

SCOTT'S REFRIGERATED LOGISTICS FIRST CREDITORS MEETING

A creditors meeting is going to be held next Thursday, 9th March at 2:30 pm (AEDT).

The TWU are experienced in this process and are here to ensure your interests are best represented. Please use the form in your pack to nominate TWU officials **Lorraine Biviano** and **Irene Moggan** to attend on your behalf. **Please send all completed proxy forms to: scottsgeneral@mcgrathnicol.com and copy the TWU using the details on the form. This must be submitted by 12pm, Wednesday 8 March 2023.**

The TWU also encourages each of you to attend the meeting if you are able. You must register by email to: scottsgeneral@mcgrathnicol.com

See below a list of materials and instructions to secure your representation through this process.

CREDITORS MEETING TWU PACK

- ▶ **Proxy Form Sample** - Only use this as an example of how to fill out your form. To decide what form to use, cross-check the company's name and ACN number with your payslip.
- ▶ **Prefilled Proxy Forms** - You can complete this form with your details and signature. Remember to use the form corresponding to the **company name on your payslip.**
- ▶ **Proof of Debt Form Sample** - Only use this as an example of how to fill your form.
- ▶ **Prefilled Proof of Debt Forms** - You can complete this form with your details and signature. Remember to use the form corresponding to the **company name on your payslip.**

ALL PROXY FORMS AND PROOF OF DEBT FORMS MUST BE COMPLETED AND SUBMITTED BY 12:00PM (AEDT) ON WEDNESDAY, 8 MARCH 2023.

- ▶ **Frequently Asked Questions**

SCOTT'S REFRIGERATED LOGISTICS

SCAN THE QR CODE

Provide your details for **updates**
and **redeployment opportunities**



Scan the code and fill in your details

Please use the form that matches with the company name on your payslip.

Return to:
scottsgeneral@mcgrathnicol.com
Copy to:
lorraine.biviano@twu.com.au
irene.moggan@twu.com.au

PROXY FORM

Scott's Refrigerated Logistics Pty Ltd atf the ScottsRL Unit Trust
(Administrators Appointed) (Receivers and Managers Appointed)
ACN 009 180 983

APPOINTMENT OF PROXY

I/We (if a firm, strike out "I" and set out the full name of the firm) John Smith of

100 Freight Road Lytton Qld 4000 (insert address)

a creditor of **Scott's Refrigerated Logistics Pty Ltd atf the ScottsRL Unit Trust (Administrators Appointed) (Receivers and Managers Appointed)** appoint

Lorraine Biviano, TWU. Level 9/ 447 Kent st Sydney 2000 (insert name, address and description of the person appointed)
or in his or her absence

Irene Moggan, TWU. Level 9/ 447 Kent st Sydney 2000 (insert name, address and description of the person appointed)

as my/our (choose one):



general proxy



special proxy

to vote at the meeting of creditors to be held on Thursday, 9 March 2023 at 2:30 PM or at any adjournment of that meeting.

Resolution (only complete where appointing a special proxy)

For

Against

Abstain

Appointment of Committee of Inspection


- 1 That a Committee of Inspection be formed and the member of which are to be determined at the meeting.

Removal of Joint and Several Administrators

- 2 That in the event another Registered Liquidator(s) has consented to act, then to remove the existing Joint and Several Voluntary Administrators from office and to appoint the proposed nominee as Voluntary Administrator(s) of the Company instead.

DATED this 03 day of March 2023

Name John Smith

Signature 

Select which of the below applies (choose one):

The creditor is a company and I am signing as a director of the company

The creditor is a company and I am signing as an authorised representative/duly constituted attorney of the company

I am an individual and I am signing in my personal capacity (which includes employees)

The creditor is a sole trader and I am signing as the proprietor

The creditor is a partnership and I am signing as a partner of the partnership

I am signing in my personal capacity as a member or contributory of Scott's Refrigerated Logistics Holdings Pty Ltd (Administrators Appointed)

Other: _____

Proxy forms should be completed and returned to/ received by the Administrators by no later than 12:00PM (AEDT) on Wednesday, 8 March 2023 to:

RETURN TO: **Scott's Refrigerated Logistics Pty Ltd atf the ScottsRL Unit Trust**
(Administrators Appointed) (Receivers and Managers Appointed)

care of McGrathNicol

Email (preferred): scottsgeneral@mcgrathnicol.com

Address: GPO Box 9986, Sydney NSW 2001

FORM 535

FORMAL PROOF OF DEBT OR CLAIM (GENERAL FORM)

Please use the form that matches with the company name on your payslip.



Scott's Refrigerated Logistics Pty Ltd
 (Administrators Appointed)
 ACN 009 180 983
 "the Company"

Return to:
 scottsgeneral@mcgrathnicol.com
Copy to:
 lorraine.biviano@twu.com.au
 irene.moggan@twu.com.au

To the Liquidator/Administrator of the Company

1. This is to state that the Company was on **27 February 2023**, and still is, justly and truly indebted to:
John Smith (name of creditor)
 of 100 Freight Road Lytton Qld 4000 (address of creditor)
 for \$ to be advised and _____ cents (GST inclusive) GST amount _____

Date	Consideration (state how the Debt arose)	Amount \$ c	Remarks (include details of voucher substantiating payment)
	Unpaid wages, allowances, RDO's, superannuation, redundancy, notice, annual leave, long service leave	to be advised	

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 \$c	Due Date


3. Select which of the below applies (choose one):

- | | |
|--|---|
| <input type="checkbox"/> The creditor is a company and I am signing as a director of the company | <input type="checkbox"/> The creditor is a partnership and I am signing as a partner of the partnership |
| <input type="checkbox"/> The creditor is a company and I am signing as an authorised representative/duly constituted attorney of the company | <input type="checkbox"/> I am signing in my personal capacity as a member or contributory of the Company |
| <input checked="" type="checkbox"/> I am an individual and I am signing in my personal capacity (which includes employees) | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> The creditor is a sole trader and I am signing as the proprietor | |

4. If you are a related party, state your relationship N/A

5. Is this debt claimed on the basis of an assignment? Yes No
If so, what consideration was paid for the debt? _____

This debt was incurred for the consideration stated and the debt, to the best of my knowledge and belief, remains unpaid and unsatisfied.

Signature 

Dated 03/03/23

Name: John Smith

Address: 100 Freight Road Lytton Qld 4000

SAMPLE

SCOTT'S TRANSPORT VOLUNTARY ADMINISTRATION FREQUENTLY ASKED QUESTIONS (FAQS)

FIRST MEETING OF CREDITORS

Q: I have received an Initial Information letter pack regarding the First Meeting of Creditors from McGrathNicol. What do I need to do?

A: You will have received an Initial Information for Creditors letter pack from McGrathNicol, the Voluntary Administrators of the Companies, advising of a First Meeting of Creditors to be held on Thursday, 9 March 2023 at 2.30pm (AEDT).

You will note, that all employees are entitled to attend and vote at the First Meeting of Creditors. To participate in this meeting, you may attend in virtually or appoint a proxy to act on your behalf. See below instructions regarding the completion of a Proxy Form. Please direct any queries to the Voluntary Administrators.

Q: How can I attend the First Meeting of Creditors?

A: If you are rostered to work, you will not need to take leave to attend the First Meeting of Creditors. The meeting is being held virtually, and you can dial in from your depot/office. All employees are entitled to attend and vote at the First Meeting of Creditors. To participate in this meeting, you may attend in virtually or appoint a proxy to act on your behalf. See below instructions regarding the completion of a Proxy Form.

Q: What is a Proxy Form?

A: Proxy Form is required if you would like to nominate somebody to act on your behalf by proxy or attorney at the First Meeting of Creditors. You will need to complete a Proxy Form that specifically relates to the entity that you are employed by. Your employing entity will be listed on your most recent pay slip. The instructions to complete the Proxy Form are included in these Frequently Asked Questions.

All Proxy Forms must be completed and submitted to the Voluntary Administrators by 12:00 pm (AEDT) on Wednesday, 8 March 2023. Please return all forms to scottsgeneral@mcgrathnicol.com.

Q: Do I need to submit Proof of Debt to vote at the First Meeting of Creditors?

A: At this time, you will not be required to submit a Proof of Debt to the Voluntary Administrators for the purposes of voting at the First Meeting of Creditors.

Q: What is the purpose of the First Meeting of Creditors?

A: The purpose of the meeting is:

- a) to determine if a committee of inspection should be formed and if so who the committee members will be; and
- b) if Shaun Fraser, Jonathan Henry, Jason Preston and Matthew Caddy of McGrathNicol should be replaced as Voluntary Administrators.

Q: Where will the First Meeting of Creditors be held?

A: The first meeting of Creditors will be held virtually using online video conferencing. The online video conference can be joined from a computer (preferred) or telephone.

Q: I have a question regarding the First Meeting of Creditors - who do I contact?

A: Please contact the Voluntary Administrators by email scottsgeneral@mcgrathnicol.com or telephone (03) 8610 3400 for further information.

ROSTERED DAYS OFF (RDOS)

Q: My normal roster has me working 40 hours per week and 2 of those hours accrue towards a Rostered Day Off (RDO). Can I stop this RDO accrual and just be paid for the full 40 hours?

A: RDO's have been accruing from 27 February 2023 as per your normal RDO accruals roster i.e. 2 hours per week. The 2 hour per week RDO accrual will continue to accrue while you work a minimum of 40 hours per week and you can access these recently accrued hours (post 27 February 2023) if you wish to (subject to usual approvals and operational requirements). At this stage we still require you to work the RDO roster and we will advise if this changes. We cannot stop the RDO accruals that are built into your roster due to system configurations in Kronos (our time and attendance system) and Preceda (our payroll system), but if this option does become available to us and we are able to change your roster operationally, we will advise you accordingly.

Q: What happens to the RDOs I have already accrued? Will I have access to these accrued RDOs if I need to use one?

A: You will only have access to the RDO hours you have accrued after 27 February 2023. Any entitlements accrued prior to 27 February 2023 are currently frozen until further notice from the Receivers.

LEAVE

Q: Is my annual leave and personal leave accruing now?

A: Yes. From 27 February 2023, you are accruing annual and personal leave at the rate outlined in your Enterprise Agreement, Modern Award or Employment Agreement.

Q: Can I use the annual or personal leave I have accrued after 27 February 2023?

A: Yes, any annual or personal leave that you have accrued following the appointment of Receivers can be taken, subject to the usual approval process for personal and annual leave. Any leave taken in addition to the amount of annual or personal leave accrued following the appointment of Receivers will need to be taken as unpaid leave.

For those who were on annual or personal leave between Monday, 27 February 2023 to Wednesday, 1 March 2023 inclusive, this leave will be paid in the next pay run.

Q: I took Long Service Leave between 27 February and 1 March 2023 inclusive – will I be paid for any of these days?

A: If you were on Long Service Leave between Monday, 27 February 2023 to Wednesday, 1 March 2023 you will be paid Long Service Leave taken from Monday, 27 February 2023 to Wednesday, 1 March 2023 inclusive and this will be paid in the next pay run.

Q: Can I apply for Long Service Leave at the moment and will it be approved?

A: Pre-approved Long Service Leave can still be taken, however, you will only be paid for the amount of Long Service Leave that you have accrued since 27 February 2023. Any other leave will need to be taken as unpaid leave.

New requests submitted from 27 February 2023 for Long Service Leave will be approved on a case-by-case basis during the initial period of the Receivership.

Please note that all employee entitlements accrued up to 27 February 2023 form a priority unsecured claim and the timing of the payment will be contingent on the outcome of the Receivership and Voluntary Administration.

SALARY SACRIFICE

Q: Should I continue to salary sacrifice into my superannuation?

A: You have likely chosen to salary sacrifice into your superannuation fund before tax to boost your superannuation and/or reduce the amount of income tax you pay. The Company cannot provide you with financial advice as to whether you should stop this arrangement. However, any voluntary superannuation contributions you make from 27 February 2023 will be added to the next superannuation instalment to be deposited into your superannuation fund in April 2023. See below question regarding superannuation you have already salary sacrificed prior to 27 February 2023.

Continues next page →

Q: What happens to the amount of superannuation I have already salary sacrificed but which hasn't yet been deposited into my superannuation fund?

A: Any superannuation amounts outstanding prior to the appointment of Receivers on 27 February 2023 form part of your priority claim. This includes your voluntary superannuation contributions. In the event the Company cannot be sold, Scott's will assist in completing Proof of Debt forms which will include any superannuation amounts owing to you and will share these directly with the Receivers and the Voluntary Administrators so that these can be registered with the Federal Government as part of the Fair Entitlements Guarantee (FEG).

Q: What happens to my novated lease for my vehicle, do I need to contact the novated lease provider?

A: Payroll has not ceased novated lease deductions and the Receivers will arrange payment of the lease invoices as they are received.

TAX AND DEDUCTIONS

Q: What happens to my Child Support payments? Will they be stopped or altered?

A: Child Support payments are still being paid each week as usual. We know that it's important that you advise Services Australia about any changes to your income when they happen, and we will advise you as soon as more information is available about your income. You may wish to contact Services Australia to seek further advice on Child Support payments - phone 13 12 72.

Q: Will this period of Receivership or Voluntary Administration affect my individual tax payments such as my Higher Education repayments or any other tax repayments?

A: There will be no changes to your existing tax arrangements during this period of Receivership and Voluntary Administration. If you wish to defer tax payments at this time you will need to contact the Australian Taxation Office. <https://www.ato.gov.au/About-ATO/Contact-us/>

Q: Will the period of Receivership or Voluntary Administration appear as a different employer on my payment summary or MyGov information page?

A: As the Receivers are currently paying you, you will continue to receive a pay slip recording the entitlements paid and any income tax deducted. The Receivers will report any payments made to you through the ATO and this will appear in your payment summary on your MyGov ATO site.

INCOME PROTECTION INSURANCE

Q: If I'm currently off work and being paid income protection insurance, will this still be paid to me?

A: You will continue to be paid income protection insurance until further notice.

PAY

Q: Will I be paid on Wednesday 8 March 2023?

A: Yes, the Receivers and Managers have a responsibility to pay you for all hours that you have worked from 27 February 2023 to 5 March 2023 inclusive.

Q: Will superannuation be paid into my superannuation fund while I'm working?

A: Compulsory employer superannuation contributions will be paid while you continue to work. Pursuant to the ATO guidelines, superannuation will be paid into your superannuation account on a quarterly basis, with the next payment to be made on or before 28 April 2023.

Q: I am owed a back payment - when will this be paid?

A: No. Back payments will not be processed this week. The Receivers and Managers will be assessing any back payments scheduled for payment in the coming weeks and we will update you as soon as we have more information on any potential impact on these payments.

Q: I have recently started with Scott's and I was due to be paid a commencement incentive, will this be paid?

A: No, not at this time. This amount will form part of your priority claim against the Companies.

Q: I am currently receiving workers' compensation payments - will these be affected?

A: Workers compensation payments will continue to be paid by the Company until otherwise advised.

RESIGNING

Q: If I resign, do I need to provide notice?

A: Yes, you need to provide the notice as outlined in your employment agreement, Modern Award or Enterprise

Q: What if I've resigned and already secured a job elsewhere with an immediate start?

A: If you resign and are unable to provide sufficient notice to the Company, you will not be paid in lieu if you cannot work out your notice period.

Q: If I've resigned, will I be paid my notice period if I work it?

A: Yes, if you have resigned the Receivers and Managers have a responsibility to pay you for all hours that you work from 27 February 2023 onwards. If the situation changes such that you are not required to work your notice period, you will be updated.

Q: If I'm made redundant from tomorrow, will I be paid severance and notice?

A: The Receivers and Managers do not intend to make any redundancies at this point in time. If redundancies are required, you will be provided with as much notice as possible in accordance with your employment agreement, Modern Award or Enterprise Agreement.

OTHER

Q: I am working in Australia on a Temporary Visa sponsored by the Company, can I keep working for Scott's if they are in Voluntary Administration/Receivership?

A: Yes. The appointment of the Voluntary Administrators and Receivers and Managers does not change the Company's visa sponsorship obligations to you. You will be paid for the hours you work. You should send any questions regarding your Sponsored Work Visa to your Supervisor/Manager and they will discuss any questions you have with our P&C team.

Q: When will we be advised if the Company has been purchased?

A: We will advise you of the outcome of the sale process as soon as that information is available for release.

Q: What is the priority of employee entitlements (wages, superannuation, annual leave, long service leave, and redundancy payments) relative to other creditors?

A: Employees, other than directors or their related persons, have a statutory priority of payment in respect of outstanding entitlements. Your entitlements rank ahead of all other unsecured creditor claims.

Q: Do I need to submit a form 535 Proof of Debt?

A: No. If the Company cannot be sold, Scott's will assist in completing Proof of Debt forms and will share these directly with KordaMentha and the Voluntary Administrators so that these can be registered with the Federal Government as part of the Federal Entitlements Guarantee (FEG).

Q: I am due for a BFM medical – will the Company still organise my BFM medical?

A: Yes, BFM medical's will be organised through the Company as per the current process.

PROXY FORM

**Scott's Refrigerated Logistics Pty Ltd atf the ScottsRL Unit Trust
(Administrators Appointed) (Receivers and Managers Appointed)**

ACN 009 180 983

APPOINTMENT OF PROXY

I/We (if a firm, strike out "I" and set out the full name of the firm) _____ of

_____ (insert address)

a creditor of **Scott's Refrigerated Logistics Pty Ltd atf the ScottsRL Unit Trust (Administrators Appointed)
(Receivers and Managers Appointed)** appoint

Lorraine Biviano, TWU. L9/ 447 Kent st , Sydney 2000 (insert name, address and description of the person appointed)

or in his or her absence

Irene Moggan, TWU. L9/ 447 Kent st, Sydney 2000 (insert name, address and description of the person appointed)

as my/our (choose one):



general proxy



special proxy

to vote at the meeting of creditors to be held on Thursday, 9 March 2023 at 2:30 PM or at any adjournment of that meeting.

Resolution (only complete where appointing a special proxy)

For

Against

Abstain

Appointment of Committee of Inspection

- 1 That a Committee of Inspection be formed and the member of which are to be determined at the meeting.

Removal of Joint and Several Administrators

- 2 That in the event another Registered Liquidator(s) has consented to act, then to remove the existing Joint and Several Voluntary Administrators from office and to appoint the proposed nominee as Voluntary Administrator(s) of the Company instead.

DATED this _____ day of _____ 2023

Name _____

Signature _____

Select which of the below applies (choose one):

The creditor is a company and I am signing as a director of the company

The creditor is a partnership and I am signing as a partner of the partnership

The creditor is a company and I am signing as an authorised representative/duly constituted attorney of the company

I am signing in my personal capacity as a member or contributory of Scott's Refrigerated Logistics Holdings Pty Ltd (Administrators Appointed)

I am an individual and I am signing in my personal capacity (which includes employees)

Other: _____

The creditor is a sole trader and I am signing as the proprietor

Proxy forms should be completed and returned to/ received by the Administrators by no later than 12:00PM (AEDT) on Wednesday, 8 March 2023 to:

RETURN TO: **Scott's Refrigerated Logistics Pty Ltd atf the ScottsRL Unit Trust
(Administrators Appointed) (Receivers and Managers Appointed)**

care of McGrathNicol

Email (preferred): scottsgeneral@mcgrathnicol.com

Address: GPO Box 9986, Sydney NSW 2001

PROXY FORM

ScottsRL Pty Ltd (Administrators Appointed) (Receivers and Managers Appointed)

ACN 112 854 912

APPOINTMENT OF PROXY

I/We (if a firm, strike out "I" and set out the full name of the firm) _____ of

_____ (insert address)

a creditor of **ScottsRL Pty Ltd (Administrators Appointed) (Receivers and Managers Appointed)** appoint

_____ Lorraine Biviano, TWU. L9/ 447 Kent st , Sydney 2000 (insert name, address and description of the person appointed)

or in his or her absence

_____ Irene Moggan, TWU. L9/ 447 Kent st, Sydney 2000 (insert name, address and description of the person appointed)

as my/our (choose one):



general proxy



special proxy

to vote at the meeting of creditors to be held on Thursday, 9 March 2023 at 2:30 PM or at any adjournment of that meeting.

Resolution (only complete where appointing a special proxy)

For

Against

Abstain

Appointment of Committee of Inspection

- 1 That a Committee of Inspection be formed and the member of which are to be determined at the meeting.

Removal of Joint and Several Administrators

- 2 That in the event another Registered Liquidator(s) has consented to act, then to remove the existing Joint and Several Voluntary Administrators from office and to appoint the proposed nominee as Voluntary Administrator(s) of the Company instead.

DATED this _____ day of _____ 2023

Name _____

Signature _____

Select which of the below applies (choose one):

The creditor is a company and I am signing as a director of the company

The creditor is a partnership and I am signing as a partner of the partnership

The creditor is a company and I am signing as an authorised representative/duly constituted attorney of the company

I am signing in my personal capacity as a member or contributory of Scott's Refrigerated Logistics Holdings Pty Ltd (Administrators Appointed)

I am an individual and I am signing in my personal capacity (which includes employees)

Other: _____

The creditor is a sole trader and I am signing as the proprietor

Proxy forms should be completed and returned to/received by the Administrators by no later than 12:00PM (AEDT) on Wednesday, 8 March 2023 to:

RETURN TO: **ScottsRL Pty Ltd**
(Administrators Appointed) (Receivers and Managers Appointed)

care of McGrathNicol

Email (preferred): scottsgeneral@mcgrathnicol.com

Address: GPO Box 9986, Sydney NSW 2001

PROXY FORM

**Scott's Refrigerated Logistics (QLD) Pty Ltd
(Administrators Appointed) (Receivers and Managers Appointed)**

ACN 148 136 270

APPOINTMENT OF PROXY

I/We (if a firm, strike out "I" and set out the full name of the firm) _____ of

_____ (insert address)

a creditor of **Scott's Refrigerated Logistics (QLD) Pty Ltd (Administrators Appointed) (Receivers and Managers Appointed)** appoint

_____ Lorraine Biviano, TWU. L9/ 447 Kent st , Sydney 2000 (insert name, address and description of the person appointed)

or in his or her absence

_____ Irene Moggan, TWU. L9/ 447 Kent st, Sydney 2000 (insert name, address and description of the person appointed)

as my/our (choose one):



general proxy



special proxy

to vote at the meeting of creditors to be held on Thursday, 9 March 2023 at 2:30 PM or at any adjournment of that meeting.

Resolution (only complete where appointing a special proxy)

For

Against

Abstain

Appointment of Committee of Inspection

- 1 That a Committee of Inspection be formed and the member of which are to be determined at the meeting.

Removal of Joint and Several Administrators

- 2 That in the event another Registered Liquidator(s) has consented to act, then to remove the existing Joint and Several Voluntary Administrators from office and to appoint the proposed nominee as Voluntary Administrator(s) of the Company instead.

DATED this _____ day of _____ 2023

Name _____

Signature _____

Select which of the below applies (choose one):

The creditor is a company and I am signing as a director of the company

The creditor is a partnership and I am signing as a partner of the partnership

The creditor is a company and I am signing as an authorised representative/duly constituted attorney of the company

I am signing in my personal capacity as a member or contributory of Scott's Refrigerated Logistics Holdings Pty Ltd (Administrators Appointed)

I am an individual and I am signing in my personal capacity (which includes employees)

Other: _____

The creditor is a sole trader and I am signing as the proprietor

Proxy forms should be completed and returned to/ received by the Administrators by no later than 12:00PM (AEDT) on Wednesday, 8 March 2023 to:

RETURN TO: **Scott's Refrigerated Logistics (QLD) Pty Ltd
(Administrators Appointed) (Receivers and Managers Appointed)**

care of McGrathNicol

Email (preferred): scottsgeneral@mcgrathnicol.com

Address: GPO Box 9986, Sydney NSW 2001

PROXY FORM

**Scott's Refrigerated Freightways Pty Ltd
(Administrators Appointed) (Receivers and Managers Appointed)**

ACN 162 034 326

APPOINTMENT OF PROXY

I/We (if a firm, strike out "I" and set out the full name of the firm) _____ of

_____ (insert address)

a creditor of **Scott's Refrigerated Freightways Pty Ltd (Administrators Appointed) (Receivers and Managers Appointed)** appoint

Lorraine Biviano, TWU. L9/ 447 Kent st , Sydney 2000 (insert name, address and description of the person appointed)

or in his or her absence

Irene Moggan, TWU. L9/ 447 Kent st, Sydney 2000 (insert name, address and description of the person appointed)

as my/our (choose one):



general proxy



special proxy

to vote at the meeting of creditors to be held on Thursday, 9 March 2023 at 2:30 PM or at any adjournment of that meeting.

Resolution (only complete where appointing a special proxy)

For

Against

Abstain

Appointment of Committee of Inspection

- 1 That a Committee of Inspection be formed and the member of which are to be determined at the meeting.

Removal of Joint and Several Administrators

- 2 That in the event another Registered Liquidator(s) has consented to act, then to remove the existing Joint and Several Voluntary Administrators from office and to appoint the proposed nominee as Voluntary Administrator(s) of the Company instead.

DATED this _____ day of _____ 2023

Name _____

Signature _____

Select which of the below applies (choose one):

The creditor is a company and I am signing as a director of the company

The creditor is a partnership and I am signing as a partner of the partnership

The creditor is a company and I am signing as an authorised representative/duly constituted attorney of the company

I am signing in my personal capacity as a member or contributory of Scott's Refrigerated Logistics Holdings Pty Ltd (Administrators Appointed)

I am an individual and I am signing in my personal capacity (which includes employees)

Other: _____

The creditor is a sole trader and I am signing as the proprietor

Proxy forms should be completed and returned to/ received by the Administrators by no later than 12:00PM (AEDT) on Wednesday, 8 March 2023 to:

RETURN TO: **Scott's Refrigerated Freightways Pty Ltd**
(Administrators Appointed) (Receivers and Managers Appointed)

care of McGrathNicol

Email (preferred): scottsgeneral@mcgrathnicol.com

Address: GPO Box 9986, Sydney NSW 2001

PROXY FORM

**Scott's Refrigerated Logistics Holdings Pty Ltd
(Administrators Appointed) (Receivers and Managers Appointed)
ACN 639 265 642**

APPOINTMENT OF PROXY

I/We (if a firm, strike out "I" and set out the full name of the firm) _____ of
_____ (insert address)

a creditor of **Scott's Refrigerated Logistics Holdings Pty Ltd (Administrators Appointed) (Receivers and Managers Appointed)** appoint

Lorraine Biviano, TWU. L9/ 447 Kent st , Sydney 2000 (insert name, address and description of the person appointed)
or in his or her absence

Irene Moggan, TWU. L9/ 447 Kent st, Sydney 2000 (insert name, address and description of the person appointed)
as my/our (choose one):



general proxy



special proxy

to vote at the meeting of creditors to be held on Thursday, 9 March 2023 at 2:30 PM or at any adjournment of that meeting.

Resolution (only complete where appointing a special proxy)	For	Against	Abstain
Appointment of Committee of Inspection			
1 That a Committee of Inspection be formed and the member of which are to be determined at the meeting.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Removal of Joint and Several Administrators			
2 That in the event another Registered Liquidator(s) has consented to act, then to remove the existing Joint and Several Voluntary Administrators from office and to appoint the proposed nominee as Voluntary Administrator(s) of the Company instead.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

DATED this _____ day of _____ 2023

Name _____

Signature _____

Select which of the below applies (choose one):

The creditor is a company and I am signing as a director of the company

The creditor is a partnership and I am signing as a partner of the partnership

The creditor is a company and I am signing as an authorised representative/duly constituted attorney of the company

I am signing in my personal capacity as a member or contributory of Scott's Refrigerated Logistics Holdings Pty Ltd (Administrators Appointed)

I am an individual and I am signing in my personal capacity (which includes employees)

Other: _____

The creditor is a sole trader and I am signing as the proprietor

Proxy forms should be completed and returned to/ received by the Administrators by no later than 12:00PM (AEDT) on Wednesday, 8 March 2023 to:

RETURN TO: **Scott's Refrigerated Logistics Holdings Pty Ltd
(Administrators Appointed) (Receivers and Managers Appointed)**

care of McGrathNicol

Email (preferred): scottsgeneral@mcgrathnicol.com

Address: GPO Box 9986, Sydney NSW 2001

FORM 535

FORMAL PROOF OF DEBT OR CLAIM (GENERAL FORM)

Scott's Refrigerated Logistics Group
(Administrators Appointed)

ACN 639 266 336
"the Company"

To the Liquidator/Administrator of the Company

1. This is to state that the Company was on 27 February 2023 , and still is, justly and truly indebted to:
_____ (name of creditor)
of _____ (address of creditor)
for \$ **to be advised** and _____ cents (GST inclusive) GST amount _____

Date	Consideration (state how the Debt arose)	Amount \$ c	Remarks (include details of voucher substantiating payment)
		to be advised	

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 \$c	Due Date

3. Select which of the below applies (choose one):

- The creditor is a company and I am signing as a director of the company
- The creditor is a company and I am signing as an authorised representative/duly constituted attorney of the company
- I am an individual and I am signing in my personal capacity (which includes employees)
- The creditor is a sole trader and I am signing as the proprietor
- The creditor is a partnership and I am signing as a partner of the partnership
- I am signing in my personal capacity as a member or contributory of the Company
- Other: _____

4. If you are a related party, state your relationship N/A

5. Is this debt claimed on the basis of an assignment? Yes No
If so, what consideration was paid for the debt? _____

This debt was incurred for the consideration stated and the debt, to the best of my knowledge and belief, remains unpaid and unsatisfied.

Signature Dated

Name: _____

Address: _____

FORM 535

FORMAL PROOF OF DEBT OR CLAIM (GENERAL FORM)

Scott's Refrigerated Logistics Pty Ltd
(Administrators Appointed)

ACN 009 180 983

"the Company"

To the Liquidator/Administrator of the Company

1. This is to state that the Company was on 27 February 2023, and still is, justly and truly indebted to:
_____ (name of creditor)
of _____ (address of creditor)
for \$ to be advised and _____ cents (GST inclusive) GST amount _____

Date	Consideration (state how the Debt arose)	Amount \$ c	Remarks (include details of voucher substantiating payment)
		to be advised	

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 \$c	Due Date

3. Select which of the below applies (choose one):

- The creditor is a company and I am signing as a director of the company
- The creditor is a partnership and I am signing as a partner of the partnership
- The creditor is a company and I am signing as an authorised representative/duly constituted attorney of the company
- I am signing in my personal capacity as a member or contributory of the Company
- I am an individual and I am signing in my personal capacity (which includes employees)
- Other: _____
- The creditor is a sole trader and I am signing as the proprietor

4. If you are a related party, state your relationship N/A

5. Is this debt claimed on the basis of an assignment? Yes No

If so, what consideration was paid for the debt? _____

This debt was incurred for the consideration stated and the debt, to the best of my knowledge and belief, remains unpaid and unsatisfied.

Signature Dated

Name: _____

Address: _____

FORM 535
FORMAL PROOF OF DEBT OR CLAIM (GENERAL FORM)

ScottsRL Pty Ltd
(Administrators Appointed)
ACN 112 854 912
"the Company"

To the Liquidator/Administrator of the Company

1. This is to state that the Company was on 27 February 2023 , and still is, justly and truly indebted to:
_____ (name of creditor)
of _____ (address of creditor)
for \$ **to be advised** and _____ cents (GST inclusive) GST amount _____

Date	Consideration (state how the Debt arose)	Amount \$ c	Remarks (include details of voucher substantiating payment)
		to be advised	

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 \$c	Due Date

3. Select which of the below applies (choose one):

- The creditor is a company and I am signing as a director of the company
- The creditor is a company and I am signing as an authorised representative/duly constituted attorney of the company
- I am an individual and I am signing in my personal capacity (which includes employees)
- The creditor is a sole trader and I am signing as the proprietor
- The creditor is a partnership and I am signing as a partner of the partnership
- I am signing in my personal capacity as a member or contributory of the Company
- Other: _____

4. If you are a related party, state your relationship N/A

5. Is this debt claimed on the basis of an assignment? Yes No
If so, what consideration was paid for the debt? _____

This debt was incurred for the consideration stated and the debt, to the best of my knowledge and belief, remains unpaid and unsatisfied.

Signature Dated

Name: _____

Address: _____

FORM 535
FORMAL PROOF OF DEBT OR CLAIM (GENERAL FORM)

Scott's Refrigerated Logistics (QLD)
(Administrators Appointed)
ACN 148 136 270
"the Company"

To the Liquidator/Administrator of the Company

1. This is to state that the Company was on 27 February 2023 , and still is, justly and truly indebted to:
_____ (name of creditor)
of _____ (address of creditor)
for \$ **to be advised** and _____ cents (GST inclusive) GST amount _____

Date	Consideration (state how the Debt arose)	Amount \$ c	Remarks (include details of voucher substantiating payment)
		to be advised	

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 \$c	Due Date

3. Select which of the below applies (choose one):

- The creditor is a company and I am signing as a director of the company
- The creditor is a company and I am signing as an authorised representative/duly constituted attorney of the company
- I am an individual and I am signing in my personal capacity (which includes employees)
- The creditor is a sole trader and I am signing as the proprietor
- The creditor is a partnership and I am signing as a partner of the partnership
- I am signing in my personal capacity as a member or contributory of the Company
- Other: _____

4. If you are a related party, state your relationship N/A

5. Is this debt claimed on the basis of an assignment? Yes No
If so, what consideration was paid for the debt? _____

This debt was incurred for the consideration stated and the debt, to the best of my knowledge and belief, remains unpaid and unsatisfied.

Signature Dated

Name: _____

Address: _____

FORM 535

FORMAL PROOF OF DEBT OR CLAIM (GENERAL FORM)

Scott's Refrigerated Freightways Pty
(Administrators Appointed)
ACN 162 034 326
"the Company"

To the Liquidator/Administrator of the Company

1. This is to state that the Company was on 27 February 2023 , and still is, justly and truly indebted to:
_____ (name of creditor)
of _____ (address of creditor)
for \$ **to be advised** and _____ cents (GST inclusive) GST amount _____

Date	Consideration (state how the Debt arose)	Amount \$ c	Remarks (include details of voucher substantiating payment)
		to be advised	

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 \$c	Due Date

3. Select which of the below applies (choose one):

- The creditor is a company and I am signing as a director of the company
- The creditor is a partnership and I am signing as a partner of the partnership
- The creditor is a company and I am signing as an authorised representative/duly constituted attorney of the company
- I am signing in my personal capacity as a member or contributory of the Company
- I am an individual and I am signing in my personal capacity (which includes employees)
- Other: _____
- The creditor is a sole trader and I am signing as the proprietor

4. If you are a related party, state your relationship N/A _____

5. Is this debt claimed on the basis of an assignment? Yes No
If so, what consideration was paid for the debt? _____

This debt was incurred for the consideration stated and the debt, to the best of my knowledge and belief, remains unpaid and unsatisfied.

Signature Dated

Name: _____

Address: _____

FORM 535

FORMAL PROOF OF DEBT OR CLAIM (GENERAL FORM)

Scott's Refrigerated Logistics Holding
(Administrators Appointed)

ACN 639 265 642
"the Company"

To the Liquidator/Administrator of the Company

1. This is to state that the Company was on 27 February 2023 , and still is, justly and truly indebted to:
_____ (name of creditor)
of _____ (address of creditor)
for \$ **to be advised** and _____ cents (GST inclusive) GST amount _____

Date	Consideration (state how the Debt arose)	Amount \$ c	Remarks (include details of voucher substantiating payment)
		to be advised	

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 \$c	Due Date

3. Select which of the below applies (choose one):

- The creditor is a company and I am signing as a director of the company
- The creditor is a company and I am signing as an authorised representative/duly constituted attorney of the company
- I am an individual and I am signing in my personal capacity (which includes employees)
- The creditor is a sole trader and I am signing as the proprietor
- The creditor is a partnership and I am signing as a partner of the partnership
- I am signing in my personal capacity as a member or contributory of the Company
- Other: _____

4. If you are a related party, state your relationship N/A

5. Is this debt claimed on the basis of an assignment? Yes No
If so, what consideration was paid for the debt? _____

This debt was incurred for the consideration stated and the debt, to the best of my knowledge and belief, remains unpaid and unsatisfied.

Signature Dated

Name: _____

Address: _____

PROXY FORM

**Scott's Refrigerated Logistics Group Pty Ltd
(Administrators Appointed) (Receivers and Managers Appointed)**

ACN 639 266 336

APPOINTMENT OF PROXY

I/We (if a firm, strike out "I" and set out the full name of the firm) _____ of

_____ (insert address)

a creditor of **Scott's Refrigerated Logistics Group Pty Ltd (Administrators Appointed) (Receivers and Managers Appointed)** appoint

Lorraine Biviano, TWU. L9/ 447 Kent st , Sydney 2000 (insert name, address and description of the person appointed)

or in his or her absence

Irene Moggan, TWU. L9/ 447 Kent st, Sydney 2000 (insert name, address and description of the person appointed)

as my/our (choose one):



general proxy



special proxy

to vote at the meeting of creditors to be held on Thursday, 9 March 2023 at 2:30 PM or at any adjournment of that meeting.

Resolution (only complete where appointing a special proxy)		For	Against	Abstain
Appointment of Committee of Inspection				
1	That a Committee of Inspection be formed and the member of which are to be determined at the meeting.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Removal of Joint and Several Administrators				
2	That in the event another Registered Liquidator(s) has consented to act, then to remove the existing Joint and Several Voluntary Administrators from office and to appoint the proposed nominee as Voluntary Administrator(s) of the Company instead.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

DATED this _____ day of _____ 2023

Name _____

Signature _____

Select which of the below applies (choose one):

The creditor is a company and I am signing as a director of the company

The creditor is a partnership and I am signing as a partner of the partnership

The creditor is a company and I am signing as an authorised representative/duly constituted attorney of the company

I am signing in my personal capacity as a member or contributory of Scott's Refrigerated Logistics Holdings Pty Ltd (Administrators Appointed)

I am an individual and I am signing in my personal capacity (which includes employees)

Other: _____

The creditor is a sole trader and I am signing as the proprietor

Proxy forms should be completed and returned to/ received by the Administrators by no later than 12:00PM (AEDT) on Wednesday, 8 March 2023 to:

RETURN TO: **Scott's Refrigerated Logistics Group Pty Ltd
(Administrators Appointed) (Receivers and Managers Appointed)**

care of McGrathNicol

Email (preferred): scottsgeneral@mcgrathnicol.com

Address: GPO Box 9986, Sydney NSW 2001