

HASTIE GROUP LIMITED AND SUBSIDIARIES (ADMINISTRATORS APPOINTED) ('HASTIE GROUP')

INFORMATION FOR EMPLOYEES

General Employee Entitlements and Redundancy Scheme (GEERS)

Employees of Hastie Group Limited and its Australian subsidiaries who have lost their employment as a consequence of the companies entering Administration are now able to submit a GEERS claim.

- GEERS is a Government payment scheme established to assist employees who have lost their employment due to insolvency and who are owed certain employee entitlements.
- GEERS is typically available only when a company has entered liquidation and not when it is in administration.
- Bill Shorten, Federal Minister for Workplace Relations, has exercised his discretion to enable affected Hastie Group employees to commence the GEERS claim process immediately. This decision has been made on the basis of a good level of certainty that Liquidation of these companies will occur at a later time. Ultimately, Liquidation will be the decision of the respective companies' creditors.

Submit GEERS forms online by Monday, 25 June 2012

All affected employees of the Hastie Group should submit their GEERS forms online at:

<http://www.deewr.gov.au/geers>

If you are not able to lodge online, forms can be sent by post (see next section). However, where forms are not lodged online by Monday, 25 June 2012 claimants may not be paid their entitlements within our target period of 4-6 weeks.

Information required to complete your GEERS form:

- Personal details – name, home address and date of birth, phone contact
- Email address – this is essential to contact you regarding payment of your entitlements
- Employer Details – Name of the Hastie Group company that employed you
- Occupation and employment type (full-time, part-time)
- Start date – provide your original start date (if known)
- Termination date – this is the date as advised on your letter from PPB Advisory

You do not need to know your employee entitlements in order to complete the GEERS form

If you are unaware of what entitlements are owed to you by the Company then leave these sections on your GEERS form blank.

The Administrators are currently working on calculating the entitlements for all employees of the Hastie Group based on the records of the individual companies.

Your unpaid entitlements under GEERS will be based on the information provided by the company records and in accordance with your relevant instrument of employment.

Once payments are approved, GEERS will write to all employees detailing individual entitlement amounts. Should any employee disagree with these entitlements, they may contest these amounts at this stage.

All contact from the Administrators will be provided by email unless employees indicate otherwise. It is important that you provide your email on your GEERS form.

HASTIE GROUP LIMITED AND SUBSIDIARIES (ADMINISTRATORS APPOINTED) ('HASTIE GROUP')

Lodge by post

If you are unable to submit your GEERS form online you may phone the GEERS hotline and request that a GEERS form be mailed to your home address.

Submitting your GEERS form by post will likely cause a delay in the timing of your entitlement payments. Where possible, please complete your form online.

Mail your completed GEERS form to:

Department of Education, Employment and Workplace Relations
Employee Entitlements Branch
GPO Box 9880
CANBERRA ACT 2601

Questions

GEERS Hotline: 1300 135 040 or GEERS@deewr.gov.au

GEERS Online Services: www.deewr.gov.au/geers

Next steps

Process	Estimated end date
Week 1 <ul style="list-style-type: none"> ➤ GEERS Information for employees uploaded on PPB Advisory website (this document) ➤ Trade unions distribute GEERS Information to employees ➤ Employees start completing GEERS online forms – 1 week deadline to ensure prompt payment ➤ PPB Advisory calculates employee entitlements based on company records and relevant instruments of employment 	Sunday, 17 June
Week 2 <ul style="list-style-type: none"> ➤ Where necessary, employees contact GEERS for assistance with completing forms ➤ Trade unions to assist members with completion of online GEERS forms 	Sunday, 24 June
Week 3 <ul style="list-style-type: none"> ➤ Monday, 25 June - deadline for employees to submit GEERS forms online to ensure prompt payment ➤ PPB Advisory commence finalisation of employee entitlement calculations ➤ GEERS finalisation of claim forms lodged by 25 June 2012 	Sunday, 1 July
Week 6 <ul style="list-style-type: none"> ➤ Payment made by PPBA of employee entitlements for majority of claims submitted by 25 June and agreed by GEERS 	Sunday, 22 July
Weeks 7-8 <ul style="list-style-type: none"> ➤ GEERS collate claim forms received after 25 June 2012 ➤ Payment made by PPBA for employees who lodge GEERS forms after 25 June 2012 ➤ GEERS to write to all employees detailing individual entitlements paid ➤ Any employees who wish to contest the amount of entitlements paid should contact GEERS to discuss 	Sunday, 5 August
Week 8+ <ul style="list-style-type: none"> ➤ By this time PPB Advisory will have sent to all employees: <ul style="list-style-type: none"> ➤ Separation certificates ➤ PAYG Summaries for financial year ending 30 June 2012 ➤ PAYG Summaries for financial year ending 30 June 2013 - following payment of employee entitlements agreed by GEERS 	