive initial notification of creditor's intention to claim
		Maintain retention of title file
		Consider retention of title claim
	Secured creditor reporting	Responding to secured creditor's queries
	Creditor reports	Preparing 439A, investigation, meeting and general reports to creditors
	Dealing with proofs of debt	Receipting and filing POD's when not related to a dividend
		Corresponding with taxation authorities regarding POD's when not related to a dividend
	Meetings of Creditors	Preparation meeting notices, proxies and advertisements
		Forward notice of meeting to all known creditors
Preparation of meeting file, including agenda, certificate of postage, attendance register, list of creditors, reports to creditors, advertisement of meeting and draft minutes of meeting		
Preparation and lodgement of minutes of meetings		

Task Area	General Description	Includes:
		with ASIC
		Respond to stakeholder queries and questions immediately following meeting
	Employees enquiry	Receive and follow up employee enquiries via telephone
		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
	GEERS	Correspondence with GEERS
	Calculation of entitlements	Reviewing employee files and company's books and records
	Workers compensation claims	Review insurance policies
		Correspondence with insurer regarding initial and ongoing workers compensation insurance requirements
		Correspondence with previous brokers
Directors [6.1 hours] [\$1,074]	Enquiries	Advice of appointment and obligations
		Interview
		Respond to queries from director
Statutory And General [68.8 hours] [\$12,632]	Conducting investigation	Collection of company 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
		Lodgement of investigation with ASIC
	ASIC reporting	Preparing statutory investigation reports
	Document maintenance/file review/ checklist	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
ATO and other statutory reporting	Notification of appointment	
Planning / Review	Discussions regarding status of administration	

Remuneration Report

Description and Estimate of Work to be Completed

Company/Debtor: CD Anywhere Pty Ltd

Administration Type: Voluntary Administration

Period From 17 November 2008 to 28 November 2008

Task Area	General Description	Includes
Assets [102 hours] [\$15,412 plus GST]	Plant and Equipment	Liaising with valuers, auctioneers and interested parties
		Reviewing asset listings
	Debtors	Correspondence with debtors
		Reviewing and assessing debtors ledgers
	Stock	Conducting stock takes
		Reviewing stock values
		Liaising with potential purchasers
	Other Assets	Tasks associated with realising other assets
	Leasing	Reviewing leasing documents
		Liaising with owners/lessors
Tasks associated with disclaiming leases		
Creditors [132 hours] [\$19,984 plus GST]	Creditor Enquiries	Receive and follow up creditor enquiries via telephone
		Maintaining creditor enquiry register
		Review and prepare correspondence to creditors and their representatives via facsimile, email and post
		Correspondence with committee of creditors members
	Retention of Title Claims	Receive initial notification of creditor's intention to claim
		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
	Secured creditor reporting	Preparing reports to secured creditor
		Responding to secured creditor's queries
	Dealing with proofs of debt	Receipting and filing POD's when not related to a dividend
		Corresponding with taxation authorities regarding POD's when not related to a dividend
	Meeting of Creditors	Preparation meeting notices, proxies and advertisements
		Forward notice of meeting to all known creditors
		Preparation of meeting file, including agenda, certificate of postage, attendance register, list of creditors, reports to creditors, advertisement of meeting and draft minutes of meeting
		Preparation and lodgement of minutes of meetings

Task Area	General Description	Includes
		with ASIC
		Respond to stakeholder queries and questions immediately following meeting
	Employees enquiry	Receive and follow up employee enquiries via telephone
		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
	GEERS	Correspondence with GEERS
		Preparing notification spreadsheet
	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
	Workers compensation claims	Review insurance policies
		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 Centrelink	
	Correspondence with Child Support	
Directors [6.9 hours] [\$666 plus GST]	Enquiries	Respond to queries from directors
Statutory and General [55 hours] [\$8,368 plus GST]	Document maintenance/file review/ checklist	First month administration review
		Filing of documents
		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	Bank account reconciliations
		Correspondence with bank regarding specific transfers
	Planning / Review	Discussions regarding status of administration

Remuneration Report

Description and Estimate of Work to be Completed

Company/Debtor: CD Anywhere Pty Ltd

Administration Type: Creditors Voluntary Liquidation

Period From 29 November 2008 to 30 September 2009

Task Area	General Description	Includes:
Assets [195 hours] [\$29,200 plus GST]	Plant and Equipment	Liaising with valuers, auctioneers and interested parties
		Reviewing asset listings
	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	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 [300 hours] [\$41,400 plus GST]	Creditor Enquiries
Review and prepare correspondence to creditors and their representatives via facsimile, email and post		
Correspondence with committee of inspection members		
Retention of Title Claims		Receive initial notification of creditor's intention to claim
		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
Secured creditor reporting		Preparing reports to secured creditor
		Responding to secured creditor's queries
Creditor reports		Preparing meeting and general reports to creditors
Dealing with proofs of debt		Receipting and filing POD's when not related to a dividend
		Corresponding with taxation authorities regarding POD's when not related to a dividend
Meeting of Creditors		Preparation meeting notices, proxies and advertisements

Task Area	General Description	Includes:
		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
		Respond to stakeholder queries and questions immediately following meeting
	Employees enquiry	Receive and follow up employee enquiries via telephone
		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 employees objections to leave entitlements
	GEERS	Correspondence with GEERS
		Preparing notification spreadsheet
		Preparing GEERS quotations
		Preparing GEERS distributions
	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's
		Adjudicating POD's
	Workers compensation claims	Ensuring PAYG is remitted to ATO
		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		
Other employee issues	Correspondence with previous brokers	
	Correspondence with Centrelink	
Directors [0 hours]	Enquiries	Correspondence with Child Support
		Advice of appointment and obligations Interview

Task Area	General Description	Includes:
[\$0]		Respond to queries from directors
Statutory and General [100 hours] [\$15,100 plus GST]	Conducting investigation	Collection of company books and records
		Correspondence with ASIC to receive assistance in obtaining company's books and records and Report as to Affairs
		reconstruction of financial statements, company's books & records and Report as to Affairs
		Reviewing company's books and records
		Conducting and summarising statutory searches
		Preparation of comparative financial statements
		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 ASIC
		Preparation and lodgement of supplementary report if required
	ASIC reporting	Preparing statutory investigation reports
		Liaising with ASIC
	Document maintenance/file review/ checklist	First month, then six monthly administration review
		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 statutory reporting	Preparing and lodging ASIC forms and returns
		Correspondence with ASIC regarding statutory forms
	ATO and other statutory reporting	Notification of appointment
		Preparing BAS
		Completing group certificates
	Finalisation	Notifying ATO of finalisation
		Cancelling ABN / GST / PAYG registration
		Completing checklists
Finalising WIP		
Planning / Review	Discussions regarding status of administration	
Books and records / storage	Dealing with records in storage	
	Sending job files to storage	