

4 June 2012

Dear Sir/Madam

**HASTIE GROUP OF COMPANIES AS PER ATTACHED SCHEDULE
(ALL ADMINISTRATORS APPOINTED)**

APPOINTMENT OF ADMINISTRATORS

On 28 May 2012, we were appointed Joint & Several Administrators of the Hastie Group listed in the attached schedule, under Section 436A of the Corporations Act 2001 ('the Act'). Thereafter, representatives of McGrathNicol were appointed Receivers and Managers of certain Hastie Group companies, as noted in the schedule.

FIRST MEETING OF CREDITORS

The Administrators are holding the first meeting for each Hastie Group company in groups of concurrent meetings to manage the number of meetings, and the number and location of the majority of creditors of Hastie Group companies.

In accordance with Section 436E of the Act, please find attached Form 529A, Notice of First Meeting of Creditors for each Hastie Group company.

To ensure creditors register their claim and attend the correct Hastie Group company meeting, please review the attached Notice of Meeting noting the date, time and location of their relevant meeting(s).

Creditors should then complete the attached and provide them by email to hastie@linkmarketservices.com.au

- Form 532 Appointment of Proxy Form. Corporate creditors should complete this, including the name of the person representing it.
- Form 535 Proof of Debt Form
- documentation in support of the claim against the relevant Hastie Group company, eg. by invoice, account statement, etc.

In addition, please find enclosed the following:

- Guidance notes for the first Creditors Meeting
- Agenda for the Meetings of Creditors
- Declaration of Independence, Relevant Relationships and Indemnities
- ASIC publication – 'Insolvency Information for directors, employees, creditors and shareholders'
- ASIC publication – 'Approving fees: a guide for creditors'
- PPB Advisory schedule of hourly rates charged by each category of staff.

Creditors are requested to arrive at their relevant Hastie Group company's meeting two hours prior to the advertised start time to enable orderly registration with the exception of Hastie International Pty Limited and Hastie Saudi Arabia Pty Limited for which the registration lead time is one hour.

If a creditor has a claim against more than one Hastie Group company, it must complete a Proxy and POD for each relevant Hastie Group company.

A listing of known creditors of the Hastie Group ascertained from each Hastie Group company's records will be made available upon written request.

Ordinarily, this meeting is required to be held within eight business days after the appointment of the Administrators. However, on 29 May 2012, the Federal Court of Australia upon application of the Administrators ordered that the Meetings be held within 13 business days.

Creditors are able to vote on the following two resolutions only:

1. whether to appoint a Committee of Creditors to assist the Administrators, and if so, who are to be the Committee's members; and
2. whether to remove the Administrators from office and appoint someone else as each company's Administrator.

The above resolutions will be put to each Hastie Group company meeting. Creditors will only be able to vote on those resolutions for the Hastie Group company against which they have a valid claim.

Ultimately, the meeting chairman will adjudicate on whether a creditor has a valid claim and the value of the creditor's claim, for voting purposes. The chairman's adjudication is only in respect of voting rights at the meeting. Adjudication for dividend purposes will not take place until a Hastie Group company is either in liquidation or is subject to a deed of company arrangement.

Any creditors who are unable to attend may appoint another person or the Chairman to be their proxy and vote on their behalf. Creditors who do not complete a Proxy (in the case of corporate creditors) and/or POD (with documentation evidencing their claim) may be precluded from voting at the meeting.

A second meeting of creditors (the proposal or decision meeting) will be held at a date to be advised, in order to determine each company's future. This meeting will normally be held within twenty five (25) business days after the appointment of the Administrators, unless the Administrators deems an adjournment necessary.

REPORT TO CREDITORS

A report by the Administrators will be forwarded to all known creditors of each company and will include the date of the second meeting. That report will be sent to all known creditors 18 business days after the commencement of the Administration, or later should an extension to the statutory 'Convening Period' be granted by the Court.

The Administrators intend applying to Court to have the convening period extended. In the event that this occurs, we will advise creditors. All creditors should receive it five business days before the second meeting is held.

That report will include a recommendation as to which of the following alternatives is in the best interests of creditors:

- that the administration should end (and control of each company revert to its directors);
- that each company enter a Deed of Company Arrangement; or
- that each company be wound up, ie. placed in liquidation.

That report will also include an opinion as to whether certain recoveries may become available in liquidation that may not otherwise be available.

Should you wish to receive this report and any future reports and/or notices via email or facsimile, rather than by regular post, please provide your contact details on the Informal Proof of Debt form enclosed herein.

To assist creditors, employees, and company shareholders in being able to better understand the Voluntary Administration process, ASIC has released a package of insolvency information sheets. These have the endorsement of the Insolvency Practitioners Association (IPA).

Enclosed for your attention is the ASIC publication 'Insolvency Information for directors, employees, creditors and shareholders', which provides an index of all the information sheets that are available. You can download these as PDF files from the ASIC or IPA websites.

HASTIE BUSINESSES

We, as Administrators, have assumed full control of the Hastie Group's affairs as its agent, other than where a Hastie Group company is subject to the appointment of representatives of McGrathNicol as Receivers and Managers. The powers of the directors are currently suspended and staff 'stood down'.

Given the financial situation of the Hastie Group, there was no available option but to suspend operations of companies under our control until further notice whilst their viability was assessed. Thereafter, we undertook an urgent assessment of the financial position of the Hastie Group, the outcome of which is not to recommence trading. The Administrators are in negotiations with several parties for the purchase of certain Hastie Group assets and businesses. Further details will be provided at the forthcoming meeting of creditors.

Proceedings against Hastie Group companies or their property cannot be commenced or proceeded with during the Administration period unless leave of the Court is obtained.

Any outstanding or unfulfilled orders placed by any of the companies within the Hastie Group, prior to our appointment, will not be fulfilled.

Further, if the Hastie Group is in possession of any property to which you claim ownership, please contact Mr William Pan of our office on 02 8116 3000 or wpan@ppbadvisory.com by 11 June 2012 to preserve your entitlement claim. You will also need to submit all relevant documents to support your claim within the time stipulated.

THE ADMINISTRATORS HAVE HAD NO PREVIOUS DEALINGS WITH THE GROUP

With the exception of recent communications regarding the Hastie Group's financial situation, and assisting the Hastie Group with planning work for the potential appointment of Administrators neither we, nor any member of our firm, has had any prior association whatsoever with the Hastie Group. We have not offered any professional advice to the Hastie Group or its Directors.

Attached, in accordance with Section 436DA of the Act, is our Declaration of Independence, Relevant Relationships and Indemnities. This includes reference to an indemnity, the specific terms of which are under negotiation, with the Hastie Group's banking syndicate totalling \$2,000,000 (Incl GST), contemplated to cover the Administrators' liabilities and costs other than trading liabilities and on the basis that the Administrators do not bring or continue proceedings against any banking syndicate member.

We confirm we have not had any prior professional or advisory relationship during the preceding 24 months with the following (with the exception of the Hastie Group's secured lenders):

1. the directors and officers of any associated businesses;
2. the Group, holding or subsidiary companies within the meaning of the Corporate Groups;
3. any dominant and critical trade supplier, in advising such parties concerning the Hastie Group of Companies
4. any other prior professional or advisory relationship concerning the Hastie Group of Companies, eg acting for employees or the dominant union.

Please note, representatives of PPB Advisory were appointed Joint & Several Administrators of the Spectrum Group of Companies on 2 May 2010. The business and assets of the Spectrum Group were sold to Spectrum Fire & Security Pty Ltd, a member of the Hastie Group, on 3 May 2010.

Section 448C of the Act outlines the circumstances whereby an Administrator's connection with a company may result in the disqualification of the appointment.

We have considered the disclosure requirements as required by the Code of Professional Practice for Insolvency Professionals issued by the IPA. Based upon the information available to us, we have formed the opinion that we are not prohibited from accepting the position as Administrators of the Hastie Group, and it would not be inappropriate for us to do so.

PPB Advisory

PPB Advisory is a national firm operating throughout the capital cities of Australia specialising in insolvency. For further background information regarding this firm and the professional background of the Administrators, please visit our website.

REMUNERATION OF ADMINISTRATOR

There are four basic methods that can be used to calculate the remuneration charged by an Insolvency Practitioner. 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 Practitioner 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 practitioner's fee is structured to be contingent on a particular outcome being achieved.

METHOD CHOSEN

Given the nature of this administration we propose that our remuneration be calculated on **Time based / hourly rates**. This is because:

- It ensures that creditors are only charged for work that is performed. Our time is recorded and charged in six minute units.
- We are required to perform a number of tasks which does not relate to the realisation of assets, for example:
 - responding to creditor enquiries;
 - reporting to the ASIC; and
 - distributing funds in accordance with the provisions of the Corporations Act.
- At this stage we are unable to accurately predict the level of fees that may be incurred during the Voluntary Administration as they are contingent on many different aspects that have yet to be determined. Notwithstanding, our best estimate is that our fees to complete the Voluntary Administration for all companies within the Hastie Group may be up to \$4,000,000 (Incl GST).

To assist creditors and employees in being able to better understand the remuneration process, ASIC has released a publication titled 'Approving fees: a guide for creditors'. This has the endorsement of the IPA.

All questions should be directed to the Hastie Group's hotline number 1300 868 464 or by emailing a request to hastie@linkmarketservices.com.au.

Yours faithfully



David L McEvoy, Ian M Carson and Craig D Crosbie
Joint & Several Administrators
Hastie Group of Companies

Encl.

SCHEDULE OF HASTIE GROUP OF COMPANIES

Company Name	A.C.N
AFA AIR CONDITIONING PTY LIMITED	132 180 584
AIRDUCTER PTY LIMITED	130 035 380
BEAVIS & BARTELS PTY LIMITED	129 953 733
BORDER STAINLESS STEEL PTY LIMITED	130 035 399
COOKE & CARRICK PTY LIMITED	126 114 556
D & E AIR CONDITIONING PTY LIMITED	112 124 919
D & E MECHANICAL SERVICES PTY LIMITED	133 340 459
DIRECT ENGINEERING MARINE & OFFSHORE SERVICES PTY LIMITED	141 619 196
DIRECT ENGINEERING SERVICES PTY LIMITED	008 700 178
GTS PLUMBING (QLD) PTY LIMITED	130 035 406
HASTIE AIR CONDITIONING (ACT) PTY LIMITED	125 173 659
HASTIE AIR CONDITIONING PTY LIMITED	122 613 647
HASTIE AUSTRALIA PTY LIMITED	072 744 248
HASTIE DRAFTING GROUP PTY LIMITED	063 854 759
HASTIE ENGINEERING PTY LIMITED	106 000 980
HASTIE FINCO PTY LIMITED	131 210 583
HASTIE GROUP ADMIN SERVICES PTY LIMITED	063 854 839
HASTIE GROUP LIMITED	112 803 040
HASTIE GROUP SERVICES PTY LIMITED	098 837 088
HASTIE INDIA PTY LIMITED	133 080 949
HASTIE INTERNATIONAL PTY LIMITED	116 080 838
HASTIE SAUDI ARABIA PTY LIMITED	133 090 490
HEYDAY GROUP PTY LIMITED	121 276 168
INDEPENDENT COMMISSION AGENTS AUST PTY LIMITED	152 251 093
LONGLEY MECHANICAL SERVICES PTY LIMITED	003 186 249
M & H AIR CONDITIONING PTY LIMITED	115 325 089
MEDICAL GASES PTY LIMITED	121 276 079
NISBET & DURNEY PTY LIMITED	131 810 896
NORFOLK MAINTENANCE HOLDINGS PTY LIMITED	123 207 312
OPTIMUS PTY LIMITED	001 847 785
ROTARY AUSTRALIA PTY LIMITED	133 081 026
SHARP & PENDREY PTY LIMITED	006 378 123
WATTERS ELECTRICAL (AUST) PTY LIMITED	128 370 570
(ALL ADMINISTRATORS APPOINTED)	
AUSTRAL INTERNATIONAL PTY LIMITED	080 469 165
AUSTRAL REFRIGERATION PTY LIMITED	001 702 594
AUSTRALIAN REFRIGERATION HOLDINGS PTY LIMITED	100 336 856
COMCOOL REFRIGERATION PTY LIMITED	084 470 913
GORDON BROTHERS INDUSTRIES PTY LIMITED	118 354 331
HASTIE HOLDINGS PTY LIMITED	000 533 782
HASTIE SERVICES PTY LIMITED	096 628 125
LAWRENCE REFRIGERATION PTY LIMITED	005 912 176
QAL REFRIGERATION (WA) PTY LIMITED	009 365 137
SPECTRUM FIRE & SECURITY PTY LIMITED	050 411 179
TECHNI DOORS PTY LIMITED	002 757 735
(ALL ADMINISTRATORS APPOINTED)	
(ALL RECEIVERS AND MANAGERS APPOINTED)	

**NOTICE OF ADMINISTRATORS' APPOINTMENT AND
JOINT FIRST MEETINGS OF CREDITORS
OF HASTIE GROUP OF COMPANIES UNDER ADMINISTRATION**

AFA AIR CONDITIONING PTY LIMITED
ACN 132 180 584
AIRDUCTER PTY LIMITED
ACN 130 035 380
AUSTRAL INTERNATIONAL PTY LIMITED
ACN 080 469 165
AUSTRAL REFRIGERATION PTY LIMITED
ACN 001 702 594
AUSTRALIAN REFRIGERATION HOLDINGS PTY LIMITED
ACN 100 336 856
BEAVIS & BARTELS PTY LIMITED
ACN 129 953 733
BORDER STAINLESS STEEL PTY LIMITED
ACN 130 035 399
COMCOOL REFRIGERATION PTY LIMITED
ACN 084 470 913
COOKE & CARRICK PTY LIMITED
ACN 126 114 556
D & E AIR CONDITIONING PTY LIMITED
ACN 112 124 919
D & E MECHANICAL SERVICES PTY LIMITED
ACN 133 340 459
DIRECT ENGINEERING MARINE & OFFSHORE SERVICES PTY LIMITED
ACN 141 619 196
DIRECT ENGINEERING SERVICES PTY LIMITED
ACN 008 700 178
GORDON BROTHERS INDUSTRIES PTY LIMITED
ACN 118 354 331
GTS PLUMBING (QLD) PTY LIMITED
ACN 130 035 406
HASTIE AIR CONDITIONING (ACT) PTY LIMITED
ACN 125 173 659
HASTIE AIR CONDITIONING PTY LIMITED
ACN 122 613 647
HASTIE AUSTRALIA PTY LIMITED
ACN 072 744 248
HASTIE DRAFTING GROUP PTY LIMITED
ACN 063 854 759
HASTIE ENGINEERING PTY LIMITED
ACN 106 000 980
HASTIE FINCO PTY LIMITED
ACN 131 210 583
HASTIE GROUP ADMIN SERVICES PTY LIMITED
ACN 063 854 839
HASTIE GROUP LIMITED
ACN 112 803 040
HASTIE GROUP SERVICES PTY LIMITED
ACN 098 837 088
HASTIE HOLDINGS PTY LIMITED
ACN 000 533 782
HASTIE INDIA PTY LIMITED
ACN 133 080 949

HASTIE INTERNATIONAL PTY LIMITED
ACN 116 080 838
HASTIE SAUDI ARABIA PTY LIMITED
ACN 133 090 490
HASTIE SERVICES PTY LIMITED
ACN 096 628 125
HEYDAY GROUP PTY LIMITED
ACN 121 276 168
INDEPENDENT COMMISSION AGENTS AUST PTY LIMITED
ACN 152 251 093
LAWRENCE REFRIGERATION PTY LIMITED
ACN 005 912 176
LONGLEY MECHANICAL SERVICES PTY LIMITED
ACN 003 186 249
M & H AIR CONDITIONING PTY LIMITED
ACN 115 325 089
MEDICAL GASES PTY LIMITED
ACN 121 276 079
NISBET & DURNEY PTY LIMITED
ACN 131 810 896
NORFOLK MAINTENANCE HOLDINGS PTY LIMITED
ACN 123 207 312
OPTIMUS PTY LIMITED
ACN 001 847 785
QAL REFRIGERATION (WA) PTY LIMITED
ACN 009 365 137
ROTARY AUSTRALIA PTY LIMITED
ACN 133 081 026
SHARP & PENDREY PTY LIMITED
ACN 006 378 123
SPECTRUM FIRE & SECURITY PTY LIMITED
ACN 050 411 179
TECHNI DOORS PTY LIMITED
ACN 002 757 735
WATTERS ELECTRICAL (AUST) PTY LIMITED
ACN 128 370 570
(COLLECTIVELY 'HASTIE GROUP OF COMPANIES')
(ALL ADMINISTRATORS APPOINTED)

1. On 28 May 2012, each member of the Hastie Group of Companies under Section 436A of the *Corporations Act 2001*, appointed Messrs David McEvoy, Ian Carson and Craig Crosbie of PPB Advisory, Level 21, 181 William Street, Melbourne, Victoria 3000, as Joint & Several Administrators of the Hastie Group of Companies.

2. Notice is now given that meetings of the creditors of the Hastie Group of Companies will be held at:

MEETING 1 - 11:00AM (Local Time) on 14 June 2012 at Sydney Cricket Ground, The Steve Waugh Room, Moore Park Road, Moore Park, NSW 2001, for the following entities:

- AUSTRAL INTERNATIONAL PTY LIMITED ACN 080 469 165
- AUSTRALIAN REFRIGERATION HOLDINGS PTY LIMITED ACN 100 336 856
- AUSTRAL REFRIGERATION PTY LIMITED ACN 001 702 594
- HASTIE HOLDINGS PTY LIMITED ACN 000 533 782
- HASTIE SERVICES PTY LIMITED ACN 096 628 125
- LAWRENCE REFRIGERATION PTY LIMITED ACN 005 912 17
- QAL REFRIGERATION (WA) PTY LIMITED ACN 009 365 137
- SPECTRUM FIRE & SECURITY PTY LIMITED ACN 050 411 179
- TECHNI DOORS PTY LIMITED ACN 002 757 735

MEETING 2 - 11:00AM (Local Time) on 14 June 2012, at The Gabba, The Champions Room, 411 Vulture Street, Woolloongabba, QLD 4102, for the following entities:

- BEAVIS & BARTELS PTY LIMITED ACN 129 953 733
- COMCOOL REFRIGERATION PTY LIMITED ACN 084 470 913
- GTS PLUMBING (QLD) PTY LIMITED ACN 130 035 406
- HASTIE AIR CONDITIONING PTY LIMITED ACN 122 613 647

MEETING 3 - 11:00AM (Local Time) on 14 June 2012 at Seasons of Perth, Arabella Room, 37 Pier Street, Perth, WA 6000, for the following entity:

- DIRECT ENGINEERING MARINE & OFFSHORE SERVICES PTY LIMITED ACN 141 619 196

MEETING 4 - 11:00AM (Local Time) on 14 June 2012 at Melbourne Convention Centre, Plenary 1, 1 Convention Centre Place, South Wharf, VIC 3006, for the following entities:

- COOKE & CARRICK PTY LIMITED ACN 126 114 556
- D & E AIR CONDITIONING PTY LIMITED ACN 112 124 919
- GORDON BROTHERS INDUSTRIES PTY LIMITED ACN 118 354 331
- INDEPENDENT COMMISSION AGENTS AUST PTY LIMITED ACN 152 251 093
- NORFOLK MAINTENANCE HOLDINGS PTY LIMITED ACN 123 207 312
- SHARP & PENDREY PTY LIMITED ACN 006 378 123
- WATTERS ELECTRICAL (AUST) PTY LIMITED ACN 128 370 570

MEETING 5 - 11:00AM (Local Time) on 14 June 2012 at Adelaide Convention Centre, Hall A, North Terrace, Adelaide, SA 5000, for the following entities:

- AFA AIR CONDITIONING PTY LIMITED ACN 132 180 584
- DIRECT ENGINEERING SERVICES PTY LIMITED ACN 008 700 178

MEETING 6 1:00PM (Local Time) on 14 June 2012 at Sydney Cricket Ground, The Steve Waugh Room, Moore Park Road, Moore Park, NSW 2001, for the following entities:

- D & E MECHANICAL SERVICES PTY LIMITED ACN 133 340 459
- HASTIE AUSTRALIA PTY LIMITED ACN 072 744 248
- HASTIE DRAFTING GROUP PTY LIMITED ACN 063 854 759
- HASTIE ENGINEERING PTY LIMITED ACN 106 000 980
- HASTIE FINCO PTY LIMITED ACN 131 210 583
- HASTIE GROUP ADMIN SERVICES PTY LIMITED ACN 063 854 839
- HASTIE GROUP LIMITED ACN 112 803 040
- HASTIE GROUP SERVICES PTY LIMITED ACN 098 837 088
- HASTIE INDIA PTY LIMITED ACN 133 080 949
- HEYDAY GROUP PTY LIMITED ACN 121 276 168
- LONGLEY MECHANICAL SERVICES PTY LIMITED ACN 003 186 249
- M & H AIR CONDITIONING PTY LIMITED ACN 115 325 089
- MEDICAL GASES PTY LIMITED ACN 121 276 079
- NISBET & DURNEY PTY LIMITED ACN 131 810 896
- OPTIMUS PTY LIMITED ACN 001 847 785
- ROTARY AUSTRALIA PTY LIMITED ACN 133 081 026

MEETING 7 4:00PM (Local Time) on 14 June 2012 at Sydney Cricket Ground, The Steve Waugh Room, Moore Park Road, Moore Park, NSW 2001, for the following entities:

- HASTIE INTERNATIONAL PTY LIMITED ACN 116 080 838
- HASTIE SAUDI ARABIA PTY LIMITED ACN 133 090 490

MEETING 8 - 11:00AM (Local Time) on 15 June 2012 at Novotel Perth, Billabong Room, 100 Esplanade, Darwin, NT 0800 for the following entity:

- AIRDUCTER PTY LIMITED ACN 130 035 380

MEETING 9 - 11:00AM (Local Time) on 15 June 2012 at National Conference and Convention Centre, The Nicholls Theatre, 31 Constitution Avenue, Canberra, ACT 2601, for the following entities:

- BORDER STAINLESS STEEL PTY LIMITED ACN 130 035 399
- HASTIE AIR CONDITIONING (ACT) PTY LIMITED ACN 125 173 659

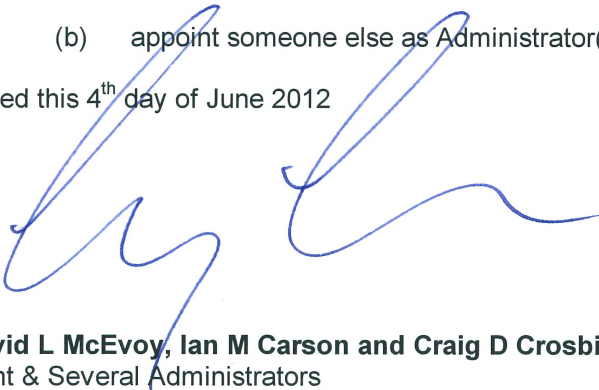
3. The purpose of the meeting is to determine:

- (a) whether to appoint a committee of creditors; and
- (b) if so, who are to be the committee's members.

4. At the meeting, creditors may also, by resolution:

- (a) remove the Administrators from office; and
- (b) appoint someone else as Administrator(s) of the Hastie Group of Companies.

Dated this 4th day of June 2012



David L McEvoy, Ian M Carson and Craig D Crosbie
Joint & Several Administrators

GUIDANCE NOTES

FOR THE FIRST CREDITORS MEETING CONVENED BY AN ADMINISTRATOR

The primary purpose of the first creditors' meeting is to determine whether to appoint a committee of creditors and, if so, the composition of that committee. In addition, the meeting provides the company's creditors with the opportunity to remove the Administrators from office and appoint someone else who has formally consented to act as Administrator(s) of the company.

The function of a committee of creditors is to consult with the Administrators and to receive reports by the Administrators. The committee cannot give directions to the Administrators but may require him to report to the committee about specific matters. Only creditors, attorneys of creditors or people authorised in writing by creditors can be appointed as members of the committee.

At all meetings of creditors convened by the Joint & Several Administrators, resolutions will be passed or carried by a simple majority of those present or by proxy unless two or more creditors request that the resolution be decided by value as well as number, in which case it will be passed by a simple majority in value and number.

PROXY

An Appointment of Proxy is attached to enable you to appoint another person to act on your behalf at the meeting. Your Proxy should be returned to:

- hastie@linkmarketservices.com.au or
- PPB Advisory (Administration)
C/ - Link Market Services Limited
Locked Bag A14
SYDNEY SOUTH NSW 1235

VOTING

The Administrators will chair the meeting and a resolution may be passed on the voices. Any two (2) creditors present and entitled to vote may demand that a poll be taken. A successful resolution requires a simple majority in number and value. The chairperson may exercise a 'casting vote' to break a deadlock.

Creditors who are directors or related entities are not excluded from voting. Secured voters may vote without losing their security.

A creditor, or the creditor's Proxy, is not entitled to vote at the meeting unless particulars of the debt or claim which is said to be due by a company within the Hastie Group, has been lodged with the chairperson of the meeting.

The Informal proof of debt form attached is to be completed but will only be used for voting purposes.

**HASTIE GROUP OF COMPANIES PER ATTACHED SCHEDULE
(ALL ADMINISTRATORS APPOINTED)**

**FIRST MEETINGS OF CREDITORS OF THE HASTIE GROUP OF COMPANIES UNDER
ADMINISTRATION**

TO BE HELD AT THE ADVERTISED DATES, TIMES AND LOCATIONS

A G E N D A

1. Introduction - Notice of Meeting
2. Complete and Return Proof of Debt and Appointment of Proxy
3. Appointment of Chairperson
4. Likely course of Administration. Discussion as to:
 - ➡ Value of Assets
 - ➡ Value of Liabilities
 - ➡ Next Creditors Meeting
5. Appointment of committee of creditors, if necessary
6. Appointment of alternative Administrator(s), if necessary

**DECLARATION OF INDEPENDENCE, RELEVANT RELATIONSHIPS AND
INDEMNITIES**
HASTIE GROUP OF COMPANIES PER ATTACHED SCHEDULE
(ALL ADMINISTRATORS APPOINTED)

This document requires the Practitioner/s appointed to an insolvent entity to make declarations as to:

- A. their independence generally
- B. relationships, including
 - i. the circumstances of the appointment;
 - ii. any relationships with the Insolvent and others within the previous 24 months;
 - iii. any prior professional services for the Insolvent (no time limit);
 - iv. that there are no other relationships to declare; and
- v. any indemnities given, or up-front payments made, to the Practitioner

This declaration is made in respect of us, our partners, PPB Advisory and the related entities covered by the extended definition of firm.

A. Independence

We, David L McEvoy, Ian M Carson and Craig D Crosbie of PPB Advisory, Level 21, 181 William Street, Melbourne, Victoria 3000 have undertaken a proper assessment of the risks to our independence prior to accepting the appointment as Joint & Several Administrators of the Hastie Group of Companies in accordance with the law and applicable professional standards.

This assessment identified no real or potential risks to our independence. We are not aware of any reasons that would prevent us from accepting this appointment.

B. Declaration of Relationships

i. Circumstances of appointment

We had preliminary meetings with the Hastie Group of Companies, their Directors and their advisers during the fortnight prior to our appointment for the purposes of assisting the Hastie Group of Companies with the planning of a possible appointment of Administrators.

These discussions do not affect our independence as the advice was given to the Hastie Group of Companies and not to the Director(s) personally.

Further, the advice was restricted to the limitations imposed by Principle 2 of the Code of Professional Practice in relation to pre-appointment advice. Also, the advice provided is unlikely to be subject to review during the administration and would not impact on compliance with our statutory and fiduciary duties. It is for these reasons the advice does not, in our opinion, give rise to a conflict of interest or duty.

We received \$65,000 (Incl GST) for this advice.

ii. **Relevant Relationships (excluding Professional Services to the Insolvent)**

We, or a member of our firm, have, or have had within the preceding 24 months, a relationship with:

Name	Nature of relationship	Reasons why not an Impediment or Conflict
Australia and New Zealand Banking Group Limited National Australia Bank Limited Commonwealth Bank of Australia Limited Hong Kong and Shanghai Banking Corporation Limited Bank of Scotland Public Corporation Limited Westpac Banking Corporation Limited ('the Charge Holders ')	The Charge Holders hold charges and cross guarantees over the Hastie Group of Companies' property. We have professional relationships with the majority of major banks and lenders in Australia and with a number of staff within the Charge Holders organisations, particularly in the credit area. We have previously undertaken formal and informal assignments on behalf of the Charge Holders for a number of years.	There are no matters of which we are aware which give rise to a conflict in this appointment. In particular, our previous relationships with the Charge Holders were not in relation to the Hastie Group of Companies and/or the Directors' affairs or related parties of the Hastie Group of Companies and/or the Directors.

There are no other prior professional or personal relationships that should be disclosed.

iii. **Prior Professional services to the Insolvent**

We, or a member of our Firm, have undertaken the following engagements for the Hastie Group of Companies prior to the acceptance of this appointment:

Nature of Professional Service	Reasons why not an Impediment or Conflict
Planning work Engagement On 10 May 2012, we were engaged by the Hastie Group of Companies to assist with the planning of a possible appointment of Administrators. We were paid a total fee of \$65,000 (Incl GST) for the service provided.	The work undertaken per the Engagement allowed us to develop an understanding of the Hastie Group of Companies, its activities and assist us in preparing for the possible appointment of Administrators. This work did not involve any advice regarding the solvency or otherwise of the Hastie Group of Companies or the decision to appoint Administrators.

It should be noted that Phil Carter, a partner of PPB Advisory, was appointed Joint & Several Administrator of the Spectrum Group of Companies (not related to the Hastie Group of Companies) on 2 May 2010. The business and assets of the Spectrum Group were sold to Spectrum Fire & Security Pty Ltd, a member of the Hastie Group of Companies, on 3 May 2010.

iv. No other relevant relationships to disclose

There are no other known relevant relationships, including personal, business and professional relationships, from the previous 24 months with the Hastie Group of Companies, an associate of the Hastie Group of Companies, a former insolvency practitioner appointed to the Hastie Group of Companies or the Hastie Group of Companies' property that should be disclosed.

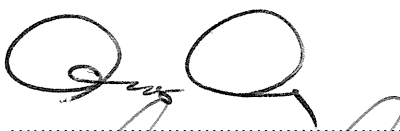
C. Indemnities and up-front payments

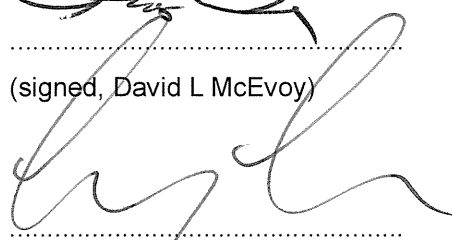
We have been provided with the following indemnity for the conduct of this Voluntary Administration:

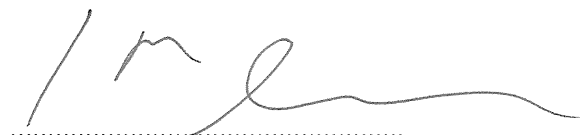
Names of Parties	<ul style="list-style-type: none">• Australia and New Zealand Banking Group Limited• National Australia Bank Limited• Commonwealth Bank of Australia Limited• Hong Kong and Shanghai Banking Corporation Limited• Ulster Bank Ireland Limited• Ulster Bank Limited• Bank of Scotland Public Corporation Limited• Westpac Banking Corporation Limited (Banking Syndicate)
Relationship with Company/Director	The Hastie Group of Companies' Banking Syndicate
Indemnity or upfront payment	Indemnity
Amount	Up to a cap of \$2,000,000 (Incl GST)
What the indemnity or upfront payment covers	Remuneration, disbursements and liabilities
Where are the funds held (if received upfront)	ANZ bank account upon receipt
Any restrictions on the use of the funds	To cover the Administrators' liabilities and costs other than trading liabilities and not to bring or continue proceedings against the Banking Syndicate.

This does not include statutory indemnities. We have not received any other indemnities or upfront payments that should be disclosed.

Dated 31st day of May 2012


.....
(signed, David L McEvoy)


.....
(signed, Craig D Crosbie)


.....
(signed, Ian M Carson)

NOTE:

1. *If circumstances change, or new information is identified, we are required under the IPA Code of Professional Practice to update this Declaration and provide a copy to creditors with our next communication as well as table a copy of any replacement declaration at the next meeting of the insolvent's creditors.*
2. *Any relationships, indemnities or up-front payments disclosed in the DIRRI must not be such that the Practitioner is no longer independent. The purpose of components B and C of the DIRRI is to disclose relationships that, while they do not result in the Practitioner having a conflict of interest or duty, ensure that creditors are aware of those relationships and understand why the Practitioner nevertheless remains independent.*



ASIC

Australian Securities & Investments Commission

Insolvency information for directors, employees, creditors and shareholders

ASIC has 11 insolvency information sheets to assist you if you're affected by a company's insolvency and have little or no knowledge of what's involved.

These plain language information sheets give directors, employees, creditors and shareholders a basic understanding of the three most common company insolvency procedures—liquidation, voluntary administration and receivership. There is an information sheet on the independence of external administrators and one that explains the process for approving the fees of external administrators. A glossary of commonly used insolvency terms is also provided.

The Insolvency Practitioners Association (IPA), the leading professional organisation in Australia for insolvency practitioners, endorses these publications and encourages its members to make their availability known to affected people.

List of information sheets

- INFO 41 *Insolvency: a glossary of terms*
- INFO 74 *Voluntary administration: a guide for creditors*
- INFO 75 *Voluntary administration: a guide for employees*
- INFO 45 *Liquidation: a guide for creditors*
- INFO 46 *Liquidation: a guide for employees*
- INFO 54 *Receivership: a guide for creditors*
- INFO 55 *Receivership: a guide for employees*
- INFO 43 *Insolvency: a guide for shareholders*
- INFO 42 *Insolvency: a guide for directors*
- INFO 84 *Independence of external administrators: a guide for creditors*
- INFO 85 *Approving fees: a guide for creditors*

Getting copies of the information sheets

To get copies of the information sheets, visit ASIC's website at www.asic.gov.au/insolvencyinfosheets. The information sheets are also available from the IPA website at www.ipaa.com.au. The IPA website also contains the IPA's Code of Professional Practice for Insolvency Professionals, which applies to IPA members.

Important note: The information sheets contain a summary of basic information on the topic. It is not a substitute for legal advice. Some provisions of the law referred to may have important exceptions or qualifications. These documents may not contain all of the information about the law or the exceptions and qualifications that are relevant to your circumstances. You will need a qualified professional adviser to take into account your particular circumstances and to tell you how the law applies to you.



ASIC

Australian Securities & Investments Commission

INFORMATION SHEET 85

Approving fees: a guide for creditors

If a company is in financial difficulty, it can be put under the control of an independent external administrator.

This information sheet gives general information for creditors on the approval of an external administrator's fees in a liquidation of an insolvent company, voluntary administration or deed of company arrangement (other forms of external administration are not discussed in this information sheet). It outlines the rights that creditors have in the approval process.

Entitlement to fees and costs

A liquidator, voluntary administrator or deed administrator (i.e. an 'external administrator') is entitled to be:

- paid reasonable *fees*, or remuneration, for the work they perform, once these fees have been approved by a creditors' committee, creditors or a court, and
- reimbursed for out-of-pocket *costs* incurred in performing their role (these costs do not need creditors' committee, creditor or court approval).

External administrators are only entitled to an amount of fees that is reasonable for the work that they and their staff properly perform in the external administration. What is reasonable will depend on the type of external administration and the issues that need to be resolved. Some are straightforward, while others are more complex.

External administrators must undertake some tasks that may not directly benefit creditors. These include reporting potential breaches of the law and lodging a detailed listing of receipts and payments with ASIC every six months. The external administrator is entitled to be paid for completing these statutory tasks.

For more on the tasks involved, see ASIC's information sheets INFO 45 *Liquidation: a guide for creditors* and INFO 74 *Voluntary administration: a guide for creditors*.

Out-of-pocket costs that are commonly reimbursed include:

Important note: This information sheet contains a summary of basic information on the topic. It is not a substitute for legal advice. Some provisions 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. You will need a qualified professional adviser to take into account your particular circumstances and to tell you how the law applies to you.

- legal fees
- valuer's, real estate agent's and auctioneer's fees
- stationery, photocopying, telephone and postage costs
- retrieval costs for recovering the company's computer records, and
- storage costs for the company's books and records.

Creditors have a direct interest in the level of fees and costs, as the external administrator will, generally, be paid from the company's available assets before any payments to creditors. If there are not enough assets, the external administrator may have arranged for a third party to pay any shortfall. As a creditor, you should receive details of such an arrangement. If there are not enough assets to pay the fees and costs, and there is no third party payment arrangement, any shortfall is not paid.

Who may approve fees

Who may approve fees depends on the type of external administration: see Table 1. The external administrator must provide sufficient information to enable the relevant decision-making body to assess whether the fees are reasonable.

Table 1: Who may approve fees

	Creditors' committee	Creditors	Court
Administrator in a voluntary administration	✓ ¹	✓	✓
Administrator of a deed of company arrangement	✓ ¹	✓	✓
Creditors' voluntary liquidator	✓ ¹	✓ ⁵	✗ ³
Court-appointed liquidator	✓ ¹	✓ ^{4, 5}	✓ ²

¹ If there is one.

² If there is no approval by the committee or the creditors.

³ Unless an application is made for a fee review.

⁴ If there is no creditors' committee or the committee fails to approve the fees.

⁵ If insufficient creditors turn up to the meeting called by the liquidator to approve fees, the liquidator is entitled to be paid up to a maximum of \$5000, or more if specified in the Corporations Regulations 2001.

Creditors' committee approval

If there is a creditors' committee, members are chosen by a vote of creditors as a whole. In approving the fees, the members represent the interests of all the creditors, not just their own individual interests.

There is not a creditors' committee in every external administration. A creditors' committee makes its decision by a majority in number of its members present at a meeting, but it can only act if a majority of its members attend.

To find out more about creditors' committees and how they are formed, see ASIC's information sheets INFO 45 *Liquidation: a guide for creditors*, INFO 74 *Voluntary administration: a guide for creditors* and INFO 41 *Insolvency: a glossary of terms*.

Creditors' approval

Creditors approve fees by passing a resolution at a creditors' meeting. Unless creditors call for a poll, the resolution is passed if a simple majority of creditors present and voting, in person or by proxy,

indicate that they agree to the resolution. Unlike where acting as committee members, creditors may vote according to their individual interests.

If a poll is taken, rather than a vote being decided on the voices or by a show of hands, a majority in *number* and *value* of creditors present and voting must agree. A poll requires the votes of each creditor to be recorded.

A separate resolution of creditors is required for approving fees for an administrator in a voluntary administration and an administrator of a deed of company arrangement, even if the administrator is the same person in both administrations.

A proxy is where a creditor appoints someone else to represent them at a creditors' meeting and to vote on their behalf. A proxy can be either a *general* proxy or a *special* proxy. A general proxy allows the person holding the proxy to vote as they wish on a resolution, while a special proxy directs the proxy holder to vote in a particular way.

A creditor will sometimes appoint the external administrator as a proxy to vote on the creditor's behalf. An external administrator, their partners or staff must not use a general proxy to vote on approval of their fees; they must hold a special proxy in order to do this. They must vote all special proxies as directed, even those against approval of their fees.

Calculation of fees

Fees may be calculated using one of a number of different methods, such as:

- on the basis of *time spent* by the external administrator and their staff
- a quoted *fixed fee*, based on an upfront estimate, or
- a percentage of asset realisations.

Charging on a time basis is the most common method. External administrators have a scale of hourly rates, with different rates for each category of staff working on the external administration, including the external administrator.

If the external administrator intends to charge on a time basis, you should receive a copy of these hourly rates soon after their appointment and before you are asked to approve the fees.

The external administrator and their staff will record the time taken for the various tasks involved, and a record will be kept of the nature of the work performed.

It is important to note that the hourly rates do not represent an hourly wage for the external administrator and their staff. The external administrator is running a business—an insolvency practice—and the hourly rates will be based on the cost of running the business, including overheads such as rent for business premises, utilities, wages and superannuation for staff who are not charged out at an hourly rate (such as personal assistants), information technology support, office equipment and supplies, insurances, taxes, and a profit.

External administrators are professionals who are required to have qualifications and experience, be independent and maintain up-to-date skills. Many of the costs of running an insolvency practice are fixed costs that must be paid, even if there are insufficient assets available to pay the external administrator for their services. External administrators compete for work and their rates should reflect this.

These are all matters that committee members or creditors should be aware of when considering the fees presented. However, regardless of these matters, creditors have a right to question the external administrator about the fees and whether the rates are negotiable.

It is up to the external administrator to justify why the method chosen for calculating fees is an appropriate method for the particular external administration. As a creditor, you also have a right to question the external administrator about the calculation method used and how the calculation was made.

Report on proposed fees

When seeking approval of fees, the external administrator must send committee members/creditors a report with the notice of meeting setting out:

- information that will enable the committee members/creditors to make an informed assessment of whether the proposed fees are reasonable
- a summary description of the major tasks performed, or to be performed, and
- the costs associated with each of these tasks.

Committee members/creditors may be asked to approve fees for work already performed or based on an estimate of work yet to be carried out.

If the work is yet to be carried out, it is advisable to set a maximum limit ('cap') on the amount that the external administrator may receive. For example, future fees calculated according to time spent may be approved on the basis of the number of hours worked at the rates charged (as set out in the provided rate scale) up to a cap of \$X. If the work involved then exceeds this figure, the external administrator will have to ask the creditors' committee/creditors to approve a further amount of fees, after accounting for the fees already incurred.

Deciding if fees are reasonable

If asked to approve an amount of fees either as a committee member or by resolution at a creditors' meeting, your task is to decide if that amount of fees is reasonable, given the work carried out in the external administration and the results of that work.

You may find the following information from the external administrator useful in deciding if the fees claimed are reasonable:

- the method used to calculate fees
- the major tasks that have been performed, or are likely to be performed, for the fees
- the fees/estimated fees (as applicable) for each of the major tasks
- the size and complexity (or otherwise) of the external administration
- the amount of fees (if any) that have previously been approved
- if the fees are calculated, in whole or in part, on a time basis:
 - the period over which the work was, or is likely to be performed
 - if the fees are for work that has already been carried out, the time spent by each level of staff on each of the major tasks
 - if the fees are for work that is yet to be carried out, whether the fees are capped.

If you need more information about fees than is provided in the external administrator's report, you should let them know before the meeting at which fees will be voted on.

What can you do if you think the fees are not reasonable?

If you do not think the fees being claimed are reasonable, you should raise your concerns with the external administrator. It is your decision whether to vote in favour of, or against, a resolution to approve fees.

Generally, if fees are approved by a creditors' committee/creditors and you wish to challenge this decision, you may apply to the court and ask the court to review the fees. Special rules apply to court liquidations.

You may wish to seek your own legal advice if you are considering applying for a court review of the fees.

Reimbursement of out-of-pocket costs

An external administrator should be very careful incurring costs that must be paid from the external administration—as careful as if they were dealing with their own money. Their report on fees should also include information on the out-of-pocket costs of the external administration.

If you have questions about any of these costs, you should ask the external administrator and, if necessary, bring it up at a creditors' committee/creditors' meeting. If you are still concerned, you have the right to ask the court to review the costs.

Queries and complaints

You should first raise any queries or complaints with the external administrator. If this fails to resolve your concerns, including any concerns about their conduct, you can lodge a complaint with ASIC at www.asic.gov.au/complain, or write to:

ASIC Complaints
PO Box 9149
TRARALGON VIC 3844

ASIC will usually not become involved in matters of commercial judgement by an external administrator. Complaints against companies and their officers can also be made to ASIC. For other enquiries, email ASIC through infoline@asic.gov.au, or call ASIC's Infoline on 1300 300 630 for the cost of a local call.

To find out more

For an explanation of terms used in this information sheet, see ASIC's information sheet INFO 41 *Insolvency: a glossary of terms*. For more on external administration, see ASIC's related information sheets at www.asic.gov.au/insolvencyinfosheets:

- INFO 74 *Voluntary administration: a guide for creditors*
- INFO 75 *Voluntary administration: a guide for employees*
- INFO 45 *Liquidation: a guide for creditors*
- INFO 46 *Liquidation: a guide for employees*
- INFO 54 *Receivership: a guide for creditors*
- INFO 55 *Receivership: a guide for employees*
- INFO 43 *Insolvency: a guide for shareholders*
- INFO 42 *Insolvency: a guide for directors*
- INFO 84 *Independence of external administrators: a guide for creditors*

These are also available from the Insolvency Practitioners Association (IPA) website at www.ipaa.com.au. The IPA website also contains the IPA's Code of Professional Practice for Insolvency Professionals, which applies to IPA members.

**VOLUNTARY ADMINISTRATION
PPB ADVISORY SCHEDULE OF RATES**

Position	(\$ Per/Hr
Partner	675
Director / Principal	585
Senior Manager	510
Manager	465
Supervisor	445
Senior Analyst 1	395
Senior Analyst 2	380
Analyst 1	310
Analyst 2	250
Graduate	210
Undergraduate	190
Senior Bookkeeper	190
Bookkeeper	180
PA	160
Administration	120

* All rates quoted are GST exclusive

SCHEDULE OF MEETINGS OF CREDITORS FOR THE HASTIE GROUP OF COMPANIES

MEETING 1

Date: 14 June 2012

Time: 11:00AM (Local Time)

Registration: Please arrive from 9:00AM (Local Time) to enable orderly registration

Location: Sydney Cricket Ground, The Steve Waugh Room, Moore Park Road, Moore Park NSW 2001

For the following entities:

AUSTRAL INTERNATIONAL PTY LIMITED ACN 080 469 165

AUSTRALIAN REFRIGERATION HOLDINGS PTY LIMITED ACN 100 336 856

AUSTRAL REFRIGERATION PTY LIMITED ACN 001 702 594

HASTIE HOLDINGS PTY LIMITED ACN 000 533 782

HASTIE SERVICES PTY LIMITED ACN 096 628 125

LAWRENCE REFRIGERATION PTY LIMITED ACN 005 912 17

QAL REFRIGERATION (WA) PTY LIMITED ACN 009 365 137

TECHNI DOORS PTY LIMITED ACN 002 757 735

SPECTRUM FIRE & SECURITY PTY LIMITED ACN 050 411 179

MEETING 2

Date: 14 June 2012

Time: 11:00AM (Local Time)

Registration: Please arrive from 9:00AM (Local Time) to enable orderly registration

Location: The Gabba, The Champions Room, 411 Vulture Street, Woolloongabba, Queensland 4102

For the following entities:

BEAVIS & BARTELS PTY LIMITED ACN 129 953 733

GTS PLUMBING (QLD) PTY LIMITED ACN 130 035 406

HASTIE AIR CONDITIONING PTY LIMITED ACN 122 613 647

COMCOOL REFRIGERATION PTY LIMITED ACN 084 470 913

MEETING 3

Date: 14 June 2012

Time: 11:00AM (Local Time)

Registration: Please arrive from 9:00AM (Local Time) to enable orderly registration

Location: Seasons of Perth, Arabella Room, 37 Pier Street, PERTH WA 6000

For the following entity:

DIRECT ENGINEERING MARINE & OFFSHORE SERVICES PTY LIMITED ACN 141 619 196

MEETING 4

Date: 14 June 2012

Time: 11:00AM (Local Time)

Registration: Please arrive from 9:00AM (Local Time) to enable orderly registration

Location: Melbourne Convention Centre, Plenary 1, 1 Convention Centre Place, South Wharf, Victoria 3006

For the following entities:

COOKE & CARRICK PTY LIMITED ACN 126 114 556

D & E AIR CONDITIONING PTY LIMITED ACN 112 124 919

GORDON BROTHERS INDUSTRIES PTY LIMITED ACN 118 354 331

INDEPENDENT COMMISSION AGENTS AUST PTY LIMITED ACN 152 251 093

NORFOLK MAINTENANCE HOLDINGS PTY LIMITED ACN 123 207 312

SHARP & PENDREY PTY LIMITED ACN 006 378 123

WATTERS ELECTRICAL (AUST) PTY LIMITED ACN 128 370 570

MEETING 5**Date: 14 JUNE 2012****Time: 11:00AM (Local Time)****Registration: Please arrive from 9:00AM (Local Time) to enable orderly registration****Location: Adelaide Convention Centre, Hall A, North Terrace, Adelaide, South Australia 5000**

For the following entities:

AFA AIR CONDITIONING PTY LIMITED ACN 132 180 584

DIRECT ENGINEERING SERVICES PTY LIMITED ACN 008 700 178

MEETING 6**Date: 14 JUNE 2012****Time: 1:00PM (Local Time)****Registration: Please arrive from 11:00AM (Local Time) to enable orderly registration****Location: Sydney Cricket Ground, The Steve Waugh Room, Moore Park Road, Moore Park NSW 2001**

For the following entities:

D & E MECHANICAL SERVICES PTY LIMITED ACN 133 340 459

HASTIE AUSTRALIA PTY LIMITED ACN 072 744 248

HASTIE DRAFTING GROUP PTY LIMITED ACN 063 854 759

HASTIE ENGINEERING PTY LIMITED ACN 106 000 980

HASTIE FINCO PTY LIMITED ACN 131 210 583

HASTIE GROUP ADMIN SERVICES PTY LIMITED ACN 063 854 839

HASTIE GROUP LIMITED ACN 112 803 040

HASTIE GROUP SERVICES PTY LIMITED ACN 098 837 088

HASTIE INDIA PTY LIMITED ACN 133 080 949

HEYDAY GROUP PTY LIMITED ACN 121 276 168

LONGLEY MECHANICAL SERVICES PTY LIMITED ACN 003 186 249

M & H AIR CONDITIONING PTY LIMITED ACN 115 325 089

MEDICAL GASES PTY LIMITED ACN 121 276 079

NISBET & DURNEY PTY LIMITED ACN 131 810 896

OPTIMUS PTY LIMITED ACN 001 847 785

ROTARY AUSTRALIA PTY LIMITED ACN 133 081 026

MEETING 7**Date: 14 JUNE 2012****Time: 4:00PM (Local Time)****Registration: Please arrive from 3:00PM (Local Time) to enable orderly registration****Location: Sydney Cricket Ground, The Steve Waugh Room, Moore Park Road, Moore Park NSW 2001**

HASTIE INTERNATIONAL PTY LIMITED ACN 116 080 838

HASTIE SAUDI ARABIA PTY LIMITED ACN 133 090 490

MEETING 8**Date: 15 June 2012****Time: 11:00AM (Local Time)****Registration: Please arrive from 9:00AM (Local Time) to enable orderly registration****Location: Novotel Darwin Atrium, Billabong Room, 100 Esplanade, Darwin, Northern Territory 0800**

For the following entity:

AIRDUCTER PTY LIMITED ACN 130 035 380

MEETING 9**Date: 15 June 2012****Time: 11:00AM (Local Time)****Registration: Please arrive from 9:00AM (Local Time) to enable orderly registration****Location: National Conference and Convention Centre, The Nicholls Theatre, 31 Constitution Avenue, Canberra ACT 2601**

For the following entities:

BORDER STAINLESS STEEL PTY LIMITED ACN 130 035 399

HASTIE AIR CONDITIONING (ACT) PTY LIMITED ACN 125 173 659