



## **Online Creditor Portal Guide**

### **Contents**

Online Creditor Portal Guide .....	1
Logging into the portal.....	2
Registering for the First Meeting of Creditors.....	3



## **Logging into the portal.**

- 1). Open the following link: <https://pwc.portallink.com.au/dixon>
- 2). On the top right corner of the letter you received by email on 25 January 2022 for the first creditors meeting, you will find your HRN (highlighted in yellow in the below screenshot). The HRN is the letter “X” followed by a sequence of numbers. If you have not been issued a HRN or cannot locate the HRN details originally issued to you then please contact us via email at [au\\_dass\\_queries@pwc.com](mailto:au_dass_queries@pwc.com)

John Smith  
C/- ABC Company  
123 Australia Road  
Melbourne VIC 3000

We were jointly appointed as Administrators of Dixon Advisory & Superannuation Services Pty Ltd ('the Company') on 19 January 2022 by virtue of resolution of the Company's Directors.

Please access the following dedicated portal using your HRN and Password noted below to lodge your proof of debt and proxy form for the first meeting of creditors.

<a href="https://pwc.portallink.com.au/dixon/">https://pwc.portallink.com.au/dixon/</a>	
HRN	X#####
Password	XX##

- 3). Enter your HRN into the marked box on the Portal as indicated below.

**pwc** Creditors' Portal [FAQ](#) [Contact Us](#)

Dixon Advisory & Superannuation Services Pty Ltd (Administrators Appointed)

Access Creditor Portal:

HRN:

Password:

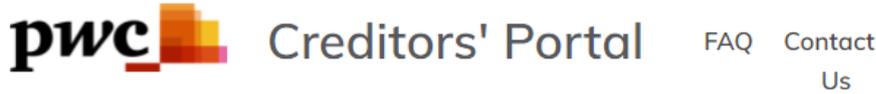
Insert HRN here

- 4). If you receive an error when entering the above, please contact us via email at [au\\_dass\\_queries@pwc.com](mailto:au_dass_queries@pwc.com)



## Registering for the First Meeting of Creditors

1). Once logged into the Portal you will arrive at the “Welcome to the Creditors Portal” page.



[Logout](#)

**Creditors**

If you would like to make a claim for the outstanding monies owed to you, and where relevant, appoint a proxy to attend the meeting of creditors on your behalf, please complete and submit a Proof of Debt and Proxy form via "Register your proof of debt" and "Vote in the Administration" below.

**Current and former Clients**

Current and former clients are entitled to claim as a contingent creditor. In order to vote at the meeting of creditors, clients must submit a Proof of Debt form under "Register your proof of debt" and Proxy Form via "Vote in the Administration" below.

For the purpose of voting at the meeting of creditors, we intend to admit all clients' claims for \$1 in the absence of supporting documentation.

If you wish to claim for more than \$1 for the purposes of voting at the meeting, you will need to have a quantified claim and supporting documentation to prove that a debt is due and payable. If such information is not provided, your claim will only be admitted for \$1.

Please note that submitting a claim for \$1 for the purpose of voting at the meeting, does not prohibit you from making a claim for a greater amount at a later stage.

For further information relating to the administration, please refer to our Frequently Asked Questions document.

2). Below this there will be options to register your Proof of Debt, as well as voting in the Administration. Please note, as stated on the portal, that for the purposes of the first meeting, you do not need to substantiate your debt, and the Administrators will admit you for \$1 in order to vote.



### Register your debt against the company

Please complete the below steps to register your claim against the company.

Register your proof of debt.

### Vote in the Administration

Exercise your right as a creditor to vote in the conduct of the Administration.

Vote in the Administration.

4). Registering your Proof of Debt will take you to this screen. If you have documentation on hand to fully substantiate your debt, you may upload the documents now.

#### FORM 535 – FORMAL PROOF OF DEBT OR CLAIM

subregulation 5.6.49(2)  
Corporations Act 2001

Dixon Advisory & Superannuation Services Pty Ltd (Administrators Appointed) ACN 103 071 665  
("the Company")

1. This is to state that the Company was on 19 January 2021, and still is, justly and truly indebted to:

ABN (if applicable)  
Please enter the abn

Creditor Name  
Please enter your name

of:

Creditor Address  
Please enter your address

for the sum of:

Currency \*  
AUD - Australian Dollar

Amount Owed  
Please enter the amount owed

Particulars of the debt are:

Date	Amount (\$)	Consideration (state how the debt arose)	Remarks (include details of voucher substantiating payment)
DD-MM-YYYY	Enter amount (\$)	Enter details of consideration	Enter remarks



2. To my knowledge or belief the creditor has not, nor has any person by the creditor's order, had or received any satisfaction or security for the sum or any part of it except for the following:

(insert particulars of all securities held. If the securities are on the property of the company, assess the value of those securities. If any bills or other negotiable securities are held, show them in a schedule in the following form).

Date	Drawer	Acceptor	Amount (\$)	Due Date
DD/MM/YYYY	Enter drawer name	Enter acceptor name	Enter amount	DD/MM/YYYY

Add Another Security

3. Representative completing this form:

I am the Creditor personally.

Supporting Documents

Please upload documents to support your debt and security (if applicable).

Upload

Uploaded Supporting Documents

No files have been uploaded yet.

Submit Information

6). Once you have submitted your Proof of Debt, you will be taken to this confirmation screen. Click the Vote button if you intend on voting in the First Meeting of Creditors.

**Proof of Debt Complete**

Your proof of debt is complete. We will contact you if we require any further information in relation to your proof of debt.

**Voting**

You may now proceed to vote on the conduct of the Administration, please click the below button to register your vote:

Vote

7). Voting at the First Meeting – please also select who you are authorising to vote on your behalf. If you are casting your vote and do not plan to attend, you may authorise the proxy in the name of the Chairperson, who will exercise your vote as you have indicated.

Voting

#	Resolution	Vote
1	To appoint a committee of inspection	Select Vote

Legal Capacity

The person authorised to vote for the Creditor is:

Select value

Note: If you wish to vote but do not intend on attending the meeting, you are able to appoint the Chairperson as your proxy and direct them how exercise your vote.

Submit Information