



18 March 2020

Statement from the Administrators regarding the Second Meeting of creditors

**University Co-operative Bookshop Limited
(Administrators Appointed)
ARBN 009 937 160 (the Co-operative)**

The Second Meeting of creditors of the Co-operative will proceed

Creditors will shortly be receiving by post a notification regarding the upcoming Second Meeting of creditors, to be held on Friday 27 March 2020.

The notification will include a link to the Administrators' Report, which contains information regarding the meeting documentation and procedures. The report will be available for download by 5.00 pm on 19 March 2020 from PwC's website.

Precautions to address coronavirus (COVID-19) health risks

Whilst there will be a physical meeting at the Portside Conference Centre in Sydney (the same venue as the first creditors' meeting), there will be **teleconference facilities** available. Creditors are encouraged to dial-in and participate in the meeting without attending in person.

In determining whether you should attend the meeting in person, please consider the advice of the Government and other agencies. A link to the Department of Health's website is below:

<https://www.health.gov.au/news/health-alerts/novel-coronavirus-2019-ncov-health-alert>.

Non-attendance at the meeting does not impact creditors' claims against the Co-operative, nor the receipt of dividends if declared for the respective class of creditor.

Meeting procedure

If you are attending the meeting (either in person or by telephone), you are required to:

- complete and return a proxy form if you are representing another person, or a corporate creditor
- advise us if you intend to attend by telephone - we will provide you with the relevant contact details
- complete and return a proof of debt form if your debt or claim has changed since the last proof of debt form you submitted.

The proxy and proof of debt forms are contained in the Administrators' Report.

Enquiries

All enquiries should be directed to Harrison Stanton on telephone (02) 8266 3312 or by email at harrison.stanton.com

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Administrator

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