



# Frequently Asked Questions – Administrators’ Report to Creditors and Second Meeting of Creditors

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

## Purpose of this document

We have prepared this Frequently Asked Questions (FAQ) document to assist creditors and clients of the Company in understanding the purpose of the Administrators’ Report to Creditors, and to highlight the important steps required to register and participate at the Second Meeting of Creditors (**Second Meeting**) being held at 2.30pm on Wednesday, 7 December 2022.

This document is dated 30 November 2022 and is subject to regular update.

## Administrators’ Report to Creditors

A copy of the Administrators’ Report to Creditors can be found here: [Administrators’ Report to Creditors - 29 November 2022](#).

We recommend reading this FAQ document in conjunction with the Administrators’ Report to Creditors dated 29 November 2022.

## FAQ

<p><b>1. What is the purpose of the Administrators’ Report to Creditors?</b></p>	<p>The purpose of the Report to Creditors is to outline the findings of the Administrators’ investigations into the Company’s business, property, affairs and financial circumstances, as well as provide an opinion on the three statutory options available to creditors in deciding the future of the Company.</p>
<p><b>2. What is the purpose of the Second Meeting, being held at 2.30pm on Wednesday, 7 December 2022?</b></p>	<p>The purpose of the Second Meeting is to provide creditors the opportunity to determine the Company’s future, based on the three statutory options available, being that:</p> <ul style="list-style-type: none"><li>• the administration ends, with control of the Company reverting to the current director; or</li><li>• consent to the Administrators executing a Deed of Company Arrangement (Deed); or</li><li>• wind up the Company (i.e., place it into liquidation).</li></ul>



<p>3. What is the date and time of the Second Meeting?</p>	<p>The Second Meeting is being held on <b>Wednesday, 7 December 2022</b>, at <b>2:30pm AEDT</b>.</p>
<p>4. Where is the Second Meeting being held?</p>	<p>The Second Meeting will be held <b><u>via virtual meeting technology only</u></b>. There will be no physical meeting.</p> <p>Please see question 5 below for the virtual meeting technology details.</p>
<p>5. How do I attend the Second Meeting?</p>	<p>On the day of the Second Meeting, join the Webcast (i.e., the video broadcast of the meeting over the internet) so that you can see and hear proceedings, using the link:</p> <p><a href="https://event.webcasts.com/starthere.jsp?ei=1563780&amp;tp_key=00f8f58326">https://event.webcasts.com/starthere.jsp?ei=1563780&amp;tp_key=00f8f58326</a></p> <p><b>On the day of the Second Meeting, once creditors have logged into the Webcast, they should then login to the Creditor Portal</b> to record their attendance and vote at the Second Meeting (see question 6 below for further details) .</p>
<p>6. How do I register to vote at the Second Meeting?</p>	<p>In order to vote at the Second Meeting, creditors will need to submit a Proof of Debt and (where necessary) a Proxy Form in <b>the Creditor Portal</b> by <b><u>5pm AEDT on Tuesday, 6 December 2022</u></b> (i.e., the night BEFORE the meeting).</p> <p>If you do not register by this time, your <b><u>VOTE WILL NOT BE COUNTED</u></b> and your attendance at the Second Meeting will be in the capacity as an observer only.</p>



<p><b>7. How do I access the Creditor Portal?</b></p>	<p>A Creditor Portal hosted by Data Kit, PwC's secure digital platform, will be used to conduct creditor registration and voting at the Second Meeting.</p> <p>All creditors and DASS clients that invested in Related Party Investment Products (Investors) will receive an email from <a href="mailto:datakit@au.pwc.com">datakit@au.pwc.com</a> titled 'Welcome to the Dixon Advisory &amp; Superannuation Services Pty Ltd (Administrators Appointed) Creditor Portal' with detailed instructions on how to activate your account.</p> <p>Please check your email junk / spam folders for this email.</p> <p><b>An instructional guide is attached to this FAQ document.</b></p> <p><b>Please take the time to read this guide as it contains important information on how to complete and submit information via the Creditor Portal.</b></p>
<p><b>8. Can I attend the Second Meeting without registering via the Creditor Portal?</b></p>	<p>Creditors of the Company can attend the Second Meeting in the capacity of an observer (i.e., without voting rights).</p> <p>If you wish to attend the Second Meeting as an observer, you only need to join the Webcast.</p> <p>Observers do not need to register their details via the Creditor Portal.</p>
<p><b>9. If I cannot attend the Second Meeting, or I choose to attend as an observer only, will this impact my claim against the Company at a later stage?</b></p>	<p>It is not compulsory for you to attend the Second Meeting and non-attendance will not affect the validity of any claim you may have against the Company.</p>
<p><b>10. Can I ask questions at the Second Meeting?</b></p>	<p>During the Webcast registration process, creditors are able to submit questions for the Chairperson.</p> <p>If creditors wish to do so, it is encouraged that creditors register for the Webcast as early as possible to allow time for your question to be considered. Please note, the Chairperson will not address individual circumstances during the Second Meeting.</p>



<p>11. I submitted a Proof of Debt and Proxy Form for the First Meeting of Creditors held on 1 February 2022. Do I need to submit these documents again?</p>	<p>Yes, you will still need to submit a new Proof of Debt and Proxy Form (if required) for the Second Meeting. Please see question 7 for information on how to do this via the Creditor Portal.</p>
<p>12. Do I need to do anything now? Or can I wait until the day of the Second Meeting?</p>	<p><i>Option 1 – if you intend to attend and vote at the meeting:</i></p> <p>In order to vote at the Second Meeting, creditors will need to submit a Proof of Debt and (where necessary) a Proxy Form in <b>the Creditor Portal</b> by <b><u>5pm AEDT on Tuesday, 6 December 2022</u></b> (i.e., the night BEFORE the meeting).</p> <p>If you do not register by this time, your <b><u>VOTE WILL NOT BE COUNTED</u></b> and your attendance at the Second Meeting will be in the capacity as an observer only.</p> <p>Accordingly, we suggest you familiarise yourself with the information provided at questions 6 and 7 above.</p> <p><i>Option 2 – if you intend to attend the meeting as an observer only:</i></p> <p>If you wish to attend the Second Meeting as an observer, you only need to join the Webcast (see question 9) on the day of the Second Meeting.</p> <p><i>Option 3 – if you do not intend to attend the meeting</i></p> <p>No further action is required by you at this stage. It is not compulsory for you to attend the Second Meeting and non-attendance will not affect the validity of any claim you may have against the Company.</p>

**13. How will creditors and clients of the Company be admitted for voting purposes at the Second Meeting?**

As outlined at question 15 below, following investigations, the Administrators consider that **only investors in the URF Equities should be treated as creditors of the Company**

Accordingly, **for voting purposes only**, the Administrators intend to admit the various claims at the Second Meeting as follows:

*Investors holding URF Equities*

Clients will have the amount they are to be admitted for voting purposes only as a creditor at the Second Meeting automatically populated in the Creditor Portal.

This amount will be calculated from data extracted from the Company's client management system and applying the Administrators' loss calculation methodology (see question 15 below).

Clients will be admitted to the Second Meeting and able to vote for the amount determined by the Administrators upon signing into the Creditor Portal and agreeing to the Administrators' loss calculation.

If a client disagrees with the Administrators' loss calculation, they will have the ability to amend their claim value in the Creditor Portal and upload supporting documentation.

**The Chairperson will ultimately determine the amount (if any) a former DASS client will get to vote for at the Second Meeting.**

*Investors holding other Related Party Investment Products (i.e., other than URF Equities)*

As outlined at question 15, the methodology developed by the Administrators to assess Loss Claims from investors **only identified that the URF Equities significantly underperformed when compared to relevant market benchmarks.**

For that reason, losses which may have been experienced by investors in respect of other Related Party Investment Products have been determined by the Administrators as not constituting a claim as a creditor against the Company. The Administrators are likely to seek judicial guidance on this approach in due course.

Should investors holding non-URF Equities investments disagree with the Administrators' approach and want to participate as a creditor at the Second Meeting, they are invited to submit a Proof of Debt or Claim form detailing the loss suffered via the Creditor Portal.

The Administrators will unlikely be in a position to undertake a detailed assessment of any claims submitted prior to the Second Meeting. In these circumstances, investors with such claims will be admitted to the Second Meeting as a creditor for \$1 for voting purposes only.



	<p><i>Trade Creditors</i></p> <p>We understand there is a small number of trade creditors that may wish to vote at the Second Meeting.</p> <p>We invite these creditors to provide evidence of the estimated debt owing, and submit a Proof of Debt or Claim form via the Creditor Portal.</p>
<p><b>14. Will the Proof of Debt Form submitted for the Second Meeting be used for any other reason (i.e., when making a distribution)?</b></p>	<p>The Proof of Debt Form submitted by clients and creditors wishing to attend the Second Meeting <b>will be used for voting purposes only</b>.</p> <p>A separate formal proof of debt process will be run at a later date, when a distribution is ready to be paid by the Company. For the avoidance of doubt, this process will not rely on any documentation provided by clients and creditors in relation to the Second Meeting.</p>

**15. How have the Administrators' formed the view that only investors in URF Equities have loss claims against the Company?**

Various claims have been made by investors (being clients of DASS) in respect of alleged losses suffered as a result of financial advice received from DASS to acquire Related Party Investment Products (**Loss Claims**).

The Administrators have formulated a methodology and financial model to determine which investors will be considered as creditors of the Company, and to calculate the amount that their Loss Claims will be admitted for voting purposes at the Second Meetings (**Quantified Claims**).

In order to formulate a methodology:

- the investment returns of 25 Related Party Investment Products were reviewed and analysed (9 of which were still active at the Appointment Date)
- complaints made to the Australian Financial Complaints Authority (AFCA) by investors were considered.

Our investigations determined that AFCA complaints were made in respect of four of the Related Party Investment Products, with the vast majority in respect of the US Masters Residential Property Fund (**URF**), specifically the Australian Securities Exchange (**ASX**) listed URF equities (**the URF Equities**).

Of the four Related Party Investment Products, **only the URF Equities significantly underperformed against relevant benchmarks.**

The Administrators therefore consider that **only investors in the URF Equities should be treated as creditors of the Company.**

Whilst the Administrators' preferred approach would be to assess all Loss Claims of Investors on an individual basis, this would be cost prohibitive. Using the AFCA fee model for example, the administrators estimate that to individually assess all Loss Claims would likely cost approximately \$37.5 million and possibly take two years to complete. Consequently, the Administrators believe there is no reasonable alternative other than to adopt a methodology to quantify Loss Claims that is pragmatic and commercially sound in the context of the modest pool of funds that will likely be available to Investors, relative to the potential Loss Claims.

The Administrators are of the view that the Actual Loss approach (which considers the actual loss of invested capital) in respect of the URF Equities is fair and equitable to all Investors, fit for purpose, economical (particularly given the modest funds that are likely to be available for a distribution to creditors) and capable of being endorsed by the Court.

The Actual Loss approach quantified the total claims of **4,606** Investors who invested in the URF Equities to be **\$367,928,537** (the Quantified Claims).



	<p>The Administrators intend to use the Quantified Claims to determine which investors will be considered as creditors of the Company and the value that their Loss Claims will be admitted for voting purposes at the Second Meeting.</p> <p>The Actual Loss quantification methodology was presented to the Committee of Inspection (COI) on 26 July 2022 and the approach adopted by the Administrators was agreed by the COI to be appropriate and an efficient and cost-effective means for quantifying the Loss Claims.</p> <p>It is likely that the Administrators will seek judicial advice in due course as to the use of the Actual Loss methodology to determine any distributions to investor creditors of the Company.</p>
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**16. Administrators' opinion and recommendation**

On 21 November 2022, we received from E&P Financial Group Limited (**EP1**) a draft Deed proposal.

The latest iteration of the draft Deed and draft Deed of Settlement and Release which reflect the 21 November 2022 Deed proposal are included in the Administrators' Report to Creditors – 29 November 2022.

The Administrators of the opinion that it is in the best interests of creditors that the Company execute the draft Deed. Accordingly, it is the **Administrators' recommendation that the creditors vote in favour of the proposed Deed at the Second Meeting.**

In forming our opinion, the Administrators have had regard for the preservation of former DASS clients' ability to submit a claim with the Australian Government's proposed Scheme of Last Resort (**CSLR**).

If the proposed CSLR is established and is found to apply to the Company, former DASS clients would likely receive compensation from the Australian Government for certain losses incurred that is significantly higher than the return expected (if any) from the Company under either the proposed Deed or liquidation.

The key reasons for our recommendation are as follows:

- the estimated return to creditors is expected to be higher under the proposed Deed (3.1 to 4.4 cents in the dollar) than in a liquidation scenario (0.1 to 3.9 cents in the dollar, noting that a return at the higher end of the range is unlikely);
- the proposed Deed will provide greater certainty of a return to creditors in a likely shorter time frame than liquidation;
- any return to creditors in a liquidation scenario would require the successful recovery of a substantial intercompany loan owed to DASS. The costs associated with the recovery of the intercompany loan are expected to be significant, as a liquidator would have to undertake further investigations (including conducting public examinations) as well as likely commencing litigation. Such costs will not be incurred if the proposed Deed is accepted by creditors; and
- the structure of the proposed Deed is likely to deliver a better outcome to creditors in terms of access to potential insurance proceeds than a liquidation scenario (given confidentiality restrictions, we are unable to provide further details of the insurance policies).



**17. What is the likely outcome of the voluntary administration process?**

Should the creditors resolve that the company execute the proposed Deed, the estimated return to creditors is expected to be between 3.1 and 4.4 cents in the dollar.

In a liquidation scenario, the estimated return to creditors is expected to be between 0.1 to 3.9 cents in the dollar, noting that a return at the higher end of the range is unlikely.



## Instructions for the Creditor Portal in Data Kit

### Overview

The Creditor Portal is a key part of the administration process. In this platform, creditors will be able to:

- provide, verify, or update contact information provided to the External Administrators
- submit claims including submitting additional documentation to the External Administrators.

This instruction sheet contains the following information to assist your navigation and use of the Creditor Portal:

- **Section 1:** Entering claim information and proxy nomination instructions
- **Section 2:** Important information for the day of the Second Meeting
- **Section 3:** Example Proof of Debt and Proxy Form for both Individuals and Organisations.

### Section 1: Entering claim information and proxy nomination instructions

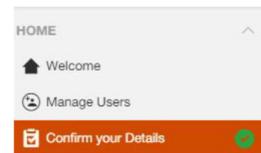
#### Confirm your details

Once you have successfully logged in to the Creditor Portal, please confirm your details.

Please respond to all required data fields, starting with Creditor Type. If your investment was made by way of a trust or superannuation fund, please note the following:

- Where one or more individuals act as trustee(s) of either a trust or Self-Managed Super Fund (SMSF), the “Individual” **Creditor Type** should be selected, and the name of all individual trustees listed in the **Individual Name** section. The name of the trust or SMSF should then be added to the relevant section.
- Where there is a corporate trustee of a trust or SMSF (and you as a natural person are a director of the corporate trustee), the “Organisation” **Creditor Type** should be selected, and the name of the corporate trustee listed in the **Company Name** section. The name of the Trust or SMSF should then be added to the relevant section.

As you answer questions, additional information and/or questions may be requested. Please respond to these as they become available.



Please provide your details: \*

Response required

Creditor Details	
Creditor Type *	<input type="radio"/> Organisation <input type="radio"/> Individual
Representative Status *	Choose...
Creditor Address *	
Address Line 1	abc
Address Line 2	abc
City / Town	abc
State / Province / Region	abc
ZIP / Postal Code	2088
Country	abc

When complete, click first on “I confirm that the information provided is accurate” and then “Submit this form” located at the bottom of the page to proceed to the next sections. Please note that you will not be able to complete this last step until the form is complete.

<input type="checkbox"/> I confirm that the information provided is accurate	Submit this form
--	------------------

You will have successfully completed this step if the confirmation statement is greyed out and the orange box displays “Submitted”.

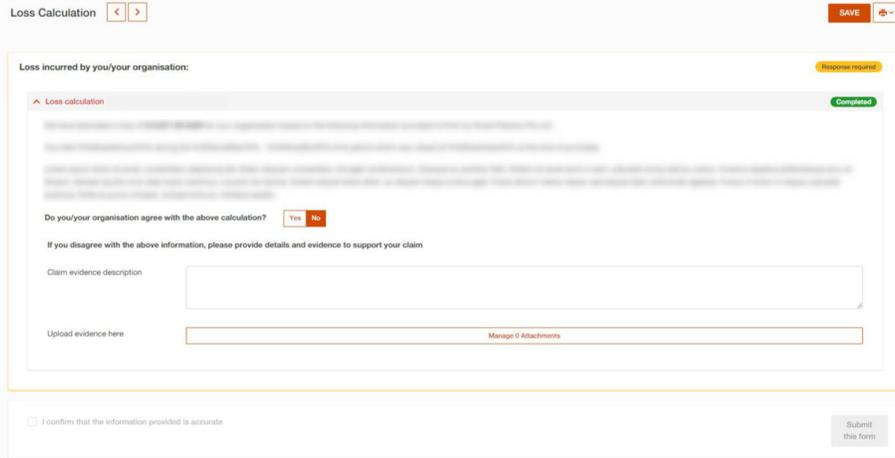
<input checked="" type="checkbox"/> I confirm that the information provided is accurate	Submitted
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## Loss calculation (where relevant)

Read the information regarding your loss calculation and answer the question “Do you/your organisation agree with the above calculation?”

- If you select no, please provide an explanation as to why you do not agree and upload relevant evidence.
- If you select yes, this information will be used to prepopulate your Proof of Debt in the next step.

When complete, click first on “I confirm that the information provided is accurate” and then "Submit this form" to proceed to the next sections. Please note that you will not be able to complete this last step until the form is complete.



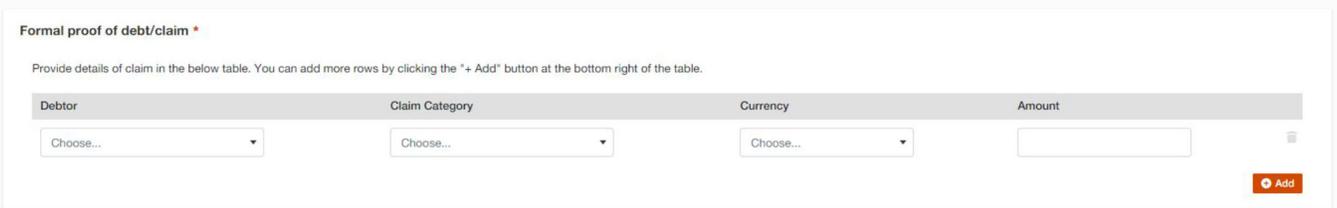
## Proof of Debt

Complete all relevant information in the table.

- Select the relevant claim category: Secured, Unsecured or Employee.
- Select the currency of this claim
- Enter the relevant amount (inclusive of GST).



Please note, if the loss calculation was relevant to your claim and you have accepted the calculation, this amount will be pre-populated in this first table and no supporting documentation is required to be uploaded.



### Particulars of the debt(s) are: \*

Provide particulars of debt in the below table. Please ensure that:

- The sum of the amounts in all rows in the table below must match the **total amount entered in the table above**.
- You should **upload all documents** within a single row as evidence for a particular amount.

You can add more rows by clicking the "+ Add" button at the bottom right of the table.

Debtor	Date	Currency	Amount	Consideration	Nature of Documents	Supporting Documents	Remarks
Dixon Advisory & Supe...	19-Jan-2022	Australian Dollar	1,000.00	Loss Calculation on the URF Equities	Other Documents	Manage 1 Attachment	SMSF statement at 31 December 2021

Showing 1 to 1 of 1 entries

Add

Continue by completing the Particulars of the debt(s) section.

- Enter the date when the debt arose.
- Select the currency of your claim.
- Enter the relevant amount (if you Add multiple rows, the sum of the rows should match the Amount referenced in the Formal Proof of debt/claim section above).

- Enter details on how the debt arose in the Consideration column.
- Indicate what type of supporting documents you have attached in the Nature of Documents field.
- Upload supporting documentation to substantiate your claim.
- In the Remarks column, please provide specific details on what supporting documentation you have provided to substantiate your claim.

Please advise whether you have received any satisfaction or security for your claim. Please note, the second section below will only appear if you click “Yes”.

**Satisfaction or Security \***

To your knowledge or belief has the creditor (or any person by the creditor's order) had or received any satisfaction or security for the sum (or for any part of the sum)?

Yes  
 No

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**Please provide details for any satisfaction or security that has not been received:** Response required

Insert particulars of all securities held. Where the securities are on the property of the company, assess the value of those securities. If any bills or other negotiable securities are held, specify them in a schedule in the following form. You can add more rows by clicking the "+ Add" button at the bottom right of the table.

Debtor	Date	Drawer	Acceptor	Currency	Amount	Due Date
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="Choose..."/>	<input type="text"/>	<input type="text"/>

+ Add

You will complete the process by signing and submitting the form as follows:

- Use your mouse to draw your signature and click “Save”
- If you make a mistake, click “Clear”.
- Tick the checkbox at the end of the page
- Click the “Submit this form” button.

**Please sign and submit this form**

Sign above

Clear
Save

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I confirm that the information provided above is accurate. I am the Creditor personally/employed by the Creditor/Creditor's agent and authorised in writing by the Creditor to make this statement. I know that the debt was incurred for the consideration stated and that the debt, to the best of my knowledge and belief, still remains unpaid and unsatisfied.

Submit this form

You will have successfully submitted your Proof of Debt if the confirmation statement is greyed out and the orange box displays “Submitted”.

I confirm that the information provided above is accurate. I am the Creditor personally/employed by the Creditor/Creditor's agent and authorised in writing by the Creditor to make this statement. I know that the debt was incurred for the consideration stated and that the debt, to the best of my knowledge and belief, still remains unpaid and unsatisfied.

Submitted

Should you wish to retain a copy of your completed Proof of Debt, please click on the “Download Formal Proof of Debt or Claim” button under the Download Proof of Debt section.

**Should you wish to retain a copy of your Proof of Debt for your records, please click on the button below.**

**Download Formal Proof of Debt or Claim**

A new window will pop up with the Proof of Debt which will enable you to download the file and save it to your computer or to print a hard copy record for your files.

## Proxy Nomination

In order to cast your vote at a meeting of creditors, you must first have completed your Proof of Debt. If you cannot see this section, please ensure you have clicked on the "Submit this form" button in the Proof of debt section.

Read each question carefully and as you complete the form, supplementary information and/or additional questions may be requested.

- Indicate if you or your organisation will be present at the meeting
- Indicate who will be voting on behalf of the creditor. Select from one of the options in the dropdown menu.
  - If you are an individual, you can select "I will be voting" if you want to vote by yourself. This option is not available for organisations.
  - Appoint a proxy -
    - if you are an organisation: Select from a list of existing users/appoint some other person (this is where you can look for yourself if you are an organisation). If you opt to appoint someone not in the list of existing users you will be prompted to enter their details.
    - if you are an individual: You will be prompted to enter details of the person you want to appoint.
    - When you are prompted to enter details of the person you want to appoint, please complete all the information requested. Please ensure that the **email address** is valid and correct as this will be used to contact the person and grant them access to the voting section of the portal.
  - To indicate that you or your organisation will not vote -
    - if you are an organisation: Select "Our organisation will not be voting (no voter nomination)"
    - if you are an individual: Select "I do not wish to vote" .
- If you have selected to appoint a proxy, please enter the type of proxy:
  - General: If appointed as a general proxy, he/she determines the vote on your behalf.
  - Special: If appointed as a special proxy, he/she will vote in the manner set out by you.
- If you have selected special proxy, a table containing all resolutions will appear. Please proceed to indicate how this person will be voting on your behalf for each one of the listed resolutions.
- Once all the information is complete, please toggle the button next to Submit Form.

### Special Proxy View

Resolution Title	Resolution Text	For	Against	Abstain
Resolution 5 for	test	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

### General Proxy View

Appoint a proxy

Expand

First Creditor Meeting | In Progress

Will you or your organisation be present at the meeting? Yes No

Who will be voting on behalf of Appoint a proxy

Whom do you wish to nominate? Demo User (@gmail.com)

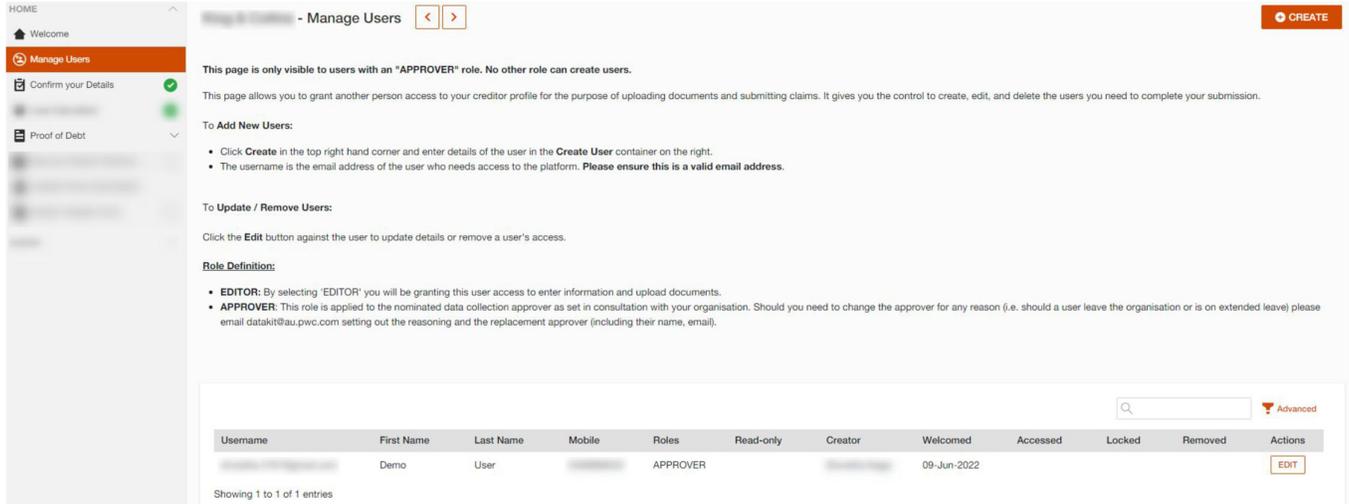
Determine the type of proxy: General

Submit Form

# Manage users

If you require assistance or would like another person/people to have access to your profile on the Creditor Portal, you have the option to add additional users. The role types available are:

- **EDITOR:** this user will have access to enter information and upload documents but they cannot grant access to other users.
- **APPROVER:** this user will have access to enter information and upload documents AND they can give access to other users to login and upload information to the portal on your behalf.



To create a user, please enter all requested information:

- a valid email address in the username field (mandatory)
- the new user's first name and last name (mandatory)
- mobile number (if applicable)
- select which user type (Editor or Approver) from the dropdown menu (mandatory)
- Please select the 'Read-only?' option if you want the user to have no action / edit rights
- tick 'Notify this User?' to send a welcome login email to the user.
- click the 'Save' button when all mandatory fields have been filled
- **Participant has been created!** will show when you have successfully created a new user.

The 'Create User' form includes the following fields and options:

- Username \*: Email address
- First Name \*: [text input]
- Last Name \*: [text input]
- Mobile: [text input] (Note: Please enter full international mobile with country code prefix (no leading '+' needed))
- Roles \*: Choose...
- Read-only?
- Access removed?
- Notify this User? (Checking this box will send an activation email containing login details to this user)
- Unlock this User account?

## Section 2: Important information for the day of the Second Meeting

On the day of the creditors meeting, creditors entering the Creditor Portal will be directed straight into the meeting screen.



To ensure your attendance and vote is recorded, you **MUST** tick the checkbox to confirm your attendance.



On this page, you can also see the creditor(s) you will be voting on behalf of and the Proxy type you have been assigned.

There are 2 types of proxies, General and Special:

- General: If appointed as a general proxy, you determine the vote on creditor's behalf.
- Special: If appointed as a special proxy, you will vote in the manner set out by the creditor.

You are representing:

Creditor Name	Debtor Name	Proxy Type
[Redacted]	[Redacted]	Special
[Redacted]	[Redacted]	Special
[Redacted]	[Redacted]	General

Showing 1 to 3 of 3 entries

Once you navigate to the voting page you will see the resolutions appear once the meeting Chairperson has opened them for voting. The Chairperson will indicate when they are opening a resolution and when it's time for voting.

If you have received a special proxy, you only need to tick the **"I am present to vote on behalf of the creditors I represent"** box to make the creditor's vote valid.



Please complete this section as follows:

1. If you are a general proxy for a creditor, please vote for a resolution by clicking on the for, against or abstain box.
2. If you are general proxy for more than one creditor, you can cast the same vote for all the creditors you represent by clicking on the for, against or abstain box in each resolution. If you wish to cast a different vote any particular creditor(s), tick the manual override option and proceed to cast a different vote for that specific creditor(s).
3. If you are a special proxy for a creditor, you only need to tick the 'I am present to vote on behalf of the creditors I represent' to make the creditor's vote valid.

The below resolutions are ready for voting (General)

Collapse

^ Resolution 1

Completed

That the Company be wound up.

For Against Abstain

Please note, you will be able to amend your vote until such time as the Chairperson closes voting.

## Section 3: Examples

### EXAMPLE 1 – Proof of Debt form

**Example scenario:** An investor is owed \$1,000 by the Company as a result of a Loss Claim on the URF Equities Related Party Investment Product. The investor has not received any compensation from the Company to date or been offered any security by the Company in satisfaction of the debt.

Proof of Debt < > SAVE Print

Please complete this section as follows:

1. Answer all the questions to submit your Proof of Debt.
2. When completed and signed, scroll to the bottom of the page and tick the box that reads "I confirm that..."
3. At the bottom right of the screen, click "Submit this form" and proceed to the next sections.

**Note:** The particulars of the debt(s) requested are in accordance with subregulation 5.6.49(2) of the Corporations Act 2001.

\* indicates required fields

#### Formal proof of debt/claim \*

Provide details of claim in the below table.  
You can add more rows by clicking the "+ Add" button at the bottom right of the table.

Debtor	Claim Category	Currency	Amount
Dixon Advisory & Superannuatio...	Unsecured	Australian Dollar	1,000.00

Showing 1 to 1 of 1 entries Add

#### Particulars of the debt(s) are: \*

Provide particulars of debt in the below table. Please ensure that:

- The sum of the amounts in all rows in the table below must match the **total amount entered in the table above**.
- You should **upload all documents** within a single row as evidence for a particular amount.

You can add more rows by clicking the "+ Add" button at the bottom right of the table.

Debtor	Date	Currency	Amount	Consideration	Nature of Documents	Supporting Documents	Remarks
Dixon Advisory & Supe...	19-Jan-2022	Australian Dollar	1,000.00	Loss Calculation on the URF Equities	Other Documents	Manage 1 Attachment	SMSF statement at 31 December 2021

Showing 1 to 1 of 1 entries Add

#### Satisfaction or Security \*

To your knowledge or belief has the creditor (or any person by the creditor's order) had or received any satisfaction or security for the sum (or for any part of the sum)?

Yes

No

Please sign here: \*

Please use the signing space to add your signature. **Once signed, please click "Save" beneath your signature** so you can proceed to submit this form.

Signed

I confirm that the information provided above is accurate. I am the Creditor personally/employed by the Creditor/Creditor's agent and authorised in writing by the Creditor to make this statement. I know that the debt was incurred for the consideration stated and that the debt, to the best of my knowledge and belief, still remains unpaid and unsatisfied.

Unlock this page

## EXAMPLE 2 –Proxy nomination form for INDIVIDUALS

**Example scenario:** Fred and Mary Jones are the trustees for the FJMJ Superannuation Fund. They cannot attend the Second Meeting but would like to nominate the Chairperson as their “General” proxy for the Second Meeting.

### Appoint a proxy

^ Creditors Meeting

**This meeting will be held via Webcast on 7 December 2022 for the debtor(s): Dixon Advisory & Superannuation Services Pty Ltd**

Will you or your organisation be present at the meeting?

Who will be voting on behalf of **Fred and Mary Jones**

Determine the type of proxy:

*General: If appointed as a general proxy, he/she determines on your behalf.*  
*Special: If appointed as a special proxy, he/she will vote in the manner set out by you.*

Submit Form

Should Fred and Mary Jones wish to give the Chairperson specific instructions on how to vote on their behalf at the Second Meeting, they should select “Special” proxy and enter a vote for each resolution displayed.

Determine the type of proxy:

*General: If appointed as a general proxy, he/she determines on your behalf.*  
*Special: If appointed as a special proxy, he/she will vote in the manner set out by you.*

Resolution Title	Resolution Text	For	Against	Abstain
Resolution 1	Resolution 1 Text will be displayed here	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

Submit Form

## EXAMPLE 3 – Proxy nomination form for ORGANISATIONS

**Example scenario:** Family Investments Pty Ltd is the trustee for the Family Superannuation Fund. One of the directors of Family Investments Pty Ltd, Mr John Smith, will attend the Second Meeting.

### Appoint a proxy

^ Creditors Meeting

**This meeting will be held via Webcast on 7 December 2022 for the debtor(s): Dixon Advisory & Superannuation Services Pty Ltd**

Will you or your organisation be present at the meeting?

Who will be voting on behalf of **Family Investments Pty Ltd**

Who do you wish to nominate?

**Determine the type of proxy:**  
*General: If appointed as a general proxy, he/she determines on your behalf.*  
*Special: If appointed as a special proxy, he/she will vote in the manner set out by you.*

Submit Form  Confirmed

Mr Smith will receive an email from [datakit@au.pwc.com](mailto:datakit@au.pwc.com) with instructions on how to access the Creditor Portal. Mr Smith should then follow the steps set out in Section 2 to register his attendance and vote at the Second Meeting.