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CREDITORS'
VOLUNTARY
LIQUIDATION

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The key stakeholders

The Australian Restructuring Insolvency & Turnaround Association (ARITA) Code of Professional Conduct (the Code) sets the conduct for insolvency professionals.

The Code outlines Key stakeholders in a Creditor's Voluntary Liquidation as follows:

- Shareholders/Contributories;
- Company Directors;
- Creditors (secured and unsecured);
- Liquidator;
- Employees;
- Court;
- Public; and
- Regulators.

Each has a role to play and must understand their responsibilities, obligations and the timing of required actions.

Appointment of a Liquidator

1. **Director's Meeting.** The Directors pass a resolution to convene a general meeting of Shareholders for the purpose of passing a special resolution that the

Company be wound up by Creditors' Voluntary Liquidation.

2. **Consent to Act.** Prior to the Shareholders' Meeting, Directors gain a Liquidator's Consent to Act.
3. **Shareholders' Meeting.** A Shareholders' Meeting is then called. At this meeting the Directors outline the financial position of the Company and ask Shareholders to pass the Resolution to wind up the Company and appoint the Liquidator who has consented to act.
4. **Creditor's Meeting.** A meeting of the Company's Creditors is convened within 11 days of the Shareholders' meeting. At this meeting the financial position of the Company is outlined and Creditors ratify the appointment of the Liquidator who has consented to act. Creditors must be given at least 7 days written notice of the meeting and be provided with a Summary of Affairs and a summary of all Creditors inclusive of amounts owed. In the event they are not agreeable, this provides Creditors with the ability to resolve to replace the Liquidator appointed by the Shareholders.

Commencement of Liquidation

The date the Liquidation is deemed to have commenced is the date Shareholders passed the Resolution to wind up the Company.

Once appointed, the Liquidator takes control of the Company's business, property and affairs. Once creditors have ratified the Liquidator's appointment, the Liquidator has

the power to dispose of all or part of the business as appropriate.

What happens upon Appointment?

Effects on Creditors

Once a Company is placed in Liquidation, unsecured Creditors cannot continue recovery action against the Company unless they obtain the leave of the Court.

Their rights are restricted to proving their claim to the Liquidator and receiving a pro-rata distribution of the Company's realised assets in due course.

Liquidation does not, however, limit the rights of Creditors to pursue Guarantors of the Company's debts or interfere with any rights secured Creditors have against the Company.

Effects on Directors and Officers

Once a Company is placed in Liquidation, the Directors and Officers lose all of their rights of management to the Liquidator. They are also required to provide information regarding the Company's financial position and to give reasonable assistance to the Liquidator in undertaking his/her duties as outlined in the following key deliverables section.

It is important to reiterate that once a Company is placed in Liquidation, Directors' personal guarantees remain enforceable.

Effects on Company

Liquidation brings to an end the normal operations of the Company. It can only continue to trade so far as it is necessary for the beneficial disposal or winding up of the business and its assets.

The aim upon Liquidation is to effectively convert the Company's assets into a pool of funds from which Creditors' claims can be met.

Key Deliverables in a Creditors' Voluntary Liquidation

1. Secure and insure

The Liquidator is to quickly and effectively secure control of all assets and ensure adequate protective insurance is in place. This is important to ensure all available assets can be realised to create a pool of funds for distribution to appropriate Creditors.

2. Committee of Inspection

In large Liquidations, it is often the practice to form a Committee of Inspection. Whilst not required by law, the committee can be helpful through their advice and assistance to the Liquidator throughout the winding up process. The Committee could be involved in the approval of the Liquidator's remuneration, authorisation for the Liquidator to enter into long term arrangements over three months, or the compromising of debts due to the Company greater than \$100,000.

The Committee would generally be elected at the first meeting of Creditors and whilst there is no limit on the number of Committee members, it would generally include between three to five members.

3. Realisation of physical assets (e.g. plant, equipment, land)

The realisation of the secured physical assets is instrumental in creating a potential pool of funds from which appropriate Creditors are paid. The methodology of realisation utilised will depend upon the nature of the assets and the appropriate way in which to promote their sale. Readily available and generally used products may be auctioned, whilst specific industry assets may be realised via a tender process. In all instances a Liquidator will formulate a strategy that will maximise the return to Creditors. If a Committee of Inspection has been appointed, the Liquidator may forward a proposal for review by the Committee.

4. Realisation of liquid assets

The very nature of liquid assets (i.e. debtors, stock, trademarks, etc.) means that the approach for realisation will potentially vary from those employed for selling physical assets. However, the objective remains the same: to maximise the value for distribution to Creditors.

5. Investigation and reporting

The Corporations Act requires Liquidators to investigate and report on any instances of the following:

- **Insolvent Trading.** If proven, Directors can be personally pursued for financial compensation to Creditors for debts incurred during the time of the insolvent trading.
- **Preferential payments.** Payments made to Creditors at a time when the Company was insolvent will be

reviewed. As a consequence, the Company may have provided a Creditor with a preference over other Creditors of the company. That payment may be “clawed back” from the Creditor by the Liquidator.

- **Uncommercial transactions.** Transactions that a reasonable person would not have entered into because the transaction was either detrimental to the Company or provided the other party with a benefit that would not normally be realised.
- **Related party transactions.** Transactions that are to the detriment of the Company and entered into by persons or entities related to the Officers or Shareholders of the Company.

The Liquidator is obliged to prepare and lodge a report pursuant to section 533 of the Corporations Act if unsecured Creditors of the Company will receive a dividend of less than 50 cents in the dollar, or if there have been breaches of the Corporations Act by the Company’s Officers and/or related parties, including the transactions noted above.

The Liquidator may lodge further reports specifying any other matters that he/she thinks appropriate to the Commission. The Liquidator’s statements are protected by a limited privilege in proceedings for defamation.

6. Receipts and Payments Statement

Where a Liquidation takes longer than six months, the Liquidator is required at six monthly intervals to provide a Receipts and Payments Statement to ASIC. This report/statement provides a snapshot of the Liquidation and covers areas such as an update of asset realisation, outstanding fees, etc.

7. Proofs of Debt

A Proof of Debt is a document completed by the Creditors to formalise their claims made to the Liquidator who will then assess them. The Liquidator may call for additional evidence in making an assessment to accept or reject the claim. Aggrieved Creditors whose claims have been rejected by the Liquidator can make an application to the Court for a review of the assessment.

An accepted claim joins the pool of Creditor claims to which pro-rata payments are made from the assets of the Company.

8. Dividend payments

Whilst the basic tenet of Liquidation is that all Creditors share equally in the assets of the Company via pro-rata payments, the Corporations Act sets out groups who are given a priority. These include the fees and disbursements of the Liquidator and/or any prior costs of a Voluntary Administration, costs of protecting and preserving the assets of the Company, Employees Entitlements including wages, compulsory superannuation contributions, annual leave, long service leave and petitioning creditors costs.

After priority costs have been met, the balance of funds are distributed to Creditors via dividends.

9. Annual Meeting

In instances where a Company Liquidation takes longer than 12 months, a Liquidator may have to facilitate an Annual Meeting.

10. Final Meeting

Once the Liquidator has finalised the realisation of the Company's assets, made distributions in accordance with the priorities provided by the Corporations Act and has discharged his/her reporting obligations to ASIC and Creditors, a final combined meeting of Creditors and Shareholders may be held to finalise the winding up of the Company.

If a final meeting is held, a public notice will appear in the ASIC Insolvency notices website and, at this meeting, the Liquidator presents a final account of the winding up.

Meetings

Meetings are an important part of the Liquidation process. The Liquidator is required to hold a meeting where the Creditors requesting the meeting, represent not less than 10% in value of all Creditors or at any time the Liquidator deems fit. Meetings are conducted in accordance with the regulations of the Corporations Act, which detail the steps and processes to be undertaken.

The Liquidator is likely to call a meeting to:

- Report on matters of substance;
- Seek Creditors' agreement to a course that the Liquidator proposes to undertake;
- Obtain funding or approval of remuneration (if there is no committee);
- Seek information;
- Obtain authority to enter into long term agreements; and
- Compromise a debt due to the Company exceeding \$100,000.

These tables are best used in conjunction with the available "Checklist for Books and Records" that lists in detail all items required.

Timeline for records of the Company to be made available

The Creditors' Voluntary Liquidation process is governed by the Corporations Act.

In order for a Liquidator to meet obligations, certain tasks must be completed by certain dates. The following tables outline what information is required from the Company Directors to ensure the obligations are met.

PRE-APPOINTMENT DATE		
Type of Record	Item Code In Checklist	Purpose
Reports as to Affairs Summary of Affairs <i>(As requested by the Corporations Act)</i>		The Director(s) must complete and provide these reports detailing the financial position of the Company as at the Date of Appointment of the Liquidator.
Creditors (Details of securities and guarantees)	2.1, 2.2 & 5.1	A list of Creditors, including names and amounts outstanding, must be included in Creditors Notice of Meeting.

UPON APPOINTMENT DATE (I.E. DAY1)		
Type of Record	Item Code In Checklist	Purpose
Bank account Info Account numbers and contact details of branch where account is held	1.2, 1.2 & 1.3	As set down by the Corporations Act, only the Liquidator is able to deal with the Company's property. In this regard the Liquidator will freeze the Company's bank account(s) to ensure that no debits are processed from the account.
Eftpos Eftpos facility details and direct debit details	1.8 & 1.9	If there is no reason for the business to continue to trade, Eftpos facilities will need to be redirected and the Liquidator will need to stop direct debits.
Assets List of all assets including land and buildings, motor vehicles, stock, WIP, etc.	10.1, 10.03, 10.4, 11.1, 11.2, 13.2, 17.1 & 17.4	To secure the assets of the Company and arrange for insurance cover.
Security Interests Details of charges registered on the Personal Properties Securities Register (PPSR) Copies of lease/hire purchase agreements Copies of Purchase Monies Security Interests (PMSI) including supplier charges over stock	14.1 & 14.2 17.3, 17.4 and 17.5	To contact lessors and obtain details. The Liquidator can disclaim onerous lease agreements, if necessary. Suppliers of stock with PMSI claims will need to provide details of their claims. Stock may be returned to suppliers depending on the review of the PMSI and stock available to meet the security interests.

WITHIN 14 DAYS OF APPOINTMENT DATE		
Type of Record	Item Code In Checklist	Purpose
Financial Statements	3.1 to 3.5	The Liquidator will require these to fully investigate the financial affairs of a Company.
All books and records	As per Checklist	The Liquidator must investigate the financial position of the Company and prepare a detailed report for Creditors (potentially ASIC).

Disclaimer: The information presented in this brochure is a broad outline of the Creditors' Voluntary Liquidation provisions of the Corporations Act. As is the case with all such matters any interested parties should rely upon the formal advice of their Solicitor.



OUR EXPERIENCE
TELLS US THERE IS
ALWAYS A
SOLUTION. ALLOW
US TO HELP YOU
FIND YOURS AND
START BUILDING
YOUR FUTURE.
TOGETHER.

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