



26 March 2020

**Urgent update from the Administrators regarding the Second Meeting of Creditors**

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

Dear Creditors

We refer to our recent Administrators' Report to creditors and the enclosed Notice of the Second Meeting of Creditors to be held on 27 March 2020.

Due to the ongoing disruption caused by COVID-19, the original venue hosting the Second Meeting of Creditors, the Portside Conference Centre, is currently closed. The meeting will continue at the same time and date at our offices.

The meeting details are now as follows:

<b>Date</b>	<b>Friday, 27 March 2020</b>
<b>Time</b>	<b>2.00pm AEDST with registration from 1.30pm</b>
<b>Location</b>	<b>PwC, Level 17, One International Towers Sydney, Barangaroo NSW 2000</b>

**Teleconference facilities**

Available on request at [harrison.stanton@pwc.com](mailto:harrison.stanton@pwc.com)

Your health and safety is paramount to us, if you intend on attending the meeting, we strongly encourage you to attend by teleconference.

If you are attending the meeting, you are required to submit your proxy form to [harrison.stanton@pwc.com](mailto:harrison.stanton@pwc.com) by **COB today**.

Further information on PwC's response to COVID-19 can be found here:  
<https://www.pwc.com.au/about-us/notices/coronavirus.html>

We wish you, your family and friends all the best during these challenging times.

Yours faithfully

**Phil Carter**  
Administrator

**FORM 529  
CORPORATIONS ACT 2001  
Section 439A**

Insolvency Practice Rules (Corporations)  
75-10, 75-15 & 75-20

**UPDATED NOTICE OF MEETING OF CREDITORS**

**University Co-operative Bookshop Limited  
(Administrators Appointed) (the Co-operative)  
ARBN 009 937 1606**

*This notice supersedes the notice given on 18 March 2020.*

Notice is given that a meeting of the creditors of the Co-operative will now be held at the offices of PricewaterhouseCoopers, Sydney NSW 2000 on 27 March 2020 at 2:00PM AEDST.

**AGENDA**

1. To receive the report of the Administrators.
2. Questions from creditors.
3. For creditors to resolve:
  - a. that the Co-operative execute a Deed of Company Arrangement; or
  - b. that the administration should end; or
  - c. that the Co-operative be wound up.
4. To fix the remuneration of the Administrators.
5. If the Co-operative is wound up, to consider appointing a Committee of Inspection.
6. To fix the remuneration of the Liquidators.
7. Any other business that may be lawfully brought forward.

Telephone conference facilities will be available for the meeting.\*

Please contact Harrison Stanton by 5:00PM AEDST, Thursday 26 March 2020 if you require access to the teleconference facilities.

Creditors wishing to attend and vote are advised that proof of debt and proxy forms must be submitted to Harrison Stanton by 5:00PM AEDST, Thursday, 26 March 2020.

DATED this 26<sup>th</sup> day of March 2020.



**Philip Carter**  
Administrator

C/- PricewaterhouseCoopers  
Level 17, One International Towers Sydney  
Watermans Quay, Barangaroo NSW 2000

\* Telephone conference facility details can be provided as follows:

A person, or the proxy or attorney of a person, who wishes to participate in the meeting by telephone must give by **5:00PM AEDST, Thursday 26 March 2020**, a written statement by email to **Harrison.stanton@pwc.com** setting out:

- i. the name of the person and of the proxy or attorney (if any); and
- ii. an address to which notices to the person, proxy or attorney may be sent; and
- iii. a method by which the person, proxy or attorney may be contacted for the purposes of the meeting.

A person, or the proxy or attorney of a person, who participates in the meeting by telephone must pay any costs incurred by the person, proxy or attorney in participating and is not entitled to be reimbursed for those costs from the assets of the Co-operative.

Section 75-85 of the Insolvency Practice Rules (Corporations) sets out the entitlement to vote at meetings of creditors:

- (1) A person other than a creditor (or the creditor's proxy or attorney) is not entitled to vote at a meeting of creditors.
- (2) Subject to subsections (3), (4) and (5), each creditor is entitled to vote and has one vote.
- (3) A person is not entitled to vote as a creditor at a meeting of creditors unless:
  - (a) his or her debt or claim has been admitted wholly or in part by the external administrator; or
  - (b) he or she has lodged, with the person presiding at the meeting, or with the person named in the notice convening the meeting as the person who may receive of the debt or claim:
    - i. those particulars; or
    - ii. if required—a formal proof of the debt or claim.
- (4) A creditor must not vote in respect of:
  - (a) an unliquidated debt; or
  - (b) a contingent debt; or
  - (c) an unliquidated or a contingent claim; or
  - (d) a debt the value of which is not established; unless a just estimate of its value has been made.
- (5) A creditor must not vote in respect of a debt or a claim on or secured by a bill of exchange, a promissory note or any other negotiable instrument or security held by the creditor unless he or she is willing to do the following:
  - (a) treat the liability to him or her on the instrument or security of a person covered by subsection (6) as a security in his or her hands;
  - (b) estimate its value;
  - (c) for the purposes of voting (but not for the purposes of dividend), to deduct it from his or her debt or claim.
- (6) A person is covered by this subsection if:
  - (a) the person's liability is a debt or a claim on, or secured by, a bill of exchange, a promissory note or any other negotiable instrument or security held by the creditor; and
  - (b) the person is either liable to the Company directly, or may be liable to the Company on the default of another person with respect to the liability; and
  - (c) the person is not an insolvent under administration or a person against whom a winding up order is in force