

SUPREME COURT OF QUEENSLAND

REGISTRY: BRISBANE  
NUMBER: BS 10478 OF 2011

IN THE MATTER OF EQUITITRUST LIMITED ACN 061 383 944

First Applicant: **EQUITITRUST LIMITED ACN 061 383 944**

AND

Second Applicant: **BLAIR ALEXANDER PLEASH AND RICHARD ALBARRAN IN THEIR CAPACITY AS LIQUIDATORS OF EQUITITRUST LIMITED (IN LIQUIDATION) (RECEIVERS AND MANAGERS APPOINTED) (RECEIVER APPOINTED) ACN 061 383 944**

AND

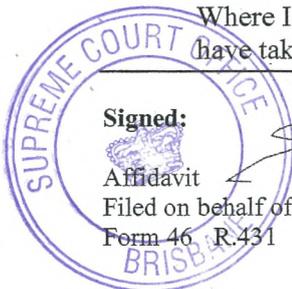
Respondents: **THE MEMBERS OF THE EQUITITRUST INCOME FUND ARSN 089 079 854 AND THE MEMBERS OF THE EQUITITRUST PRIORITY CLASS INCOME FUND ARSN 089 079 729**

**AFFIDAVIT OF DAVID WHYTE – FEES AND REMUNERATION**

**SWORN ON 5 JUNE 2023**

I, **DAVID WHYTE** of Level 10, 12 Creek Street, Brisbane in the State of Queensland, Registered Liquidator, say on oath:

1. I am a Registered Liquidator and a Consultant of the firm BDO. I am an affiliate member of the Chartered Accountants Australia and New Zealand.
2. By Orders of this Honourable Court made on 21 November 2011 and 23 November 2011 (the **Orders**) I was appointed:
  - (a) pursuant to sections 1101B(1) and 601NF(2) of the *Corporations Act 2001* (Cth) (the **Act**) as the receiver of the property of the Equititrust Income Fund ARSN 089 079 854 (the **EIF**) and the property of the Equititrust Priority Class Income Fund ARSN 089 079 729 (the **EPCIF**) (collectively, the **Funds**); and
  - (b) pursuant to section 601NF(1) of the Act, to take responsibility for ensuring that the Funds are wound up in accordance with the Funds' respective constitutions.
3. The Orders are documents numbered 37 and 39 on the Court file and the Reasons for Judgment of Justice Applegarth is document number 42 on the Court file.
4. I make this affidavit from my own knowledge and from reviewing the non-privileged books and records of the Funds and from the non-privileged files held by me in relation to, *inter alia*, the receivership of the EIF. Nothing in this Affidavit is intended to, or does, waive any privilege. Where I refer to document numbers on the Court File or the dates that documents were filed I have taken this information from a copy of the e-courts list on the Supreme Court's website for



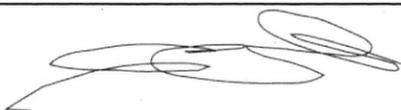
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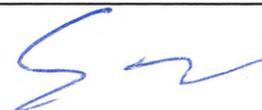
this proceeding.

5. I refer to my affidavit filed on 13 August 2021 (being document 232 on the Court File) (**First Whyte Affidavit**). The First Whyte Affidavit was sworn in support of an application for the approval of my remuneration for acting as the receiver of the property of the EIF, and as the person responsible for ensuring that the EIF is wound up in accordance with its constitution, for the period 1 May 2020 to 30 June 2021 (being document 228 on the Court File) (**Application filed 13 August 2021**). The application for which I swore the First Whyte Affidavit has not been heard by the Court given the circumstances set out in my other Affidavits filed in relation to the Amended Application discussed below.
6. The Application filed 13 August 2021 has now been amended, and I seek the approval of my remuneration for acting as the receiver of the property of the EIF, and as the person responsible for ensuring that the EIF is wound up in accordance with its constitution, for the periods 1 May 2020 to 30 June 2021, from 1 July 2021 to 30 April 2023 and for the balance of the receivership.
7. This is my eleventh application for approval of my remuneration for acting as the receiver of the property of the EIF and as the person responsible for ensuring the EIF is wound up in accordance with its constitution.
8. In this my eleventh application, I seek orders fixing my remuneration:
  - (a) for the period 1 May 2020 to 30 June 2021 in the amount of \$211,274.25 (inclusive of GST) (approximately \$15,091.02 per month); and
  - (b) for the period 1 July 2021 to 30 April 2023 in the amount of \$344,529.35 (inclusive of GST) (approximately \$15,660.43 per month);
  - (c) for the period from 1 May 2023 to the end of the receivership in the amount of \$220,000.00 (inclusive of GST).
9. In support of this amended application, I have:
  - (a) in the First Whyte Affidavit, set out the background to my appointment, as well as details of the tasks that I have undertaken, both in the course of the receivership and as the person responsible for ensuring that the EIF is wound up in accordance with its constitution) for the period 1 May 2020 to 30 June 2021, and an explanation as to why those tasks were necessary; and
  - (b) in this affidavit, set out the details of the tasks that I have undertaken, both in the course of the receivership and as the person responsible for ensuring that the EIF is wound up in accordance with its constitution for the period 1 July 2021 to 30 April 2023, and an explanation as to why those tasks were necessary. This affidavit also confirms or updates, where necessary, various statements that I made in the First Whyte Affidavit. For the purposes of this affidavit, the "**Relevant Period**" is defined as 1 July 2021 to 30 April 2023; and
  - (c) in this affidavit, updated and set out details to finalise the receivership together with the estimate of my remuneration to the end of the receivership capped at an amount.
10. Throughout this affidavit, where I refer to "my role", I am referring to my role as receiver of the property of the EIF and as the person appointed under section 601NF(1) of the Act as the person responsible for ensuring the EIF is wound up in accordance with its constitution. As set out above, nothing in this Affidavit is intended to, or does, waive any privilege.

Deponent:



Witness:



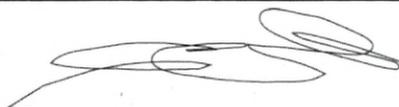
**Schedule of work performed during the Relevant Period**

11. In my role during the Relevant Period my staff and I undertook tasks which broadly fall within the following four categories:
- (a) Assets;
  - (b) Administration;
  - (c) Creditors; and
  - (d) Trade On.
12. Particulars of the work my staff and I performed during the Relevant Period are summarised in the Schedule, which is now produced and shown to me and marked "DW-1".
13. The Schedule records:
- (a) a description of each task undertaken under each of the above categories;
  - (b) the name and position of the person who performed the task;
  - (c) the date the task was undertaken;
  - (d) the length of time the task took; and
  - (e) the amount charged in regard to the task.
14. I have reviewed the Schedule on a line-by-line basis. From my knowledge of the work carried out in relation to the winding up and my supervision of the tasks undertaken by my staff, I am satisfied that the time recorded in the Schedule for each of the tasks is commensurate with what was required to be undertaken and that the records are accurate.
15. My staff and I record time on a daily basis. We enter our time in six-minute units, and we enter the details of the time spent and the description of the tasks undertaken in an electronic system. My staff and I review these time entries on a periodic basis.

**BDO's charge out rates**

16. Now produced and shown to me and marked "DW-2" are true and correct copies of the hourly charge out rates applicable during the Relevant Period in respect of work undertaken by BDO Business Restructuring Pty Ltd effective from 1 January 2021, 1 January 2022 and 1 July 2022 and BDO Audit effective from 1 January 2021, 1 January 2022 and 1 January 2023.
17. The Partners of BDO Business Restructuring Pty Ltd are members of ARITA, and follow the ARITA Code of Professional Practice for Insolvency Practitioners (the **Code**). In particular, I have followed the Code in this receivership.
18. The fourth edition of the Code was in force during the Relevant Period, having commenced on 1 January 2020.
19. A Number of Practice Statements form part of the Code.
20. Now produced and shown to me and marked "DW-3" are true and correct copies of the following Practice Statements that were in operation during the Relevant Period:
- (a) Practice Statement 5 (version 2) ("Remuneration Reporting"); and

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(b) Practice Statement 8 ("Remuneration").

21. As to the hourly charge out rates for BDO, I can say from my own knowledge and experience that these rates are commensurate with what are charged by other insolvency practitioners and accountants and indeed are less than a number of our competitors' rates.

**Utilisation of staff**

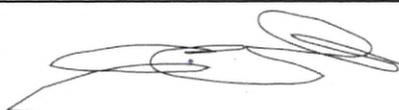
22. In order to ensure efficiency of cost, time and resources, where possible during the course of the receivership I have delegated tasks to employees of BDO in order to ensure compliance with statutory obligations and for accounting and reporting purposes.
23. I have supervised all the work carried out under delegation, to the extent required by each task. Due to the complexity of some of the issues involved in the winding up process, I have had to be directly involved in a number of the tasks.

**Background to the receivership**

24. In order to further assist the Court, I set out in this affidavit an explanation as to why the tasks detailed in the Schedule were undertaken and why in my view these tasks were necessary for the proper administration of the receivership of the EIF. Where I have considered it appropriate, I have also deposed by way of background to the complexities that have arisen during the course of the receivership of the EIF, and in my role as appointee under section 601NF(1) of the Act.
25. For example, some of the main factors that have added to the complexity of the receivership during the Relevant Period include:
- (a) the fact there are approximately 1,600 members in the EIF, and the need to communicate with such a large number of members;
  - (b) preparing the material in support of an "equalisation payment" to be paid to eligible members in the EIF, as detailed further below;
  - (c) seeking to finalise a number of applications brought by the liquidators for remuneration and indemnity against the assets of the EIF, summarised as follows:
    - (i) the Application filed in this proceeding on 25 October 2012, as amended on 14 February 2018;
    - (ii) the Application filed in this proceeding on 28 September 2021, as amended in December 2021;
    - (iii) the Points of Claim filed in this proceeding on 22 October 2021, as amended in December 2021; and
    - (iv) the Application for separate question filed on 16 December 2021;

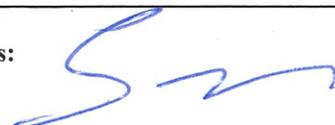
(collectively referred to as "the **Liquidators' Applications**").
  - (d) negotiating a settlement with the liquidators of the EIF in respect of the Liquidators' Applications, and dealing with and finalising the Liquidators' Applications; and
  - (e) preparing the material in support of orders finalising the receivership of the EIF.
26. The tasks undertaken in respect of each category referred to in paragraph 25 above are discussed in further detail below.

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**Assets**

27. The Liquidators' Applications were ultimately resolved by Orders of this Honourable Court made on 20 March 2023.
28. During the Relevant Period, as described in more detail below, my staff and I have continued to undertake tasks primarily in respect of dealing with and finalising the Liquidators' Applications.
29. Further details as to the steps my staff and I undertook during the Relevant Period, and the reasons we undertook this work, are set out below.

*Court proceedings finalised during the Relevant Period*

30. During the Relevant Period there was one proceeding on foot, being a claim against certain officers of EL. That proceeding has now been discontinued. In regard to this proceeding, during the Relevant Period I and my staff have undertaken the following tasks:
  - (a) Liaising with my solicitors regarding the proceedings and generally the proposed discontinuance; and
  - (b) Instructing my solicitors to effect the discontinuance of the proceeding.

**Administration**

31. In my role, during the Relevant Period, my staff and I undertook various tasks that can be described as falling within the category "Administration" and were recorded within this category.
32. The remuneration claimed under this category for the Relevant Period includes work my staff and I undertook that was necessary for the proper and efficient administration of the receivership, to ensure that proper accounts and records were maintained and to effect the finalisation of the receivership.
33. The main tasks my staff and I undertook in the Relevant Period are set out further below.

*Maintaining and updating records relevant to the receivership*

34. In the Relevant Period my staff continued to maintain and input data to the MYOB records for the EIF, in order to apply receipts and payments for ASIC reporting purposes.
35. Further, in the Relevant Period, my staff and I also continued to maintain and update the EIF's financial accounts in order to keep those financial records current, with a view to producing the final accounts required to be audited on completion of the receivership (please see further below).
36. In the Relevant Period, my staff and I were also responsible for:
  - (a) reviewing and reconciling invoices;
  - (b) updating cashbook entries; and
  - (c) reconciling the bank accounts.
37. For the purposes of this eleventh application, my staff and I were required to undertake tasks including collation of time narrations to be exhibited to this my affidavit in support of my eleventh application. I was also required to liaise with and provide instructions to my solicitors in respect of the application; in particular, in relation to the preparation of my supporting affidavit.

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*ASIC*

38. During the course of the receivership and as appointee pursuant to section 601NF (1) of the Act, in the Relevant Period I was required to consider and ensure adherence to ASIC requirements. This included undertaking the following tasks:
- (a) preparing the receipts and payment annexures for the statutory forms;
  - (b) preparing and reviewing statutory forms for lodgement with ASIC;
  - (c) lodging statutory forms with ASIC on an on-going basis; and
  - (d) liaising with ASIC in respect of statutory lodgements.

*Payments*

39. My staff and I attended to requests for payments in the course of the administration of the receivership in the Relevant Period.
40. In my role, during the Relevant Period, my staff and I were required to consider, approve and process payments in respect of a multiplicity of matters involved with the receivership, including:
- (a) consultancy fees;
  - (b) legal fees;
  - (c) supplier costs; and
  - (d) other sundry costs.
41. These tasks are, in my view, necessary for the proper and orderly conduct of the receivership.

*Job management*

42. In the Relevant Period, my staff and I conducted internal meetings and discussions in order to discuss:
- (a) the progression of the job;
  - (b) efficient job administration and management;
  - (c) the appropriate response to investor communications; and
  - (d) other general day-to-day management.
43. Again, I consider that such tasks are necessary for the proper administration of the receivership.

*Investor relations and communications*

44. In my opinion, in the Relevant Period it was appropriate for me to continue to advise members about what was currently occurring in relation to the winding up of the EIF.
45. In the Relevant Period my staff and I attended to answering investor enquiries, and issuing communications to members to keep members updated as to the status of the receivership, including the expected return to members.
46. During the Relevant Period, my staff and I also continued to:

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- (a) maintain and update member records with updated details as advised by members;
  - (b) correspond with members (and/or their solicitors or representatives) regarding the changes to their details, as required;
  - (c) scan and save such correspondence to the member database; and
  - (d) maintain and update the member database as necessary.
47. During the Relevant Period my staff and I also liaised with the beneficiaries and/or trustees of deceased members' estates. Where appropriate we liaised with the beneficiaries and/or trustees to effect a transfer of the unitholding at the request of the investor's estate. My staff and I were required to undertake tasks including considering the request for a transfer of units, reviewing the documentation provided in support of such request, and processing such transfers.
48. For the purposes of the member communications, including my reports and letters to the members, my staff and I were required to:
- (a) collate all relevant material for these reports, including "work in progress", remuneration reports and a summary of receipts and payments;
  - (b) compile the reports; and
  - (c) attend to the issue of these reports to each member.
49. I consider that these tasks were necessary to keep members of the EIF properly informed as to the progress of the receivership and the winding up of the EIF.
50. Work undertaken in relation to communications with members may be recorded in more than one category, that is, under Creditors or Administration. However, time for carrying out each task is only recorded once.

*General*

51. In addition to the specific matters listed above, my staff and I also continued to perform the following tasks in the Relevant Period:
- (a) liaising with the EIF's IT consultant;
  - (b) reviewing and attending to correspondence as required;
  - (c) maintaining an appropriate filing system and filing correspondence; and
  - (d) corresponding with the NAB regarding the expiry and renewal of term deposit accounts.
52. I consider that each of these tasks was necessary for the proper administration of the receivership.

**Creditors**

53. In my role, my staff and I have undertaken various tasks that can be described as falling within the category "Creditors". In the Relevant Period, I:
- (a) considered, approved and corresponded with my solicitors regarding payment of legal fees;
  - (b) processed payments for legal fees, disbursements and scheme expenses;

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- (c) corresponded with the Liquidators regarding the Liquidators' Applications;
- (d) instructed my solicitors to correspond with the Liquidators' solicitors regarding the settlement of the Liquidators' Applications;
- (e) instructed my solicitors to file and prepare material in respect to dealing with and finalising the Liquidators' Applications; and
- (f) finalised claims of creditors of EL for indemnity from the assets of the EIF under the proof of debt process put in place by the Order made by his Honour Justice Boddice (court document 215) (the **2 April 2019 Order**). I discuss this further below.

54. In addition to the above tasks, in the following paragraphs I depose to specific steps my staff and I undertook in the Relevant Period with respect to these matters.

*Communications with members of the EIF*

55. In my opinion, in the Relevant Period it was appropriate for me to continue to advise members about what was currently occurring in relation to the winding up of the EIF.
56. As stated above, during the course of the receivership and in the Relevant Period my staff and I attended to answering member enquiries and issuing communications to members to keep members updated as to the status of the receivership, the status of the Liquidators' Applications and the expected return to members.
57. In addition, between the date of my appointment and 30 April 2023, I published thirty-seven reports to members on the EL website and the EIF website, updating members regarding the ongoing winding up of the EIF.
58. On 18 July 2022, I published my thirty-seventh report to members on the EL website and the EIF website updating them as to the ongoing winding up of the EIF (the **Thirty-Seventh Report**). Now produced and shown to me and marked "**DW-4**" is a true and correct copy of the Thirty-Seventh Report to members. The matters stated in that report are, to my knowledge, true.
59. During the Relevant Period my staff and I were required to undertake tasks for the purposes of reporting to members, including for the thirty-seventh report:
- (a) drafting and reviewing the report to members;
  - (b) preparing a summary of receipts and payments;
  - (c) reconciling the cash at bank and the EIF account balances;
  - (d) preparing a table summarising my remuneration; and
  - (e) considering and calculating updated estimated return to members.
60. In addition to the reports to members set out above, my staff and I were also contacted by telephone, email and post by members and their advisors. This contact required responses regarding:
- (a) the status of the receivership and the winding up of the EIF;
  - (b) updating contact details;
  - (c) confirming unit balances and distributions paid;

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Witness:



- (d) the transfer of units and the documentation required to effect same;
  - (e) one query regarding the equalisation payment; and
  - (f) queries arising from the reports to members regarding the receivership.
61. As stated above, during the Relevant Period my staff and I also liaised with the beneficiaries and/or trustees of deceased members' estates in respect of the member's unitholding in the EIF. Where appropriate we liaised with the beneficiaries and/or trustees to effect a transfer of the unitholding at the request of the member's estate. My staff and I were required to undertake tasks including considering the request for a transfer of units, reviewing the documentation provided in support of such requests, seeking further documentation where required and processing such transfers.
62. In the Relevant Period my staff and I were also required to correspond with members and scan and save such correspondence to the members database, as well as maintain and update the member database as necessary, which included:
- (a) processing updates of member addresses, emails, phone numbers and bank account details as requested;
  - (b) transferring units as requested or as directed by executors of deceased estates; and
  - (c) generating unit holding statements to attend to members' unit balance enquiries.
63. As stated in paragraph 50 above, work undertaken in relation to communications with members may be recorded in more than one category, that is, under Creditors or Administration. However, time for carrying out each task is only recorded once.

*Equalisation Payment*

64. The equalisation payment is explained in paragraphs 47 to 101 of my affidavit – equalisation payment and finalisation of the EIF dated 13 August 2021 and in the affidavit of Linda Rickard dated 24 June 2021, filed with the Application filed 13 August 2021.
65. During the Relevant Period my staff and I were required to undertake tasks to determine the equalisation payment across approximately 2,774 to 2,825 separate member accounts, including:
- (a) liaising with our IT consultant in relation to the equalisation payment methodology;
  - (b) reviewing equalisation payment calculations and member database records;
  - (c) analysing equalisation payment calculations and the process of preparing the spreadsheet for same;
  - (d) refining equalisation payment calculations;
  - (e) preparing explanatory notes for the purposes of the intended court application for directions regarding the equalisation payment;
  - (f) liaising with and providing detailed instructions to my solicitors for the purposes of preparing the intended court application for directions regarding the equalisation payment;
  - (g) updating the relevant database;
  - (h) reviewing the equalisation spreadsheet;

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- (i) updating the equalisation payment spreadsheet to reflect the current unit holdings from transfer of units to new parties since 30 April 2020; and
  - (j) providing a response to queries in regard to the equalisation payment.
66. Work undertaken in relation to the equalisation payment may have been recorded in more than one category, that is, under Creditors and/or Investigations. However, time for carrying out the task is only recorded once.

*Proof of Debt Process*

67. The Proof of Debt Process under the 2 April 2019 Order is described at paragraphs 9 to 15 of my affidavit – finalising liabilities of the EIF sworn 13 August 2021.
68. As the Proof of Debt Process was finalised before the Relevant Period, my staff and I have not performed work in regard to the Proof of Debt Process during the Relevant Period.

*The Liquidators' Indemnity Claim*

69. The Liquidators' Indemnity Claim is discussed in paragraphs 22 to 70 of my affidavit – finalising liabilities of the EIF dated 13 August 2021.
70. During the Relevant Period, my staff and I were required to undertake tasks in respect of the Liquidators' Indemnity Claim, including:
- (a) instructing my solicitors in respect of further correspondence sent to the Liquidators regarding the Liquidators' Indemnity Claim;
  - (b) instructing my solicitors regarding correspondence received from and sent to the Liquidators' solicitors regarding the Liquidators' Indemnity Claim;
  - (c) considering the response from the Liquidators in respect of correspondence sent to them regarding the Liquidators' Indemnity Claim;
  - (d) instructing solicitors and Counsel regarding the Application as it relates to the Liquidators' Indemnity Claim;
  - (e) Meeting with one of the EL liquidators regarding the claim;
  - (f) Negotiations relating to a settlement of the claims; and
  - (g) Reviewing material and swearing affidavits in respect to finalising the Liquidators' Applications.
71. All of the tasks set out above, were, in my view, necessary in order to properly consider the claim for indemnity by the Liquidators and were for the benefit of members of the EIF.

**Trade On**

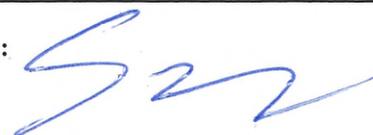
72. The remuneration claimed in this application includes work my staff and I undertook in respect of the administration of the receivership and in my role overseeing the winding up of the EIF, which I would describe as "trade-on".
73. Generally, this "trade-on" work relates to work for the Relevant Period which is incidental to the receivership and the specific matters discussed within this affidavit, and includes:
- (a) considering and approving expenses of the EIF;

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- (b) preparing receipts and payments to accompany the lodgement of ASIC statutory forms;
  - (c) reviewing Business Activity Statements;
  - (d) reviewing and considering MYOB entries and cashbook entries;
  - (e) reconciling MYOB accounts;
  - (f) updating and reconciling receipts and payments;
  - (g) updating the EIF records with details of receipts and payments;
  - (h) reviewing and considering accounts payable; and
  - (i) reviewing and approving payment of legal expenses and consultants' expenses.
74. Work undertaken in relation to "trade on" may be recorded in more than one category. For example, work undertaken in relation to attending to payments of expenses of the EIF may be recorded in this category, or in Administration and/or Creditors. However, the work undertaken is only recorded once.
75. All of the tasks set out above, were, in my view, necessary for the proper administration and finalisation of the receivership.

#### **Investigation**

76. During the course of the receivership, and in my role, my staff and I have undertaken various tasks that can be described as falling within the category "Investigation".
77. I did not undertake any work under this category during the Relevant Period and accordingly do not make any claim for remuneration in regard to this category.

#### **Write-offs**

78. As stated at paragraph 15 above, my staff and I review time entries on a periodic basis. As a result of my review, in the Relevant Period, I have written off work in the amount of \$3,273.00 exclusive of GST.
79. This written-off time relates largely to additional administrative work my staff were required to undertake, and also includes work undertaken by my staff which I decided, in my role, was not appropriate to be included in this claim for remuneration.

#### **Receipts and payments**

80. Exhibit "DW-5" is a true and correct copy of a receipts and payments schedule for the period of my appointment to 30 April 2023.

#### **Remuneration claimed as a percentage of realisations**

81. The receipts and payments included at exhibit "DW-5" record that from the date of my appointment on 21 November 2011 to 30 April 2023, the EIF has received receipts totalling \$78,804,855.76.
82. In relation to each of my applications fixing my remuneration and this application, on a percentage of realisations basis, the amount fixed or claimed comprises:

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Witness:



- (a) in respect of my first application for the period 22 November 2011 to 31 August 2012, in which my remuneration was fixed in the amount of \$837,103.85 (inclusive of GST) – 1.06% of the total receipts for the entire receivership;
  - (b) in respect of my second application for the period 1 September 2012 to 30 April 2013, in which my remuneration was fixed in the amount of \$842,843.10 (inclusive of GST) – 1.07% of the total receipts for the entire receivership;
  - (c) in respect of my third application for the period 1 May 2013 to 31 October 2013, in which my remuneration was fixed in the amount of \$667,795.70 (inclusive of GST) – 0.85% of the total receipts for the entire receivership;
  - (d) in respect of my fourth application for the period 1 November 2013 to 30 April 2014 in which my remuneration was fixed in the amount of \$503,435.35 (inclusive of GST) – 0.64% of the total receipts for the entire receivership;
  - (e) in respect of my fifth application for the period 1 May 2014 to 31 January 2015 in which my remuneration was fixed in the amount of \$573,226.50 (inclusive of GST) - 0.73% of the total receipts for the entire receivership;
  - (f) in respect of my sixth application for the period 1 February 2015 to 30 September 2015 in which my remuneration was fixed in the amount of \$356,952.20 (inclusive of GST) - 0.45% of the total receipts for the entire receivership;
  - (g) in respect of my seventh application, for the period 1 October 2015 to 31 October 2016 in which my remuneration was fixed in the amount of \$329,503.35 (inclusive of GST) - 0.42% of the total receipts for the entire receivership;
  - (h) in respect of my eighth application, for the period 1 November 2016 to 31 October 2017, in which my remuneration was fixed in the amount of \$318,561.65 (inclusive of GST) – 0.40% of the total receipts for the entire receivership;
  - (i) in respect of my ninth application, for the period 1 November 2017 to 31 October 2018, in which my remuneration was fixed in the amount of \$271,789.65 (inclusive of GST) – 0.34% of the total receipts for the entire receivership; and
  - (j) in respect of my tenth application, for the period 1 November 2018 to 30 April 2020, in which my remuneration was fixed in the amount of \$261,630.05 (inclusive of GST) – 0.33% of the total receipts for the entire receivership;
  - (k) in respect of this application, my eleventh application, for the period 1 May 2020 to the end of the receivership, in which I seek orders fixing my remuneration in the amount of \$775,803.60 (inclusive of GST) – 0.98% of the total receipts for the entire receivership.
83. Accordingly, to date, including the amount sought in this application, my remuneration comprises 7.28% of the total receipts from the date of my appointment on 21 November 2011 to the end of the receivership.
84. Given the complexities involved with this receivership, I believe that the remuneration claimed in this application for the Relevant Period is reasonable and proportionate.

#### **Finalisation of receivership**

85. Since my appointment, I have caused 46 properties to be realised, with a total gross realisation of approximately \$59.26 million.
86. There are no more properties remaining to be sold.

**Deponent:**

42885264

**Witness:**

87. Since my appointment, I have also finalised legal proceedings in relation to the following matters:
- (a) three claims against valuers seeking damages for negligence. All of the claims have now settled, which achieved gross recoveries of approximately \$7.075 million;
  - (b) a claim against a bankrupt borrower and related parties to recover an interest in surplus proceeds from the sale of a property, which achieved gross recoveries of approximately \$2.08 million;
  - (c) a claim against a guarantor in respect of an interest in a property to recover monies owing to the EIF, which achieved gross recoveries of approximately \$1.75 million; and
  - (d) various claims against the EPF, which achieved gross recoveries of approximately \$1.28 million.
88. Cash at bank as at 30 April 2023 is approximately \$6,095,483.00.
89. To date, I have made three interim distributions to members totalling approximately \$20.582 million. The total return to members is estimated at between 11.7 cents and 11.8 cents per unit as at 30 April 2023.
90. Given the complexities involved with this receivership, I believe that the sum of \$344,529.35 inclusive of GST (approximately \$15,660.43 per month) represents a fair and reasonable claim for remuneration, and that the work undertaken to which the remuneration relates was necessary for the proper conduct of the receivership pursuant to the Orders. I further believe that the amount of \$220,000.00 inclusive of GST, being my estimate of the remuneration to be incurred from 1 May 2023 to the end of the receivership, represents a fair and reasonable claim for remuneration, and that the work to be undertaken to which the remuneration relates will be necessary for the proper finalisation of the receivership.

*Finalisation of the receivership*

91. In addition to the above, to date my staff and I have had to perform a number of tasks specifically to further the finalisation of the receivership. These tasks include:
- (a) liaising with my solicitors regarding the finalisation of the winding up and the orders being sought pursuant to the Application filed 13 August 2021;
  - (b) payment of the equalisation payment and final distribution to members (including paying any unclaimed monies to ASIC)
  - (c) producing the final accounts of the receivership;
  - (d) engaging and conferring with auditors to cause the financial statements of the receivership to be audited;
  - (e) corresponding with ASIC regarding the deregistration of the EIF;
  - (f) instructing my solicitors to correspond with ASIC regarding the deregistration of the EIF; and
  - (g) preparing a final report to creditors.
92. I estimate that there will also be further remuneration in finalising the receivership in the amount of approximately \$200,000.00 plus GST will be incurred in performing the above tasks.
93. For this reason, I propose to seek approval of my remuneration to the end of the receivership to be

**Deponent:**

42885264



**Witness:**



capped in the amount of \$220,000.00 inclusive of GST. To the extent my remuneration is greater than this amount, I will apply a final time for the approval of that remuneration.

**Orders sought**

94. I respectfully request this Honourable Court to make orders that:
- (a) my remuneration for the period 1 May 2020 to 30 June 2021 be fixed in the amount of \$211,274.25 inclusive of GST;
  - (b) for the period 1 July 2021 to 30 April 2023 in the amount of \$344,529.35 (inclusive of GST); and
  - (c) for the period from 1 May 2023 to the end of the receivership in the amount of \$220,000.00 (inclusive of GST).
95. As the receivership is now coming to an end, I expect that I will not be required to make any further application for approval of my remuneration. However, if required I will make one further application.

---

**Deponent:**

42885264



**Witness:**



**The contents of this affidavit are true, except where they are stated on the basis of information and belief, in which case they are true to the best of my knowledge. I understand that a person who provides a false matter in an affidavit commits an offence.**

I state that:

- A. This affidavit was made in the form of an electronic document.
- B. This affidavit was electronically signed.
- C. This affidavit was made, signed and witnessed under part 6A of the *Oaths Act 1867*.

**SWORN / AFFIRMED** by )

..... )  
David Whyte )

at ..... )  
Brookwater, Queensland )

  
..... )  
[signature of deponent]

..... )  
5 June 2023

**BEFORE ME:** )

..... )  
Craig Russell Melrose )

..... )  
Solicitor )

..... )  
Gadens Lawyers )

  
..... )  
[signature of witness]

..... )  
5 June 2023

**Craig Russell Melrose**  
Solicitor

***SPECIAL WITNESS to complete – tick as applicable***

- I am a **special witness** under the *Oaths Act 1867*.  
(see section 12 of the *Oaths Act 1867*)
- This affidavit was made in the form of an electronic document.
- I electronically signed this affidavit.
- This affidavit was made, signed and witnessed under part 6A of the *Oaths Act 1867* – I understand the requirements for witnessing a document by audio visual link and have complied with those requirements.

## SUPREME COURT OF QUEENSLAND

REGISTRY: BRISBANE  
NUMBER: BS 10478 OF 2011

## IN THE MATTER OF EQUITITRUST LIMITED ACN 061 383 944

Applicant: **EQUITITRUST LIMITED ACN 061 383 944**

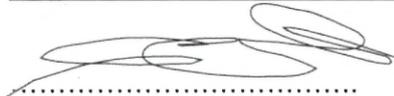
AND

Respondents: **THE MEMBERS OF THE EQUITITRUST INCOME FUND ARSN 089 079  
854 AND THE MEMBERS OF THE EQUITITRUST PRIORITY CLASS  
INCOME FUND ARSN 089 079 729**

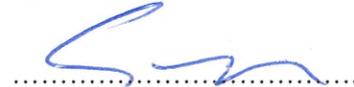
## INDEX TO EXHIBITS

Exhibits "DW-1" to "DW-5" to the affidavit of **DAVID WHYTE** sworn at Brisbane on 5<sup>th</sup> day of June 2023.

Exhibit	Description	Page No.
<b>DW-1</b>	Schedule of work performed by David Whyte, and his staff, during the period 1 July 2021 to 30 April 2023	1 - 96
<b>DW-2</b>	Hourly charge out rates for BDO Business Restructuring Pty Ltd as at 1 January 2021, 1 January 2022 and 1 July 2022 and BDO Audit from 1	97 - 98
<b>DW-3</b>	Practice Statements 5 (version 2) and 8 of the ARITA Code of Professional Practice, 4 <sup>th</sup> edition dated 1 January 2020	99 - 159
<b>DW-4</b>	Thirty-Seventh report to EIF members	160 - 163
<b>DW-5</b>	Copy of receipts and payments schedule for the period from 21 November 2011 to 30 April 2023	164 - 165



.....  
Deponent



.....  
Solicitor

**Craig Russell Melrose**  
Solicitor

Certificate of Exhibit  
Filed on behalf of the Court Appointed Receiver  
Form 47 R.435

GADENS LAWYERS  
Level 11, 111 Eagle Street  
BRISBANE QLD 4000  
Tel No.: 07 3231 1666  
Fax No: 07 3229 5850  
SZC:201110996

# "DW-1"

Description	Name	Position	Milestone	WIP_Date	Hours	Value	Narration
BR	David Whyte	Appointee	Assets	24/05/2022	0.80	\$524.00	reviewed correspondence relating to costs assessments regarding claim against Hall Chadwick/reviewed response to same/provide instructions to our solicitors
BR	Clark Jarrold	Partner	Assets	27/04/2022	0.40	\$260.00	Consider and then discuss query from David Whyte with Craig re use of hindsight in assessing impairment of loans etc
BR	Charles Haines	Director	Assets	4/11/2021	0.20	\$108.00	Review solicitors email, meet staff regarding preparation of investor list by court mandated due date
BR	Charles Haines	Director	Assets	5/09/2022	0.10	\$55.50	Ph call appointee regarding update in preparation for meeting
BR	Charles Haines	Director	Assets	8/02/2023	0.10	\$55.50	Update regarding COI approval of settlement offer and judicial advice status, planning for finalisation
BR	Ryan Whyte	Senior Analyst	Assets	20/09/2021	0.40	\$136.00	Download the meeting minutes in the last 12 months for Equitrust Limited to provide to David for review in relation to the liquidators claim against the fund for remuneration and expenses
BR	Ryan Whyte	Senior Analyst	Assets	27/09/2021	0.40	\$136.00	Prepare email to our solicitors to draft an affidavit for responses to the notice to members.
BR	Ryan Whyte	Senior Analyst	Assets	22/11/2021	1.20	\$408.00	Locate and review information regarding management fees, interest distributions and assets of the Fund for FY2010 and FY2011 to provide to our solicitors for the points of claim regarding the liquidators claim for remuneration and expenses
BR	Ryan Whyte	Senior Analyst	Assets	23/11/2021	0.70	\$238.00	Locate and review information regarding management fees, interest distributions and assets of the Fund for FY2010 and FY2011 to provide to our solicitors for the points of claim regarding the liquidators claim for remuneration and expenses
BR	Ryan Whyte	Senior Analyst	Assets	23/11/2021	1.50	\$510.00	Locate and review information regarding management fees, interest distributions and assets of the Fund for FY2010 and FY2011 to provide to our solicitors for the points of claim regarding the liquidators claim for remuneration and expenses
BR	Ryan Whyte	Senior Analyst	Assets	24/11/2021	0.80	\$272.00	Locate and review information regarding management fees, interest distributions and assets of the Fund for FY2010 and FY2011 to provide to our solicitors for the points of claim regarding the liquidators claim for remuneration and expenses
BR	Ryan Whyte	Senior Analyst	Assets	25/11/2021	0.30	\$102.00	Locate and review information regarding management fees, interest distributions and assets of the Fund for FY2010 and FY2011 to provide to our solicitors for the points of claim regarding the liquidators claim for remuneration and expenses
BR	Ryan Whyte	Senior Analyst	Assets	25/11/2021	1.20	\$408.00	Locate and review information regarding management fees, interest distributions and assets of the Fund for FY2010 and FY2011 to provide to our solicitors for the points of claim regarding the liquidators claim for remuneration and expenses
BR	Ryan Whyte	Senior Analyst	Assets	25/11/2021	0.90	\$306.00	Locate and review information regarding management fees, interest distributions and assets of the Fund for FY2010 and FY2011 to provide to our solicitors for the points of claim regarding the liquidators claim for remuneration and expenses
BR	Ryan Whyte	Senior Analyst	Assets	25/11/2021	0.50	\$170.00	Locate and review information regarding management fees, interest distributions and assets of the Fund for FY2010 and FY2011 to provide to our solicitors for the points of claim regarding the liquidators claim for remuneration and expenses
BR	Ryan Whyte	Senior Analyst	Assets	25/11/2021	0.60	\$204.00	Locate and review information regarding management fees, interest distributions and assets of the Fund for FY2010 and FY2011 to provide to our solicitors for the points of claim regarding the liquidators claim for remuneration and expenses
BR	Ryan Whyte	Senior Analyst	Assets	3/12/2021	0.50	\$170.00	Locate the EPF constitution to provide to our solicitors for the liquidators claim for remuneration and expenses
BR	Ryan Whyte	Senior Analyst	Assets	7/11/2022	1.00	\$390.00	Locate and review documents relating to an assigned loan in order to provide support for removal of a PPSR registration.
BR	Ryan Whyte	Senior Analyst	Assets	7/11/2022	1.10	\$429.00	Locate and review documents relating to an assigned loan in order to provide support for removal of a PPSR registration.
BR	Ryan Whyte	Senior Analyst	Assets	8/11/2022	0.70	\$273.00	Locate and review documents relating to an assigned loan in order to provide support for removal of a PPSR registration.
BR	Ryan Whyte	Senior Analyst	Assets	14/11/2022	0.80	\$312.00	Review email from the liquidators regarding PPSR registrations over creditors. Locate and review documentation to determine the status of the loans and whether the PPSR registration can be removed. Advise David findings
BR	Ryan Whyte	Senior Analyst	Assets	16/11/2022	0.40	\$156.00	Review email from the liquidators regarding PPSR registrations over creditors. Locate and review documentation to determine the status of the loans and whether the PPSR registration can be removed. Advise David findings

BR	Ryan Whyte	Senior Analyst	Assets	16/11/2022	1.10	\$429.00	Review email from the liquidators regarding PPSR registrations over creditors. Locate and review documentation to determine the status of the loans and whether the PPSR registration can be removed. Advise David findings
BR	Ryan Whyte	Senior Analyst	Assets	16/11/2022	1.40	\$546.00	Review email from the liquidators regarding PPSR registrations over creditors. Locate and review documentation to determine the status of the loans and whether the PPSR registration can be removed. Advise David findings
BR	Nigel Wenck	Analyst	Assets	3/08/2022	0.10	\$29.50	Phone call from Shermarian Resort Cabarita Pty Lt caveator's consent for leases.
BR	Moira Hattingh	Professional Services Support	Assets	1/09/2022	0.40	\$46.00	Filing
BR	Moira Hattingh	Professional Services Support	Assets	27/04/2023	0.30	\$34.50	Filing
BR	David Whyte	Appointee	Creditors	23/09/2021	0.20	\$127.00	reviewed correspondence from two investors regarding winding up of the fund/court application regarding finalisation/reviewed/amended responses
BR	David Whyte	Appointee	Creditors	28/09/2021	0.20	\$127.00	reviewed court application filed and served by EL's liquidators regarding claims against the Fund's assets
BR	David Whyte	Appointee	Creditors	5/10/2021	0.10	\$63.50	reviewed correspondence from our solicitors regarding court hearing in respect of indemnity claims/reviewed draft order
BR	David Whyte	Appointee	Creditors	12/10/2021	0.20	\$127.00	reviewed correspondence from our solicitors regarding EL liquidators application/reviewed draft letter to EL liquidators solicitors/provided instructions regarding same
BR	David Whyte	Appointee	Creditors	14/10/2021	1.30	\$825.50	reviewed correspondence from our solicitors regarding EL liquidators indemnity claim/reviewed affidavit of liquidators solicitors/orders made at hearing on 1 October
BR	David Whyte	Appointee	Creditors	22/10/2021	1.50	\$952.50	reviewed EL liquidators points of claim/email our solicitors regarding response/issues to be raised
BR	David Whyte	Appointee	Creditors	27/10/2021	1.60	\$1,016.00	reviewed EL liquidators Points of Claim/reviewed 2011 accounts/reviewed constitution in relation to manager's rights to management fee and expenses
BR	David Whyte	Appointee	Creditors	3/11/2021	0.20	\$127.00	reviewed correspondence from our solicitors and EL liquidators solicitors regarding response to our solicitors letter/reasons why they won't provide information in support of their indemnity application/draft orders for hearing tomorrow/sent response
BR	David Whyte	Appointee	Creditors	4/11/2021	0.20	\$127.00	reviewed correspondence from our solicitors regarding EL liquidators indemnity claim/application/draft orders for substituted service
BR	David Whyte	Appointee	Creditors	4/11/2021	0.10	\$63.50	reviewed correspondence from our solicitors regarding EL liquidators indemnity claim and outcome of court hearing/reviewed draft orders/forward to RW to prepare listing of investors
BR	David Whyte	Appointee	Creditors	15/11/2021	0.20	\$127.00	reviewed correspondence from our solicitors regarding EL liquidators indemnity application/draft letter to EL liquidators solicitors regarding particulars overdue and queries in respect of points of claim/provided instructions
BR	David Whyte	Appointee	Creditors	19/11/2021	0.50	\$317.50	reviewed correspondence from our solicitors regarding EL liquidators indemnity claim/reviewed particulars provided in support of points of claim/email our solicitors regarding same
BR	David Whyte	Appointee	Creditors	24/11/2021	0.50	\$317.50	reviewed correspondence from our solicitors regarding EL liquidators Points of Claim/reviewed Points of Claim/reviewed management accounts/sent response
BR	David Whyte	Appointee	Creditors	26/11/2021	0.10	\$63.50	reviewed correspondence from our solicitors regarding EL liquidators Points of Claim/timing of response to same/reviewed draft letter to EL liquidators solicitors/provided instructions regarding same
BR	David Whyte	Appointee	Creditors	26/11/2021	0.90	\$571.50	reviewed correspondence from our solicitors regarding two queries relating to EL Liquidators Points of Claim/reviewed Constitution/reviewed reports to members/reviewed receipts and payments/reviewed accounts/sent response
BR	David Whyte	Appointee	Creditors	3/12/2021	2.60	\$1,651.00	reviewed correspondence from our solicitors regarding EL liquidators indemnity claim/reviewed Points of Claim/reviewed draft response/provided comments in respect of same
BR	David Whyte	Appointee	Creditors	3/12/2021	0.80	\$508.00	reviewed correspondence from our solicitors regarding EL liquidators Points of Claim/reviewed draft reply/provided comments and instructions to finalise same

BR	David Whyte	Appointee	Creditors	6/12/2021	0.60	\$381.00	reviewed correspondence from our solicitors regarding EL liquidators indemnity application/reviewed updated reply to Points of Defence/reviewed draft letter to EL liquidators solicitors regarding proposed way forward/reviewed draft court orders
BR	David Whyte	Appointee	Creditors	7/12/2021	1.20	\$762.00	reviewed counsels submissions in relation to directions hearing for EL liquidators indemnity claims/reviewed claim relating to proof of debt process including timesheets
BR	David Whyte	Appointee	Creditors	8/12/2021	0.20	\$127.00	reviewed correspondence from our solicitors and EL liquidators solicitors regarding hearing for indemnity application/reviewed proposed orders/provided instructions regarding same
BR	David Whyte	Appointee	Creditors	8/12/2021	0.10	\$63.50	reviewed correspondence from our solicitors regarding court hearing for EL liquidators indemnity application/provided instructions regarding same
BR	David Whyte	Appointee	Creditors	9/12/2021	0.20	\$127.00	reviewed correspondence from our solicitors and EL liquidators solicitors regarding indemnity application/reviewed draft letter and draft order in response/provided instructions regarding same
BR	David Whyte	Appointee	Creditors	17/12/2021	0.30	\$190.50	reviewed correspondence from our solicitors and EL liquidators solicitors regarding indemnity and separate question applications/reviewed draft court orders and supporting affidavit
BR	David Whyte	Appointee	Creditors	13/01/2022	2.20	\$1,441.00	reviewed correspondence from the EL liquidators solicitors and our solicitors regarding indemnity application/reviewed decisions relied on by the liquidators/reviewed draft letter to EL liquidators solicitors/provided instructions
BR	David Whyte	Appointee	Creditors	28/01/2022	1.10	\$720.50	reviewed affidavit filed and served in respect of EL liquidators application
BR	David Whyte	Appointee	Creditors	16/02/2022	1.60	\$1,048.00	reviewed correspondence from our solicitors regarding EL liquidators indemnity claim/reviewed EL liquidators outline of argument/compared to previous positions/email our solicitors regarding same
BR	David Whyte	Appointee	Creditors	16/02/2022	0.30	\$196.50	reviewed correspondence from our solicitors and Hall Chadwick's solicitors regarding indemnity application/reviewed affidavit
BR	David Whyte	Appointee	Creditors	22/02/2022	0.30	\$196.50	reviewed correspondence from our solicitors regarding EL liquidators indemnity claim/reviewed draft letter to EL liquidators solicitors/application in respect of same
BR	David Whyte	Appointee	Creditors	23/02/2022	1.10	\$720.50	reviewed counsels submissions in respect of EL liquidators indemnity application/provided instructions in respect of same
BR	David Whyte	Appointee	Creditors	23/02/2022	0.10	\$65.50	reviewed correspondence from our solicitors regarding EL liquidators indemnity application/reviewed draft email regarding settlement of EL proceedings/provided instructions regarding same
BR	David Whyte	Appointee	Creditors	24/02/2022	0.40	\$262.00	reviewed final draft of counsels submissions regarding EL liquidators indemnity application/provided instructions regarding same
BR	David Whyte	Appointee	Creditors	24/02/2022	0.90	\$589.50	reviewed updated counsels submissions regarding EL liquidators indemnity application/telephone call with our solicitors/reviewed documentation/sent response to our solicitors/reviewed application for adjournment and affidavits
BR	David Whyte	Appointee	Creditors	25/02/2022	0.30	\$196.50	teleconference with our solicitors and counsel regarding outcome of court hearing today in respect of EL liquidators adjournment application and indemnity application
BR	David Whyte	Appointee	Creditors	25/02/2022	0.20	\$131.00	reviewed counsels submissions regarding EL liquidators application to adjourn hearing of indemnity application/provided instructions regarding same
BR	David Whyte	Appointee	Creditors	1/03/2022	1.20	\$786.00	reviewed transcript of court hearing of adjournment of separate questions application in respect of EL liquidators indemnity application
BR	David Whyte	Appointee	Creditors	4/03/2022	0.60	\$393.00	reviewed correspondence from our solicitors regarding EL liquidators indemnity claim/reviewed draft letter to EL liquidators solicitors regarding separate questions application and progression of indemnity application/provided instructions
BR	David Whyte	Appointee	Creditors	16/03/2022	0.20	\$131.00	reviewed correspondence from EL liquidators solicitors and our solicitors regarding further steps in the EL liquidators indemnity application/reviewed draft letter/provided instructions regarding same
BR	David Whyte	Appointee	Creditors	9/05/2022	0.30	\$196.50	telephone call with our solicitors regarding Hall Chadwick's indemnity claim/progression of same

BR	David Whyte	Appointee	Creditors	13/05/2022	0.20	\$131.00	reviewed correspondence from Hall Chadwick's solicitors regarding further delays in advising of their position on the indemnity claim/reviewed file regarding previous hearing date/reviewed draft response/provided instructions regarding response
BR	David Whyte	Appointee	Creditors	24/05/2022	0.20	\$131.00	reviewed correspondence from our solicitors and EL liquidators regarding indemnity claim/sent response in relation to progressing the matter
BR	David Whyte	Appointee	Creditors	27/06/2022	0.70	\$458.50	reviewed numerous change in details/transfer of units/deceased estate notifications and transfers plus supporting documentation/approved same
BR	David Whyte	Appointee	Creditors	12/07/2022	0.40	\$262.00	meeting with our solicitors regarding EL liquidators claims/meeting to be held in respect of same
BR	David Whyte	Appointee	Creditors	12/07/2022	0.50	\$327.50	preparation for meeting with our solicitors regarding finalising claim from EL liquidators
BR	David Whyte	Appointee	Creditors	13/07/2022	2.10	\$1,375.50	reviewed material in relation to applications to finalise administration/prepared update to investors
BR	David Whyte	Appointee	Creditors	25/07/2022	0.10	\$65.50	reviewed correspondence from our solicitors regarding EL liquidators claims/progression of outstanding applications/provided instructions regarding same
BR	David Whyte	Appointee	Creditors	31/07/2022	0.40	\$262.00	reviewed correspondence from our solicitors and EL liquidators solicitors regarding indemnity claim/prepared response
BR	David Whyte	Appointee	Creditors	4/08/2022	0.50	\$327.50	reviewed correspondence from our solicitors regarding EL liquidators claims/reviewed draft application and supporting affidavit/provided instructions in relation to progression of the matter
BR	David Whyte	Appointee	Creditors	8/08/2022	0.10	\$65.50	reviewed correspondence from our solicitors regarding EL liquidators indemnity claim/potential application to court to dismiss proceedings
BR	David Whyte	Appointee	Creditors	11/08/2022	0.30	\$196.50	reviewed correspondence from our solicitors regarding EL liquidators indemnity claims/reviewed two draft letters/provided instructions regarding same
BR	David Whyte	Appointee	Creditors	11/08/2022	0.10	\$65.50	reviewed correspondence from our solicitors/updated drafts of two letters to EL liquidators solicitors regarding claims against the Fund/provided instructions
BR	David Whyte	Appointee	Creditors	2/09/2022	0.40	\$262.00	telephone call with our solicitors regarding correspondence received from EL liquidators/next steps/meeting to be held on 5 September
BR	David Whyte	Appointee	Creditors	5/09/2022	0.80	\$524.00	teleconference with Hall Chadwick and Charles Haines regarding claims against the fund/potential settlement/call with CH following meeting/email our solicitors regarding settlement
BR	David Whyte	Appointee	Creditors	6/09/2022	0.20	\$131.00	reviewed correspondence from our solicitors regarding offer to settle claim against the fund/reviewed terms/provided instructions regarding same
BR	David Whyte	Appointee	Creditors	6/09/2022	0.10	\$65.50	reviewed correspondence from our solicitors and EL liquidators solicitors regarding offer to settle claims/reviewed draft response/provided instructions regarding same
BR	David Whyte	Appointee	Creditors	20/09/2022	0.40	\$262.00	reviewed correspondence from our solicitors regarding settlement of EL liquidators claims/reviewed deed of settlement/provided instructions regarding same
BR	David Whyte	Appointee	Creditors	28/09/2022	0.30	\$196.50	reviewed correspondence from our solicitors regarding updated draft deed of settlement regarding EL liquidators claims/provided instructions regarding same
BR	David Whyte	Appointee	Creditors	25/10/2022	0.30	\$196.50	reviewed correspondence from our solicitors and EL liquidators solicitors regarding proposed amendments to deed of settlement/email our solicitors regarding same
BR	David Whyte	Appointee	Creditors	27/10/2022	0.50	\$327.50	reviewed deed of settlement/proposed changes/considered key issues/emailed our solicitors
BR	David Whyte	Appointee	Creditors	27/10/2022	0.20	\$131.00	telephone call with our solicitors regarding deed of settlement/provided instructions regarding same
BR	David Whyte	Appointee	Creditors	28/10/2022	0.20	\$131.00	reviewed correspondence from our solicitors regarding amendments to deed of settlement/reviewed updates to deed/provided instructions regarding same
BR	David Whyte	Appointee	Creditors	3/11/2022	0.20	\$131.00	reviewed correspondence from our solicitors and EL liquidators solicitors regarding proposed amendments to deed of settlement/provided instructions regarding same
BR	David Whyte	Appointee	Creditors	3/11/2022	0.20	\$131.00	telephone call with our solicitors regarding deed of settlement/finalisation of same
BR	David Whyte	Appointee	Creditors	30/11/2022	0.20	\$131.00	reviewed correspondence from investor regarding winding up/matters to finalise

BR	David Whyte	Appointee	Creditors	30/01/2023	0.30	\$196.50	reviewed correspondence from our solicitors regarding judicial advice application/reviewed draft application and draft affidavit
BR	David Whyte	Appointee	Creditors	8/02/2023	0.70	\$458.50	reviewed correspondence from our solicitors regarding EL liquidators claims/reviewed my draft affidavit and solicitors draft affidavit in respect of application for judicial advice/provided instructions
BR	David Whyte	Appointee	Creditors	8/02/2023	1.50	\$982.50	reviewed affidavits and supporting documentation regarding judicial advice application/responded to queries raised by our solicitors
BR	David Whyte	Appointee	Creditors	8/02/2023	1.80	\$1,179.00	detailed review of costs associated with dealing with EL liquidators claims for affidavit in support of judicial advice application
BR	David Whyte	Appointee	Creditors	8/02/2023	0.70	\$458.50	reviewed updated affidavit in support of judicial advice application/reviewed investor correspondence relating to winding up/provided instructions regarding affidavit
BR	David Whyte	Appointee	Creditors	13/02/2023	0.60	\$393.00	reviewed correspondence from our solicitors regarding EL liquidators claims and potential claims against EL/reviewed previous affidavit in relation to claims/provided summary of position since affidavit sworn
BR	David Whyte	Appointee	Creditors	15/02/2023	0.50	\$327.50	teleconference with our solicitors and counsel regarding judicial advice application/issues outstanding/finalisation of application
BR	David Whyte	Appointee	Creditors	22/02/2023	1.10	\$720.50	reviewed correspondence from our solicitors regarding judicial advice application/reviewed draft affidavit/reviewed documentation relating to queries raised/provided instructions
BR	David Whyte	Appointee	Creditors	22/02/2023	1.20	\$786.00	reviewed correspondence from our solicitors and counsel regarding judicial advice application/sent response
BR	David Whyte	Appointee	Creditors	24/02/2023	0.80	\$524.00	reviewed correspondence from our solicitors regarding judicial advice application/reviewed final drafts of material in support of the application/provided instructions
BR	David Whyte	Appointee	Creditors	27/02/2023	0.60	\$393.00	reviewed correspondence from our solicitors regarding judicial advice application/reviewed application and supporting material/provided final instructions in relation to affidavit
BR	David Whyte	Partner	Creditors	13/03/2023	2.50	\$1,637.50	attendance at court in relation to judicial advice application including meetings with our solicitors and counsel
BR	David Whyte	Partner	Creditors	13/03/2023	1.50	\$982.50	attendance at court in relation to judicial advice application including meetings with our solicitors and counsel
BR	Charles Haines	Director	Creditors	20/07/2021	0.40	\$216.00	Review 15 letters and change of details forms to investors regarding updated details, distributions, and review associated documentation
BR	Charles Haines	Director	Creditors	23/08/2021	0.10	\$54.00	Review and approve three letters to investors and change of details, review associated documentation
BR	Charles Haines	Director	Creditors	27/09/2021	0.20	\$108.00	review five change of details requests and associated documentation
BR	Charles Haines	Director	Creditors	27/09/2021	0.10	\$54.00	Review three letters to investors
BR	Charles Haines	Director	Creditors	29/09/2021	0.10	\$54.00	Ph call to investors regarding update and change of details
BR	Charles Haines	Director	Creditors	8/10/2021	0.10	\$54.00	Two letters to unit holder with updates regarding balances and additional documentation required
BR	Charles Haines	Director	Creditors	15/10/2021	0.20	\$108.00	nine letters to investors regarding update and change of details - review associated documentation
BR	Charles Haines	Director	Creditors	15/10/2021	0.10	\$54.00	Four letters to investors regarding update and change of details - review associated documentation
BR	Charles Haines	Director	Creditors	15/10/2021	0.10	\$54.00	Four letters to investors regarding update and change of details - review associated documentation
BR	Charles Haines	Director	Creditors	25/10/2021	0.20	\$108.00	Five letters to investors regarding unit balance calculations and additional information required to update unit holdings. Review associated calculation workpapers and supporting material provided by investors
BR	Charles Haines	Director	Creditors	25/10/2021	0.40	\$216.00	Complex investor query - review background and liquidator reports regarding litigation to provide response
BR	Charles Haines	Director	Creditors	25/10/2021	0.10	\$54.00	Review and authorise change of details, review complex letter regarding investor query regarding litigation funding and insolvent trading claim by liquidator - obtain additional information for reply
BR	Charles Haines	Director	Creditors	25/10/2021	0.10	\$54.00	Three letters to investors regarding unit balances updates and reprocessing of previous distributions

BR	Charles Haines	Director	Creditors	28/10/2021	0.10	\$54.00	Review two letters to investors regarding update and litigation
BR	Charles Haines	Director	Creditors	28/10/2021	0.10	\$54.00	Three change of investors details, including deceased estate of joint unitholders, review associated documentation
BR	Charles Haines	Director	Creditors	1/11/2021	0.10	\$54.00	Three Change of details requests
BR	Charles Haines	Director	Creditors	1/11/2021	0.10	\$54.00	Three letters to investors regarding change of details and unit balance updates
BR	Charles Haines	Director	Creditors	1/11/2021	0.10	\$54.00	Three letters to investors regarding change of details and additional information required to update database
BR	Charles Haines	Director	Creditors	4/11/2021	0.20	\$108.00	Five letters and change of details from investors regarding updates and unit balance confirmations
BR	Charles Haines	Director	Creditors	5/11/2021	0.10	\$54.00	Review three letters to investors regarding updates and additional information required to update database
BR	Charles Haines	Director	Creditors	8/11/2021	0.10	\$54.00	Review email from solicitors regarding court orders and mailing list
BR	Charles Haines	Director	Creditors	11/11/2021	0.10	\$54.00	Review letters and change of details request for investors
BR	Charles Haines	Director	Creditors	16/11/2021	0.10	\$54.00	Review three letters to investors regarding update and unit balance calculations
BR	Charles Haines	Director	Creditors	21/12/2021	0.20	\$108.00	Eleven letters to investors regarding updates and change of details forms
BR	Charles Haines	Director	Creditors	29/03/2022	0.30	\$166.50	21 letters to investors regarding documentation to update unit holdings and updates
BR	Charles Haines	Director	Creditors	29/03/2022	0.10	\$55.50	three letters to investors regarding documentation to update unit holdings and updates
BR	Charles Haines	Director	Creditors	11/04/2022	0.10	\$55.50	three letters to investors regarding updates
BR	Charles Haines	Director	Creditors	21/04/2022	0.10	\$55.50	five letters to investors
BR	Charles Haines	Director	Creditors	29/04/2022	0.10	\$55.50	Review and approve two letters to investors
BR	Charles Haines	Director	Creditors	17/05/2022	0.20	\$111.00	Review 7 letters to investors regarding unit balance updates, general updates and additional information required to update investor database.
BR	Charles Haines	Director	Creditors	17/05/2022	0.10	\$55.50	Review 3 letters to investors regarding unit balance updates, general updates and additional information required to update investor database.
BR	Charles Haines	Director	Creditors	18/07/2022	0.20	\$111.00	Review creditors update
BR	Charles Haines	Director	Creditors	19/07/2022	0.10	\$55.50	Review two letters to investors regarding updates and additional information required to update investor database
BR	Charles Haines	Director	Creditors	21/07/2022	0.20	\$111.00	4 letters to investors regarding updates and dividend
BR	Charles Haines	Director	Creditors	26/07/2022	0.10	\$55.50	three letters to investors regarding unit balance update and change of details
BR	Charles Haines	Director	Creditors	27/07/2022	0.10	\$55.50	Two letters to investors regarding updates and change of details, review associated documentation
BR	Charles Haines	Director	Creditors	5/08/2022	0.10	\$55.50	4 letters to investors regarding change of details and estimated value of investments
BR	Charles Haines	Director	Creditors	5/08/2022	0.20	\$111.00	Six letters to investors regarding change of details, and updates in relation to administration
BR	Charles Haines	Director	Creditors	15/08/2022	0.20	\$111.00	Six change of details forms and letters to investors regarding documentation to update details. Review associated documentation and database extracts
BR	Charles Haines	Director	Creditors	16/08/2022	0.10	\$55.50	Three letters to investors regarding additional information to update investor database
BR	Charles Haines	Director	Creditors	19/08/2022	0.10	\$55.50	Review and approve three letters to investors regarding updates and additional information required
BR	Charles Haines	Director	Creditors	22/08/2022	0.10	\$55.50	Review and approve email to investor
BR	Charles Haines	Director	Creditors	26/08/2022	0.10	\$55.50	three letters to investors regarding updates and change of details
BR	Charles Haines	Director	Creditors	5/09/2022	0.60	\$333.00	Teleconference with Hall Chadwick regarding proceedings
BR	Charles Haines	Director	Creditors	5/09/2022	0.40	\$222.00	Post meeting discussion with appointee and file note regarding meeting and proposed settlement
BR	Charles Haines	Director	Creditors	5/09/2022	0.20	\$111.00	Meeting pre conference with appointee
BR	Charles Haines	Director	Creditors	7/09/2022	0.10	\$55.50	Review correspondence to Liquidator regarding update

BR	Charles Haines	Director	Creditors	7/09/2022	0.10	\$55.50	Review legal correspondence and update
BR	Charles Haines	Director	Creditors	9/09/2022	0.10	\$55.50	Three letters to investors regarding updates and change of details
BR	Charles Haines	Director	Creditors	14/09/2022	0.10	\$55.50	Two letters to investors, multiple holdings, regarding unit balance updates
BR	Charles Haines	Director	Creditors	15/09/2022	0.10	\$55.50	Email and update regarding query regarding status and update staff
BR	Charles Haines	Director	Creditors	27/09/2022	0.10	\$55.50	3 letters and change of details forms regarding unit holders updates. Review associated documentation
BR	Charles Haines	Director	Creditors	17/10/2022	0.10	\$55.50	Two letters to investors regarding updated and unit balance updates, inc investor with multiple holdings. Review calculations and database extracts
BR	Charles Haines	Director	Creditors	17/10/2022	0.10	\$55.50	Review change of details of deceased estate and split of holdings into 4. Review will/probate and additional documentation (client details, transfer forms and ID) x 4 for new holdings
BR	Charles Haines	Director	Creditors	17/10/2022	0.10	\$55.50	Two letters to unit holders regarding updates and change of details
BR	Charles Haines	Director	Creditors	24/10/2022	0.10	\$55.50	Review correspondence to investor with multiple investments regarding update and unit balance update on each investment
BR	Charles Haines	Director	Creditors	23/11/2022	0.20	\$111.00	Three letters to investors regarding updates and change of details, review associated documentation regarding database updates
BR	Charles Haines	Director	Creditors	12/12/2022	0.10	\$55.50	Three change of details forms from investors, review database extracts
BR	Charles Haines	Director	Creditors	13/12/2022	0.20	\$111.00	Eleven letters to investors regarding returned mail
BR	Charles Haines	Director	Creditors	16/12/2022	0.80	\$444.00	24 Letters to investors regarding returned mail and requests to update investor details via alternate contact details
BR	Charles Haines	Director	Creditors	16/12/2022	0.50	\$277.50	15 Letters to investors regarding returned mail and requests to update investor details via alternate contact details
BR	Charles Haines	Director	Creditors	16/12/2022	0.70	\$388.50	22 Letters to investors regarding returned mail and requests to update investor details via alternate contact details
BR	Charles Haines	Director	Creditors	23/01/2023	0.30	\$166.50	Six letters to investors regarding updates, and change of details forms regarding unit requests
BR	Charles Haines	Director	Creditors	27/01/2023	0.40	\$222.00	Eleven change of details and letters to investors regarding updates and changes of details. review associated documentation
BR	Charles Haines	Director	Creditors	27/01/2023	0.20	\$111.00	9 change of details and letters to investors regarding updates and changes of details, review associated documentation
BR	Charles Haines	Director	Creditors	1/02/2023	0.20	\$111.00	5 change of details forms and letters, review associated documentation and database extracts.
BR	Charles Haines	Director	Creditors	9/02/2023	0.10	\$55.50	Arrange IT access for staff preparation of responses to investors
BR	Charles Haines	Director	Creditors	2/03/2023	0.20	\$111.00	Review and approve 8 letters to investors regarding updates and change of details forms. review associated documentation and database extracts
BR	Charles Haines	Director	Creditors	3/03/2023	0.10	\$55.50	Review 4 letters and change of details forms, associated documentation and database extracts
BR	Charles Haines	Director	Creditors	20/03/2023	0.10	\$55.50	Three letters to investors regarding updates and change of details, review associated documentation and database extracts
BR	Charles Haines	Director	Creditors	20/03/2023	0.10	\$55.50	Four letters to investors regarding updates and change of details
BR	Charles Haines	Director	Creditors	28/03/2023	0.40	\$222.00	33 letters to investors regarding returned mail and updates to database, review associated database extracts
BR	Charles Haines	Director	Creditors	13/04/2023	0.20	\$108.00	Review 5 change of details forms and associated documentation
BR	Charles Haines	Director	Creditors	17/04/2023	0.10	\$54.00	3 letters and change of details forms. Review associated documentation and database extracts
BR	Charles Haines	Director	Creditors	21/04/2023	0.20	\$108.00	Eleven Letters and change of details forms regarding updates, unit balance updates, confirmation of changes. review associated documentation and database extracts
BR	Jayden Coulston	Senior Manager	Creditors	1/07/2021	0.60	\$309.00	Liaise with Ryan Whyte re various affidavit queries in order to finalise same. Make amendments to material.
BR	Jayden Coulston	Senior Manager	Creditors	1/07/2021	2.40	\$1,236.00	Update amendments to draft affidavits to finalise winding up and deal with equalisation payments. Prepare responses to all queries from David Whyte and Gadens in relation to draft material. Email to David Whyte for approval to send to Gadens.

BR	Jayden Coulston	Senior Manager	Creditors	1/07/2021	0.40	\$206.00	Liaise with Ryan Whyte re various affidavit queries in order to finalise same. Make amendments to material.
BR	Jayden Coulston	Senior Manager	Creditors	2/07/2021	0.10	\$51.50	Kwik copy quote request review, approval of email send
BR	Jayden Coulston	Senior Manager	Creditors	2/07/2021	0.80	\$412.00	Meeting with Ryan Whyte re equalisation payment affidavit, final distribution calculations etc.
BR	Jayden Coulston	Senior Manager	Creditors	2/07/2021	0.10	\$51.50	Instructions to Ryan Whyte re updating final distribution calculations.
BR	Jayden Coulston	Senior Manager	Creditors	5/07/2021	1.10	\$566.50	Review investigations undertaken by Ryan Whyte into Hardship payments and potential set-off of same. Prepare summary in relation to set-off matters and recommendation to remove from equalisation payment calculations.
BR	Jayden Coulston	Senior Manager	Creditors	5/07/2021	1.50	\$772.50	Update and email draft response to Gadens queries with amendments to affidavit material and instructions to prepare advice on various matters. Reply email to David Whyte's further queries re material.
BR	Jayden Coulston	Senior Manager	Creditors	6/07/2021	0.60	\$309.00	Make further updates to draft affidavit material and finalise draft email to Gadens regarding review of same and additional queries. Email draft email to David Whyte for approval to release and note additional queries.
BR	Jayden Coulston	Senior Manager	Creditors	6/07/2021	0.90	\$463.50	Update draft email to Gadens regarding review of 3x affidavits and Court application documents to finalise winding up and deal with remaining matters.
BR	Jayden Coulston	Senior Manager	Creditors	6/07/2021	0.30	\$154.50	Review and consider final accounts requirement for winding up fund. Email to David Whyte providing details of review and opinion as to requirements.
BR	Jayden Coulston	Senior Manager	Creditors	7/07/2021	0.10	\$51.50	Update and send email to Gadens re review/amendments to 4x affidavits
BR	Jayden Coulston	Senior Manager	Creditors	9/07/2021	0.20	\$103.00	T/c from Gadens re clarification in relation to set-off removal from equalisation payment affidavit.
BR	Jayden Coulston	Senior Manager	Creditors	12/07/2021	0.10	\$51.50	Meeting with Gadens re affidavit amendments
BR	Jayden Coulston	Senior Manager	Creditors	13/07/2021	0.10	\$51.50	T/c from Gadens re affidavit clarification.
BR	Jayden Coulston	Senior Manager	Creditors	16/07/2021	0.70	\$360.50	Prepare estimate of costs for preparation of financial accounts for duration of receivership. Liaise with Ryan Whyte re processes to complete same and email BDO Audit requesting meeting to further review same.
BR	Jayden Coulston	Senior Manager	Creditors	27/07/2021	1.80	\$927.00	Review email from Gadens re amended draft material for application to court to finalise receivership and pay equalisation payment. Review updated equalisation and final distribution payments and liaise with Ryan Whyte re specific queries. Amend material
BR	Jayden Coulston	Senior Manager	Creditors	2/08/2021	0.10	\$51.50	T/c Gadens re quote for sending auditor report and final accounts to investors. Liaise with Ryan Whyte to obtain same from Kwik Kopy.
BR	Jayden Coulston	Senior Manager	Creditors	2/08/2021	0.60	\$309.00	Review and update equalisation payment affidavit material.
BR	Jayden Coulston	Senior Manager	Creditors	3/08/2021	0.10	\$51.50	Review and update draft email to Gadens re Kwik Kopy quotes summary.
BR	Jayden Coulston	Senior Manager	Creditors	3/08/2021	0.10	\$51.50	Review draft email and provide instructions to Ryan Whyte to amend email to Gadens re summarising Kwik Kopy quotes for printing affidavit material.
BR	Jayden Coulston	Senior Manager	Creditors	4/08/2021	0.40	\$206.00	Meeting with Ryan Whyte re amendments to equalisation payment calculation methodology for hardship recipients.
BR	Jayden Coulston	Senior Manager	Creditors	4/08/2021	0.20	\$103.00	telephone call with David Whyte and Ryan Whyte regarding equalisation payment calculations/finalisation of affidavit regarding same
BR	Jayden Coulston	Senior Manager	Creditors	4/08/2021	0.40	\$206.00	Meeting with Ryan Whyte re amended equalisation payment affidavit for hardship related calculations. Review/update amendments and email to David Whyte.
BR	Jayden Coulston	Senior Manager	Creditors	4/08/2021	0.10	\$51.50	Reply email David Whyte re affidavit material review.
BR	Jayden Coulston	Senior Manager	Creditors	5/08/2021	0.10	\$51.50	Consider email from David Whyte re equalisation payment calculation queries. Arrange teleconference to further discuss same.
BR	Jayden Coulston	Senior Manager	Creditors	5/08/2021	0.10	\$51.50	Review email from Ryan Whyte re equalisation payment calculation and affidavit updates. Reply email arranging meeting to further discuss same.
BR	Jayden Coulston	Senior Manager	Creditors	5/08/2021	0.20	\$103.00	Meeting with David Whyte and Ryan Whyte re equalisation payment calculation queries and clarification.
BR	Jayden Coulston	Senior Manager	Creditors	6/08/2021	0.70	\$360.50	Finalise review of updated equalisation payment affidavit material and meeting. Update draft email to Gadens re amendments, including to Linda Rickard affidavit. Email to David Whyte to approve same.

BR	Jayden Coulston	Senior Manager	Creditors	6/08/2021	1.10	\$566.50	Review updated equalisation payment affidavit material and meeting with Ryan Whyte re finalising same and review of Linda Rickard affidavit for hardship payment change of methodology impacts.
BR	Jayden Coulston	Senior Manager	Creditors	6/08/2021	0.10	\$51.50	T/c Gadens re update on finalisation of equalisation payment affidavit material.
BR	Jayden Coulston	Senior Manager	Creditors	6/08/2021	0.20	\$103.00	Meeting with Ryan Whyte re hardship calculation amendments to equalisation payment. Spot check review amendments made to 94 deposit IDs.
BR	Jayden Coulston	Senior Manager	Creditors	6/08/2021	1.00	\$515.00	Meeting with Ryan Whyte re hardship calculation amendments to equalisation payment. Spot check review amendments made to 94 deposit IDs.
BR	Jayden Coulston	Senior Manager	Creditors	9/08/2021	0.20	\$103.00	T/c from Gadens re amendments to affidavit, calculation methodology for hardship payments and recommendation not to amend Linda Rickard affidavit.
BR	Jayden Coulston	Senior Manager	Creditors	9/08/2021	0.20	\$103.00	Review David Whyte's amendments to equalisation payment affidavit and update and send email to Gadens re same and finalising material for swearing.
BR	Jayden Coulston	Senior Manager	Creditors	9/08/2021	0.20	\$103.00	Meeting with David Whyte and Ryan Whyte re equalisation payment affidavit amendments and updated calculations. Run through summary.
BR	Jayden Coulston	Senior Manager	Creditors	11/08/2021	0.10	\$51.50	T/c from Gadens re manual adjustment clarification for finalising affidavit material.
BR	Jayden Coulston	Senior Manager	Creditors	1/09/2021	0.10	\$51.50	Review Boddice orders and instructions from Gadens to notify investors of same. Instructions to Ryan Whyte to commence process and upload to website.
BR	Jayden Coulston	Senior Manager	Creditors	8/09/2021	0.10	\$51.50	Phone call from Gadens re substituted service update.
BR	Jayden Coulston	Senior Manager	Creditors	7/12/2021	0.10	\$51.50	Review and approve 2x letters to investors re change of details requests.
BR	Jayden Coulston	Senior Manager	Creditors	22/12/2021	0.30	\$154.50	Review and amend/approve 6x checklists/letters to investors/advisors re unit balances, transfer of units, update of details.
BR	Jayden Coulston	Senior Manager	Creditors	20/01/2022	0.80	\$424.00	Review, amend and approve 13 letters to investors/advisors re tfr of units, change of details and unit balance requests. Review supporting docs. Review and approve 1x payment requisitions for reproprocessing of distributions.
BR	Jayden Coulston	Senior Manager	Creditors	22/02/2022	0.10	\$53.00	Review and approve letters to investors re change of details/tfr of units.
BR	Jayden Coulston	Senior Manager	Creditors	9/03/2022	0.30	\$159.00	Review and amend/approve 5x letters to investors re change of details and tfr of units.
BR	Jayden Coulston	Senior Manager	Creditors	23/03/2022	0.10	\$53.00	Review and approve corro to investors re unit holdings.
BR	Jayden Coulston	Senior Manager	Creditors	30/05/2022	0.20	\$106.00	Review and approve 3x letters to investors re update on unit balances.
BR	Jayden Coulston	Senior Manager	Creditors	16/06/2022	0.10	\$53.00	Review and approve 2x ltr to investors re update on fund.
BR	Jayden Coulston	Senior Manager	Creditors	19/10/2022	0.10	\$53.00	Review and approve correspondence to investor re unit holding balance request.
BR	Jayden Coulston	Senior Manager	Creditors	21/11/2022	0.20	\$106.00	Review and update draft email to person claiming to be an investor of the fund.
BR	Jayden Coulston	Senior Manager	Creditors	7/02/2023	0.10	\$53.00	Review and sign letter to investor re update on unit holdings and transfer of units.
BR	Jayden Coulston	Senior Manager	Creditors	10/03/2023	0.10	\$53.00	Review and approve correspondence to 2x investors re unit balance requests.
BR	Jayden Coulston	Senior Manager	Creditors	13/03/2023	0.10	\$53.00	Review and approve reply correspondence to investor re multiple investment accounts balances and requirements to change details and transfer units.
BR	Jayden Coulston	Senior Manager	Creditors	13/03/2023	0.10	\$53.00	Review and approve correspondence to investor re unit balance request and transfer of units requirements.
BR	Jayden Coulston	Senior Manager	Creditors	17/03/2023	0.20	\$106.00	Review and approve 3x letters to investors re tfr of units, and unit balance requests. Review supporting documents and checklists.
BR	Jayden Coulston	Senior Manager	Creditors	20/03/2023	0.40	\$212.00	Review and approve 3x letters to investors re update on winding up, transfer of units. Review supporting documents. Settle updated wording for response template in light of liquidator's claims being resolved.
BR	Jayden Coulston	Senior Manager	Creditors	28/03/2023	0.10	\$53.00	Review and approve 2x letters to investors re unitholding balances and estimated future distributions to be made.
BR	Jayden Coulston	Senior Manager	Creditors	30/03/2023	0.30	\$159.00	Review and approve 5x change of details checklists and supporting docs. Review and approve 2x reply letters to investors re transfer of units.
BR	Jayden Coulston	Senior Manager	Creditors	11/04/2023	0.30	\$159.00	Meeting with Ryan Whyte to review estimated final distribution calculations.
BR	Jayden Coulston	Senior Manager	Creditors	11/04/2023	0.20	\$106.00	Brief review of affidavit material for equalisation payment and finalisation, instructions from David to update etc.

BR	Jayden Coulston	Senior Manager	Creditors	13/04/2023	0.70	\$371.00	Meeting with Ryan Whyte to undertake review of updated final distribution calculations to support court affidavit material. Query specific formulae and comparison to previous estimate. Request additional supporting calculations where necessary. Approve.
BR	Jayden Coulston	Senior Manager	Creditors	20/04/2023	0.10	\$53.00	Review and approve email to Intersoft re equalisation payment, practical considerations.
BR	Jordan Devery	Senior Analyst	Creditors	2/07/2021	0.10	\$28.50	Phone call from investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update
BR	Jordan Devery	Senior Analyst	Creditors	7/07/2021	0.10	\$28.50	Call from an investor seeking an update on the winding up of the fund.
BR	Jordan Devery	Senior Analyst	Creditors	7/07/2021	0.10	\$28.50	Review of voicemails from Investors. Access investor management database to confirm details & prepare requested information to call back. Call investor back regarding their query
BR	Jordan Devery	Senior Analyst	Creditors	12/07/2021	0.10	\$28.50	Phone call from investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update
BR	Jordan Devery	Senior Analyst	Creditors	12/07/2021	0.20	\$57.00	Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy
BR	Jordan Devery	Senior Analyst	Creditors	12/07/2021	0.10	\$28.50	Review of voicemails from Investors. Access investor management database to confirm details & prepare requested information to call back. Call investor back regarding their query
BR	Jordan Devery	Senior Analyst	Creditors	14/07/2021	0.10	\$28.50	Review of voicemails from Investors. Access investor management database to confirm details & prepare requested information to call back. Call investor back regarding their query
BR	Jordan Devery	Senior Analyst	Creditors	14/07/2021	0.20	\$57.00	Call from an investor seeking an update on the winding up of the fund.
BR	Jordan Devery	Senior Analyst	Creditors	16/07/2021	0.20	\$57.00	Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy
BR	Jordan Devery	Senior Analyst	Creditors	16/07/2021	0.10	\$28.50	Review of unread emails sent to the Fund's mailbox. Print email for letter response to be updated in the Fund's database. Review and update investor correspondence register accordingly
BR	Jordan Devery	Senior Analyst	Creditors	16/07/2021	0.30	\$85.50	Phone call from investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update
BR	Jordan Devery	Senior Analyst	Creditors	19/07/2021	0.20	\$57.00	Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy
BR	Jordan Devery	Senior Analyst	Creditors	19/07/2021	0.40	\$114.00	2x Prepare letter to investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update
BR	Jordan Devery	Senior Analyst	Creditors	19/07/2021	0.20	\$57.00	Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy
BR	Jordan Devery	Senior Analyst	Creditors	20/07/2021	0.10	\$28.50	Call from an investor seeking an update on the winding up of the fund.
BR	Jordan Devery	Senior Analyst	Creditors	21/07/2021	0.30	\$85.50	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
BR	Jordan Devery	Senior Analyst	Creditors	21/07/2021	0.30	\$85.50	Review of correspondence from investors in relation to a transfer of units of deceased estate request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy
BR	Jordan Devery	Senior Analyst	Creditors	21/07/2021	0.10	\$28.50	Phone call from executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access investor management database to review current investor details and advise
BR	Jordan Devery	Senior Analyst	Creditors	21/07/2021	0.20	\$57.00	Phone call from executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access investor management database to review current investor details and advise

BR	Jordan Devery	Senior Analyst	Creditors	22/07/2021	0.10	\$28.50	Phone call from investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update
BR	Jordan Devery	Senior Analyst	Creditors	22/07/2021	0.10	\$28.50	Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy
BR	Jordan Devery	Senior Analyst	Creditors	23/07/2021	0.10	\$28.50	Review of unread emails sent to the Fund's mailbox. Print email for letter response to be updated in the Fund's database. Review and update investor correspondence register accordingly
BR	Jordan Devery	Senior Analyst	Creditors	23/07/2021	0.10	\$28.50	Phone call from investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update
BR	Jordan Devery	Senior Analyst	Creditors	30/07/2021	0.30	\$85.50	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
BR	Jordan Devery	Senior Analyst	Creditors	30/07/2021	0.60	\$171.00	Review of correspondence from investors in relation to 4x transfer of units of deceased estate request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy
BR	Jordan Devery	Senior Analyst	Creditors	3/08/2021	0.10	\$28.50	Phone call from investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update
BR	Jordan Devery	Senior Analyst	Creditors	10/08/2021	0.10	\$28.50	Phone call from executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access investor management database to review current investor details and advise
BR	Jordan Devery	Senior Analyst	Creditors	10/08/2021	0.10	\$28.50	Phone call from executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access investor management database to review current investor details and advise
BR	Jordan Devery	Senior Analyst	Creditors	10/08/2021	0.20	\$57.00	Prepare letter to executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access investor management database to review current investor details and advise
BR	Jordan Devery	Senior Analyst	Creditors	10/08/2021	0.10	\$28.50	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
BR	Jordan Devery	Senior Analyst	Creditors	10/08/2021	0.10	\$28.50	Phone call from executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access investor management database to review current investor details and advise
BR	Jordan Devery	Senior Analyst	Creditors	10/08/2021	0.20	\$57.00	Prepare letter to executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access investor management database to review current investor details and advise
BR	Jordan Devery	Senior Analyst	Creditors	10/08/2021	0.20	\$57.00	Prepare letter to investor confirming update of details for their investment with the Fund. Access investor management database to review current details.
BR	Jordan Devery	Senior Analyst	Creditors	11/08/2021	0.20	\$57.00	Phone call from executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access investor management database to review current investor details and advise
BR	Jordan Devery	Senior Analyst	Creditors	11/08/2021	0.20	\$57.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
BR	Jordan Devery	Senior Analyst	Creditors	17/08/2021	0.10	\$28.50	Prepare letter to investor confirming update of details for their investment with the Fund. Access investor management database to review current details.
BR	Jordan Devery	Senior Analyst	Creditors	17/08/2021	0.20	\$57.00	Review of unread emails sent to the Fund's mailbox. Print email for letter response to be updated in the Fund's database. Review and update investor correspondence register accordingly
BR	Jordan Devery	Senior Analyst	Creditors	18/08/2021	0.60	\$171.00	2x Review of correspondence from investors in relation to a transfer of units of deceased estate request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy
BR	Jordan Devery	Senior Analyst	Creditors	19/08/2021	0.20	\$57.00	Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy
BR	Jordan Devery	Senior Analyst	Creditors	19/08/2021	0.10	\$28.50	Phone call from investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update

BR	Jordan Devery	Senior Analyst	Creditors	20/08/2021	0.30	\$85.50	Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
BR	Jordan Devery	Senior Analyst	Creditors	20/08/2021	0.30	\$85.50	Review of correspondence from investors in relation to a transfer of units of deceased estate request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy.
BR	Jordan Devery	Senior Analyst	Creditors	8/09/2021	0.20	\$57.00	Phone call from investor in response to a confirmation of their request to transfer units. Access investor management database to review current investor details and advise.
BR	Jordan Devery	Senior Analyst	Creditors	9/09/2021	0.20	\$57.00	Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
BR	Jordan Devery	Senior Analyst	Creditors	9/09/2021	0.10	\$28.50	Phone call from investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
BR	Jordan Devery	Senior Analyst	Creditors	10/09/2021	0.10	\$28.50	Phone call from investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
BR	Jordan Devery	Senior Analyst	Creditors	10/09/2021	0.10	\$28.50	Phone call from investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
BR	Jordan Devery	Senior Analyst	Creditors	10/09/2021	0.10	\$28.50	Phone call from investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
BR	Jordan Devery	Senior Analyst	Creditors	16/09/2021	0.20	\$57.00	Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
BR	Jordan Devery	Senior Analyst	Creditors	16/09/2021	0.20	\$57.00	Phone call from investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
BR	Jordan Devery	Senior Analyst	Creditors	16/09/2021	0.10	\$28.50	Review debtor statement and reconcile to outstanding payments in MYOB.
BR	Jordan Devery	Senior Analyst	Creditors	16/09/2021	0.10	\$28.50	Phone call from investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
BR	Jordan Devery	Senior Analyst	Creditors	20/09/2021	0.10	\$28.50	Phone call from executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access investor management database to review current investor details and advise.
BR	Jordan Devery	Senior Analyst	Creditors	20/09/2021	0.10	\$28.50	Review of voicemails from Investors. Access investor management database to confirm details & prepare requested information to call back. Call investor back regarding their query.
BR	Jordan Devery	Senior Analyst	Creditors	23/09/2021	0.20	\$57.00	Phone call from investor in response to their request to transfer units from a superfund to their personal name. Access investor management database to review current investor details and advise.
BR	Jordan Devery	Senior Analyst	Creditors	30/09/2021	0.30	\$85.50	Phone call from executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access investor management database to review current investor details and advise.
BR	Jordan Devery	Senior Analyst	Creditors	1/10/2021	0.60	\$171.00	2x Prepare letter to executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access investor management database to review current investor details and advise.
BR	Jordan Devery	Senior Analyst	Creditors	6/10/2021	0.20	\$57.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
BR	Jordan Devery	Senior Analyst	Creditors	6/10/2021	0.20	\$57.00	Phone call from executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access investor management database to review current investor details and advise.
BR	Jordan Devery	Senior Analyst	Creditors	6/10/2021	0.20	\$57.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.

BR	Jordan Devery	Senior Analyst	Creditors	6/10/2021	0.30	\$85.50	Prepare a letter to investor in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
BR	Jordan Devery	Senior Analyst	Creditors	6/10/2021	0.10	\$28.50	Call from an investor in relation to a request for an updated unit holdings balance. Review investor on the investor management database and advise.
BR	Jordan Devery	Senior Analyst	Creditors	6/10/2021	0.20	\$57.00	Prepare letter to investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update
BR	Jordan Devery	Senior Analyst	Creditors	6/10/2021	0.10	\$28.50	Phone call from investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update
BR	Jordan Devery	Senior Analyst	Creditors	6/10/2021	0.20	\$57.00	Phone call from investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update
BR	Jordan Devery	Senior Analyst	Creditors	7/10/2021	0.20	\$57.00	Phone call from investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update
BR	Jordan Devery	Senior Analyst	Creditors	14/10/2021	0.10	\$28.50	Review of voicemails from Investors. Access investor management database to confirm details & prepare requested information to call back. Call investor back regarding their query
BR	Jordan Devery	Senior Analyst	Creditors	14/10/2021	0.10	\$28.50	Phone call from investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update
BR	Jordan Devery	Senior Analyst	Creditors	14/10/2021	0.20	\$57.00	Prepare letter to investor confirming transfer of units for their investment with the Fund. Access investor management database to review current details.
BR	Jordan Devery	Senior Analyst	Creditors	14/10/2021	0.50	\$142.50	2x Review of correspondence from investors in relation to a transfer of units of deceased estate request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy
BR	Jordan Devery	Senior Analyst	Creditors	15/10/2021	0.30	\$85.50	Prepare a letter to investor in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
BR	Jordan Devery	Senior Analyst	Creditors	20/10/2021	0.20	\$57.00	Prepare letter to investor confirming transfer of units for their investment with the Fund. Access investor management database to review current details.
BR	Jordan Devery	Senior Analyst	Creditors	20/10/2021	0.20	\$57.00	Prepare letter to investor confirming update of details for their investment with the Fund. Access investor management database to review current details.
BR	Jordan Devery	Senior Analyst	Creditors	20/10/2021	0.50	\$142.50	3x Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy
BR	Jordan Devery	Senior Analyst	Creditors	20/10/2021	0.50	\$142.50	3x Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy
BR	Jordan Devery	Senior Analyst	Creditors	20/10/2021	0.10	\$28.50	Review of voicemails from Investors. Access investor management database to confirm details & prepare requested information to call back. Call investor back regarding their query
BR	Jordan Devery	Senior Analyst	Creditors	27/10/2021	0.10	\$28.50	Phone call from executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access investor management database to review current investor details and advise
BR	Jordan Devery	Senior Analyst	Creditors	1/11/2021	0.20	\$57.00	Phone call from executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access investor management database to review current investor details and advise
BR	Jordan Devery	Senior Analyst	Creditors	1/11/2021	0.10	\$28.50	Review of voicemails from Investors. Access investor management database to confirm details & prepare requested information to call back. Call investor back regarding their query
BR	Jordan Devery	Senior Analyst	Creditors	2/11/2021	0.60	\$171.00	3x Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy
BR	Jordan Devery	Senior Analyst	Creditors	2/11/2021	0.20	\$57.00	Prepare letter to investor confirming update of details for their investment with the Fund. Access investor management database to review current details.

BR	Jordan Devery	Senior Analyst	Creditors	3/11/2021	0.10	\$28.50	Call from an investor seeking an update on the winding up of the fund.
BR	Jordan Devery	Senior Analyst	Creditors	5/11/2021	0.20	\$57.00	Phone call from investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update
BR	Jordan Devery	Senior Analyst	Creditors	8/11/2021	0.10	\$28.50	Call from an investor in relation to a request for an updated unit holdings balance. Review investor on the investor management database and advise.
BR	Jordan Devery	Senior Analyst	Creditors	8/11/2021	0.30	\$85.50	Prepare a letter to investor in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
BR	Jordan Devery	Senior Analyst	Creditors	10/11/2021	0.60	\$171.00	3x Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
BR	Jordan Devery	Senior Analyst	Creditors	10/11/2021	0.20	\$57.00	Review of correspondence from investors in relation to a transfer of units of deceased estate request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy.
BR	Jordan Devery	Senior Analyst	Creditors	11/11/2021	0.60	\$171.00	3x Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
BR	Jordan Devery	Senior Analyst	Creditors	12/11/2021	0.20	\$57.00	Prepare letter to investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update
BR	Jordan Devery	Senior Analyst	Creditors	15/11/2021	0.20	\$57.00	Phone call from executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access investor management database to review current investor details and advise
BR	Jordan Devery	Senior Analyst	Creditors	17/11/2021	0.10	\$28.50	Calls from investors /advisors Call from an investor seeking an update on the winding up of the fund.
BR	Jordan Devery	Senior Analyst	Creditors	30/11/2021	0.30	\$85.50	Review of correspondence from investors in relation to a transfer of units of deceased estate request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy.
BR	Jordan Devery	Senior Analyst	Creditors	30/11/2021	0.80	\$228.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
BR	Jordan Devery	Senior Analyst	Creditors	30/11/2021	0.50	\$142.50	2x Prepare a letter to investor in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
BR	Jordan Devery	Senior Analyst	Creditors	30/11/2021	0.40	\$114.00	2x Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
BR	Jordan Devery	Senior Analyst	Creditors	1/12/2021	0.50	\$142.50	3x Review of correspondence from investors in relation to a transfer of units of deceased estate request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy.
BR	Jordan Devery	Senior Analyst	Creditors	1/12/2021	0.30	\$85.50	2x Review of correspondence from investors in relation to a transfer of units request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy.
BR	Jordan Devery	Senior Analyst	Creditors	1/12/2021	0.70	\$199.50	4x Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
BR	Jordan Devery	Senior Analyst	Creditors	1/12/2021	0.30	\$85.50	Review of correspondence from investors in relation to a transfer of units of deceased estate request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy.
BR	Jordan Devery	Senior Analyst	Creditors	1/12/2021	0.20	\$57.00	Prepare letter to investor confirming transfer of units for their investment with the Fund. Access investor management database to review current details.
BR	Jordan Devery	Senior Analyst	Creditors	1/12/2021	0.20	\$57.00	Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
BR	Jordan Devery	Senior Analyst	Creditors	1/12/2021	0.20	\$57.00	Prepare letter to investor confirming transfer of units for their investment with the Fund. Access investor management database to review current details.

BR	Jordan Devery	Senior Analyst	Creditors	1/12/2021	0.10	\$28.50	Review of voicemails from Investors. Access investor management database to confirm details & prepare requested information to call back. Call investor back regarding their query.
BR	Jordan Devery	Senior Analyst	Creditors	1/12/2021	0.10	\$28.50	Phone call from executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access investor management database to review current investor details and advise
BR	Jordan Devery	Senior Analyst	Creditors	1/12/2021	0.30	\$85.50	Review of correspondence from investors in relation to a transfer of units of deceased estate request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy.
BR	Jordan Devery	Senior Analyst	Creditors	2/12/2021	0.20	\$57.00	2x Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
BR	Jordan Devery	Senior Analyst	Creditors	3/12/2021	0.30	\$85.50	2x Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
BR	Jordan Devery	Senior Analyst	Creditors	21/12/2021	0.30	\$85.50	Call from an investor seeking an update on the winding up of the fund.
BR	Jordan Devery	Senior Analyst	Creditors	21/12/2021	0.10	\$28.50	Call from an investor seeking an update on the winding up of the fund.
BR	Jordan Devery	Senior Analyst	Creditors	21/12/2021	0.20	\$57.00	Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
BR	Jordan Devery	Senior Analyst	Creditors	21/12/2021	0.10	\$28.50	Review of voicemails from Investors. Access investor management database to confirm details & prepare requested information to call back. Call investor back regarding their query.
BR	Jordan Devery	Senior Analyst	Creditors	21/12/2021	0.40	\$114.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
BR	Jordan Devery	Senior Analyst	Creditors	21/12/2021	0.40	\$114.00	2x Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
BR	Jordan Devery	Senior Analyst	Creditors	22/12/2021	0.40	\$114.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
BR	Jordan Devery	Senior Analyst	Creditors	23/12/2021	0.40	\$114.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
BR	Jordan Devery	Senior Analyst	Creditors	23/12/2021	1.10	\$313.50	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
BR	Jordan Devery	Senior Analyst	Creditors	10/01/2022	0.40	\$140.00	2x Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
BR	Jordan Devery	Senior Analyst	Creditors	10/01/2022	0.10	\$35.00	Review of voicemails from Investors. Access investor management database to confirm details & prepare requested information to call back. Call investor back regarding their query.
BR	Jordan Devery	Senior Analyst	Creditors	12/01/2022	0.60	\$210.00	3x Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
BR	Jordan Devery	Senior Analyst	Creditors	12/01/2022	0.20	\$70.00	Prepare letter to executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access investor management database to review current investor details and advise
BR	Jordan Devery	Senior Analyst	Creditors	12/01/2022	0.40	\$140.00	2x Prepare a letter to investor in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
BR	Jordan Devery	Senior Analyst	Creditors	12/01/2022	0.60	\$210.00	3x Prepare letter to investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update
BR	Jordan Devery	Senior Analyst	Creditors	13/01/2022	0.10	\$35.00	Call from an investor seeking an update on the winding up of the fund.
BR	Jordan Devery	Senior Analyst	Creditors	13/01/2022	0.20	\$70.00	Call from an investor seeking an update on the winding up of the fund.
BR	Jordan Devery	Senior Analyst	Creditors	13/01/2022	0.10	\$35.00	Review of voicemails from Investors. Access investor management database to confirm details & prepare requested information to call back. Call investor back regarding their query.

BR	Jordan Devery	Senior Analyst	Creditors	13/01/2022	0.40	\$140.00	2x Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
BR	Jordan Devery	Senior Analyst	Creditors	14/01/2022	0.30	\$105.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
BR	Jordan Devery	Senior Analyst	Creditors	14/01/2022	0.50	\$175.00	2x Review of correspondence from investors in relation to a transfer of units of deceased estate request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy.
BR	Jordan Devery	Senior Analyst	Creditors	14/01/2022	1.20	\$420.00	6x Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
BR	Jordan Devery	Senior Analyst	Creditors	17/01/2022	0.40	\$140.00	2x Prepare letter to investor on update of the winding up of the Fund. Access investor management database to review current details.
BR	Jordan Devery	Senior Analyst	Creditors	17/01/2022	0.40	\$140.00	Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
BR	Jordan Devery	Senior Analyst	Creditors	17/01/2022	0.60	\$210.00	3x Prepare letter to investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
BR	Jordan Devery	Senior Analyst	Creditors	17/01/2022	0.20	\$70.00	Prepare a letter to investor in relation to the interim distribution to investors. Access investor management database to review current details and draft letter for their request.
BR	Jordan Devery	Senior Analyst	Creditors	17/01/2022	0.50	\$175.00	Phone call with Ryan Whyte regarding next report to investors, winding up of the fund template letters and progression of court application.
BR	Jordan Devery	Senior Analyst	Creditors	18/01/2022	0.20	\$70.00	Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
BR	Jordan Devery	Senior Analyst	Creditors	20/01/2022	0.20	\$70.00	Prepare letter to investor confirming update of details for their investment with the Fund. Access investor management database to review current details.
BR	Jordan Devery	Senior Analyst	Creditors	21/01/2022	0.30	\$105.00	Prepare letter to executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access investor management database to review current investor details and advise.
BR	Jordan Devery	Senior Analyst	Creditors	21/01/2022	0.20	\$70.00	Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
BR	Jordan Devery	Senior Analyst	Creditors	24/01/2022	0.40	\$140.00	2x Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
BR	Jordan Devery	Senior Analyst	Creditors	24/01/2022	0.20	\$70.00	Prepare letter to investor confirming update of details for their investment with the Fund. Access investor management database to review current details.
BR	Jordan Devery	Senior Analyst	Creditors	24/01/2022	0.10	\$35.00	Call from an investor seeking an update on the winding up of the fund.
BR	Jordan Devery	Senior Analyst	Creditors	25/01/2022	0.40	\$140.00	2x Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
BR	Jordan Devery	Senior Analyst	Creditors	27/01/2022	0.30	\$105.00	Prepare payment of website hosting fees in MYOB and NAB. Send to JC/CH for review.
BR	Jordan Devery	Senior Analyst	Creditors	27/01/2022	0.40	\$140.00	2x Review of correspondence from investors in relation to a transfer of units request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy.
BR	Jordan Devery	Senior Analyst	Creditors	27/01/2022	0.20	\$70.00	Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
BR	Jordan Devery	Senior Analyst	Creditors	28/01/2022	0.10	\$35.00	Review of voicemails from Investors. Access investor management database to confirm details & prepare requested information to call back. Call investor back regarding their query.
BR	Jordan Devery	Senior Analyst	Creditors	28/01/2022	0.10	\$35.00	Review of voicemails from Investors. Access investor management database to confirm details & prepare requested information to call back. Call investor back regarding their query.

BR	Jordan Devery	Senior Analyst	Creditors	28/01/2022	0.40	\$140.00	2x Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
BR	Jordan Devery	Senior Analyst	Creditors	28/01/2022	0.40	\$140.00	2x Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
BR	Jordan Devery	Senior Analyst	Creditors	28/01/2022	0.20	\$70.00	Prepare letter to investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
BR	Jordan Devery	Senior Analyst	Creditors	28/01/2022	0.20	\$70.00	Call from an investor in relation to a request for an updated unit holdings balance. Review investor on the investor management database and advise.
BR	Jordan Devery	Senior Analyst	Creditors	31/01/2022	0.20	\$70.00	Prepare payment of FinPOWER invoice in MYOB and NAB. Email to CH/JC to review/approval.
BR	Jordan Devery	Senior Analyst	Creditors	31/01/2022	0.20	\$70.00	Call from an investor seeking an update on the winding up of the fund.
BR	Jordan Devery	Senior Analyst	Creditors	31/01/2022	0.10	\$35.00	Phone call from investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
BR	Jordan Devery	Senior Analyst	Creditors	31/01/2022	0.40	\$140.00	2x Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
BR	Jordan Devery	Senior Analyst	Creditors	31/01/2022	0.40	\$140.00	2x Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
BR	Jordan Devery	Senior Analyst	Creditors	1/02/2022	0.20	\$70.00	Prepare letter to investor on update of the winding up of the Fund. Access investor management database to review current details.
BR	Jordan Devery	Senior Analyst	Creditors	1/02/2022	0.30	\$105.00	Review of correspondence from investors in relation to a transfer of units of deceased estate request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy.
BR	Jordan Devery	Senior Analyst	Creditors	1/02/2022	0.40	\$140.00	2x Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
BR	Jordan Devery	Senior Analyst	Creditors	1/02/2022	0.20	\$70.00	Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
BR	Jordan Devery	Senior Analyst	Creditors	17/02/2022	0.10	\$35.00	Review of voicemails from Investors. Access investor management database to confirm details & prepare requested information to call back. Call investor back regarding their query.
BR	Jordan Devery	Senior Analyst	Creditors	17/02/2022	0.10	\$35.00	Phone call from executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access investor management database to review current investor details and advise.
BR	Jordan Devery	Senior Analyst	Creditors	17/02/2022	0.20	\$70.00	Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
BR	Jordan Devery	Senior Analyst	Creditors	18/02/2022	0.10	\$35.00	Review of voicemails from Investors. Access investor management database to confirm details & prepare requested information to call back. Call investor back regarding their query.
BR	Jordan Devery	Senior Analyst	Creditors	18/02/2022	0.30	\$105.00	2x Phone call from executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access investor management database to review current investor details and advise.
BR	Jordan Devery	Senior Analyst	Creditors	18/02/2022	0.50	\$175.00	2x Review of correspondence from investors in relation to a transfer of units of deceased estate request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy.
BR	Jordan Devery	Senior Analyst	Creditors	22/02/2022	0.20	\$70.00	Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
BR	Jordan Devery	Senior Analyst	Creditors	24/02/2022	0.40	\$140.00	2x Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.

BR	Jordan Devery	Senior Analyst	Creditors	24/02/2022	0.20	\$70.00	Prepare letter to investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update
BR	Jordan Devery	Senior Analyst	Creditors	28/02/2022	0.20	\$70.00	Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy
BR	Jordan Devery	Senior Analyst	Creditors	28/02/2022	0.20	\$70.00	Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy
BR	Jordan Devery	Senior Analyst	Creditors	1/03/2022	0.40	\$140.00	2x Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy
BR	Jordan Devery	Senior Analyst	Creditors	1/03/2022	0.30	\$105.00	Review of correspondence from investors in relation to a transfer of units request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy
BR	Jordan Devery	Senior Analyst	Creditors	1/03/2022	0.50	\$175.00	2x Review of correspondence from investors in relation to a transfer of units of deceased estate request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy
BR	Jordan Devery	Senior Analyst	Creditors	1/03/2022	0.20	\$70.00	Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy
BR	Jordan Devery	Senior Analyst	Creditors	3/03/2022	0.50	\$175.00	2x Prepare a letter to investor in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
BR	Jordan Devery	Senior Analyst	Creditors	3/03/2022	0.50	\$175.00	2x Review of correspondence from investors in relation to a transfer of units of deceased estate request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy
BR	Jordan Devery	Senior Analyst	Creditors	3/03/2022	0.70	\$245.00	3x Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy
BR	Jordan Devery	Senior Analyst	Creditors	4/03/2022	0.30	\$105.00	Review of correspondence from investors in relation to a transfer of units request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy
BR	Jordan Devery	Senior Analyst	Creditors	4/03/2022	0.80	\$280.00	4x Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy
BR	Jordan Devery	Senior Analyst	Creditors	7/03/2022	0.40	\$140.00	2x Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy
BR	Jordan Devery	Senior Analyst	Creditors	7/03/2022	0.20	\$70.00	Review of correspondence from investors in relation to a transfer of units request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy
BR	Jordan Devery	Senior Analyst	Creditors	7/03/2022	0.20	\$70.00	Review of correspondence from investors in relation to a transfer of units of deceased estate request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy
BR	Jordan Devery	Senior Analyst	Creditors	8/03/2022	0.20	\$70.00	Review of correspondence from investors in relation to a transfer of units of deceased estate request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy
BR	Jordan Devery	Senior Analyst	Creditors	8/03/2022	0.20	\$70.00	Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy
BR	Jordan Devery	Senior Analyst	Creditors	9/03/2022	0.30	\$105.00	Phone call with RW re Fund timeline and outcome of latest Court days.
BR	Jordan Devery	Senior Analyst	Creditors	10/03/2022	0.40	\$140.00	2x Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy
BR	Jordan Devery	Senior Analyst	Creditors	11/03/2022	0.40	\$140.00	2x Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy

BR	Jordan Devery	Senior Analyst	Creditors	14/03/2022	0.30	\$105.00	2x Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy
BR	Jordan Devery	Senior Analyst	Creditors	15/03/2022	0.40	\$140.00	2x Prepare letter to investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update
BR	Jordan Devery	Senior Analyst	Creditors	16/03/2022	0.30	\$105.00	2x Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy
BR	Jordan Devery	Senior Analyst	Creditors	16/03/2022	0.20	\$70.00	Review of correspondence from investors in relation to a transfer of units of deceased estate request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy
BR	Jordan Devery	Senior Analyst	Creditors	16/03/2022	0.20	\$70.00	Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy
BR	Jordan Devery	Senior Analyst	Creditors	17/03/2022	0.30	\$105.00	2x Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy
BR	Jordan Devery	Senior Analyst	Creditors	17/03/2022	0.40	\$140.00	2x Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy
BR	Jordan Devery	Senior Analyst	Creditors	18/03/2022	0.40	\$140.00	Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy
BR	Jordan Devery	Senior Analyst	Creditors	21/03/2022	0.70	\$245.00	3x Prepare a letter to investor in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
BR	Jordan Devery	Senior Analyst	Creditors	21/03/2022	0.20	\$70.00	Call from an investor in relation to a request for an updated unit holdings balance. Review investor on the investor management database and advise.
BR	Jordan Devery	Senior Analyst	Creditors	22/03/2022	0.20	\$70.00	2x Call from an investor seeking an update on the winding up of the fund.
BR	Jordan Devery	Senior Analyst	Creditors	23/03/2022	0.10	\$35.00	Call from an investor in relation to a request for an updated unit holdings balance. Review investor on the investor management database and advise.
BR	Jordan Devery	Senior Analyst	Creditors	23/03/2022	0.10	\$35.00	Prepare letter to investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update
BR	Jordan Devery	Senior Analyst	Creditors	23/03/2022	0.30	\$105.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
BR	Jordan Devery	Senior Analyst	Creditors	23/03/2022	0.20	\$70.00	Prepare a letter to investor in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
BR	Jordan Devery	Senior Analyst	Creditors	24/03/2022	0.40	\$140.00	2x Review of correspondence from investors in relation to a transfer of units of deceased estate request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy
BR	Jordan Devery	Senior Analyst	Creditors	24/03/2022	0.40	\$140.00	2x Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy
BR	Jordan Devery	Senior Analyst	Creditors	24/03/2022	0.20	\$70.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
BR	Jordan Devery	Senior Analyst	Creditors	25/03/2022	0.20	\$70.00	Review of correspondence from investors in relation to a transfer of units of deceased estate request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy
BR	Jordan Devery	Senior Analyst	Creditors	25/03/2022	0.20	\$70.00	Phone call from executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access investor management database to review current investor details and advise
BR	Jordan Devery	Senior Analyst	Creditors	25/03/2022	0.10	\$35.00	Review of correspondence from investors in relation to a transfer of units of deceased estate request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy

BR	Jordan Devery	Senior Analyst	Creditors	25/03/2022	0.40	\$140.00	2x Prepare a letter to investor in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
BR	Jordan Devery	Senior Analyst	Creditors	25/03/2022	0.20	\$70.00	Prepare letter to investor on update of the winding up of the Fund. Access investor management database to review current details.
BR	Jordan Devery	Senior Analyst	Creditors	25/03/2022	0.20	\$70.00	Review of correspondence from investors in relation to a transfer of units request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy.
BR	Jordan Devery	Senior Analyst	Creditors	28/03/2022	0.20	\$70.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
BR	Jordan Devery	Senior Analyst	Creditors	28/03/2022	0.10	\$35.00	Call from an investor in relation to a request for an updated unit holdings balance. Review investor on the investor management database and advise.
BR	Jordan Devery	Senior Analyst	Creditors	29/03/2022	0.60	\$210.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
BR	Jordan Devery	Senior Analyst	Creditors	29/03/2022	1.20	\$420.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
BR	Jordan Devery	Senior Analyst	Creditors	29/03/2022	1.50	\$525.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
BR	Jordan Devery	Senior Analyst	Creditors	29/03/2022	0.20	\$70.00	Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
BR	Jordan Devery	Senior Analyst	Creditors	31/03/2022	1.00	\$350.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
BR	Jordan Devery	Senior Analyst	Creditors	4/04/2022	0.40	\$140.00	2x Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
BR	Jordan Devery	Senior Analyst	Creditors	8/04/2022	0.50	\$175.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
BR	Jordan Devery	Senior Analyst	Creditors	12/04/2022	0.10	\$35.00	Phone call from executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access investor management database to review current investor details and advise.
BR	Jordan Devery	Senior Analyst	Creditors	12/04/2022	0.20	\$70.00	Phone call from executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access investor management database to review current investor details and advise.
BR	Jordan Devery	Senior Analyst	Creditors	12/04/2022	0.40	\$140.00	2x Review of correspondence from investors in relation to a transfer of units of deceased estate request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy.
BR	Jordan Devery	Senior Analyst	Creditors	12/04/2022	0.70	\$245.00	3x Review of correspondence from investors in relation to a transfer of units of deceased estate request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy.
BR	Jordan Devery	Senior Analyst	Creditors	12/04/2022	0.40	\$140.00	2x Prepare letter to executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access investor management database to review current investor details and advise.
BR	Jordan Devery	Senior Analyst	Creditors	13/04/2022	0.20	\$70.00	Review of correspondence from investors in relation to a transfer of units of deceased estate request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy.
BR	Jordan Devery	Senior Analyst	Creditors	14/04/2022	0.20	\$70.00	Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
BR	Jordan Devery	Senior Analyst	Creditors	14/04/2022	0.30	\$105.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
BR	Jordan Devery	Senior Analyst	Creditors	14/04/2022	0.30	\$105.00	2x Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
BR	Jordan Devery	Senior Analyst	Creditors	14/04/2022	0.30	\$105.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
BR	Jordan Devery	Senior Analyst	Creditors	14/04/2022	0.70	\$245.00	3x Review of correspondence from investors in relation to a transfer of units of deceased estate request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy.

BR	Jordan Devery	Senior Analyst	Creditors	14/04/2022	0.20	\$70.00	Phone call from executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access investor management database to review current investor details and advise
BR	Jordan Devery	Senior Analyst	Creditors	19/04/2022	0.40	\$140.00	2x Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy
BR	Jordan Devery	Senior Analyst	Creditors	22/04/2022	0.10	\$35.00	Review of voicemails from Investors. Access investor management database to confirm details & prepare requested information to call back. Call investor back regarding their query
BR	Jordan Devery	Senior Analyst	Creditors	22/04/2022	0.20	\$70.00	Review of correspondence from investors in relation to a transfer of units of deceased estate request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy
BR	Jordan Devery	Senior Analyst	Creditors	26/04/2022	0.20	\$70.00	Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy
BR	Jordan Devery	Senior Analyst	Creditors	28/04/2022	0.30	\$105.00	2x Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy
BR	Jordan Devery	Senior Analyst	Creditors	10/05/2022	0.40	\$140.00	2x Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy
BR	Jordan Devery	Senior Analyst	Creditors	16/05/2022	0.10	\$35.00	Phone call from investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update
BR	Jordan Devery	Senior Analyst	Creditors	16/05/2022	0.10	\$35.00	Phone call from investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update
BR	Jordan Devery	Senior Analyst	Creditors	16/05/2022	0.60	\$210.00	3x Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy
BR	Jordan Devery	Senior Analyst	Creditors	17/05/2022	0.10	\$35.00	Call from an investor seeking an update on the winding up of the fund.
BR	Jordan Devery	Senior Analyst	Creditors	23/05/2022	0.10	\$35.00	Review of voicemails from Investors. Access investor management database to confirm details & prepare requested information to call back. Call investor back regarding their query
BR	Jordan Devery	Senior Analyst	Creditors	23/05/2022	0.20	\$70.00	Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy
BR	Jordan Devery	Senior Analyst	Creditors	23/05/2022	0.20	\$70.00	Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy
BR	Jordan Devery	Senior Analyst	Creditors	23/05/2022	0.30	\$105.00	Review of correspondence from investors in relation to a transfer of units of deceased estate request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy
BR	Jordan Devery	Senior Analyst	Creditors	23/05/2022	0.30	\$105.00	Phone call from executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access investor management database to review current investor details and advise
BR	Jordan Devery	Senior Analyst	Creditors	23/05/2022	0.30	\$105.00	Prepare a letter to investor in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
BR	Jordan Devery	Senior Analyst	Creditors	23/05/2022	0.20	\$70.00	Prepare letter to investor on update of the winding up of the Fund. Access investor management database to review current details.
BR	Jordan Devery	Senior Analyst	Creditors	23/05/2022	0.10	\$35.00	Review of voicemails from Investors. Access investor management database to confirm details & prepare requested information to call back. Call investor back regarding their query
BR	Jordan Devery	Senior Analyst	Creditors	24/05/2022	0.20	\$70.00	Prepare letter to investor on update of the winding up of the Fund. Access investor management database to review current details.

BR	Jordan Devery	Senior Analyst	Creditors	24/05/2022	0.20	\$70.00	Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
BR	Jordan Devery	Senior Analyst	Creditors	24/05/2022	0.20	\$70.00	Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
BR	Jordan Devery	Senior Analyst	Creditors	25/05/2022	0.30	\$105.00	Review of correspondence from investors in relation to a transfer of units of deceased estate request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy.
BR	Jordan Devery	Senior Analyst	Creditors	25/05/2022	0.40	\$140.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
BR	Jordan Devery	Senior Analyst	Creditors	25/05/2022	0.10	\$35.00	Review of unread emails sent to the Fund's mailbox. Print email for letter response to be updated in the Fund's database. Review and update investor correspondence register accordingly.
BR	Jordan Devery	Senior Analyst	Creditors	25/05/2022	0.40	\$140.00	2x Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
BR	Jordan Devery	Senior Analyst	Creditors	25/05/2022	0.20	\$70.00	Prepare letter to investor on update of the winding up of the Fund. Access investor management database to review current details.
BR	Jordan Devery	Senior Analyst	Creditors	25/05/2022	0.20	\$70.00	Review of correspondence from investors in relation to a transfer of units request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy.
BR	Jordan Devery	Senior Analyst	Creditors	26/05/2022	0.20	\$70.00	Phone call from investor in response to their request to transfer units from a superfund to their personal name. Access investor management database to review current investor details and advise.
BR	Jordan Devery	Senior Analyst	Creditors	26/05/2022	0.60	\$210.00	3x Prepare a letter to investor in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
BR	Jordan Devery	Senior Analyst	Creditors	26/05/2022	0.40	\$140.00	2x Prepare letter to investor in response to their request to transfer units from a Super Fund to their personal name. Access investor management database to review current investor details and advise.
BR	Jordan Devery	Senior Analyst	Creditors	30/05/2022	0.10	\$35.00	Review of unread emails sent to the Fund's mailbox. Print email for letter response to be updated in the Fund's database. Review and update investor correspondence register accordingly.
BR	Jordan Devery	Senior Analyst	Creditors	30/05/2022	0.20	\$70.00	Review of correspondence from investors in relation to a transfer of units of deceased estate request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy.
BR	Jordan Devery	Senior Analyst	Creditors	30/05/2022	0.30	\$105.00	Review of correspondence from investors in relation to a transfer of units of deceased estate request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy.
BR	Jordan Devery	Senior Analyst	Creditors	30/05/2022	0.70	\$245.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
BR	Jordan Devery	Senior Analyst	Creditors	30/05/2022	0.60	\$210.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
BR	Jordan Devery	Senior Analyst	Creditors	10/06/2022	0.20	\$70.00	Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
BR	Jordan Devery	Senior Analyst	Creditors	22/06/2022	0.40	\$140.00	2x Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
BR	Jordan Devery	Senior Analyst	Creditors	22/06/2022	0.20	\$70.00	Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
BR	Jordan Devery	Senior Analyst	Creditors	24/06/2022	0.50	\$175.00	2x Review of correspondence from investors in relation to a transfer of units of deceased estate request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy.
BR	Jordan Devery	Senior Analyst	Creditors	24/06/2022	0.10	\$35.00	Review of voicemails from Investors. Access investor management database to confirm details & prepare requested information to call back. Call investor back regarding their query.

BR	Jordan Devery	Senior Analyst	Creditors	24/06/2022	0.20	\$70.00	Call from an investor seeking an update on the winding up of the fund.
BR	Jordan Devery	Senior Analyst	Creditors	4/07/2022	0.20	\$70.00	Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy
BR	Jordan Devery	Senior Analyst	Creditors	6/07/2022	0.20	\$70.00	Call from an investor seeking an update on the winding up of the fund.
BR	Jordan Devery	Senior Analyst	Creditors	19/07/2022	0.40	\$140.00	2x Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy
BR	Jordan Devery	Senior Analyst	Creditors	2/08/2022	0.10	\$35.00	Review of voicemails from Investors. Access investor management database to confirm details & prepare requested information to call back. Call investor back regarding their query
BR	Jordan Devery	Senior Analyst	Creditors	2/08/2022	0.20	\$70.00	Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy
BR	Jordan Devery	Senior Analyst	Creditors	2/08/2022	0.20	\$70.00	Phone call from executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access investor management database to review current investor details and advise
BR	Jordan Devery	Senior Analyst	Creditors	15/08/2022	0.10	\$35.00	Review of voicemails from Investors. Access investor management database to confirm details & prepare requested information to call back. Call investor back regarding their query
BR	Jordan Devery	Senior Analyst	Creditors	18/08/2022	0.10	\$35.00	Review of voicemails from Investors. Access investor management database to confirm details & prepare requested information to call back. Call investor back regarding their query
BR	Jordan Devery	Senior Analyst	Creditors	23/08/2022	0.10	\$35.00	Review of voicemails from Investors. Access investor management database to confirm details & prepare requested information to call back. Call investor back regarding their query
BR	Jordan Devery	Senior Analyst	Creditors	26/08/2022	0.10	\$35.00	Review of voicemails from Investors. Access investor management database to confirm details & prepare requested information to call back. Call investor back regarding their query
BR	Jordan Devery	Senior Analyst	Creditors	2/09/2022	0.30	\$105.00	Phone call from investor in response to their request to transfer units from a superfund to their personal name. Access investor management database to review current investor details and advise
BR	Jordan Devery	Senior Analyst	Creditors	5/09/2022	0.10	\$35.00	Review of voicemails from Investors. Access investor management database to confirm details & prepare requested information to call back. Call investor back regarding their query
BR	Jordan Devery	Senior Analyst	Creditors	5/09/2022	0.10	\$35.00	Call from an investor in relation to a request for an updated unit holdings balance. Review investor on the investor management database and advise.
BR	Jordan Devery	Senior Analyst	Creditors	9/09/2022	0.10	\$35.00	Call from an investor in relation to a request for an updated unit holdings balance. Review investor on the investor management database and advise.
BR	Jordan Devery	Senior Analyst	Creditors	9/09/2022	0.10	\$35.00	Review of voicemails from Investors. Access investor management database to confirm details & prepare requested information to call back. Call investor back regarding their query
BR	Jordan Devery	Senior Analyst	Creditors	9/09/2022	0.10	\$35.00	Call from an investor in relation to a request for an updated unit holdings balance. Review investor on the investor management database and advise.
BR	Jordan Devery	Senior Analyst	Creditors	9/09/2022	0.40	\$140.00	2x Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy
BR	Jordan Devery	Senior Analyst	Creditors	9/09/2022	0.10	\$35.00	Review of voicemails from Investors. Access investor management database to confirm details & prepare requested information to call back. Call investor back regarding their query
BR	Jordan Devery	Senior Analyst	Creditors	20/09/2022	0.20	\$70.00	Phone call from investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update
BR	Jordan Devery	Senior Analyst	Creditors	29/09/2022	0.20	\$70.00	Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy

BR	Jordan Devery	Senior Analyst	Creditors	29/09/2022	0.10	\$35.00	Review of voicemails from Investors. Access investor management database to confirm details & prepare requested information to call back. Call investor back regarding their query.
BR	Jordan Devery	Senior Analyst	Creditors	7/12/2022	0.10	\$35.00	Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
BR	Jordan Devery	Senior Analyst	Creditors	16/12/2022	0.50	\$175.00	2x Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
BR	Jordan Devery	Senior Analyst	Creditors	16/12/2022	0.40	\$140.00	2x Prepare a letter to investor in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
BR	Jordan Devery	Senior Analyst	Creditors	16/12/2022	0.20	\$70.00	Review of correspondence from investors in relation to a transfer of units of deceased estate request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy.
BR	Jordan Devery	Senior Analyst	Creditors	16/12/2022	0.20	\$70.00	Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
BR	Jordan Devery	Senior Analyst	Creditors	16/12/2022	0.30	\$105.00	Review of correspondence from investors in relation to a transfer of units of deceased estate request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy.
BR	Jordan Devery	Senior Analyst	Creditors	19/12/2022	0.10	\$35.00	Review of unread emails sent to the Fund's mailbox. Print email for letter response to be updated in the Fund's database. Review and update investor correspondence register accordingly.
BR	Jordan Devery	Senior Analyst	Creditors	19/12/2022	0.40	\$140.00	2x Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
BR	Jordan Devery	Senior Analyst	Creditors	21/12/2022	0.20	\$70.00	Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
BR	Jordan Devery	Senior Analyst	Creditors	16/01/2023	0.10	\$35.00	Phone call from investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
BR	Jordan Devery	Senior Analyst	Creditors	16/01/2023	0.20	\$70.00	Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
BR	Jordan Devery	Senior Analyst	Creditors	16/01/2023	0.20	\$70.00	Phone call from investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
BR	Jordan Devery	Senior Analyst	Creditors	6/02/2023	0.10	\$35.00	Review of voicemails from Investors. Access investor management database to confirm details & prepare requested information to call back. Call investor back regarding their query.
BR	Jordan Devery	Senior Analyst	Creditors	23/02/2023	0.20	\$70.00	Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
BR	Jordan Devery	Senior Analyst	Creditors	24/02/2023	0.30	\$105.00	2x Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
BR	Jordan Devery	Senior Analyst	Creditors	24/02/2023	0.20	\$70.00	Review of correspondence from investors in relation to a transfer of units of deceased estate request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy.
BR	Jordan Devery	Senior Analyst	Creditors	24/02/2023	0.40	\$140.00	2x Review of correspondence from investors in relation to a transfer of units request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy.
BR	Jordan Devery	Senior Analyst	Creditors	3/03/2023	0.30	\$105.00	Phone call from executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access investor management database to review current investor details and advise.
BR	Jordan Devery	Senior Analyst	Creditors	3/03/2023	0.10	\$35.00	Call from an investor seeking an update on the winding up of the fund.

BR	Jordan Devery	Senior Analyst	Creditors	6/03/2023	0.20	\$70.00	Review of correspondence from investors in relation to a transfer of units request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy.
BR	Jordan Devery	Senior Analyst	Creditors	6/03/2023	0.40	\$140.00	2x Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
BR	Jordan Devery	Senior Analyst	Creditors	6/03/2023	0.20	\$70.00	Prepare a letter to investor in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
BR	Jordan Devery	Senior Analyst	Creditors	6/03/2023	0.20	\$70.00	Prepare letter to investor on update of the winding up of the Fund. Access investor management database to review current details.
BR	Jordan Devery	Senior Analyst	Creditors	6/03/2023	0.20	\$70.00	Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
BR	Jordan Devery	Senior Analyst	Creditors	6/03/2023	0.30	\$105.00	2x Review of correspondence from investors in relation to a transfer of units of deceased estate request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy.
BR	Jordan Devery	Senior Analyst	Creditors	7/03/2023	0.20	\$70.00	Prepare a letter to investor in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
BR	Jordan Devery	Senior Analyst	Creditors	7/03/2023	0.10	\$35.00	Phone call from executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access investor management database to review current investor details and advise.
BR	Jordan Devery	Senior Analyst	Creditors	8/03/2023	0.10	\$35.00	Review of voicemails from Investors. Access investor management database to confirm details & prepare requested information to call back. Call investor back regarding their query.
BR	Jordan Devery	Senior Analyst	Creditors	13/03/2023	0.20	\$70.00	Phone call from executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access investor management database to review current investor details and advise.
BR	Jordan Devery	Senior Analyst	Creditors	14/03/2023	0.20	\$70.00	Phone call from executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access investor management database to review current investor details and advise.
BR	Jordan Devery	Senior Analyst	Creditors	14/03/2023	0.30	\$105.00	Review of correspondence from investors in relation to a transfer of units of deceased estate request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy.
BR	Jordan Devery	Senior Analyst	Creditors	16/03/2023	0.40	\$140.00	2x Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
BR	Jordan Devery	Senior Analyst	Creditors	28/03/2023	0.20	\$70.00	Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
BR	Jordan Devery	Senior Analyst	Creditors	28/03/2023	0.10	\$35.00	Review of voicemails from Investors. Access investor management database to confirm details & prepare requested information to call back. Call investor back regarding their query.
BR	Jordan Devery	Senior Analyst	Creditors	28/03/2023	0.20	\$70.00	Call from an investor in relation to a request for an updated unit holdings balance. Review investor on the investor management database and advise.
BR	Ryan Whyte	Senior Analyst	Creditors	1/07/2021	1.20	\$408.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
BR	Ryan Whyte	Senior Analyst	Creditors	6/07/2021	1.20	\$408.00	Prepare 6 letters to investors seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
BR	Ryan Whyte	Senior Analyst	Creditors	7/07/2021	0.60	\$204.00	Prepare 3 letters to investors confirming update of details for their investment with the Fund. Access investor management database to review current details.

BR	Ryan Whyte	Senior Analyst	Creditors	7/07/2021	1.40	\$476.00	Prepare 7 letters to investors seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
BR	Ryan Whyte	Senior Analyst	Creditors	8/07/2021	1.00	\$340.00	Review of correspondence from 5 investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
BR	Ryan Whyte	Senior Analyst	Creditors	22/07/2021	1.10	\$374.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
BR	Ryan Whyte	Senior Analyst	Creditors	23/07/2021	1.00	\$340.00	Review of correspondence from 5 investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
BR	Ryan Whyte	Senior Analyst	Creditors	30/07/2021	0.40	\$136.00	Prepare 2 letters to investors confirming transfer of units for their investment with the Fund. Access investor management database to review current details.
BR	Ryan Whyte	Senior Analyst	Creditors	30/07/2021	0.90	\$306.00	Review of correspondence from investors in relation to a transfer of units of deceased estate request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy.
BR	Ryan Whyte	Senior Analyst	Creditors	30/07/2021	0.60	\$204.00	Review of correspondence from 6 investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
BR	Ryan Whyte	Senior Analyst	Creditors	30/07/2021	1.20	\$408.00	Review of correspondence from 6 investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
BR	Ryan Whyte	Senior Analyst	Creditors	30/07/2021	0.20	\$68.00	Phone call from investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
BR	Ryan Whyte	Senior Analyst	Creditors	30/07/2021	0.20	\$68.00	Phone call from investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
BR	Ryan Whyte	Senior Analyst	Creditors	24/08/2021	0.90	\$306.00	Reviewed and approved 8 letters to investors in relation to a request for a change of details/unit holding balance/confirmation of change/transfer of units/transfer of units for deceased estate.
BR	Ryan Whyte	Senior Analyst	Creditors	25/08/2021	0.60	\$204.00	Reviewed and approved 6 letters to investors in relation to a request for a change of details/unit holding balance/confirmation of change/transfer of units/transfer of units for deceased estate.
BR	Ryan Whyte	Senior Analyst	Creditors	10/09/2021	0.40	\$136.00	Prepare 2 letters to investors in relation to the timing of distributions from the Fund. Access investor management database to review current details and draft letter for their request.
BR	Ryan Whyte	Senior Analyst	Creditors	16/09/2021	0.70	\$238.00	Reviewed and approved 5 letters to investors in relation to a request for a change of details/unit holding balance/confirmation of change/transfer of units/transfer of units for deceased estate.
BR	Ryan Whyte	Senior Analyst	Creditors	20/09/2021	0.80	\$272.00	Prepare 4 letters to investors seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
BR	Ryan Whyte	Senior Analyst	Creditors	20/09/2021	0.60	\$204.00	Prepare 3 letters to investors seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
BR	Ryan Whyte	Senior Analyst	Creditors	22/09/2021	0.40	\$136.00	Prepare 2 letters to investors in relation to the timing of distributions from the Fund. Access investor management database to review current details and draft letter for their request.
BR	Ryan Whyte	Senior Analyst	Creditors	23/09/2021	0.60	\$204.00	Reviewed and approved 4 letters to an investor in relation to a request for a change of details/unit holding balance/confirmation of change/transfer of units/transfer of units for deceased estate.
BR	Ryan Whyte	Senior Analyst	Creditors	23/09/2021	0.30	\$102.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
BR	Ryan Whyte	Senior Analyst	Creditors	29/09/2021	0.20	\$68.00	Phone call from executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access investor management database to review current investor details and advise.

BR	Ryan Whyte	Senior Analyst	Creditors	1/10/2021	0.20	\$68.00	Review of unread emails sent to the Fund's mailbox. Print email for letter response to be updated in the Fund's database. Review and update investor correspondence register accordingly.
BR	Ryan Whyte	Senior Analyst	Creditors	5/10/2021	0.40	\$136.00	Prepare 2 letters to executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access investor management database to review current investor details and advise.
BR	Ryan Whyte	Senior Analyst	Creditors	5/10/2021	0.30	\$102.00	Phone call from investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
BR	Ryan Whyte	Senior Analyst	Creditors	6/10/2021	0.80	\$272.00	Prepare 4 letters to executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access investor management database to review current investor details and advise.
BR	Ryan Whyte	Senior Analyst	Creditors	7/10/2021	0.20	\$68.00	Call from an investor in relation to a request for an updated unit holdings balance. Review investor on the investor management database and advise.
BR	Ryan Whyte	Senior Analyst	Creditors	8/10/2021	0.30	\$102.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
BR	Ryan Whyte	Senior Analyst	Creditors	12/10/2021	0.60	\$204.00	Reviewed and approved 5 letters to investors in relation to a request for a change of details/unit holding balance/confirmation of change/transfer of units/transfer of units for deceased estate.
BR	Ryan Whyte	Senior Analyst	Creditors	12/10/2021	0.50	\$170.00	Reviewed and approved 4 letters to investors in relation to a request for a change of details/unit holding balance/confirmation of change/transfer of units/transfer of units for deceased estate.
BR	Ryan Whyte	Senior Analyst	Creditors	13/10/2021	0.50	\$170.00	Reviewed and approved 4 letters to investors in relation to a request for a change of details/unit holding balance/confirmation of change/transfer of units/transfer of units for deceased estate.
BR	Ryan Whyte	Senior Analyst	Creditors	13/10/2021	0.10	\$34.00	Review of unread emails sent to the Fund's mailbox. Print email for letter response to be updated in the Fund's database. Review and update investor correspondence register accordingly.
BR	Ryan Whyte	Senior Analyst	Creditors	13/10/2021	0.30	\$102.00	Review of voicemails from Investors. Access investor management database to confirm details & prepare requested information to call back. Call investor back regarding their query.
BR	Ryan Whyte	Senior Analyst	Creditors	13/10/2021	1.00	\$340.00	Reviewed and approved 9 letters to investors in relation to a request for a change of details/unit holding balance/confirmation of change/transfer of units/transfer of units for deceased estate.
BR	Ryan Whyte	Senior Analyst	Creditors	14/10/2021	0.20	\$68.00	Phone call from investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
BR	Ryan Whyte	Senior Analyst	Creditors	14/10/2021	1.80	\$612.00	Review of correspondence from 9 investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
BR	Ryan Whyte	Senior Analyst	Creditors	20/10/2021	1.00	\$340.00	Reviewed and approved 8 letters to investors in relation to a request for a change of details/unit holding balance/confirmation of change/transfer of units/transfer of units for deceased estate.
BR	Ryan Whyte	Senior Analyst	Creditors	20/10/2021	0.20	\$68.00	Call from an investor seeking an update on the winding up of the fund.
BR	Ryan Whyte	Senior Analyst	Creditors	21/10/2021	1.00	\$340.00	Reviewed and approved 10 letters to investors in relation to a request for a change of details/unit holding balance/confirmation of change/transfer of units/transfer of units for deceased estate.
BR	Ryan Whyte	Senior Analyst	Creditors	25/10/2021	0.30	\$102.00	Prepare a letter to investor in relation to the timing of distributions from the Fund. Access investor management database to review current details and draft letter for their request.
BR	Ryan Whyte	Senior Analyst	Creditors	25/10/2021	0.50	\$170.00	Reviewed and approved 4 letters to investors in relation to a request for a change of details/unit holding balance/confirmation of change/transfer of units/transfer of units for deceased estate.
BR	Ryan Whyte	Senior Analyst	Creditors	26/10/2021	0.40	\$136.00	Prepare a letter to investor in relation to the timing of distributions from the Fund. Access investor management database to review current details and draft letter for their request.

BR	Ryan Whyte	Senior Analyst	Creditors	28/10/2021	0.70	\$238.00	Reviewed and approved 5 letters to investors in relation to a request for a change of details/unit holding balance/confirmation of change/transfer of units/transfer of units for deceased estate
BR	Ryan Whyte	Senior Analyst	Creditors	4/11/2021	1.00	\$340.00	Reviewed and approved 9 letters to investors in relation to a request for a change of details/unit holding balance/confirmation of change/transfer of units/transfer of units for deceased estate
BR	Ryan Whyte	Senior Analyst	Creditors	4/11/2021	2.10	\$714.00	Review of correspondence from 13 investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy
BR	Ryan Whyte	Senior Analyst	Creditors	5/11/2021	0.80	\$272.00	Review of correspondence from 4 investors in relation to a transfer of units of deceased estate request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy
BR	Ryan Whyte	Senior Analyst	Creditors	5/11/2021	0.90	\$306.00	Reviewed and approved 5 letters to an investor in relation to a request for a change of details/unit holding balance/confirmation of change/transfer of units/transfer of units for deceased estate
BR	Ryan Whyte	Senior Analyst	Creditors	5/11/2021	0.30	\$102.00	Reviewed and approved 3 letters to an investor in relation to a request for a change of details/unit holding balance/confirmation of change/transfer of units/transfer of units for deceased estate
BR	Ryan Whyte	Senior Analyst	Creditors	8/11/2021	0.70	\$238.00	Reviewed and approved 6 letters to investors in relation to a request for a change of details/unit holding balance/confirmation of change/transfer of units/transfer of units for deceased estate
BR	Ryan Whyte	Senior Analyst	Creditors	9/11/2021	1.20	\$408.00	Reviewed and approved 9 letters to investors in relation to a request for a change of details/unit holding balance/confirmation of change/transfer of units/transfer of units for deceased estate
BR	Ryan Whyte	Senior Analyst	Creditors	10/11/2021	0.30	\$102.00	Prepare a letter to investor in relation to the timing of distributions from the Fund. Access investor management database to review current details and draft letter for their request
BR	Ryan Whyte	Senior Analyst	Creditors	10/11/2021	0.90	\$306.00	Reviewed and approved 8 letters to investors in relation to a request for a change of details/unit holding balance/confirmation of change/transfer of units/transfer of units for deceased estate
BR	Ryan Whyte	Senior Analyst	Creditors	11/11/2021	0.80	\$272.00	Reviewed and approved 6 letters to investors in relation to a request for a change of details/unit holding balance/confirmation of change/transfer of units/transfer of units for deceased estate
BR	Ryan Whyte	Senior Analyst	Creditors	15/11/2021	0.60	\$204.00	Reviewed and approved 5 letters to investors in relation to a request for a change of details/unit holding balance/confirmation of change/transfer of units/transfer of units for deceased estate
BR	Ryan Whyte	Senior Analyst	Creditors	15/11/2021	0.80	\$272.00	Reviewed and approved 6 letters to investors in relation to a request for a change of details/unit holding balance/confirmation of change/transfer of units/transfer of units for deceased estate
BR	Ryan Whyte	Senior Analyst	Creditors	18/11/2021	0.40	\$136.00	Review of voicemails from Investors. Access investor management database to confirm details & prepare requested information to call back. Call investor back regarding their query
BR	Ryan Whyte	Senior Analyst	Creditors	18/11/2021	0.30	\$102.00	Review of unread emails sent to the Fund's mailbox. Print email for letter response to be updated in the Fund's database. Review and update investor correspondence register accordingly
BR	Ryan Whyte	Senior Analyst	Creditors	22/11/2021	0.80	\$272.00	Reviewed and approved 6 letters to an investor in relation to a request for a change of details/unit holding balance/confirmation of change/transfer of units/transfer of units for deceased estate
BR	Ryan Whyte	Senior Analyst	Creditors	22/11/2021	0.20	\$68.00	Review of unread emails sent to the Fund's mailbox. Print email for letter response to be updated in the Fund's database. Review and update investor correspondence register accordingly
BR	Ryan Whyte	Senior Analyst	Creditors	22/11/2021	0.40	\$136.00	Prepare 2 letters to investors seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update
BR	Ryan Whyte	Senior Analyst	Creditors	23/11/2021	0.50	\$170.00	Reviewed and approved 4 letters to an investor in relation to a request for a change of details/unit holding balance/confirmation of change/transfer of units/transfer of units for deceased estate

BR	Ryan Whyte	Senior Analyst	Creditors	30/11/2021	0.20	\$68.00	Review of unread emails sent to the Fund's mailbox. Print email for letter response to be updated in the Fund's database. Review and update investor correspondence register accordingly
BR	Ryan Whyte	Senior Analyst	Creditors	2/12/2021	1.00	\$340.00	Reviewed and approved 7 letters to investors in relation to a request for a change of details/unit holding balance/confirmation of change/transfer of units/transfer of units for deceased estate
BR	Ryan Whyte	Senior Analyst	Creditors	8/12/2021	0.60	\$204.00	Reviewed and approved 5 letters to investors in relation to a request for a change of details/unit holding balance/confirmation of change/transfer of units/transfer of units for deceased estate
BR	Ryan Whyte	Senior Analyst	Creditors	8/12/2021	0.50	\$170.00	Reviewed and approved 5 letters to investors in relation to a request for a change of details/unit holding balance/confirmation of change/transfer of units/transfer of units for deceased estate
BR	Ryan Whyte	Senior Analyst	Creditors	16/12/2021	0.80	\$272.00	Reviewed and approved 7 letters to investors in relation to a request for a change of details/unit holding balance/confirmation of change/transfer of units/transfer of units for deceased estate
BR	Ryan Whyte	Senior Analyst	Creditors	20/12/2021	1.10	\$374.00	Reviewed and approved 8 letters to investors in relation to a request for a change of details/unit holding balance/confirmation of change/transfer of units/transfer of units for deceased estate
BR	Ryan Whyte	Senior Analyst	Creditors	21/12/2021	0.20	\$68.00	Call from an investor seeking an update on the winding up of the fund.
BR	Ryan Whyte	Senior Analyst	Creditors	11/01/2022	0.70	\$273.00	Reviewed and approved 4 letters to investors in relation to a request for a change of details/unit holding balance/confirmation of change/transfer of units/transfer of units for deceased estate
BR	Ryan Whyte	Senior Analyst	Creditors	17/01/2022	0.20	\$78.00	Review of unread emails sent to the Fund's mailbox. Print email for letter response to be updated in the Fund's database. Review and update investor correspondence register accordingly
BR	Ryan Whyte	Senior Analyst	Creditors	28/01/2022	0.20	\$78.00	Review of unread emails sent to the Fund's mailbox. Print email for letter response to be updated in the Fund's database. Review and update investor correspondence register accordingly
BR	Ryan Whyte	Senior Analyst	Creditors	15/02/2022	0.60	\$234.00	Reviewed and approved 5 letters to investors in relation to a request for a change of details/unit holding balance/confirmation of change/transfer of units/transfer of units for deceased estate
BR	Ryan Whyte	Senior Analyst	Creditors	16/02/2022	0.80	\$312.00	Reviewed and approved 5 letters to investors in relation to a request for a change of details/unit holding balance/confirmation of change/transfer of units/transfer of units for deceased estate
BR	Ryan Whyte	Senior Analyst	Creditors	17/03/2022	0.90	\$351.00	Reviewed and approved 6 letters to investors in relation to a request for a change of details/unit holding balance/confirmation of change/transfer of units/transfer of units for deceased estate
BR	Ryan Whyte	Senior Analyst	Creditors	18/03/2022	1.10	\$429.00	Reviewed and approved 8 letters to investors in relation to a request for a change of details/unit holding balance/confirmation of change/transfer of units/transfer of units for deceased estate
BR	Ryan Whyte	Senior Analyst	Creditors	18/03/2022	0.50	\$195.00	Reviewed and approved 5 letters to investors in relation to a request for a change of details/unit holding balance/confirmation of change/transfer of units/transfer of units for deceased estate
BR	Ryan Whyte	Senior Analyst	Creditors	21/03/2022	1.50	\$585.00	Reviewed and approved 15 letters to investors in relation to a request for a change of details/unit holding balance/confirmation of change/transfer of units/transfer of units for deceased estate
BR	Ryan Whyte	Senior Analyst	Creditors	21/03/2022	0.60	\$234.00	Prepare 3 letters to investors seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update
BR	Ryan Whyte	Senior Analyst	Creditors	21/03/2022	0.20	\$78.00	Review of unread emails sent to the Fund's mailbox. Print email for letter response to be updated in the Fund's database. Review and update investor correspondence register accordingly
BR	Ryan Whyte	Senior Analyst	Creditors	22/03/2022	0.60	\$234.00	Reviewed and approved 5 letters to investors in relation to a request for a change of details/unit holding balance/confirmation of change/transfer of units/transfer of units for deceased estate
BR	Ryan Whyte	Senior Analyst	Creditors	23/03/2022	1.20	\$468.00	Prepare 6 letters to investors seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update

BR	Ryan Whyte	Senior Analyst	Creditors	29/03/2022	0.70	\$273.00	Scanned multiple documents and saved to files and database, sent off documents to required investor via email or post.
BR	Ryan Whyte	Senior Analyst	Creditors	29/03/2022	0.50	\$195.00	Scanned multiple documents and saved to files and database, sent off documents to required investor via email or post.
BR	Ryan Whyte	Senior Analyst	Creditors	6/04/2022	0.20	\$78.00	Review March BAS and provide to Charles/Jayden for approval.
BR	Ryan Whyte	Senior Analyst	Creditors	12/04/2022	0.90	\$351.00	Reviewed and approved 7 letters to an investor in relation to a request for a change of details/unit holding balance/confirmation of change/transfer of units/transfer of units for deceased estate
BR	Ryan Whyte	Senior Analyst	Creditors	12/04/2022	0.80	\$312.00	Review of correspondence from 4 investors in relation to a transfer of units of deceased estate request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy
BR	Ryan Whyte	Senior Analyst	Creditors	13/04/2022	0.70	\$273.00	Reviewed and approved 5 letters to an investor in relation to a request for a change of details/unit holding balance/confirmation of change/transfer of units/transfer of units for deceased estate
BR	Ryan Whyte	Senior Analyst	Creditors	14/04/2022	1.00	\$390.00	Reviewed and approved 7 letters to an investor in relation to a request for a change of details/unit holding balance/confirmation of change/transfer of units/transfer of units for deceased estate
BR	Ryan Whyte	Senior Analyst	Creditors	14/04/2022	0.70	\$273.00	Reviewed and approved 4 letters to an investor in relation to a request for a change of details/unit holding balance/confirmation of change/transfer of units/transfer of units for deceased estate
BR	Ryan Whyte	Senior Analyst	Creditors	19/04/2022	0.80	\$312.00	Reviewed and approved 6 letters to investors in relation to a request for a change of details/unit holding balance/confirmation of change/transfer of units/transfer of units for deceased estate
BR	Ryan Whyte	Senior Analyst	Creditors	20/04/2022	1.30	\$507.00	Reviewed and approved 9 letters to investors in relation to a request for a change of details/unit holding balance/confirmation of change/transfer of units/transfer of units for deceased estate
BR	Ryan Whyte	Senior Analyst	Creditors	26/04/2022	0.90	\$351.00	Reviewed and approved 6 letters to investors in relation to a request for a change of details/unit holding balance/confirmation of change/transfer of units/transfer of units for deceased estate
BR	Ryan Whyte	Senior Analyst	Creditors	4/05/2022	0.60	\$234.00	Reviewed and approved 6 letters to investors in relation to a request for a change of details/unit holding balance/confirmation of change/transfer of units/transfer of units for deceased estate
BR	Ryan Whyte	Senior Analyst	Creditors	5/05/2022	0.40	\$156.00	Reviewed and approved 4 letters to investors in relation to a request for a change of details/unit holding balance/confirmation of change/transfer of units/transfer of units for deceased estate
BR	Ryan Whyte	Senior Analyst	Creditors	6/05/2022	0.40	\$156.00	Reviewed and approved 3 letters to investors in relation to a request for a change of details/unit holding balance/confirmation of change/transfer of units/transfer of units for deceased estate
BR	Ryan Whyte	Senior Analyst	Creditors	6/05/2022	0.70	\$273.00	Reviewed and approved 6 letters to investors in relation to a request for a change of details/unit holding balance/confirmation of change/transfer of units/transfer of units for deceased estate
BR	Ryan Whyte	Senior Analyst	Creditors	10/05/2022	0.60	\$234.00	Reviewed and approved 4 letters to investors in relation to a request for a change of details/unit holding balance/confirmation of change/transfer of units/transfer of units for deceased estate
BR	Ryan Whyte	Senior Analyst	Creditors	16/05/2022	1.20	\$468.00	Reviewed and approved 8 letters to investors in relation to a request for a change of details/unit holding balance/confirmation of change/transfer of units/transfer of units for deceased estate
BR	Ryan Whyte	Senior Analyst	Creditors	16/05/2022	1.30	\$507.00	Prepare the 37th update report to creditors, update legal matters, prepare receipts and payments and estimated return.
BR	Ryan Whyte	Senior Analyst	Creditors	17/05/2022	0.80	\$312.00	Reviewed and approved 6 letters to investors in relation to a request for a change of details/unit holding balance/confirmation of change/transfer of units/transfer of units for deceased estate
BR	Ryan Whyte	Senior Analyst	Creditors	17/05/2022	0.20	\$78.00	Review of unread emails sent to the Fund's mailbox. Print email for letter response to be updated in the Fund's database. Review and update investor correspondence register accordingly
BR	Ryan Whyte	Senior Analyst	Creditors	24/05/2022	0.10	\$39.00	Review of unread emails sent to the Fund's mailbox. Print email for letter response to be updated in the Fund's database. Review and update investor correspondence register accordingly

BR	Ryan Whyte	Senior Analyst	Creditors	25/05/2022	0.80	\$312.00	Reviewed and approved 5 letters to investors in relation to a request for a change of details/unit holding balance/confirmation of change/transfer of units/transfer of units for <del>deceased estate</del>
BR	Ryan Whyte	Senior Analyst	Creditors	27/05/2022	0.70	\$273.00	Reviewed and approved 4 letters to investors in relation to a request for a change of details/unit holding balance/confirmation of change/transfer of units/transfer of units for <del>deceased estate</del>
BR	Ryan Whyte	Senior Analyst	Creditors	30/05/2022	1.00	\$390.00	Reviewed and approved 6 letters to investors in relation to a request for a change of details/unit holding balance/confirmation of change/transfer of units/transfer of units for <del>deceased estate</del>
BR	Ryan Whyte	Senior Analyst	Creditors	31/05/2022	0.50	\$195.00	Reviewed and approved 4 letters to investors in relation to a request for a change of details/unit holding balance/confirmation of change/transfer of units/transfer of units for <del>deceased estate</del>
BR	Ryan Whyte	Senior Analyst	Creditors	1/06/2022	0.50	\$195.00	Reviewed and approved 3 letters to an investor in relation to a request for a change of details/unit holding balance/confirmation of change/transfer of units/transfer of units for <del>deceased estate</del>
BR	Ryan Whyte	Senior Analyst	Creditors	1/06/2022	0.50	\$195.00	Reviewed and approved 3 letters to an investor in relation to a request for a change of details/unit holding balance/confirmation of change/transfer of units/transfer of units for <del>deceased estate</del>
BR	Ryan Whyte	Senior Analyst	Creditors	3/06/2022	0.30	\$117.00	Phone call from executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access investor management <del>database to review current investor details and advise</del>
BR	Ryan Whyte	Senior Analyst	Creditors	3/06/2022	0.40	\$156.00	Prepare letter to executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access investor management <del>database to review current investor details and advise</del>
BR	Ryan Whyte	Senior Analyst	Creditors	9/06/2022	0.20	\$78.00	Review of unread emails sent to the Fund's mailbox. Print email for letter response to be updated in the Fund's database. Review and update investor correspondence register <del>accordingly</del>
BR	Ryan Whyte	Senior Analyst	Creditors	13/06/2022	0.80	\$312.00	Reviewed and approved 5 letters to investors in relation to a request for a change of details/unit holding balance/confirmation of change/transfer of units/transfer of units for <del>deceased estate</del>
BR	Ryan Whyte	Senior Analyst	Creditors	14/06/2022	0.50	\$195.00	Reviewed and approved 3 letters to investors in relation to a request for a change of details/unit holding balance/confirmation of change/transfer of units/transfer of units for <del>deceased estate</del>
BR	Ryan Whyte	Senior Analyst	Creditors	20/06/2022	1.50	\$585.00	Prepare the 37th update report to creditors including legal proceedings, estimated return <del>and receipts and payments.</del>
BR	Ryan Whyte	Senior Analyst	Creditors	28/06/2022	0.80	\$312.00	Reviewed and approved 6 letters to investors in relation to a request for a change of details/unit holding balance/confirmation of change/transfer of units/transfer of units for <del>deceased estate</del>
BR	Ryan Whyte	Senior Analyst	Creditors	1/07/2022	1.10	\$429.00	Prepare receipts and payments for entire appointment to enter into the 37th update <del>report to creditors.</del>
BR	Ryan Whyte	Senior Analyst	Creditors	6/07/2022	1.10	\$429.00	Reviewed and approved 9 letters to investors in relation to a request for a change of details/unit holding balance/confirmation of change/transfer of units/transfer of units for <del>deceased estate</del>
BR	Ryan Whyte	Senior Analyst	Creditors	11/07/2022	1.10	\$429.00	Reviewed and approved 8 letters to investors in relation to a request for a change of details/unit holding balance/confirmation of change/transfer of units/transfer of units for <del>deceased estate</del>
BR	Ryan Whyte	Senior Analyst	Creditors	13/07/2022	0.50	\$195.00	Reviewed and approved 4 letters to investors in relation to a request for a change of details/unit holding balance/confirmation of change/transfer of units/transfer of units for <del>deceased estate</del>
BR	Ryan Whyte	Senior Analyst	Creditors	13/07/2022	0.90	\$351.00	Update the 37th report to investors and send to our solicitors for review
BR	Ryan Whyte	Senior Analyst	Creditors	18/07/2022	1.20	\$468.00	Reviewed and approved 15 letters to investors in relation to a request for a change of details/unit holding balance/confirmation of change/transfer of units/transfer of units for <del>deceased estate</del>
BR	Ryan Whyte	Senior Analyst	Creditors	19/07/2022	1.00	\$390.00	Reviewed and approved 14 letters to investors in relation to a request for a change of details/unit holding balance/confirmation of change/transfer of units/transfer of units for <del>deceased estate</del>

BR	Ryan Whyte	Senior Analyst	Creditors	19/07/2022	0.80	\$312.00	Reviewed and approved 9 letters to investors in relation to a request for a change of details/unit holding balance/confirmation of change/transfer of units/transfer of units for deceased estate
BR	Ryan Whyte	Senior Analyst	Creditors	21/07/2022	0.20	\$78.00	Review of unread emails sent to the Fund's mailbox. Print email for letter response to be updated in the Fund's database. Review and update investor correspondence register accordingly
BR	Ryan Whyte	Senior Analyst	Creditors	25/07/2022	0.20	\$78.00	Prepare payment of invoice in INSOL6 and online banking
BR	Ryan Whyte	Senior Analyst	Creditors	25/07/2022	1.10	\$429.00	Reviewed and approved 9 letters to investors in relation to a request for a change of details/unit holding balance/confirmation of change/transfer of units/transfer of units for deceased estate
BR	Ryan Whyte	Senior Analyst	Creditors	26/07/2022	0.50	\$195.00	Reviewed and approved 3 letters to investors in relation to a request for a change of details/unit holding balance/confirmation of change/transfer of units/transfer of units for deceased estate
BR	Ryan Whyte	Senior Analyst	Creditors	27/07/2022	0.20	\$78.00	Review of unread emails sent to the Fund's mailbox. Print email for letter response to be updated in the Fund's database. Review and update investor correspondence register accordingly
BR	Ryan Whyte	Senior Analyst	Creditors	27/07/2022	0.80	\$312.00	Reviewed and approved 7 letters to investors in relation to a request for a change of details/unit holding balance/confirmation of change/transfer of units/transfer of units for deceased estate
BR	Ryan Whyte	Senior Analyst	Creditors	28/07/2022	1.30	\$507.00	Reviewed and approved 12 letters to investors in relation to a request for a change of details/unit holding balance/confirmation of change/transfer of units/transfer of units for deceased estate
BR	Ryan Whyte	Senior Analyst	Creditors	1/08/2022	0.60	\$234.00	Reviewed and approved 4 letters to investors in relation to a request for a change of details/unit holding balance/confirmation of change/transfer of units/transfer of units for deceased estate
BR	Ryan Whyte	Senior Analyst	Creditors	2/08/2022	0.20	\$78.00	Review of unread emails sent to the Fund's mailbox. Print email for letter response to be updated in the Fund's database. Review and update investor correspondence register accordingly
BR	Ryan Whyte	Senior Analyst	Creditors	2/08/2022	0.50	\$195.00	Reviewed and approved 3 letters to investors in relation to a request for a change of details/unit holding balance/confirmation of change/transfer of units/transfer of units for deceased estate
BR	Ryan Whyte	Senior Analyst	Creditors	3/08/2022	0.50	\$195.00	Reviewed and approved 4 letters to investors in relation to a request for a change of details/unit holding balance/confirmation of change/transfer of units/transfer of units for deceased estate
BR	Ryan Whyte	Senior Analyst	Creditors	4/08/2022	1.00	\$390.00	Reviewed change of details forms from 8 investors, prepared checklist and payment in INSOL6 and online banking to reprocess the interim distribution to the investor
BR	Ryan Whyte	Senior Analyst	Creditors	5/08/2022	1.10	\$429.00	Reviewed and approved 6 letters to investors in relation to a request for a change of details/unit holding balance/confirmation of change/transfer of units/transfer of units for deceased estate
BR	Ryan Whyte	Senior Analyst	Creditors	5/08/2022	0.20	\$78.00	Review of unread emails sent to the Fund's mailbox. Print email for letter response to be updated in the Fund's database. Review and update investor correspondence register accordingly
BR	Ryan Whyte	Senior Analyst	Creditors	8/08/2022	0.20	\$78.00	Review of unread emails sent to the Fund's mailbox. Print email for letter response to be updated in the Fund's database. Review and update investor correspondence register accordingly
BR	Ryan Whyte	Senior Analyst	Creditors	8/08/2022	0.90	\$351.00	Reviewed and approved 8 letters to investors in relation to a request for a change of details/unit holding balance/confirmation of change/transfer of units/transfer of units for deceased estate
BR	Ryan Whyte	Senior Analyst	Creditors	11/08/2022	0.70	\$273.00	Reviewed and approved 4 letters to investors in relation to a request for a change of details/unit holding balance/confirmation of change/transfer of units/transfer of units for deceased estate
BR	Ryan Whyte	Senior Analyst	Creditors	12/08/2022	1.10	\$429.00	Reviewed and approved 6 letters to investors in relation to a request for a change of details/unit holding balance/confirmation of change/transfer of units/transfer of units for deceased estate
BR	Ryan Whyte	Senior Analyst	Creditors	12/08/2022	0.20	\$78.00	Review of unread emails sent to the Fund's mailbox. Print email for letter response to be updated in the Fund's database. Review and update investor correspondence register accordingly

BR	Ryan Whyte	Senior Analyst	Creditors	15/08/2022	0.20	\$78.00	Review of unread emails sent to the Fund's mailbox. Print email for letter response to be updated in the Fund's database. Review and update investor correspondence register accordingly
BR	Ryan Whyte	Senior Analyst	Creditors	15/08/2022	1.00	\$390.00	Reviewed and approved 8 letters to an investor in relation to a request for a change of details/unit holding balance/confirmation of change/transfer of units/transfer of units for deceased estate
BR	Ryan Whyte	Senior Analyst	Creditors	16/08/2022	0.20	\$78.00	Review of unread emails sent to the Fund's mailbox. Print email for letter response to be updated in the Fund's database. Review and update investor correspondence register accordingly
BR	Ryan Whyte	Senior Analyst	Creditors	16/08/2022	0.50	\$195.00	Reviewed and approved 6 letters to an investor in relation to a request for a change of details/unit holding balance/confirmation of change/transfer of units/transfer of units for deceased estate
BR	Ryan Whyte	Senior Analyst	Creditors	16/08/2022	0.60	\$234.00	Reviewed and approved 7 letters to an investor in relation to a request for a change of details/unit holding balance/confirmation of change/transfer of units/transfer of units for deceased estate
BR	Ryan Whyte	Senior Analyst	Creditors	17/08/2022	0.10	\$39.00	Review of unread emails sent to the Fund's mailbox. Print email for letter response to be updated in the Fund's database. Review and update investor correspondence register accordingly
BR	Ryan Whyte	Senior Analyst	Creditors	18/08/2022	0.20	\$78.00	Review of unread emails sent to the Fund's mailbox. Print email for letter response to be updated in the Fund's database. Review and update investor correspondence register accordingly
BR	Ryan Whyte	Senior Analyst	Creditors	22/08/2022	0.20	\$78.00	Review of unread emails sent to the Fund's mailbox. Print email for letter response to be updated in the Fund's database. Review and update investor correspondence register accordingly
BR	Ryan Whyte	Senior Analyst	Creditors	22/08/2022	1.40	\$546.00	Reviewed and approved 10 letters to investors in relation to a request for a change of details/unit holding balance/confirmation of change/transfer of units/transfer of units for deceased estate
BR	Ryan Whyte	Senior Analyst	Creditors	23/08/2022	0.20	\$78.00	Review of unread emails sent to the Fund's mailbox. Print email for letter response to be updated in the Fund's database. Review and update investor correspondence register accordingly
BR	Ryan Whyte	Senior Analyst	Creditors	23/08/2022	0.50	\$195.00	Reviewed and approved 4 letters to investors in relation to a request for a change of details/unit holding balance/confirmation of change/transfer of units/transfer of units for deceased estate
BR	Ryan Whyte	Senior Analyst	Creditors	24/08/2022	0.20	\$78.00	Review of unread emails sent to the Fund's mailbox. Print email for letter response to be updated in the Fund's database. Review and update investor correspondence register accordingly
BR	Ryan Whyte	Senior Analyst	Creditors	26/08/2022	0.20	\$78.00	Review of unread emails sent to the Fund's mailbox. Print email for letter response to be updated in the Fund's database. Review and update investor correspondence register accordingly
BR	Ryan Whyte	Senior Analyst	Creditors	26/08/2022	0.60	\$234.00	Reviewed and approved 6 letters to investors in relation to a request for a change of details/unit holding balance/confirmation of change/transfer of units/transfer of units for deceased estate
BR	Ryan Whyte	Senior Analyst	Creditors	29/08/2022	0.80	\$312.00	Reviewed and approved 7 letters to investors in relation to a request for a change of details/unit holding balance/confirmation of change/transfer of units/transfer of units for deceased estate
BR	Ryan Whyte	Senior Analyst	Creditors	29/08/2022	0.70	\$273.00	Reviewed and approved 5 letters to investors in relation to a request for a change of details/unit holding balance/confirmation of change/transfer of units/transfer of units for deceased estate
BR	Ryan Whyte	Senior Analyst	Creditors	29/08/2022	0.20	\$78.00	Review of unread emails sent to the Fund's mailbox. Print email for letter response to be updated in the Fund's database. Review and update investor correspondence register accordingly
BR	Ryan Whyte	Senior Analyst	Creditors	30/08/2022	0.20	\$78.00	Review of unread emails sent to the Fund's mailbox. Print email for letter response to be updated in the Fund's database. Review and update investor correspondence register accordingly
BR	Ryan Whyte	Senior Analyst	Creditors	30/08/2022	0.70	\$273.00	Reviewed and approved 7 letters to investors in relation to a request for a change of details/unit holding balance/confirmation of change/transfer of units/transfer of units for deceased estate

BR	Ryan Whyte	Senior Analyst	Creditors	2/09/2022	0.20	\$78.00	Review of unread emails sent to the Fund's mailbox. Print email for letter response to be updated in the Fund's database. Review and update investor correspondence register accordingly
BR	Ryan Whyte	Senior Analyst	Creditors	12/09/2022	0.90	\$351.00	Reviewed and approved 6 letters to investors in relation to a request for a change of details/unit holding balance/confirmation of change/transfer of units/transfer of units for deceased estate
BR	Ryan Whyte	Senior Analyst	Creditors	12/09/2022	0.10	\$39.00	Review of unread emails sent to the Fund's mailbox. Print email for letter response to be updated in the Fund's database. Review and update investor correspondence register accordingly
BR	Ryan Whyte	Senior Analyst	Creditors	15/09/2022	0.80	\$312.00	Reviewed and approved 6 letters to investors in relation to a request for a change of details/unit holding balance/confirmation of change/transfer of units/transfer of units for deceased estate
BR	Ryan Whyte	Senior Analyst	Creditors	19/09/2022	1.00	\$390.00	Reviewed and approved 7 letters to investors in relation to a request for a change of details/unit holding balance/confirmation of change/transfer of units/transfer of units for deceased estate
BR	Ryan Whyte	Senior Analyst	Creditors	26/09/2022	0.80	\$312.00	Reviewed and approved 5 letters to investors in relation to a request for a change of details/unit holding balance/confirmation of change/transfer of units/transfer of units for deceased estate
BR	Ryan Whyte	Senior Analyst	Creditors	27/09/2022	0.50	\$195.00	Reviewed and approved 4 letters to investors in relation to a request for a change of details/unit holding balance/confirmation of change/transfer of units/transfer of units for deceased estate
BR	Ryan Whyte	Senior Analyst	Creditors	28/09/2022	0.50	\$195.00	Reviewed and approved 4 letters to investors in relation to a request for a change of details/unit holding balance/confirmation of change/transfer of units/transfer of units for deceased estate
BR	Ryan Whyte	Senior Analyst	Creditors	29/09/2022	0.20	\$78.00	Review of unread emails sent to the Fund's mailbox. Print email for letter response to be updated in the Fund's database. Review and update investor correspondence register accordingly
BR	Ryan Whyte	Senior Analyst	Creditors	29/09/2022	1.10	\$429.00	Reviewed and approved 8 letters to investors in relation to a request for a change of details/unit holding balance/confirmation of change/transfer of units/transfer of units for deceased estate
BR	Ryan Whyte	Senior Analyst	Creditors	4/10/2022	0.90	\$351.00	Reviewed and approved 8 letters to investors in relation to a request for a change of details/unit holding balance/confirmation of change/transfer of units/transfer of units for deceased estate
BR	Ryan Whyte	Senior Analyst	Creditors	5/10/2022	1.00	\$390.00	Reviewed and approved 8 letters to investors in relation to a request for a change of details/unit holding balance/confirmation of change/transfer of units/transfer of units for deceased estate
BR	Ryan Whyte	Senior Analyst	Creditors	6/10/2022	1.10	\$429.00	Reviewed and approved 7 letters to investors in relation to a request for a change of details/unit holding balance/confirmation of change/transfer of units/transfer of units for deceased estate
BR	Ryan Whyte	Senior Analyst	Creditors	6/10/2022	0.20	\$78.00	Review of unread emails sent to the Fund's mailbox. Print email for letter response to be updated in the Fund's database. Review and update investor correspondence register accordingly
BR	Ryan Whyte	Senior Analyst	Creditors	10/10/2022	0.20	\$78.00	Review of unread emails sent to the Fund's mailbox. Print email for letter response to be updated in the Fund's database. Review and update investor correspondence register accordingly
BR	Ryan Whyte	Senior Analyst	Creditors	10/10/2022	1.20	\$468.00	Reviewed and approved 7 letters to investors in relation to a request for a change of details/unit holding balance/confirmation of change/transfer of units/transfer of units for deceased estate
BR	Ryan Whyte	Senior Analyst	Creditors	11/10/2022	1.10	\$429.00	Reviewed and approved 7 letters to investors in relation to a request for a change of details/unit holding balance/confirmation of change/transfer of units/transfer of units for deceased estate
BR	Ryan Whyte	Senior Analyst	Creditors	11/10/2022	0.20	\$78.00	Review of unread emails sent to the Fund's mailbox. Print email for letter response to be updated in the Fund's database. Review and update investor correspondence register accordingly
BR	Ryan Whyte	Senior Analyst	Creditors	12/10/2022	0.70	\$273.00	Reviewed and approved 7 letters to investors in relation to a request for a change of details/unit holding balance/confirmation of change/transfer of units/transfer of units for deceased estate

BR	Ryan Whyte	Senior Analyst	Creditors	14/10/2022	0.30	\$117.00	Reviewed and approved 3 letters to investors in relation to a request for a change of details/unit holding balance/confirmation of change/transfer of units/transfer of units for deceased estate
BR	Ryan Whyte	Senior Analyst	Creditors	17/10/2022	1.00	\$390.00	Reviewed and approved 7 letters to investors in relation to a request for a change of details/unit holding balance/confirmation of change/transfer of units/transfer of units for deceased estate
BR	Ryan Whyte	Senior Analyst	Creditors	24/10/2022	0.80	\$312.00	Reviewed and approved 6 letters to investors in relation to a request for a change of details/unit holding balance/confirmation of change/transfer of units/transfer of units for deceased estate
BR	Ryan Whyte	Senior Analyst	Creditors	25/10/2022	1.40	\$546.00	Reviewed and approved 8 letters to investors in relation to a request for a change of details/unit holding balance/confirmation of change/transfer of units/transfer of units for deceased estate
BR	Ryan Whyte	Senior Analyst	Creditors	26/10/2022	0.60	\$234.00	Reviewed and approved 4 letters to investors in relation to a request for a change of details/unit holding balance/confirmation of change/transfer of units/transfer of units for deceased estate
BR	Ryan Whyte	Senior Analyst	Creditors	31/10/2022	1.00	\$390.00	Reviewed and approved 8 letters to investors in relation to a request for a change of details/unit holding balance/confirmation of change/transfer of units/transfer of units for deceased estate
BR	Ryan Whyte	Senior Analyst	Creditors	2/11/2022	0.90	\$351.00	Reviewed and approved 5 letters to investors in relation to a request for a change of details/unit holding balance/confirmation of change/transfer of units/transfer of units for deceased estate
BR	Ryan Whyte	Senior Analyst	Creditors	2/11/2022	0.20	\$78.00	Review of unread emails sent to the Fund's mailbox. Print email for letter response to be updated in the Fund's database. Review and update investor correspondence register accordingly
BR	Ryan Whyte	Senior Analyst	Creditors	8/11/2022	0.90	\$351.00	Reviewed and approved 6 letters to investors in relation to a request for a change of details/unit holding balance/confirmation of change/transfer of units/transfer of units for deceased estate
BR	Ryan Whyte	Senior Analyst	Creditors	9/11/2022	0.60	\$234.00	Reviewed and approved 4 letters to investors in relation to a request for a change of details/unit holding balance/confirmation of change/transfer of units/transfer of units for deceased estate
BR	Ryan Whyte	Senior Analyst	Creditors	14/11/2022	0.50	\$195.00	Reviewed and approved 3 letters to investors in relation to a request for a change of details/unit holding balance/confirmation of change/transfer of units/transfer of units for deceased estate
BR	Ryan Whyte	Senior Analyst	Creditors	15/11/2022	0.30	\$117.00	Reviewed and approved 3 letters to investors in relation to a request for a change of details/unit holding balance/confirmation of change/transfer of units/transfer of units for deceased estate
BR	Ryan Whyte	Senior Analyst	Creditors	15/11/2022	0.50	\$195.00	Reviewed and approved 3 letters to investors in relation to a request for a change of details/unit holding balance/confirmation of change/transfer of units/transfer of units for deceased estate
BR	Ryan Whyte	Senior Analyst	Creditors	16/11/2022	0.50	\$195.00	Reviewed and approved 3 letters to investors in relation to a request for a change of details/unit holding balance/confirmation of change/transfer of units/transfer of units for deceased estate
BR	Ryan Whyte	Senior Analyst	Creditors	11/01/2023	1.40	\$546.00	Reviewed and approved 10 letters to investors in relation to a request for a change of details/unit holding balance/confirmation of change/transfer of units/transfer of units for deceased estate
BR	Ryan Whyte	Senior Analyst	Creditors	18/01/2023	0.50	\$195.00	Prepare estimated return to finalisation
BR	Ryan Whyte	Senior Analyst	Creditors	18/01/2023	1.40	\$546.00	Reviewed and approved 14 letters to investors in relation to a request for a change of details/unit holding balance/confirmation of change/transfer of units/transfer of units for deceased estate
BR	Ryan Whyte	Senior Analyst	Creditors	20/01/2023	0.40	\$156.00	Reviewed and approved 4 letters to investors in relation to a request for a change of details/unit holding balance/confirmation of change/transfer of units/transfer of units for deceased estate
BR	Ryan Whyte	Senior Analyst	Creditors	24/01/2023	0.80	\$312.00	Reviewed and approved 8 letters to investors in relation to a request for a change of details/unit holding balance/confirmation of change/transfer of units/transfer of units for deceased estate
BR	Ryan Whyte	Senior Analyst	Creditors	25/01/2023	1.20	\$468.00	Prepare 6 letters to executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access investor management database to review current investor details and advise

BR	Ryan Whyte	Senior Analyst	Creditors	25/01/2023	1.20	\$468.00	Prepare 6 letters to investors in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
BR	Ryan Whyte	Senior Analyst	Creditors	25/01/2023	0.60	\$234.00	Prepare 3 letters to investors seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise <del>process to update</del>
BR	Ryan Whyte	Senior Analyst	Creditors	27/01/2023	1.60	\$624.00	Prepare 8 letters to investors seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise <del>process to update</del>
BR	Ryan Whyte	Senior Analyst	Creditors	27/01/2023	1.60	\$624.00	Prepare 8 letters to executors of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access investor management database to review current investor details and advise
BR	Ryan Whyte	Senior Analyst	Creditors	30/01/2023	0.90	\$351.00	Reviewed and approved 9 letters to investors in relation to a request for a change of details/unit holding balance/confirmation of change/transfer of units/transfer of units for <del>deceased estate</del>
BR	Ryan Whyte	Senior Analyst	Creditors	30/01/2023	2.00	\$780.00	Prepare 10 letters to investors seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise <del>process to update</del>
BR	Ryan Whyte	Senior Analyst	Creditors	31/01/2023	0.90	\$351.00	Reviewed and approved 9 letters to investors in relation to a request for a change of details/unit holding balance/confirmation of change/transfer of units/transfer of units for <del>deceased estate</del>
BR	Ryan Whyte	Senior Analyst	Creditors	3/02/2023	1.00	\$390.00	Reviewed and approved 11 letters to investors in relation to a request for a change of details/unit holding balance/confirmation of change/transfer of units/transfer of units for <del>deceased estate</del>
BR	Ryan Whyte	Senior Analyst	Creditors	6/02/2023	1.40	\$546.00	Reviewed and approved 13 letters to investors in relation to a request for a change of details/unit holding balance/confirmation of change/transfer of units/transfer of units for <del>deceased estate</del>
BR	Ryan Whyte	Senior Analyst	Creditors	7/02/2023	0.70	\$273.00	Reviewed and approved 7 letters to investors in relation to a request for a change of details/unit holding balance/confirmation of change/transfer of units/transfer of units for <del>deceased estate</del>
BR	Ryan Whyte	Senior Analyst	Creditors	7/02/2023	0.20	\$78.00	Review of unread emails sent to the Fund's mailbox. Print email for letter response to be updated in the Fund's database. Review and update investor correspondence register <del>accordingly</del>
BR	Ryan Whyte	Senior Analyst	Creditors	16/02/2023	0.70	\$273.00	Reviewed and approved 8 letters to investors in relation to a request for a change of details/unit holding balance/confirmation of change/transfer of units/transfer of units for <del>deceased estate</del>
BR	Ryan Whyte	Senior Analyst	Creditors	15/03/2023	1.50	\$585.00	Reviewed and approved 14 letters to investors in relation to a request for a change of details/unit holding balance/confirmation of change/transfer of units/transfer of units for <del>deceased estate</del>
BR	Ryan Whyte	Senior Analyst	Creditors	17/03/2023	1.10	\$429.00	Reviewed and approved 12 letters to investors in relation to a request for a change of details/unit holding balance/confirmation of change/transfer of units/transfer of units for <del>deceased estate</del>
BR	Ryan Whyte	Senior Analyst	Creditors	20/03/2023	0.60	\$234.00	Reviewed and approved 5 letters to investors in relation to a request for a change of details/unit holding balance/confirmation of change/transfer of units/transfer of units for <del>deceased estate</del>
BR	Ryan Whyte	Senior Analyst	Creditors	21/03/2023	0.60	\$234.00	Reviewed and approved 5 letters to investors in relation to a request for a change of details/unit holding balance/confirmation of change/transfer of units/transfer of units for <del>deceased estate</del>
BR	Ryan Whyte	Senior Analyst	Creditors	22/03/2023	0.90	\$351.00	Reviewed and approved 12 letters to investors in relation to a request for a change of details/unit holding balance/confirmation of change/transfer of units/transfer of units for <del>deceased estate</del>
BR	Ryan Whyte	Senior Analyst	Creditors	24/03/2023	0.70	\$273.00	Reviewed and approved 9 letters to investors in relation to a request for a change of details/unit holding balance/confirmation of change/transfer of units/transfer of units for <del>deceased estate</del>
BR	Ryan Whyte	Senior Analyst	Creditors	28/03/2023	1.10	\$429.00	Reviewed and approved 9 letters to investors in relation to a request for a change of details/unit holding balance/confirmation of change/transfer of units/transfer of units for <del>deceased estate</del>

BR	Ryan Whyte	Senior Analyst	Creditors	31/03/2023	0.80	\$312.00	Reviewed and approved 7 letters to investors in relation to a request for a change of details/unit holding balance/confirmation of change/transfer of units/transfer of units for deceased estate
BR	Ryan Whyte	Senior Analyst	Creditors	3/04/2023	0.90	\$351.00	Reviewed and approved 8 letters to investors in relation to a request for a change of details/unit holding balance/confirmation of change/transfer of units/transfer of units for deceased estate
BR	Ryan Whyte	Senior Analyst	Creditors	6/04/2023	0.60	\$234.00	Reviewed and approved 6 letters to investors in relation to a request for a change of details/unit holding balance/confirmation of change/transfer of units/transfer of units for deceased estate
BR	Ryan Whyte	Senior Analyst	Creditors	14/04/2023	1.00	\$390.00	Reviewed and approved 9 letters to investors in relation to a request for a change of details/unit holding balance/confirmation of change/transfer of units/transfer of units for deceased estate
BR	Ryan Whyte	Senior Analyst	Creditors	17/04/2023	1.10	\$429.00	Reviewed and approved 11 letters to investors in relation to a request for a change of details/unit holding balance/confirmation of change/transfer of units/transfer of units for deceased estate
BR	Ryan Whyte	Senior Analyst	Creditors	19/04/2023	0.80	\$312.00	Reviewed and approved 7 letters to investors in relation to a request for a change of details/unit holding balance/confirmation of change/transfer of units/transfer of units for deceased estate
BR	Ryan Whyte	Senior Analyst	Creditors	26/04/2023	0.60	\$234.00	Reviewed and approved 5 letters to investors in relation to a request for a change of details/unit holding balance/confirmation of change/transfer of units/transfer of units for deceased estate
BR	Ryan Whyte	Senior Analyst	Creditors	27/04/2023	1.20	\$468.00	Reviewed and approved 13 letters to investors in relation to a request for a change of details/unit holding balance/confirmation of change/transfer of units/transfer of units for deceased estate
BR	Ryan Whyte	Senior Analyst	Creditors	28/04/2023	0.70	\$273.00	Reviewed and approved 5 letters to investors in relation to a request for a change of details/unit holding balance/confirmation of change/transfer of units/transfer of units for deceased estate
BR	Nigel Wenck	Analyst	Creditors	19/08/2021	0.20	\$46.00	Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy
BR	Nigel Wenck	Analyst	Creditors	19/08/2021	0.20	\$46.00	Review of correspondence from investors in relation to a change of trustee request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy
BR	Nigel Wenck	Analyst	Creditors	19/08/2021	0.20	\$46.00	Prepare letter to investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update
BR	Nigel Wenck	Analyst	Creditors	19/08/2021	0.40	\$92.00	Prepare letter to executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access investor management database to review current investor details and advise
BR	Nigel Wenck	Analyst	Creditors	19/08/2021	0.30	\$69.00	Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy
BR	Nigel Wenck	Analyst	Creditors	19/08/2021	0.30	\$69.00	Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy
BR	Nigel Wenck	Analyst	Creditors	19/08/2021	0.50	\$115.00	Review of correspondence from investors in relation to a transfer of units of deceased estate request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy
BR	Nigel Wenck	Analyst	Creditors	20/08/2021	0.60	\$138.00	Prepare letter to executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access investor management database to review current investor details and advise
BR	Nigel Wenck	Analyst	Creditors	20/08/2021	0.30	\$69.00	Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy
BR	Nigel Wenck	Analyst	Creditors	20/08/2021	0.50	\$115.00	2 x Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy

BR	Nigel Wenck	Analyst	Creditors	20/08/2021	1.00	\$230.00	Prepare a letter to investor in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
BR	Nigel Wenck	Analyst	Creditors	20/08/2021	0.30	\$69.00	Prepare letter to investor seeking to update the trustee for their investment with the Fund. Access investor management database to review current details and advise process to update
BR	Nigel Wenck	Analyst	Creditors	20/08/2021	0.20	\$46.00	Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy
BR	Nigel Wenck	Analyst	Creditors	20/08/2021	0.20	\$46.00	Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy
BR	Nigel Wenck	Analyst	Creditors	23/08/2021	0.50	\$115.00	Prepare a letter to investor in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
BR	Nigel Wenck	Analyst	Creditors	24/08/2021	0.40	\$92.00	Reviewed returned mail and record investor details in returned mail register. Prepare letter to request new address details.
BR	Nigel Wenck	Analyst	Creditors	26/08/2021	1.00	\$230.00	Prepare a letter to investor in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
BR	Nigel Wenck	Analyst	Creditors	26/08/2021	0.50	\$115.00	Prepare a letter to investor in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
BR	Nigel Wenck	Analyst	Creditors	26/08/2021	0.20	\$46.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
BR	Nigel Wenck	Analyst	Creditors	27/08/2021	0.20	\$46.00	Prepare a letter to investor in relation to the timing of distributions from the Fund. Access investor management database to review current details and draft letter for their request
BR	Nigel Wenck	Analyst	Creditors	30/08/2021	0.10	\$23.00	Phone call from investor in response to their request to transfer units from a superfund to their personal name. Access investor management database to review current investor details and advise
BR	Nigel Wenck	Analyst	Creditors	30/08/2021	2.00	\$460.00	Reviewed returned mail and record investor details in returned mail register. Prepare letter to request new address details.
BR	Nigel Wenck	Analyst	Creditors	31/08/2021	0.10	\$23.00	Phone call from executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access investor management database to review current investor details and advise
BR	Nigel Wenck	Analyst	Creditors	2/09/2021	0.10	\$23.00	Prepare a letter to investor in relation to the timing of distributions from the Fund. Access investor management database to review current details and draft letter for their request
BR	Nigel Wenck	Analyst	Creditors	7/09/2021	0.10	\$23.00	Call from an investor in relation to a request for an updated unit holdings balance. Review investor on the investor management database and advise.
BR	Nigel Wenck	Analyst	Creditors	9/09/2021	0.40	\$92.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
BR	Nigel Wenck	Analyst	Creditors	9/09/2021	0.60	\$138.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
BR	Nigel Wenck	Analyst	Creditors	14/09/2021	0.20	\$46.00	Phone call from investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update
BR	Nigel Wenck	Analyst	Creditors	15/09/2021	0.10	\$23.00	Prepare letter to investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update
BR	Nigel Wenck	Analyst	Creditors	23/09/2021	0.50	\$115.00	Call from an investor in relation to a request for an updated unit holdings balance. Review investor on the investor management database and advise.
BR	Nigel Wenck	Analyst	Creditors	23/09/2021	0.20	\$46.00	Call from an investor in relation to a request for an updated unit holdings balance. Review investor on the investor management database and advise.
BR	Nigel Wenck	Analyst	Creditors	24/09/2021	0.20	\$46.00	Call from an investor in relation to a request for an updated unit holdings balance. Review investor on the investor management database and advise.
BR	Nigel Wenck	Analyst	Creditors	27/09/2021	0.30	\$69.00	Call from an investor in relation to a request for an updated unit holdings balance. Review investor on the investor management database and advise.

BR	Nigel Wenck	Analyst	Creditors	5/10/2021	0.40	\$92.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
BR	Nigel Wenck	Analyst	Creditors	6/10/2021	0.50	\$115.00	Prepare letter to executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access investor management database to review current investor details and advise
BR	Nigel Wenck	Analyst	Creditors	7/10/2021	0.20	\$46.00	Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy
BR	Nigel Wenck	Analyst	Creditors	7/10/2021	0.30	\$69.00	Prepare letter to executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access investor management database to review current investor details and advise
BR	Nigel Wenck	Analyst	Creditors	7/10/2021	0.30	\$69.00	Prepare letter to executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access investor management database to review current investor details and advise
BR	Nigel Wenck	Analyst	Creditors	7/10/2021	0.20	\$46.00	Prepare letter to investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update
BR	Nigel Wenck	Analyst	Creditors	7/10/2021	0.30	\$69.00	Prepare a letter to investor in relation to the timing of distributions from the Fund. Access investor management database to review current details and draft letter for their request
BR	Nigel Wenck	Analyst	Creditors	7/10/2021	0.10	\$23.00	Prepare letter to executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access investor management database to review current investor details and advise
BR	Nigel Wenck	Analyst	Creditors	7/10/2021	0.30	\$69.00	Prepare letter to investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update
BR	Nigel Wenck	Analyst	Creditors	7/10/2021	0.50	\$115.00	2 x Prepare letter to investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update
BR	Nigel Wenck	Analyst	Creditors	7/10/2021	0.40	\$92.00	Call from an investor in relation to a request for an updated unit holdings balance. Review investor on the investor management database and advise.
BR	Nigel Wenck	Analyst	Creditors	8/10/2021	0.20	\$46.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
BR	Nigel Wenck	Analyst	Creditors	8/10/2021	0.50	\$115.00	Prepare letter to executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access investor management database to review current investor details and advise
BR	Nigel Wenck	Analyst	Creditors	8/10/2021	0.30	\$69.00	Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy
BR	Nigel Wenck	Analyst	Creditors	8/10/2021	0.30	\$69.00	Prepare letter to executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access investor management database to review current investor details and advise
BR	Nigel Wenck	Analyst	Creditors	12/10/2021	0.50	\$115.00	Prepare letter to executor of estate in response to their request to transfer units and unit balance from a deceased estate to the beneficiaries of the estate. Access investor management database to review current investor details and advise.
BR	Nigel Wenck	Analyst	Creditors	13/10/2021	0.20	\$46.00	Prepare a letter to investor in relation to the timing of distributions from the Fund. Access investor management database to review current details and draft letter for their request
BR	Nigel Wenck	Analyst	Creditors	13/10/2021	0.20	\$46.00	Prepare letter to investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update
BR	Nigel Wenck	Analyst	Creditors	14/10/2021	0.20	\$46.00	Multiple preparing letters to executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access investor management database to review current investor details and advise
BR	Nigel Wenck	Analyst	Creditors	14/10/2021	0.10	\$23.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.

BR	Nigel Wenck	Analyst	Creditors	14/10/2021	0.20	\$46.00	Prepare letter to investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise <u>process to update</u>
BR	Nigel Wenck	Analyst	Creditors	15/10/2021	0.30	\$69.00	Prepare a letter to investor in relation to the timing of distributions from the Fund. Access investor management database to review current details and draft letter for their <u>request</u>
BR	Nigel Wenck	Analyst	Creditors	18/10/2021	0.10	\$23.00	Scanned documents and saved to files and database, sent off documents to required <u>investor via email or post.</u>
BR	Nigel Wenck	Analyst	Creditors	18/10/2021	0.10	\$23.00	Prepare a letter to investor in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
BR	Nigel Wenck	Analyst	Creditors	18/10/2021	0.20	\$46.00	Prepare a letter to investor in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
BR	Nigel Wenck	Analyst	Creditors	18/10/2021	0.60	\$138.00	Scanned documents and saved to files and database, sent off documents to required <u>investor via email or post.</u>
BR	Nigel Wenck	Analyst	Creditors	18/10/2021	0.10	\$23.00	Call from an investor seeking an update on the winding up of the fund.
BR	Nigel Wenck	Analyst	Creditors	18/10/2021	0.30	\$69.00	Scanned documents and saved to files and database, sent off documents to required <u>investor via email or post.</u>
BR	Nigel Wenck	Analyst	Creditors	18/10/2021	0.20	\$46.00	Prepare letter to investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise <u>process to update</u>
BR	Nigel Wenck	Analyst	Creditors	18/10/2021	0.20	\$46.00	Review of correspondence from investors in relation to a change of trustee request. Prepare internal control forms to verify sufficient documentation provided to process <u>request as per the Funds policy</u>
BR	Nigel Wenck	Analyst	Creditors	18/10/2021	0.30	\$69.00	Prepare a letter to investor in relation to the timing of distributions from the Fund. Access investor management database to review current details and draft letter for their <u>request</u>
BR	Nigel Wenck	Analyst	Creditors	18/10/2021	0.20	\$46.00	Prepare letter to investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise <u>process to update</u>
BR	Nigel Wenck	Analyst	Creditors	18/10/2021	0.20	\$46.00	Prepare letter to investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise <u>process to update</u>
BR	Nigel Wenck	Analyst	Creditors	19/10/2021	0.10	\$23.00	Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process <u>request as per the Funds policy</u>
BR	Nigel Wenck	Analyst	Creditors	20/10/2021	0.30	\$69.00	Prepare letter to investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise <u>process to update</u>
BR	Nigel Wenck	Analyst	Creditors	20/10/2021	0.30	\$69.00	Prepare letter to investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise <u>process to update</u>
BR	Nigel Wenck	Analyst	Creditors	20/10/2021	0.40	\$92.00	Prepare letter to investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise <u>process to update</u>
BR	Nigel Wenck	Analyst	Creditors	20/10/2021	0.10	\$23.00	Call from an investor seeking an update on the winding up of the fund.
BR	Nigel Wenck	Analyst	Creditors	21/10/2021	0.30	\$69.00	Prepare letter to executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access investor management <u>database to review current investor details and advise</u>
BR	Nigel Wenck	Analyst	Creditors	21/10/2021	0.20	\$46.00	2 x Prepare letter to investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise <u>process to update</u>
BR	Nigel Wenck	Analyst	Creditors	21/10/2021	0.20	\$46.00	Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process <u>request as per the Funds policy</u>

BR	Nigel Wenck	Analyst	Creditors	22/10/2021	0.20	\$46.00	Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
BR	Nigel Wenck	Analyst	Creditors	22/10/2021	0.20	\$46.00	Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
BR	Nigel Wenck	Analyst	Creditors	22/10/2021	0.20	\$46.00	Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
BR	Nigel Wenck	Analyst	Creditors	22/10/2021	0.20	\$46.00	Prepare letter to investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
BR	Nigel Wenck	Analyst	Creditors	22/10/2021	0.10	\$23.00	Prepare letter to investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
BR	Nigel Wenck	Analyst	Creditors	22/10/2021	0.10	\$23.00	Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
BR	Nigel Wenck	Analyst	Creditors	22/10/2021	0.50	\$115.00	Prepare letter to executor of estate in response to their request for a unit balance and to transfer units from a deceased estate to the beneficiaries of the estate. Access investor management database to review current investor details and advise.
BR	Nigel Wenck	Analyst	Creditors	22/10/2021	0.20	\$46.00	Review of correspondence from investors in relation to a transfer of units of deceased estate request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy.
BR	Nigel Wenck	Analyst	Creditors	22/10/2021	0.20	\$46.00	Prepare a letter to investor in relation to the timing of distributions from the Fund. Access investor management database to review current details and draft letter for their request.
BR	Nigel Wenck	Analyst	Creditors	25/10/2021	0.40	\$92.00	6 x Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
BR	Nigel Wenck	Analyst	Creditors	25/10/2021	0.10	\$23.00	Phone call from investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
BR	Nigel Wenck	Analyst	Creditors	25/10/2021	0.20	\$46.00	Prepare letter to investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
BR	Nigel Wenck	Analyst	Creditors	25/10/2021	0.10	\$23.00	3 x Prepare letter to investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
BR	Nigel Wenck	Analyst	Creditors	25/10/2021	0.10	\$23.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
BR	Nigel Wenck	Analyst	Creditors	27/10/2021	0.10	\$23.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
BR	Nigel Wenck	Analyst	Creditors	28/10/2021	0.30	\$69.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
BR	Nigel Wenck	Analyst	Creditors	28/10/2021	0.10	\$23.00	Prepare letter to investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
BR	Nigel Wenck	Analyst	Creditors	28/10/2021	0.20	\$46.00	Prepare letter to executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access investor management database to review current investor details and advise.
BR	Nigel Wenck	Analyst	Creditors	28/10/2021	0.10	\$23.00	Prepare letter to investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
BR	Nigel Wenck	Analyst	Creditors	28/10/2021	0.10	\$23.00	Prepare letter to investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.

BR	Nigel Wenck	Analyst	Creditors	1/11/2021	0.20	\$46.00	Prepare a letter to investor in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
BR	Nigel Wenck	Analyst	Creditors	2/11/2021	0.40	\$92.00	Prepare letter to investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update
BR	Nigel Wenck	Analyst	Creditors	2/11/2021	0.20	\$46.00	Prepare letter to executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access investor management database to review current investor details and advise
BR	Nigel Wenck	Analyst	Creditors	2/11/2021	0.10	\$23.00	Prepare letter to executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access investor management database to review current investor details and advise
BR	Nigel Wenck	Analyst	Creditors	2/11/2021	0.40	\$92.00	Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy
BR	Nigel Wenck	Analyst	Creditors	2/11/2021	0.30	\$69.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
BR	Nigel Wenck	Analyst	Creditors	2/11/2021	0.20	\$46.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
BR	Nigel Wenck	Analyst	Creditors	2/11/2021	0.40	\$92.00	Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy
BR	Nigel Wenck	Analyst	Creditors	3/11/2021	0.20	\$46.00	Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy
BR	Nigel Wenck	Analyst	Creditors	3/11/2021	0.30	\$69.00	Prepare letter to executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access investor management database to review current investor details and advise
BR	Nigel Wenck	Analyst	Creditors	4/11/2021	0.30	\$69.00	Phone call from executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access investor management database to review current investor details and advise
BR	Nigel Wenck	Analyst	Creditors	5/11/2021	0.30	\$69.00	12 x Reviewed and approved a checklist to an investor in relation to a request for a change of details/unit holding balance/confirmation of change/transfer of units/transfer of units for deceased estate
BR	Nigel Wenck	Analyst	Creditors	5/11/2021	0.20	\$46.00	Prepare letter to investor confirming update of details for their investment with the Fund. Access investor management database to review current details.
BR	Nigel Wenck	Analyst	Creditors	5/11/2021	0.30	\$69.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
BR	Nigel Wenck	Analyst	Creditors	5/11/2021	0.30	\$69.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
BR	Nigel Wenck	Analyst	Creditors	5/11/2021	0.10	\$23.00	Prepare letter to investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update
BR	Nigel Wenck	Analyst	Creditors	5/11/2021	0.20	\$46.00	Prepare letter to investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update
BR	Nigel Wenck	Analyst	Creditors	5/11/2021	0.10	\$23.00	Prepare letter to investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update
BR	Nigel Wenck	Analyst	Creditors	5/11/2021	0.30	\$69.00	12 x Reviewed and approved a checklist to an investor in relation to a request for a change of details/unit holding balance/confirmation of change/transfer of units/transfer of units for deceased estate
BR	Nigel Wenck	Analyst	Creditors	5/11/2021	0.40	\$92.00	12 x Reviewed and approved a checklist to an investor in relation to a request for a change of details/unit holding balance/confirmation of change/transfer of units/transfer of units for deceased estate
BR	Nigel Wenck	Analyst	Creditors	8/11/2021	0.10	\$23.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
BR	Nigel Wenck	Analyst	Creditors	8/11/2021	0.10	\$23.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.

BR	Nigel Wenck	Analyst	Creditors	8/11/2021	0.20	\$46.00	Phone call from investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update
BR	Nigel Wenck	Analyst	Creditors	9/11/2021	0.20	\$46.00	Prepare letter to investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update
BR	Nigel Wenck	Analyst	Creditors	9/11/2021	0.10	\$23.00	Prepare letter to investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update
BR	Nigel Wenck	Analyst	Creditors	9/11/2021	0.10	\$23.00	Phone call from investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update
BR	Nigel Wenck	Analyst	Creditors	9/11/2021	0.20	\$46.00	Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy
BR	Nigel Wenck	Analyst	Creditors	10/11/2021	0.10	\$23.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
BR	Nigel Wenck	Analyst	Creditors	10/11/2021	0.30	\$69.00	Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy
BR	Nigel Wenck	Analyst	Creditors	10/11/2021	0.10	\$23.00	Review of correspondence from investors in relation to a change of details deceased estate request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy
BR	Nigel Wenck	Analyst	Creditors	10/11/2021	0.20	\$46.00	Prepare a letter to investor in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
BR	Nigel Wenck	Analyst	Creditors	10/11/2021	0.30	\$69.00	Prepare a letter to investor in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
BR	Nigel Wenck	Analyst	Creditors	11/11/2021	0.10	\$23.00	Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy
BR	Nigel Wenck	Analyst	Creditors	11/11/2021	0.10	\$23.00	Phone call from investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update
BR	Nigel Wenck	Analyst	Creditors	11/11/2021	0.20	\$46.00	Prepare letter to investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update
BR	Nigel Wenck	Analyst	Creditors	12/11/2021	0.10	\$23.00	Prepare letter to executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access investor management database to review current investor details and advise
BR	Nigel Wenck	Analyst	Creditors	12/11/2021	0.10	\$23.00	Prepare letter to investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update
BR	Nigel Wenck	Analyst	Creditors	12/11/2021	0.20	\$46.00	Prepare a letter to investor in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
BR	Nigel Wenck	Analyst	Creditors	12/11/2021	0.10	\$23.00	Prepare a letter to investor in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
BR	Nigel Wenck	Analyst	Creditors	12/11/2021	0.10	\$23.00	Prepare a letter to investor in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
BR	Nigel Wenck	Analyst	Creditors	15/11/2021	0.20	\$46.00	Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy
BR	Nigel Wenck	Analyst	Creditors	15/11/2021	0.20	\$46.00	Prepare letter to executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access investor management database to review current investor details and advise

BR	Nigel Wenck	Analyst	Creditors	15/11/2021	0.20	\$46.00	Prepare letter to investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update
BR	Nigel Wenck	Analyst	Creditors	15/11/2021	0.20	\$46.00	Prepare letter to executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access investor management database to review current investor details and advise
BR	Nigel Wenck	Analyst	Creditors	15/11/2021	0.20	\$46.00	Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy
BR	Nigel Wenck	Analyst	Creditors	18/11/2021	0.10	\$23.00	Prepare letter to investor confirming update of details for their investment with the Fund. Access investor management database to review current details.
BR	Nigel Wenck	Analyst	Creditors	22/11/2021	0.10	\$23.00	Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy
BR	Nigel Wenck	Analyst	Creditors	22/11/2021	0.20	\$46.00	Call from an investor in relation to a request for an updated unit holdings balance. Review investor on the investor management database and advise.
BR	Nigel Wenck	Analyst	Creditors	23/11/2021	0.30	\$69.00	Phone call from investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update
BR	Nigel Wenck	Analyst	Creditors	29/11/2021	0.20	\$46.00	Review of correspondence from investors in relation to a transfer of units request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy
BR	Nigel Wenck	Analyst	Creditors	29/11/2021	0.10	\$23.00	18 x Prepare letter to investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update
BR	Nigel Wenck	Analyst	Creditors	29/11/2021	0.40	\$92.00	Prepare letter to investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update
BR	Nigel Wenck	Analyst	Creditors	29/11/2021	0.30	\$69.00	Prepare letter to investor confirming transfer of units for their investment with the Fund. Access investor management database to review current details.
BR	Nigel Wenck	Analyst	Creditors	29/11/2021	0.30	\$69.00	Prepare letter to executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access investor management database to review current investor details and advise
BR	Nigel Wenck	Analyst	Creditors	30/11/2021	0.20	\$46.00	Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy
BR	Nigel Wenck	Analyst	Creditors	30/11/2021	0.20	\$46.00	Prepare letter to executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access investor management database to review current investor details and advise
BR	Nigel Wenck	Analyst	Creditors	30/11/2021	0.10	\$23.00	Phone call from executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access investor management database to review current investor details and advise
BR	Nigel Wenck	Analyst	Creditors	30/11/2021	0.20	\$46.00	Prepare letter to executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access investor management database to review current investor details and advise
BR	Nigel Wenck	Analyst	Creditors	30/11/2021	0.30	\$69.00	Prepare letter to investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update
BR	Nigel Wenck	Analyst	Creditors	1/12/2021	0.30	\$69.00	Prepare a letter to investor in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
BR	Nigel Wenck	Analyst	Creditors	1/12/2021	0.10	\$23.00	Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy
BR	Nigel Wenck	Analyst	Creditors	2/12/2021	0.10	\$23.00	Call from an investor in relation to a request for an updated unit holdings balance. Review investor on the investor management database and advise.
BR	Nigel Wenck	Analyst	Creditors	2/12/2021	0.10	\$23.00	Phone call from investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update

BR	Nigel Wenck	Analyst	Creditors	2/12/2021	0.10	\$23.00	Prepare a letter to investor in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
BR	Nigel Wenck	Analyst	Creditors	7/12/2021	0.40	\$92.00	Reviewed returned mail and record investor details in returned mail register. Call investor to request new address details.
BR	Nigel Wenck	Analyst	Creditors	7/12/2021	0.20	\$46.00	Call from an investor in relation to a request for an updated unit holdings balance. Review investor on the investor management database and advise.
BR	Nigel Wenck	Analyst	Creditors	7/12/2021	0.10	\$23.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
BR	Nigel Wenck	Analyst	Creditors	7/12/2021	0.20	\$46.00	Prepare letter to investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
BR	Nigel Wenck	Analyst	Creditors	8/12/2021	0.20	\$46.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
BR	Nigel Wenck	Analyst	Creditors	8/12/2021	0.10	\$23.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
BR	Nigel Wenck	Analyst	Creditors	8/12/2021	0.30	\$69.00	Prepare a letter to investor in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
BR	Nigel Wenck	Analyst	Creditors	8/12/2021	0.20	\$46.00	Prepare letter to investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
BR	Nigel Wenck	Analyst	Creditors	8/12/2021	0.20	\$46.00	Phone call from investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
BR	Nigel Wenck	Analyst	Creditors	9/12/2021	0.60	\$138.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
BR	Nigel Wenck	Analyst	Creditors	9/12/2021	0.50	\$115.00	15 x Prepare a letter to investor in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
BR	Nigel Wenck	Analyst	Creditors	9/12/2021	0.10	\$23.00	Prepare a letter to investor in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
BR	Nigel Wenck	Analyst	Creditors	10/12/2021	0.80	\$184.00	Reviewed returned mail and record investor details in returned mail register. Prepare letter to request new address details.
BR	Nigel Wenck	Analyst	Creditors	10/12/2021	0.20	\$46.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
BR	Nigel Wenck	Analyst	Creditors	13/12/2021	0.10	\$23.00	Phone call from executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access investor management database to review current investor details and advise.
BR	Nigel Wenck	Analyst	Creditors	15/12/2021	0.10	\$23.00	Call from an investor in relation to a request for an updated unit holdings balance. Review investor on the investor management database and advise.
BR	Nigel Wenck	Analyst	Creditors	15/12/2021	0.10	\$23.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
BR	Nigel Wenck	Analyst	Creditors	16/12/2021	0.20	\$46.00	Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
BR	Nigel Wenck	Analyst	Creditors	17/12/2021	0.20	\$46.00	Prepare letter to investor seeking to update the trustee for their investment with the Fund. Access investor management database to review current details and advise process to update.
BR	Nigel Wenck	Analyst	Creditors	23/12/2021	0.20	\$46.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
BR	Nigel Wenck	Analyst	Creditors	10/01/2022	0.20	\$48.00	Phone call from investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
BR	Nigel Wenck	Analyst	Creditors	11/01/2022	0.10	\$24.00	Phone call from executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access investor management database to review current investor details and advise.

BR	Nigel Wenck	Analyst	Creditors	11/01/2022	0.30	\$72.00	Prepare letter to investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update
BR	Nigel Wenck	Analyst	Creditors	11/01/2022	0.30	\$72.00	Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy
BR	Nigel Wenck	Analyst	Creditors	12/01/2022	0.30	\$72.00	Prepare letter to investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update
BR	Nigel Wenck	Analyst	Creditors	12/01/2022	0.10	\$24.00	Phone call from investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update
BR	Nigel Wenck	Analyst	Creditors	12/01/2022	0.10	\$24.00	Phone call from investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update
BR	Nigel Wenck	Analyst	Creditors	12/01/2022	0.20	\$48.00	Phone call from investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update
BR	Nigel Wenck	Analyst	Creditors	12/01/2022	0.30	\$72.00	Review of correspondence from investors in relation to a transfer of units of deceased estate request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy
BR	Nigel Wenck	Analyst	Creditors	14/01/2022	0.10	\$24.00	Phone call from investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update
BR	Nigel Wenck	Analyst	Creditors	19/01/2022	0.10	\$24.00	Review of unread emails sent to the Fund's mailbox. Print email for letter response to be updated in the Fund's database. Review and update investor correspondence register accordingly
BR	Nigel Wenck	Analyst	Creditors	24/01/2022	0.10	\$24.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
BR	Nigel Wenck	Analyst	Creditors	24/01/2022	0.10	\$24.00	Call from an investor seeking an update on the winding up of the fund.
BR	Nigel Wenck	Analyst	Creditors	27/01/2022	0.30	\$72.00	Phone call from investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update
BR	Nigel Wenck	Analyst	Creditors	27/01/2022	0.30	\$72.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
BR	Nigel Wenck	Analyst	Creditors	28/01/2022	0.30	\$72.00	Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy
BR	Nigel Wenck	Analyst	Creditors	2/02/2022	0.20	\$48.00	Prepare letter to investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update
BR	Nigel Wenck	Analyst	Creditors	2/02/2022	0.10	\$24.00	Prepare letter to investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update
BR	Nigel Wenck	Analyst	Creditors	7/02/2022	0.30	\$72.00	Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy
BR	Nigel Wenck	Analyst	Creditors	7/02/2022	0.30	\$72.00	Phone call from executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access investor management database to review current investor details and advise
BR	Nigel Wenck	Analyst	Creditors	7/02/2022	0.40	\$96.00	Prepare letter to executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access investor management database to review current investor details and advise
BR	Nigel Wenck	Analyst	Creditors	11/02/2022	0.20	\$48.00	Prepare letter to executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access investor management database to review current investor details and advise

BR	Nigel Wenck	Analyst	Creditors	11/02/2022	0.20	\$48.00	Phone call from executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access investor management database to review current investor details and advise
BR	Nigel Wenck	Analyst	Creditors	11/02/2022	0.10	\$24.00	Phone call from executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access investor management database to review current investor details and advise
BR	Nigel Wenck	Analyst	Creditors	14/02/2022	0.20	\$48.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
BR	Nigel Wenck	Analyst	Creditors	14/02/2022	0.10	\$24.00	Phone call from investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update
BR	Nigel Wenck	Analyst	Creditors	14/02/2022	0.20	\$48.00	Phone call from executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access investor management database to review current investor details and advise
BR	Nigel Wenck	Analyst	Creditors	14/02/2022	0.20	\$48.00	Review of unread emails sent to the Fund's mailbox. Print email for letter response to be updated in the Fund's database. Review and update investor correspondence register accordingly.
BR	Nigel Wenck	Analyst	Creditors	17/02/2022	0.20	\$48.00	Prepare a letter to investor in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
BR	Nigel Wenck	Analyst	Creditors	17/02/2022	0.10	\$24.00	Prepare letter to investor on update of the winding up of the Fund. Access investor management database to review current details.
BR	Nigel Wenck	Analyst	Creditors	22/02/2022	0.20	\$48.00	Phone call from executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access investor management database to review current investor details and advise
BR	Nigel Wenck	Analyst	Creditors	22/02/2022	0.20	\$48.00	Prepare a letter to investor in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
BR	Nigel Wenck	Analyst	Creditors	22/02/2022	0.30	\$72.00	Prepare letter to executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access investor management database to review current investor details and advise
BR	Nigel Wenck	Analyst	Creditors	22/02/2022	0.20	\$48.00	Prepare letter to executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access investor management database to review current investor details and advise
BR	Nigel Wenck	Analyst	Creditors	22/02/2022	0.20	\$48.00	Phone call from executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access investor management database to review current investor details and advise
BR	Nigel Wenck	Analyst	Creditors	22/02/2022	0.20	\$48.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
BR	Nigel Wenck	Analyst	Creditors	22/02/2022	0.20	\$48.00	Prepare letter to executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access investor management database to review current investor details and advise
BR	Nigel Wenck	Analyst	Creditors	22/02/2022	0.10	\$24.00	Prepare letter to investor on update of the winding up of the Fund. Access investor management database to review current details.
BR	Nigel Wenck	Analyst	Creditors	22/02/2022	0.10	\$24.00	Prepare letter to investor on update of the winding up of the Fund. Access investor management database to review current details.
BR	Nigel Wenck	Analyst	Creditors	22/02/2022	0.10	\$24.00	Prepare letter to investor on update of the winding up of the Fund. Access investor management database to review current details.
BR	Nigel Wenck	Analyst	Creditors	22/02/2022	0.10	\$24.00	Prepare letter to investor on update of the winding up of the Fund. Access investor management database to review current details.
BR	Nigel Wenck	Analyst	Creditors	24/02/2022	0.10	\$24.00	Call from an investor seeking an update on the winding up of the fund.
BR	Nigel Wenck	Analyst	Creditors	25/02/2022	0.10	\$24.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
BR	Nigel Wenck	Analyst	Creditors	25/02/2022	0.10	\$24.00	Prepare letter to executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access investor management database to review current investor details and advise

BR	Nigel Wenck	Analyst	Creditors	25/02/2022	0.20	\$48.00	Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy
BR	Nigel Wenck	Analyst	Creditors	28/02/2022	0.30	\$72.00	Preparing payment to finPOWER for monthly license fee in MYOB and in NAB.
BR	Nigel Wenck	Analyst	Creditors	28/02/2022	0.40	\$96.00	Phone call from investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update
BR	Nigel Wenck	Analyst	Creditors	2/03/2022	0.10	\$24.00	Call from an investor seeking an update on the winding up of the fund.
BR	Nigel Wenck	Analyst	Creditors	3/03/2022	0.20	\$48.00	Prepare letter to executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access investor management database to review current investor details and advise
BR	Nigel Wenck	Analyst	Creditors	7/03/2022	0.20	\$48.00	Prepare a letter to investor in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
BR	Nigel Wenck	Analyst	Creditors	8/03/2022	0.10	\$24.00	Phone call from investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update
BR	Nigel Wenck	Analyst	Creditors	8/03/2022	0.10	\$24.00	Call from an investor seeking an update on the winding up of the fund.
BR	Nigel Wenck	Analyst	Creditors	8/03/2022	0.20	\$48.00	Call from an investor seeking an update on the winding up of the fund.
BR	Nigel Wenck	Analyst	Creditors	9/03/2022	0.10	\$24.00	Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy
BR	Nigel Wenck	Analyst	Creditors	9/03/2022	0.40	\$96.00	Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy
BR	Nigel Wenck	Analyst	Creditors	10/03/2022	0.10	\$24.00	Phone call from investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update
BR	Nigel Wenck	Analyst	Creditors	11/03/2022	0.20	\$48.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
BR	Nigel Wenck	Analyst	Creditors	14/03/2022	0.40	\$96.00	Phone call from investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update
BR	Nigel Wenck	Analyst	Creditors	14/03/2022	0.30	\$72.00	Prepare letter to investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update
BR	Nigel Wenck	Analyst	Creditors	14/03/2022	0.20	\$48.00	Prepare letter to investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update
BR	Nigel Wenck	Analyst	Creditors	17/03/2022	0.10	\$24.00	Phone call from investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update
BR	Nigel Wenck	Analyst	Creditors	17/03/2022	0.10	\$24.00	Phone call from investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update
BR	Nigel Wenck	Analyst	Creditors	17/03/2022	0.20	\$48.00	Review of correspondence from investors in relation to a transfer of units of deceased estate request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy
BR	Nigel Wenck	Analyst	Creditors	17/03/2022	0.10	\$24.00	Phone call from investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update
BR	Nigel Wenck	Analyst	Creditors	17/03/2022	0.20	\$48.00	Prepare letter to investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update
BR	Nigel Wenck	Analyst	Creditors	18/03/2022	0.30	\$72.00	Preparing MYOB and NAB requisition for payment to Gadens for February legal fees.

BR	Nigel Wenck	Analyst	Creditors	18/03/2022	0.10	\$24.00	Phone call from investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update
BR	Nigel Wenck	Analyst	Creditors	21/03/2022	0.20	\$48.00	Call from an investor seeking an update on the winding up of the fund.
BR	Nigel Wenck	Analyst	Creditors	28/03/2022	0.10	\$24.00	Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy
BR	Nigel Wenck	Analyst	Creditors	30/03/2022	0.20	\$48.00	Prepare letter to executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access investor management database to review current investor details and advise
BR	Nigel Wenck	Analyst	Creditors	30/03/2022	0.20	\$48.00	Phone call from executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access investor management database to review current investor details and advise
BR	Nigel Wenck	Analyst	Creditors	30/03/2022	0.10	\$24.00	Call from an investor seeking an update on the winding up of the fund.
BR	Nigel Wenck	Analyst	Creditors	30/03/2022	0.10	\$24.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
BR	Nigel Wenck	Analyst	Creditors	31/03/2022	0.10	\$24.00	Phone call from investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update
BR	Nigel Wenck	Analyst	Creditors	5/04/2022	0.30	\$72.00	Preparing MYOB and NAB payment to finPOWER for monthly license fee.
BR	Nigel Wenck	Analyst	Creditors	5/04/2022	0.30	\$72.00	Preparing MYOB and NAB payment to Gadens for legal fees.
BR	Nigel Wenck	Analyst	Creditors	6/04/2022	0.10	\$24.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
BR	Nigel Wenck	Analyst	Creditors	8/04/2022	0.20	\$48.00	Prepare a letter to investor in relation to the timing of distributions from the Fund. Access investor management database to review current details and draft letter for their request
BR	Nigel Wenck	Analyst	Creditors	8/04/2022	0.30	\$72.00	Prepare letter to executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access investor management database to review current investor details and advise
BR	Nigel Wenck	Analyst	Creditors	8/04/2022	0.40	\$96.00	Review of correspondence from investors in relation to a transfer of units of deceased estate request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy
BR	Nigel Wenck	Analyst	Creditors	8/04/2022	0.20	\$48.00	Prepare letter to investor confirming transfer of units for their investment with the Fund. Access investor management database to review current details.
BR	Nigel Wenck	Analyst	Creditors	8/04/2022	0.20	\$48.00	Phone call from executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access investor management database to review current investor details and advise
BR	Nigel Wenck	Analyst	Creditors	8/04/2022	0.10	\$24.00	Review of unread emails sent to the Fund's mailbox. Print email for letter response to be updated in the Fund's database. Review and update investor correspondence register accordingly
BR	Nigel Wenck	Analyst	Creditors	8/04/2022	0.20	\$48.00	Prepare a letter to investor in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
BR	Nigel Wenck	Analyst	Creditors	8/04/2022	0.20	\$48.00	Review of correspondence from investors in relation to a transfer of units of deceased estate request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy
BR	Nigel Wenck	Analyst	Creditors	8/04/2022	0.20	\$48.00	Prepare letter to executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access investor management database to review current investor details and advise
BR	Nigel Wenck	Analyst	Creditors	11/04/2022	0.20	\$48.00	Review of correspondence from investors in relation to a transfer of units of deceased estate request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy
BR	Nigel Wenck	Analyst	Creditors	11/04/2022	0.10	\$24.00	Call from an adviser seeking an update on the winding up of the fund.
BR	Nigel Wenck	Analyst	Creditors	11/04/2022	0.20	\$48.00	Review of correspondence from investors in relation to a transfer of units of deceased estate request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy

BR	Nigel Wenck	Analyst	Creditors	12/04/2022	0.20	\$48.00	Prepare letter to investor confirming update of details for their investment with the Fund. Access investor management database to review current details.
BR	Nigel Wenck	Analyst	Creditors	13/04/2022	0.30	\$72.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
BR	Nigel Wenck	Analyst	Creditors	13/04/2022	0.30	\$72.00	Prepare letter to investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
BR	Nigel Wenck	Analyst	Creditors	13/04/2022	0.30	\$72.00	Phone call from investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
BR	Nigel Wenck	Analyst	Creditors	13/04/2022	0.10	\$24.00	Review of unread emails sent to the Fund's mailbox. Print email for letter response to be updated in the Fund's database. Review and update investor correspondence register accordingly.
BR	Nigel Wenck	Analyst	Creditors	13/04/2022	0.40	\$96.00	Prepare letter to executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access investor management database to review current investor details and advise.
BR	Nigel Wenck	Analyst	Creditors	13/04/2022	0.30	\$72.00	Prepare a letter to investor in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
BR	Nigel Wenck	Analyst	Creditors	14/04/2022	0.20	\$48.00	Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
BR	Nigel Wenck	Analyst	Creditors	14/04/2022	0.20	\$48.00	Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
BR	Nigel Wenck	Analyst	Creditors	19/04/2022	0.10	\$24.00	Phone call from investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
BR	Nigel Wenck	Analyst	Creditors	19/04/2022	0.10	\$24.00	Phone call from investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
BR	Nigel Wenck	Analyst	Creditors	19/04/2022	0.20	\$48.00	Prepare a letter to investor in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
BR	Nigel Wenck	Analyst	Creditors	19/04/2022	0.20	\$48.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
BR	Nigel Wenck	Analyst	Creditors	21/04/2022	0.10	\$24.00	Reviewed returned mail and record investor details in returned mail register. Prepare letter to request new address details.
BR	Nigel Wenck	Analyst	Creditors	21/04/2022	0.10	\$24.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
BR	Nigel Wenck	Analyst	Creditors	21/04/2022	0.10	\$24.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
BR	Nigel Wenck	Analyst	Creditors	22/04/2022	0.10	\$24.00	Prepare a letter to investor in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
BR	Nigel Wenck	Analyst	Creditors	22/04/2022	0.20	\$48.00	Call from an investor seeking an update on the winding up of the fund.
BR	Nigel Wenck	Analyst	Creditors	22/04/2022	0.50	\$120.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
BR	Nigel Wenck	Analyst	Creditors	22/04/2022	0.40	\$96.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
BR	Nigel Wenck	Analyst	Creditors	22/04/2022	0.10	\$24.00	Review of unread emails sent to the Fund's mailbox. Print email for letter response to be updated in the Fund's database. Review and update investor correspondence register accordingly.
BR	Nigel Wenck	Analyst	Creditors	26/04/2022	0.40	\$96.00	Review of correspondence from investors in relation to a transfer of units of deceased estate request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy.

BR	Nigel Wenck	Analyst	Creditors	27/04/2022	0.50	\$120.00	Prepare letter to executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access investor management database to review current investor details and advise
BR	Nigel Wenck	Analyst	Creditors	27/04/2022	0.10	\$24.00	Review of unread emails sent to the Fund's mailbox. Print email for letter response to be updated in the Fund's database. Review and update investor correspondence register accordingly
BR	Nigel Wenck	Analyst	Creditors	28/04/2022	0.30	\$72.00	Prepare letter to executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access investor management database to review current investor details and advise
BR	Nigel Wenck	Analyst	Creditors	3/05/2022	0.20	\$48.00	Prepare letter to investor on update of the winding up of the Fund. Access investor management database to review current details.
BR	Nigel Wenck	Analyst	Creditors	3/05/2022	0.30	\$72.00	Call from an investor in relation to a request for an updated unit holdings balance. Review investor on the investor management database and advise.
BR	Nigel Wenck	Analyst	Creditors	3/05/2022	0.30	\$72.00	Prepare a letter to investor in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
BR	Nigel Wenck	Analyst	Creditors	4/05/2022	0.10	\$24.00	Prepare a letter to investor in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
BR	Nigel Wenck	Analyst	Creditors	4/05/2022	0.20	\$48.00	Prepare a letter to investor in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
BR	Nigel Wenck	Analyst	Creditors	5/05/2022	0.20	\$48.00	Prepare a letter to investor in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
BR	Nigel Wenck	Analyst	Creditors	5/05/2022	0.20	\$48.00	Prepare letter to executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access investor management database to review current investor details and advise
BR	Nigel Wenck	Analyst	Creditors	5/05/2022	0.50	\$120.00	5 x Prepare a letter to investor in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
BR	Nigel Wenck	Analyst	Creditors	5/05/2022	0.20	\$48.00	Prepare a letter to investor in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
BR	Nigel Wenck	Analyst	Creditors	5/05/2022	0.20	\$48.00	Prepare letter to executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access investor management database to review current investor details and advise
BR	Nigel Wenck	Analyst	Creditors	5/05/2022	0.20	\$48.00	Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy
BR	Nigel Wenck	Analyst	Creditors	5/05/2022	0.20	\$48.00	Prepare a letter to investor in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
BR	Nigel Wenck	Analyst	Creditors	5/05/2022	0.30	\$72.00	Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy
BR	Nigel Wenck	Analyst	Creditors	5/05/2022	0.30	\$72.00	Prepare a letter to investor in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
BR	Nigel Wenck	Analyst	Creditors	5/05/2022	0.20	\$48.00	Phone call from executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access investor management database to review current investor details and advise
BR	Nigel Wenck	Analyst	Creditors	5/05/2022	0.30	\$72.00	Prepare letter to executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access investor management database to review current investor details and advise
BR	Nigel Wenck	Analyst	Creditors	6/05/2022	0.40	\$96.00	Prepare letter to investor on update of the winding up of the Fund. Access investor management database to review current details.
BR	Nigel Wenck	Analyst	Creditors	6/05/2022	0.30	\$72.00	Prepare letter to investor on update of the winding up of the Fund. Access investor management database to review current details.

BR	Nigel Wenck	Analyst	Creditors	6/05/2022	0.10	\$24.00	Phone call from investor in response to a confirmation of their request to transfer units. Access investor management database to review current investor details and advise.
BR	Nigel Wenck	Analyst	Creditors	6/05/2022	0.10	\$24.00	Call from an investor seeking an update on the winding up of the fund.
BR	Nigel Wenck	Analyst	Creditors	10/05/2022	0.50	\$120.00	2 x Prepare a letter to investor in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
BR	Nigel Wenck	Analyst	Creditors	11/05/2022	0.10	\$24.00	Review of unread emails sent to the Fund's mailbox. Print email for letter response to be updated in the Fund's database. Review and update investor correspondence register accordingly.
BR	Nigel Wenck	Analyst	Creditors	11/05/2022	0.10	\$24.00	Call from an investor seeking an update on the winding up of the fund.
BR	Nigel Wenck	Analyst	Creditors	11/05/2022	0.30	\$72.00	Prepare a letter to investor in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
BR	Nigel Wenck	Analyst	Creditors	13/05/2022	0.20	\$48.00	Call from an investor seeking an update on the winding up of the fund.
BR	Nigel Wenck	Analyst	Creditors	13/05/2022	0.20	\$48.00	Prepare a letter to investor in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
BR	Nigel Wenck	Analyst	Creditors	13/05/2022	0.10	\$24.00	Call from an investor seeking an update on the winding up of the fund.
BR	Nigel Wenck	Analyst	Creditors	17/05/2022	0.10	\$24.00	Prepare a letter to investor in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
BR	Nigel Wenck	Analyst	Creditors	18/05/2022	0.30	\$72.00	Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
BR	Nigel Wenck	Analyst	Creditors	18/05/2022	0.20	\$48.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
BR	Nigel Wenck	Analyst	Creditors	19/05/2022	0.60	\$144.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
BR	Nigel Wenck	Analyst	Creditors	1/06/2022	0.10	\$24.00	Call from an investor seeking an update on the winding up of the fund.
BR	Nigel Wenck	Analyst	Creditors	1/06/2022	0.30	\$72.00	Call from an investor seeking an update on the winding up of the fund.
BR	Nigel Wenck	Analyst	Creditors	6/06/2022	0.20	\$48.00	Phone call from investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
BR	Nigel Wenck	Analyst	Creditors	7/06/2022	0.10	\$24.00	Call from an investor seeking an update on the winding up of the fund.
BR	Nigel Wenck	Analyst	Creditors	7/06/2022	0.20	\$48.00	Call from an investor seeking an update on the winding up of the fund.
BR	Nigel Wenck	Analyst	Creditors	15/06/2022	0.20	\$48.00	Phone call from executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access investor management database to review current investor details and advise.
BR	Nigel Wenck	Analyst	Creditors	16/06/2022	0.10	\$24.00	Call from an investor seeking an update on the winding up of the fund.
BR	Nigel Wenck	Analyst	Creditors	16/06/2022	0.30	\$72.00	Prepare letter to investor on update of the winding up of the Fund. Access investor management database to review current details.
BR	Nigel Wenck	Analyst	Creditors	27/06/2022	0.20	\$48.00	Call from an investor seeking an update on the winding up of the fund.
BR	Nigel Wenck	Analyst	Creditors	28/06/2022	0.10	\$24.00	Call from an investor in relation to a request for an updated unit holdings balance. Review investor on the investor management database and advise.
BR	Nigel Wenck	Analyst	Creditors	5/07/2022	0.30	\$72.00	Call from an investor seeking an update on the winding up of the fund.
BR	Nigel Wenck	Analyst	Creditors	6/07/2022	0.20	\$48.00	Call from an investor seeking an update on the winding up of the fund.
BR	Nigel Wenck	Analyst	Creditors	6/07/2022	0.20	\$48.00	Call from an investor seeking an update on the winding up of the fund.
BR	Nigel Wenck	Analyst	Creditors	7/07/2022	0.20	\$48.00	Call from an investor in relation to a request for an updated unit holdings balance. Review investor on the investor management database and advise.
BR	Nigel Wenck	Analyst	Creditors	7/07/2022	0.20	\$48.00	Call from an investor seeking an update on the winding up of the fund.
BR	Nigel Wenck	Analyst	Creditors	8/07/2022	0.20	\$48.00	Call from an investor seeking an update on the winding up of the fund.

BR	Nigel Wenck	Analyst	Creditors	8/07/2022	1.40	\$336.00	Building asset impairments master spreadsheet for purposes of financial accounts for impairments of the loans.
BR	Nigel Wenck	Analyst	Creditors	8/07/2022	0.40	\$96.00	Building asset impairments master spreadsheet for purposes of financial accounts for impairments of the loans.
BR	Nigel Wenck	Analyst	Creditors	13/07/2022	0.20	\$48.00	Call from an investor in relation to a request for an updated unit holdings balance. Review investor on the investor management database and advise.
BR	Nigel Wenck	Analyst	Creditors	13/07/2022	0.30	\$72.00	Prepare a letter to investor in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
BR	Nigel Wenck	Analyst	Creditors	20/07/2022	0.60	\$144.00	3 x Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
BR	Nigel Wenck	Analyst	Creditors	20/07/2022	0.20	\$48.00	Call from an investor seeking an update on the winding up of the fund.
BR	Nigel Wenck	Analyst	Creditors	21/07/2022	0.20	\$48.00	Prepare letter to investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
BR	Nigel Wenck	Analyst	Creditors	22/07/2022	0.20	\$48.00	Phone call from investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
BR	Nigel Wenck	Analyst	Creditors	22/07/2022	0.20	\$48.00	Prepare letter to investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
BR	Nigel Wenck	Analyst	Creditors	26/07/2022	0.10	\$29.50	Phone call from investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
BR	Nigel Wenck	Analyst	Creditors	28/07/2022	0.30	\$88.50	Call from an investor seeking an update on the winding up of the fund.
BR	Nigel Wenck	Analyst	Creditors	28/07/2022	0.20	\$59.00	Prepare a letter to investor in relation to the timing of distributions from the Fund. Access investor management database to review current details and draft letter for their request.
BR	Nigel Wenck	Analyst	Creditors	28/07/2022	0.10	\$29.50	Call from an investor in relation to a request for an updated unit holdings balance. Review investor on the investor management database and advise.
BR	Nigel Wenck	Analyst	Creditors	29/07/2022	0.50	\$147.50	Call from an investor seeking an update on the winding up of the fund.
BR	Nigel Wenck	Analyst	Creditors	29/07/2022	0.10	\$29.50	Call from an investor seeking information in regards to the interim distribution from the fund.
BR	Nigel Wenck	Analyst	Creditors	1/08/2022	0.30	\$88.50	Prepare letter to executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access investor management database to review current investor details and advise.
BR	Nigel Wenck	Analyst	Creditors	1/08/2022	0.20	\$59.00	Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
BR	Nigel Wenck	Analyst	Creditors	1/08/2022	0.30	\$88.50	Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
BR	Nigel Wenck	Analyst	Creditors	1/08/2022	0.40	\$118.00	Prepare letter to executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access investor management database to review current investor details and advise.
BR	Nigel Wenck	Analyst	Creditors	1/08/2022	0.40	\$118.00	Prepare letters to investors seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
BR	Nigel Wenck	Analyst	Creditors	1/08/2022	0.40	\$118.00	Prepare letters to investors seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
BR	Nigel Wenck	Analyst	Creditors	1/08/2022	0.40	\$118.00	Prepare letters to investors in response to their request to transfer units from a Super Fund to their personal name. Access investor management database to review current investor details and advise.

BR	Nigel Wenck	Analyst	Creditors	3/08/2022	0.50	\$147.50	Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
BR	Nigel Wenck	Analyst	Creditors	3/08/2022	0.20	\$59.00	Phone call from investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
BR	Nigel Wenck	Analyst	Creditors	4/08/2022	0.30	\$88.50	Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
BR	Nigel Wenck	Analyst	Creditors	4/08/2022	0.30	\$88.50	Prepare letters to investors in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
BR	Nigel Wenck	Analyst	Creditors	5/08/2022	0.30	\$88.50	Prepare letters to investors in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
BR	Nigel Wenck	Analyst	Creditors	5/08/2022	0.20	\$59.00	Prepare letter to investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
BR	Nigel Wenck	Analyst	Creditors	9/08/2022	0.10	\$29.50	Call from an investor seeking an update on the winding up of the fund.
BR	Nigel Wenck	Analyst	Creditors	11/08/2022	0.10	\$29.50	Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
BR	Nigel Wenck	Analyst	Creditors	11/08/2022	0.20	\$59.00	Phone call from executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access investor management database to review current investor details and advise.
BR	Nigel Wenck	Analyst	Creditors	11/08/2022	0.30	\$88.50	Phone call from executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access investor management database to review current investor details and advise.
BR	Nigel Wenck	Analyst	Creditors	15/08/2022	0.40	\$118.00	Phone call from investor in response to a confirmation of their request to change details. Access investor management database to review current investor details and advise.
BR	Nigel Wenck	Analyst	Creditors	17/08/2022	0.20	\$59.00	Prepare letter to investor on update of the winding up of the Fund. Access investor management database to review current details.
BR	Nigel Wenck	Analyst	Creditors	17/08/2022	0.20	\$59.00	Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
BR	Nigel Wenck	Analyst	Creditors	17/08/2022	0.40	\$118.00	2 x Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
BR	Nigel Wenck	Analyst	Creditors	18/08/2022	0.30	\$88.50	Phone call from executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access investor management database to review current investor details and advise.
BR	Nigel Wenck	Analyst	Creditors	18/08/2022	0.30	\$88.50	Call from an investor in relation to a request for an updated unit holdings balance. Review investor on the investor management database and advise.
BR	Nigel Wenck	Analyst	Creditors	18/08/2022	0.30	\$88.50	Prepare letter to investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
BR	Nigel Wenck	Analyst	Creditors	23/08/2022	0.20	\$59.00	Call from an investor seeking an update on the winding up of the fund.
BR	Nigel Wenck	Analyst	Creditors	24/08/2022	0.50	\$147.50	Prepare letters to investors seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
BR	Nigel Wenck	Analyst	Creditors	25/08/2022	0.30	\$88.50	Prepare letter to investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
BR	Nigel Wenck	Analyst	Creditors	25/08/2022	0.20	\$59.00	Prepare letter to investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.

BR	Nigel Wenck	Analyst	Creditors	25/08/2022	0.20	\$59.00	Prepare letter to investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise <u>process to update</u>
BR	Nigel Wenck	Analyst	Creditors	26/08/2022	0.20	\$59.00	Prepare letter to investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise <u>process to update</u>
BR	Nigel Wenck	Analyst	Creditors	9/09/2022	0.50	\$147.50	Phone call from executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access investor management database to review current investor details and advise
BR	Nigel Wenck	Analyst	Creditors	9/09/2022	0.90	\$265.50	Research on process to lodge unclaimed monies for an investment scheme to ASIC. Reviewed ASIC websites to verify funds lodged for all types of investors i.e. individuals, companies and trusts
BR	Nigel Wenck	Analyst	Creditors	30/09/2022	0.40	\$118.00	Reviewed invoice/prepared payment for license fee to maintain investor database. Saved requisition documents to file.
BR	Nigel Wenck	Analyst	Creditors	4/10/2022	0.60	\$177.00	Reviewed invoices/prepared payments for September barrister and legal fees. Saved to file.
BR	Nigel Wenck	Analyst	Creditors	18/10/2022	0.20	\$59.00	Call from an investor in relation to a request for an updated unit holdings balance. <u>Review investor on the investor management database and advise.</u>
BR	Nigel Wenck	Analyst	Creditors	18/10/2022	0.40	\$118.00	Prepare letters to investors in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
BR	Nigel Wenck	Analyst	Creditors	19/10/2022	0.10	\$29.50	Prepare a letter to investor in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
BR	Nigel Wenck	Analyst	Creditors	19/10/2022	0.10	\$29.50	Prepare a letter to investor in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
BR	Nigel Wenck	Analyst	Creditors	19/10/2022	0.10	\$29.50	Review of unread emails sent to the Fund's mailbox. Print email for letter response to be updated in the Fund's database. Review and update investor correspondence register <u>accordingly</u>
BR	Nigel Wenck	Analyst	Creditors	19/10/2022	0.10	\$29.50	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
BR	Nigel Wenck	Analyst	Creditors	10/11/2022	0.20	\$59.00	Call from an investor seeking an update on the winding up of the fund.
BR	Nigel Wenck	Analyst	Creditors	10/11/2022	0.30	\$88.50	Prepare a letter to investor in relation to the timing of distributions from the Fund. Access investor management database to review current details and draft letter for their request
BR	Nigel Wenck	Analyst	Creditors	29/11/2022	0.10	\$29.50	Call from an investor seeking an update on the winding up of the fund.
BR	Nigel Wenck	Analyst	Creditors	30/11/2022	0.30	\$88.50	Phone call from executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access investor management database to review current investor details and advise
BR	Nigel Wenck	Analyst	Creditors	1/12/2022	0.20	\$59.00	Review of unread emails sent to the Fund's mailbox. Print email for letter response to be updated in the Fund's database. Review and update investor correspondence register <u>accordingly</u>
BR	Nigel Wenck	Analyst	Creditors	1/12/2022	0.10	\$29.50	Call from an investor in relation to a request for an updated unit holdings balance. <u>Review investor on the investor management database and advise.</u>
BR	Nigel Wenck	Analyst	Creditors	8/12/2022	1.20	\$354.00	Reviewed returned mail and record investor details in returned mail register. Prepare letters to request new address details.
BR	Nigel Wenck	Analyst	Creditors	12/12/2022	0.30	\$88.50	Reviewed returned mail and record investor details in returned mail register. Prepare letter to request new address details.
BR	Nigel Wenck	Analyst	Creditors	12/12/2022	0.80	\$236.00	Reviewed returned mail and record investor details in returned mail register. Prepare letter to request new address details.
BR	Nigel Wenck	Analyst	Creditors	12/12/2022	0.50	\$147.50	Reviewed returned mail and record investor details in returned mail register. Prepare letter to request new address details.
BR	Nigel Wenck	Analyst	Creditors	12/12/2022	0.80	\$236.00	Reviewed returned mail and record investor details in returned mail register. Prepare letter to request new address details.
BR	Nigel Wenck	Analyst	Creditors	12/12/2022	1.70	\$501.50	Reviewed returned mail and record investor details in returned mail register. Prepare letter to request new address details.

BR	Nigel Wenck	Analyst	Creditors	13/12/2022	0.10	\$29.50	Call from an investor seeking an update on the winding up of the fund.
BR	Nigel Wenck	Analyst	Creditors	13/12/2022	2.80	\$826.00	Reviewed returned mail and record investor details in returned mail register. Prepare letter to request new address details.
BR	Nigel Wenck	Analyst	Creditors	13/12/2022	0.50	\$147.50	Reviewed returned mail and record investor details in returned mail register. Prepare letter to request new address details.
BR	Nigel Wenck	Analyst	Creditors	14/12/2022	0.80	\$236.00	Review of unread emails sent to the Fund's mailbox. Print email for letter response to be updated in the Fund's database. Review and update investor correspondence register accordingly.
BR	Nigel Wenck	Analyst	Creditors	14/12/2022	0.30	\$88.50	Review of unread emails sent to the Fund's mailbox. Print email for letter response to be updated in the Fund's database. Review and update investor correspondence register accordingly.
BR	Nigel Wenck	Analyst	Creditors	14/12/2022	0.10	\$29.50	Review of unread emails sent to the Fund's mailbox. Print email for letter response to be updated in the Fund's database. Review and update investor correspondence register accordingly.
BR	Nigel Wenck	Analyst	Creditors	14/12/2022	0.50	\$147.50	Reviewed returned mail and record investor details in returned mail register. Prepare letter to request new address details.
BR	Nigel Wenck	Analyst	Creditors	14/12/2022	0.30	\$88.50	Reviewed returned mail and record investor details in returned mail register. Prepare letter to request new address details.
BR	Nigel Wenck	Analyst	Creditors	15/12/2022	0.40	\$118.00	Prepare letters to investors seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
BR	Nigel Wenck	Analyst	Creditors	15/12/2022	0.30	\$88.50	Prepare letter to investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
BR	Nigel Wenck	Analyst	Creditors	16/12/2022	1.40	\$413.00	Reviewed returned mail and record investor details in returned mail register. Prepare letter to request new address details.
BR	Nigel Wenck	Analyst	Creditors	16/12/2022	0.20	\$59.00	Reviewed returned mail and record investor details in returned mail register. Prepare letter to request new address details.
BR	Nigel Wenck	Analyst	Creditors	16/12/2022	1.00	\$295.00	Reviewed returned mail and record investor details in returned mail register. Prepare letter to request new address details.
BR	Nigel Wenck	Analyst	Creditors	9/01/2023	0.20	\$59.00	Phone call from investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
BR	Nigel Wenck	Analyst	Creditors	9/01/2023	0.20	\$59.00	Phone call from investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
BR	Nigel Wenck	Analyst	Creditors	9/01/2023	0.20	\$59.00	Call from an investor in relation to a request for an updated unit holdings balance. Review investor on the investor management database and advise.
BR	Nigel Wenck	Analyst	Creditors	10/01/2023	0.30	\$88.50	Phone call from executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access investor management database to review current investor details and advise.
BR	Nigel Wenck	Analyst	Creditors	10/01/2023	0.20	\$59.00	Call from an investor in relation to a request for an updated unit holdings balance. Review investor on the investor management database and advise.
BR	Nigel Wenck	Analyst	Creditors	10/01/2023	0.10	\$29.50	Review of unread emails sent to the Fund's mailbox. Print email for letter response to be updated in the Fund's database. Review and update investor correspondence register accordingly.
BR	Nigel Wenck	Analyst	Creditors	10/01/2023	0.20	\$59.00	Call from an investor seeking an update on the winding up of the fund.
BR	Nigel Wenck	Analyst	Creditors	10/01/2023	0.20	\$59.00	Phone call from investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
BR	Nigel Wenck	Analyst	Creditors	12/01/2023	0.10	\$29.50	Phone call from investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
BR	Nigel Wenck	Analyst	Creditors	13/01/2023	0.30	\$88.50	Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
BR	Nigel Wenck	Analyst	Creditors	13/01/2023	0.60	\$177.00	Reviewed returned mail and record investor details in returned mail register. Prepare letter to request new address details.

BR	Nigel Wenck	Analyst	Creditors	17/01/2023	0.30	\$88.50	Phone call from executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access investor management database to review current investor details and advise
BR	Nigel Wenck	Analyst	Creditors	18/01/2023	0.10	\$29.50	Review of unread emails sent to the Fund's mailbox. Print email for letter response to be updated in the Fund's database. Review and update investor correspondence register accordingly
BR	Nigel Wenck	Analyst	Creditors	19/01/2023	0.30	\$88.50	Phone call from executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access investor management database to review current investor details and advise
BR	Nigel Wenck	Analyst	Creditors	20/01/2023	0.10	\$29.50	Review of unread emails sent to the Fund's mailbox. Print email for letter response to be updated in the Fund's database. Review and update investor correspondence register accordingly
BR	Nigel Wenck	Analyst	Creditors	20/01/2023	0.20	\$59.00	Call from an investor seeking an update on the winding up of the fund.
BR	Nigel Wenck	Analyst	Creditors	24/01/2023	0.20	\$59.00	Phone call from executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access investor management database to review current investor details and advise
BR	Nigel Wenck	Analyst	Creditors	24/01/2023	0.20	\$59.00	Phone call from executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access investor management database to review current investor details and advise
BR	Nigel Wenck	Analyst	Creditors	24/01/2023	0.10	\$29.50	Review of unread emails sent to the Fund's mailbox. Print email for letter response to be updated in the Fund's database. Review and update investor correspondence register accordingly
BR	Nigel Wenck	Analyst	Creditors	25/01/2023	0.50	\$147.50	Reviewed returned mail and record investor details in returned mail register. Prepare letter to request new address details.
BR	Nigel Wenck	Analyst	Creditors	1/02/2023	0.20	\$59.00	Call from an investor seeking an update on the winding up of the fund.
BR	Nigel Wenck	Analyst	Creditors	1/02/2023	0.20	\$59.00	Call from an investor seeking an update on the winding up of the fund.
BR	Nigel Wenck	Analyst	Creditors	3/02/2023	0.40	\$118.00	Phone call from executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access investor management database to review current investor details and advise
BR	Nigel Wenck	Analyst	Creditors	3/02/2023	0.30	\$88.50	Call from an investor seeking an update on the winding up of the fund.
BR	Nigel Wenck	Analyst	Creditors	6/02/2023	0.20	\$59.00	Review of unread emails sent to the Fund's mailbox. Print email for letter response to be updated in the Fund's database. Review and update investor correspondence register accordingly
BR	Nigel Wenck	Analyst	Creditors	7/02/2023	0.20	\$59.00	Phone call from executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access investor management database to review current investor details and advise
BR	Nigel Wenck	Analyst	Creditors	7/02/2023	0.30	\$88.50	Prepare letter to executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access investor management database to review current investor details and advise
BR	Nigel Wenck	Analyst	Creditors	7/02/2023	0.20	\$59.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
BR	Nigel Wenck	Analyst	Creditors	7/02/2023	0.10	\$29.50	Phone call from investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update
BR	Nigel Wenck	Analyst	Creditors	8/02/2023	0.10	\$29.50	Review of unread emails sent to the Fund's mailbox. Print email for letter response to be updated in the Fund's database. Review and update investor correspondence register accordingly
BR	Nigel Wenck	Analyst	Creditors	8/02/2023	0.20	\$59.00	Prepare letter to executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access investor management database to review current investor details and advise
BR	Nigel Wenck	Analyst	Creditors	8/02/2023	0.40	\$118.00	Prepare letters to investors in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
BR	Nigel Wenck	Analyst	Creditors	8/02/2023	0.10	\$29.50	Call from an investor in relation to a request for an updated unit holdings balance. Review investor on the investor management database and advise.

BR	Nigel Wenck	Analyst	Creditors	8/02/2023	0.10	\$29.50	Phone call from investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update
BR	Nigel Wenck	Analyst	Creditors	9/02/2023	0.30	\$88.50	Prepare a letter to investor in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
BR	Nigel Wenck	Analyst	Creditors	9/02/2023	0.30	\$88.50	Prepare letter to executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access investor management database to review current investor details and advise
BR	Nigel Wenck	Analyst	Creditors	9/02/2023	0.10	\$29.50	Review of unread emails sent to the Fund's mailbox. Print email for letter response to be updated in the Fund's database. Review and update investor correspondence register accordingly
BR	Nigel Wenck	Analyst	Creditors	10/02/2023	0.20	\$59.00	Call from an investor seeking an update on the winding up of the fund.
BR	Nigel Wenck	Analyst	Creditors	14/02/2023	0.30	\$88.50	Phone call from investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update
BR	Nigel Wenck	Analyst	Creditors	14/02/2023	0.20	\$59.00	Call from an investor seeking an update on the winding up of the fund.
BR	Nigel Wenck	Analyst	Creditors	14/02/2023	0.10	\$29.50	Phone call from executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access investor management database to review current investor details and advise
BR	Nigel Wenck	Analyst	Creditors	17/02/2023	0.10	\$29.50	Phone call from executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access investor management database to review current investor details and advise
BR	Nigel Wenck	Analyst	Creditors	17/02/2023	0.20	\$59.00	Call from an investor seeking an update on the winding up of the fund.
BR	Nigel Wenck	Analyst	Creditors	17/02/2023	0.60	\$177.00	Reviewed returned mail and record investor details in returned mail register. Prepare letter to request new address details.
BR	Nigel Wenck	Analyst	Creditors	21/02/2023	0.60	\$177.00	Reviewed returned mail and record investor details in returned mail register. Prepare letter to request new address details.
BR	Nigel Wenck	Analyst	Creditors	22/02/2023	0.30	\$88.50	Reviewed returned mail and record investor details in returned mail register. Prepare letter to request new address details.
BR	Nigel Wenck	Analyst	Creditors	24/02/2023	0.20	\$59.00	Call from an investor seeking an update on the winding up of the fund.
BR	Nigel Wenck	Analyst	Creditors	24/02/2023	0.20	\$59.00	Phone call from investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update
BR	Nigel Wenck	Analyst	Creditors	27/02/2023	0.40	\$118.00	Prepare letters to investors in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
BR	Nigel Wenck	Analyst	Creditors	27/02/2023	0.10	\$29.50	Phone call from investor in response to their request to transfer units from a superfund to their personal name. Access investor management database to review current investor details and advise
BR	Nigel Wenck	Analyst	Creditors	27/02/2023	0.10	\$29.50	Phone call from executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access investor management database to review current investor details and advise
BR	Nigel Wenck	Analyst	Creditors	27/02/2023	0.20	\$59.00	Call from an investor in relation to a request for an updated unit holdings balance. Review investor on the investor management database and advise.
BR	Nigel Wenck	Analyst	Creditors	1/03/2023	0.20	\$59.00	Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy
BR	Nigel Wenck	Analyst	Creditors	9/03/2023	0.20	\$59.00	Phone call from executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access investor management database to review current investor details and advise
BR	Nigel Wenck	Analyst	Creditors	14/03/2023	0.20	\$59.00	Prepare letter to investor in response to their request to transfer units from a Super Fund to their personal name. Access investor management database to review current investor details and advise
BR	Nigel Wenck	Analyst	Creditors	16/03/2023	0.80	\$236.00	Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy

BR	Nigel Wenck	Analyst	Creditors	16/03/2023	0.20	\$59.00	Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
BR	Nigel Wenck	Analyst	Creditors	16/03/2023	0.20	\$59.00	Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
BR	Nigel Wenck	Analyst	Creditors	16/03/2023	0.40	\$118.00	Review of correspondence from investors in relation to a transfer of units request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
BR	Nigel Wenck	Analyst	Creditors	21/03/2023	0.50	\$147.50	Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
BR	Nigel Wenck	Analyst	Creditors	24/03/2023	1.40	\$413.00	Preparation of R&P section and other sections within EIF report to creditors.
BR	Nigel Wenck	Analyst	Creditors	30/03/2023	0.20	\$59.00	Call from an investor seeking an update on the winding up of the fund.
BR	Nigel Wenck	Analyst	Creditors	30/03/2023	0.20	\$59.00	Call from an investor seeking an update on the winding up of the fund.
BR	Nigel Wenck	Analyst	Creditors	30/03/2023	0.20	\$59.00	Call from an investor seeking an update on the winding up of the fund.
BR	Nigel Wenck	Analyst	Creditors	6/04/2023	0.40	\$118.00	Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
BR	Nigel Wenck	Analyst	Creditors	11/04/2023	0.10	\$29.50	Review of unread emails sent to the Fund's mailbox. Print email for letter response to be updated in the Fund's database. Review and update investor correspondence register accordingly.
BR	Nigel Wenck	Analyst	Creditors	12/04/2023	0.10	\$29.50	Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
BR	Nigel Wenck	Analyst	Creditors	12/04/2023	0.30	\$88.50	Review of correspondence from investors in relation to a transfer of units request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
BR	Nigel Wenck	Analyst	Creditors	13/04/2023	0.70	\$206.50	Updated Receipts & Payments within 38th report to investors.
BR	Nigel Wenck	Analyst	Creditors	13/04/2023	0.30	\$88.50	Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
BR	Nigel Wenck	Analyst	Creditors	14/04/2023	0.30	\$88.50	Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
BR	Nigel Wenck	Analyst	Creditors	18/04/2023	0.10	\$29.50	Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
BR	Nigel Wenck	Analyst	Creditors	28/04/2023	0.30	\$88.50	Prepared payment of monthly IT maintenance expense for finPOWER investor server.
BR	Nigel Wenck	Analyst	Creditors	28/04/2023	0.90	\$265.50	Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
BR	Georgia Frank	Graduate Analyst	Creditors	15/02/2023	0.30	\$72.00	Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
BR	Georgia Frank	Graduate Analyst	Creditors	15/02/2023	0.30	\$72.00	Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
BR	Georgia Frank	Graduate Analyst	Creditors	16/02/2023	0.30	\$72.00	Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
BR	Georgia Frank	Graduate Analyst	Creditors	16/02/2023	0.20	\$48.00	Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.

BR	Georgia Frank	Graduate Analyst	Creditors	16/02/2023	0.20	\$48.00	Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy
BR	Georgia Frank	Graduate Analyst	Creditors	17/02/2023	0.20	\$48.00	Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy
BR	Georgia Frank	Graduate Analyst	Creditors	22/02/2023	0.20	\$48.00	Review of unread emails sent to the Fund's mailbox. Print email for letter response to be updated in the Fund's database. Review and update investor correspondence register accordingly
BR	Georgia Frank	Graduate Analyst	Creditors	23/02/2023	0.20	\$48.00	Review of unread emails sent to the Fund's mailbox. Print email for letter response to be updated in the Fund's database. Review and update investor correspondence register accordingly
BR	Georgia Frank	Graduate Analyst	Creditors	2/03/2023	0.10	\$24.00	Review of unread emails sent to the Fund's mailbox. Print email for letter response to be updated in the Fund's database. Review and update investor correspondence register accordingly
BR	Georgia Frank	Graduate Analyst	Creditors	2/03/2023	0.20	\$48.00	Prepare a letter to investor in relation to the timing of distributions from the Fund. Access investor management database to review current details and draft letter for their request
BR	Georgia Frank	Graduate Analyst	Creditors	2/03/2023	0.20	\$48.00	Review of correspondence from investors in relation to a transfer of units request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy
BR	Georgia Frank	Graduate Analyst	Creditors	3/03/2023	2.50	\$600.00	8 x Scanned documents and saved to files and database, sent off documents to required investor via email or post.
BR	Georgia Frank	Graduate Analyst	Creditors	9/03/2023	0.50	\$120.00	6 x Scanned documents and saved to files and database, sent off documents to required investor via email or post.
BR	Georgia Frank	Graduate Analyst	Creditors	9/03/2023	0.30	\$72.00	7 x Scanned documents and saved to files and database, sent off documents to required investor via email or post.
BR	Georgia Frank	Graduate Analyst	Creditors	10/03/2023	0.10	\$24.00	Review of unread emails sent to the Fund's mailbox. Print email for letter response to be updated in the Fund's database. Review and update investor correspondence register accordingly
BR	Georgia Frank	Graduate Analyst	Creditors	10/03/2023	0.30	\$72.00	Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy
BR	Georgia Frank	Graduate Analyst	Creditors	10/03/2023	0.50	\$120.00	2 x Updated and Scanned documents and saved to files and database, sent off documents to required investor via email or post.
BR	Georgia Frank	Graduate Analyst	Creditors	10/03/2023	0.30	\$72.00	Phone call from investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update
BR	Georgia Frank	Graduate Analyst	Creditors	13/03/2023	0.20	\$48.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
BR	Georgia Frank	Graduate Analyst	Creditors	15/03/2023	0.10	\$24.00	Review of unread emails sent to the Fund's mailbox. Print email for letter response to be updated in the Fund's database. Review and update investor correspondence register accordingly
BR	Georgia Frank	Graduate Analyst	Creditors	16/03/2023	0.40	\$96.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
BR	Georgia Frank	Graduate Analyst	Creditors	16/03/2023	0.10	\$24.00	Review of unread emails sent to the Fund's mailbox. Print email for letter response to be updated in the Fund's database. Review and update investor correspondence register accordingly
BR	Georgia Frank	Graduate Analyst	Creditors	17/03/2023	0.10	\$24.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
BR	Georgia Frank	Graduate Analyst	Creditors	21/03/2023	0.60	\$144.00	4 x Review of correspondence from investors/advisors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy
BR	Georgia Frank	Graduate Analyst	Creditors	22/03/2023	0.10	\$24.00	Call from an investor seeking an update on the winding up of the fund.
BR	Georgia Frank	Graduate Analyst	Creditors	23/03/2023	0.10	\$24.00	Call from an investor seeking an update on the winding up of the fund.
BR	Georgia Frank	Graduate Analyst	Creditors	24/03/2023	0.20	\$48.00	Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy

BR	Georgia Frank	Graduate Analyst	Creditors	27/03/2023	0.10	\$24.00	Review of unread emails sent to the Fund's mailbox. Print email for letter response to be updated in the Fund's database. Review and update investor correspondence register accordingly.
BR	Georgia Frank	Graduate Analyst	Creditors	27/03/2023	0.20	\$48.00	Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy.
BR	Georgia Frank	Graduate Analyst	Creditors	27/03/2023	0.10	\$24.00	Reviewed returned mail and record investor details in returned mail register. Prepare letter to request new address details.
BR	Georgia Frank	Graduate Analyst	Creditors	28/03/2023	0.10	\$24.00	Review of unread emails sent to the Fund's mailbox. Print email for letter response to be updated in the Fund's database. Review and update investor correspondence register accordingly.
BR	Georgia Frank	Graduate Analyst	Creditors	29/03/2023	0.20	\$48.00	Review of unread emails sent to the Fund's mailbox. Print email for letter response to be updated in the Fund's database. Review and update investor correspondence register accordingly. Sent correspondence to the correct address.
BR	Georgia Frank	Graduate Analyst	Creditors	29/03/2023	0.10	\$24.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
BR	Georgia Frank	Graduate Analyst	Creditors	30/03/2023	0.30	\$72.00	Phone call from executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access investor management database to review current investor details and advise.
BR	Georgia Frank	Graduate Analyst	Creditors	4/04/2023	0.10	\$24.00	Draft a new accounts payable for Gadens' legal fees for period ending 31.03. Saved supporting documentation to file and forwarded to manager for review/ payment.
BR	Georgia Frank	Graduate Analyst	Creditors	4/04/2023	0.30	\$72.00	Prepare letter to executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access investor management database to review current investor details and advise.
BR	Georgia Frank	Graduate Analyst	Creditors	6/04/2023	1.20	\$288.00	33 x Scanned documents and saved to files and database, sent off documents to required investor via email or post.
BR	Georgia Frank	Graduate Analyst	Creditors	6/04/2023	0.30	\$72.00	Prepare letter to executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access investor management database to review current investor details and advise.
BR	Georgia Frank	Graduate Analyst	Creditors	12/04/2023	0.20	\$48.00	Phone call from executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access investor management database to review current investor details and advise.
BR	Georgia Frank	Graduate Analyst	Creditors	12/04/2023	0.20	\$48.00	Phone call from executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access investor management database to review current investor details and advise.
BR	Georgia Frank	Graduate Analyst	Creditors	12/04/2023	0.40	\$96.00	Prepare letter to investor in response to their request to transfer units from a Super Fund to their personal name. Access investor management database to review current investor details and advise. Make changes to data base as required.
BR	Georgia Frank	Graduate Analyst	Creditors	13/04/2023	0.20	\$48.00	3 x Scanned documents and saved to files and database, sent off documents to required investor via email or post.
BR	Georgia Frank	Graduate Analyst	Creditors	13/04/2023	0.20	\$48.00	Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy.
BR	Georgia Frank	Graduate Analyst	Creditors	14/04/2023	0.20	\$48.00	Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy.
BR	Georgia Frank	Graduate Analyst	Creditors	14/04/2023	0.10	\$24.00	Review of unread emails sent to the Fund's mailbox. Print email for letter response to be updated in the Fund's database. Review and update investor correspondence register accordingly.
BR	Georgia Frank	Graduate Analyst	Creditors	14/04/2023	0.10	\$24.00	2 x Update for Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy.
BR	Georgia Frank	Graduate Analyst	Creditors	17/04/2023	0.20	\$48.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
BR	Georgia Frank	Graduate Analyst	Creditors	18/04/2023	0.10	\$24.00	2 x Scanned documents and saved to files and database, sent off documents to required investor via email or post.

BR	Georgia Frank	Graduate Analyst	Creditors	18/04/2023	0.30	\$72.00	3 x Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
BR	Georgia Frank	Graduate Analyst	Creditors	19/04/2023	0.10	\$24.00	Review of unread emails sent to the Fund's mailbox. Print email for letter response to be updated in the Fund's database. Review and update investor correspondence register accordingly.
BR	Georgia Frank	Graduate Analyst	Creditors	19/04/2023	0.30	\$72.00	Prepare a letter to investor in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
BR	Georgia Frank	Graduate Analyst	Creditors	19/04/2023	0.10	\$24.00	Phone call from executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access investor management database to review current investor details and advise.
BR	Georgia Frank	Graduate Analyst	Creditors	19/04/2023	0.10	\$24.00	2 x update letter to investor confirming update of details for their investment with the Fund. Access investor management database to review current details.
BR	Georgia Frank	Graduate Analyst	Creditors	20/04/2023	0.10	\$24.00	Prepare letter to investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
BR	Georgia Frank	Graduate Analyst	Creditors	21/04/2023	0.20	\$48.00	Call from an investor seeking an update on the winding up of the fund.
BR	Georgia Frank	Graduate Analyst	Creditors	21/04/2023	0.50	\$120.00	5 x Scanned documents and saved to files and database, sent off documents to required investor via email or post.
BR	Georgia Frank	Graduate Analyst	Creditors	26/04/2023	0.20	\$48.00	Call from an investor in relation to a request for an updated unit holdings balance. Review investor on the investor management database and advise.
BR	Georgia Frank	Graduate Analyst	Creditors	27/04/2023	0.20	\$48.00	2 x Update letters to investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
BR	Georgia Frank	Graduate Analyst	Creditors	28/04/2023	0.10	\$24.00	Call from an investor seeking an update on the winding up of the fund.
BR	Jason Morcom	Graduate Analyst	Creditors	1/03/2023	0.80	\$192.00	Review of correspondence from investors in relation to a transfer of units request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy.
BR	Jason Morcom	Graduate Analyst	Creditors	1/03/2023	0.50	\$120.00	Prepare a letter to investor in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
BR	Jason Morcom	Graduate Analyst	Creditors	2/03/2023	0.30	\$72.00	Prepare letter to executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access investor management database to review current investor details and advise.
BR	Jason Morcom	Graduate Analyst	Creditors	2/03/2023	0.60	\$144.00	Prepare letters to investors in relation to requests for a unit holding balance. Access investor management database, search for investors and print investors balances.
BR	Jason Morcom	Graduate Analyst	Creditors	2/03/2023	0.50	\$120.00	Prepare letter to investor confirming transfer of units for their investment with the Fund. Access investor management database to review current details.
BR	Jason Morcom	Graduate Analyst	Creditors	2/03/2023	0.40	\$96.00	Review of correspondence from investors in relation to a transfer of units request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy.
BR	Jason Morcom	Graduate Analyst	Creditors	3/03/2023	0.20	\$48.00	Prepare letter to executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access investor management database to review current investor details and advise.
BR	Jason Morcom	Graduate Analyst	Creditors	6/03/2023	1.30	\$312.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
BR	Jason Morcom	Graduate Analyst	Creditors	6/03/2023	0.30	\$72.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
BR	Jason Morcom	Graduate Analyst	Creditors	7/03/2023	0.40	\$96.00	Prepare letter to executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access investor management database to review current investor details and advise.
BR	Jason Morcom	Graduate Analyst	Creditors	7/03/2023	0.30	\$72.00	Prepare letter to executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access investor management database to review current investor details and advise.
BR	Jason Morcom	Graduate Analyst	Creditors	8/03/2023	0.10	\$24.00	Call from an investor in relation to a request for an updated unit holdings balance. Review investor on the investor management database and advise.

BR	Jason Morcom	Graduate Analyst	Creditors	8/03/2023	0.20	\$48.00	Prepare a letter to investor in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
BR	Jason Morcom	Graduate Analyst	Creditors	14/03/2023	0.30	\$72.00	Phone call from executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access investor management database to review current investor details and advise
BR	Jason Morcom	Graduate Analyst	Creditors	14/03/2023	0.20	\$48.00	Phone call from executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access investor management database to review current investor details and advise
BR	Jason Morcom	Graduate Analyst	Creditors	14/03/2023	0.20	\$48.00	Phone call from executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access investor management database to review current investor details and advise
BR	Jason Morcom	Graduate Analyst	Creditors	14/03/2023	0.20	\$48.00	Phone call from investor in response to their request to transfer units from a superfund to their personal name. Access investor management database to review current investor details and advise
BR	Jason Morcom	Graduate Analyst	Creditors	14/03/2023	0.20	\$48.00	Prepare letter to investor in response to their request to transfer units from a Super Fund to their personal name. Access investor management database to review current investor details and advise
BR	Jason Morcom	Graduate Analyst	Creditors	15/03/2023	0.40	\$96.00	Prepare letter to investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update
BR	Jason Morcom	Graduate Analyst	Creditors	16/03/2023	0.40	\$96.00	Review of correspondence from investors in relation to a transfer of units request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy
BR	Jason Morcom	Graduate Analyst	Creditors	16/03/2023	0.10	\$24.00	Prepare a letter to investor in relation to the interim distribution to investors. Access investor management database to review current details and draft letter for their request
BR	Jason Morcom	Graduate Analyst	Creditors	17/03/2023	0.10	\$24.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
BR	Jason Morcom	Graduate Analyst	Creditors	17/03/2023	0.10	\$24.00	Call from an investor in relation to a request for an updated unit holdings balance. Review investor on the investor management database and advise.
BR	Jason Morcom	Graduate Analyst	Creditors	20/03/2023	0.20	\$48.00	Call from an investor in relation to a request for an updated unit holdings balance. Review investor on the investor management database and advise.
BR	Jason Morcom	Graduate Analyst	Creditors	20/03/2023	0.40	\$96.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
BR	Jason Morcom	Graduate Analyst	Creditors	21/03/2023	0.60	\$144.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
BR	Jason Morcom	Graduate Analyst	Creditors	21/03/2023	0.20	\$48.00	Prepare a letter to investor in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
BR	Jason Morcom	Graduate Analyst	Creditors	22/03/2023	0.20	\$48.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
BR	Jason Morcom	Graduate Analyst	Creditors	23/03/2023	0.30	\$72.00	Review of correspondence from investors in relation to a transfer of units request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy
BR	Jason Morcom	Graduate Analyst	Creditors	24/03/2023	0.20	\$48.00	Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy
BR	Jason Morcom	Graduate Analyst	Creditors	27/03/2023	0.20	\$48.00	Prepare letter to executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access investor management database to review current investor details and advise
BR	Jason Morcom	Graduate Analyst	Creditors	27/03/2023	0.20	\$48.00	Prepare letter to executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access investor management database to review current investor details and advise
BR	Jason Morcom	Graduate Analyst	Creditors	27/03/2023	0.20	\$48.00	Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy

BR	Jason Morcom	Graduate Analyst	Creditors	27/03/2023	0.20	\$48.00	Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
BR	Jason Morcom	Graduate Analyst	Creditors	28/03/2023	0.30	\$72.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
BR	Jason Morcom	Graduate Analyst	Creditors	28/03/2023	0.20	\$48.00	Prepare letter to executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access investor management database to review current investor details and advise.
BR	Jason Morcom	Graduate Analyst	Creditors	28/03/2023	0.20	\$48.00	Prepare letter to executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access investor management database to review current investor details and advise.
BR	Jason Morcom	Graduate Analyst	Creditors	28/03/2023	0.20	\$48.00	Call from an investor in relation to a request for an updated unit holdings balance. Review investor on the investor management database and advise.
BR	Jason Morcom	Graduate Analyst	Creditors	28/03/2023	0.20	\$48.00	Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
BR	Jason Morcom	Graduate Analyst	Creditors	28/03/2023	0.20	\$48.00	Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
BR	Jason Morcom	Graduate Analyst	Creditors	28/03/2023	0.20	\$48.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
BR	Jason Morcom	Graduate Analyst	Creditors	28/03/2023	0.20	\$48.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
BR	Jason Morcom	Graduate Analyst	Creditors	29/03/2023	0.20	\$48.00	Prepare letter to investor in response to their request to transfer units from a Super Fund to their personal name. Access investor management database to review current investor details and advise.
BR	Jason Morcom	Graduate Analyst	Creditors	29/03/2023	0.20	\$48.00	Prepare letter to investor in response to their request to transfer units from a Super Fund to their personal name. Access investor management database to review current investor details and advise.
BR	Jason Morcom	Graduate Analyst	Creditors	29/03/2023	0.20	\$48.00	Prepare letter to investor in response to their request to transfer units from a Super Fund to their personal name. Access investor management database to review current investor details and advise.
BR	Jason Morcom	Graduate Analyst	Creditors	29/03/2023	0.20	\$48.00	Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
BR	Jason Morcom	Graduate Analyst	Creditors	29/03/2023	0.20	\$48.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
BR	Jason Morcom	Graduate Analyst	Creditors	30/03/2023	0.40	\$96.00	Prepare letter to investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
BR	Jason Morcom	Graduate Analyst	Creditors	4/04/2023	0.10	\$24.00	Call from an investor seeking an update on the winding up of the fund.
BR	Jason Morcom	Graduate Analyst	Creditors	5/04/2023	0.20	\$48.00	Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
BR	Jason Morcom	Graduate Analyst	Creditors	5/04/2023	0.20	\$48.00	Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
BR	Jason Morcom	Graduate Analyst	Creditors	5/04/2023	0.20	\$48.00	Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
BR	Jason Morcom	Graduate Analyst	Creditors	6/04/2023	0.20	\$48.00	Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
BR	Jason Morcom	Graduate Analyst	Creditors	6/04/2023	0.20	\$48.00	Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.

BR	Jason Morcom	Graduate Analyst	Creditors	6/04/2023	0.20	\$48.00	Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
BR	Jason Morcom	Graduate Analyst	Creditors	6/04/2023	0.20	\$48.00	Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
BR	Jason Morcom	Graduate Analyst	Creditors	11/04/2023	0.20	\$48.00	Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
BR	Jason Morcom	Graduate Analyst	Creditors	11/04/2023	0.20	\$48.00	Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
BR	Jason Morcom	Graduate Analyst	Creditors	12/04/2023	0.20	\$48.00	Prepare a letter to investor in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
BR	Jason Morcom	Graduate Analyst	Creditors	12/04/2023	0.20	\$48.00	Call from an investor in relation to a request for an updated unit holdings balance. Review investor on the investor management database and advise.
BR	Jason Morcom	Graduate Analyst	Creditors	13/04/2023	0.10	\$24.00	Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
BR	Jason Morcom	Graduate Analyst	Creditors	13/04/2023	0.10	\$24.00	Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
BR	Jason Morcom	Graduate Analyst	Creditors	14/04/2023	0.10	\$24.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
BR	Jason Morcom	Graduate Analyst	Creditors	14/04/2023	0.20	\$48.00	Prepare letter to investor confirming transfer of units for their investment with the Fund. Access investor management database to review current details.
BR	Jason Morcom	Graduate Analyst	Creditors	14/04/2023	0.50	\$120.00	Review of correspondence from investors in relation to a transfer of units of deceased estate request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy.
BR	Jason Morcom	Graduate Analyst	Creditors	14/04/2023	0.20	\$48.00	Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
BR	Jason Morcom	Graduate Analyst	Creditors	17/04/2023	0.20	\$48.00	Prepare a letter to investor in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
BR	Jason Morcom	Graduate Analyst	Creditors	17/04/2023	0.20	\$48.00	Prepare letter to executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access investor management database to review current investor details and advise.
BR	Jason Morcom	Graduate Analyst	Creditors	17/04/2023	0.20	\$48.00	Prepare a letter to investor in relation to the timing of distributions from the Fund. Access investor management database to review current details and draft letter for their request.
BR	Jason Morcom	Graduate Analyst	Creditors	18/04/2023	0.20	\$48.00	Prepare a letter to investor in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
BR	Jason Morcom	Graduate Analyst	Creditors	18/04/2023	0.20	\$48.00	Prepare letter to investor in response to their request to transfer units from a Super Fund to their personal name. Access investor management database to review current investor details and advise.
BR	Jason Morcom	Graduate Analyst	Creditors	18/04/2023	0.20	\$48.00	Prepare a letter to investor in relation to the timing of distributions from the Fund. Access investor management database to review current details and draft letter for their request.
BR	Jason Morcom	Graduate Analyst	Creditors	18/04/2023	0.20	\$48.00	Prepare a letter to investor in relation to the timing of distributions from the Fund. Access investor management database to review current details and draft letter for their request.
BR	Jason Morcom	Graduate Analyst	Creditors	18/04/2023	0.20	\$48.00	Prepare letter to investor confirming update of details for their investment with the Fund. Access investor management database to review current details.
BR	Jason Morcom	Graduate Analyst	Creditors	18/04/2023	0.20	\$48.00	Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.

BR	Jason Morcom	Graduate Analyst	Creditors	18/04/2023	0.20	\$48.00	Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
BR	Jason Morcom	Graduate Analyst	Creditors	19/04/2023	0.30	\$72.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
BR	Jason Morcom	Graduate Analyst	Creditors	19/04/2023	0.10	\$24.00	Phone call from executor of estate in response to their request to transfer units. Access investor management database to review current investor details and advise.
BR	Jason Morcom	Graduate Analyst	Creditors	21/04/2023	0.10	\$24.00	Call from an investor seeking an update on the winding up of the fund.
BR	Jason Morcom	Graduate Analyst	Creditors	21/04/2023	0.20	\$48.00	Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
BR	Jason Morcom	Graduate Analyst	Creditors	21/04/2023	0.20	\$48.00	Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
BR	Jason Morcom	Graduate Analyst	Creditors	26/04/2023	0.10	\$24.00	Phone call from investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
BR	Jason Morcom	Graduate Analyst	Creditors	26/04/2023	0.20	\$48.00	Prepare letter to investor to request id as their signature could not be matched to the database.
BR	Jay Brown	Undergraduate	Creditors	21/06/2022	1.20	\$234.00	Prepared letters to 5 investors in relation to the timing of distributions from the Fund. Access investor management database to review current details and draft letter for their request.
BR	Jay Brown	Undergraduate	Creditors	21/06/2022	0.80	\$156.00	Review of correspondence from 3 investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
BR	Jay Brown	Undergraduate	Creditors	21/06/2022	0.60	\$117.00	Prepare letters to 4 investors confirming update of details for their investment with the Fund. Access investor management database to review current details.
BR	Jay Brown	Undergraduate	Creditors	21/06/2022	1.40	\$273.00	Prepare letters to 7 executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access investor management database to review current investor details and advise.
BR	Jay Brown	Undergraduate	Creditors	24/06/2022	1.00	\$195.00	Prepare letter to 8 investor confirming update of details for their investment with the Fund. Access investor management database to review current details.
BR	Jay Brown	Undergraduate	Creditors	24/06/2022	0.80	\$156.00	Prepare letter to 7 investors seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
BR	Jay Brown	Undergraduate	Creditors	24/06/2022	1.10	\$214.50	Review of correspondence from 6 investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
BR	Jay Brown	Undergraduate	Creditors	1/07/2022	0.90	\$175.50	Prepare letter to 5 executors of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access investor management database to review current investor details and advise.
BR	Jay Brown	Undergraduate	Creditors	4/07/2022	1.00	\$195.00	Review of correspondence from 5 investors in relation to a transfer of units request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy.
BR	Jay Brown	Undergraduate	Creditors	4/07/2022	0.50	\$97.50	Review of correspondence from 5 investors in relation to a transfer of units request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy.
BR	Jay Brown	Undergraduate	Creditors	5/07/2022	1.20	\$234.00	Review of correspondence from 8 investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
BR	Jay Brown	Undergraduate	Creditors	8/07/2022	1.20	\$234.00	Prepare letter to 4 investors in response to their request to transfer units from a Super Fund to their personal name. Access investor management database to review current investor details and advise.
BR	Jay Brown	Undergraduate	Creditors	8/07/2022	1.00	\$195.00	Prepare a letter to 3 investors in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.

BR	Jay Brown	Undergraduate	Creditors	11/07/2022	1.20	\$234.00	Prepare 6 letters to investors in relation to the timing of distributions from the Fund. Access investor management database to review current details and draft letter for their request
BR	Jay Brown	Undergraduate	Creditors	12/07/2022	1.00	\$195.00	Review of correspondence from 3 investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy
BR	Jay Brown	Undergraduate	Creditors	12/07/2022	1.10	\$214.50	Prepare a letter to 4 investors in relation to the timing of distributions from the Fund. Access investor management database to review current details and draft letter for their request
BR	Jay Brown	Undergraduate	Creditors	15/07/2022	0.70	\$136.50	Prepare a letter to 4 investors in relation to the timing of distributions from the Fund. Access investor management database to review current details and draft letter for their request
BR	Jay Brown	Undergraduate	Creditors	18/07/2022	0.80	\$156.00	Prepare a letter to 5 investors in relation to the timing of distributions from the Fund. Access investor management database to review current details and draft letter for their request
BR	Jay Brown	Undergraduate	Creditors	19/07/2022	0.80	\$156.00	Prepare 4 letters to investors in relation to the timing of distributions from the Fund. Access investor management database to review current details and draft letter for their request
BR	Jay Brown	Undergraduate	Creditors	19/07/2022	0.60	\$117.00	Prepare letter to 2 investors in response to their request to transfer units from a Super Fund to their personal name. Access investor management database to review current investor details and advise
BR	Jay Brown	Undergraduate	Creditors	19/07/2022	0.80	\$156.00	Prepare a letter to 3 investors in relation to the timing of distributions from the Fund. Access investor management database to review current details and draft letter for their request
BR	Jay Brown	Undergraduate	Creditors	22/07/2022	0.80	\$156.00	Prepare a letter to 3 investors in relation to the timing of distributions from the Fund. Access investor management database to review current details and draft letter for their request
BR	Jay Brown	Undergraduate	Creditors	25/07/2022	0.70	\$136.50	Prepare a letter to 3 investors in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
BR	Jay Brown	Undergraduate	Creditors	25/07/2022	0.50	\$97.50	Prepare letter to 2 investors confirming update of details for their investment with the Fund. Access investor management database to review current details.
BR	Jay Brown	Undergraduate	Creditors	3/08/2022	0.70	\$136.50	Prepare letter to 5 investors seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update
BR	Jay Brown	Undergraduate	Creditors	3/08/2022	0.70	\$136.50	Prepare a letter to 3 investors in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
BR	Jay Brown	Undergraduate	Creditors	4/08/2022	0.80	\$156.00	Prepare a letter to 4 investors in relation to the timing of distributions from the Fund. Access investor management database to review current details and draft letter for their request
BR	Jay Brown	Undergraduate	Creditors	5/08/2022	0.60	\$117.00	Prepare letter to 4 investors seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update
BR	Jay Brown	Undergraduate	Creditors	5/08/2022	0.60	\$117.00	Prepare a letter to 3 investors in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
BR	Jay Brown	Undergraduate	Creditors	15/08/2022	0.40	\$78.00	Prepare a letter to 2 investor in relation to the timing of distributions from the Fund. Access investor management database to review current details and draft letter for their request
BR	Jay Brown	Undergraduate	Creditors	16/08/2022	0.70	\$136.50	Prepare a letter to 4 investors in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
BR	Jay Brown	Undergraduate	Creditors	16/08/2022	0.60	\$117.00	Prepare a letter to 3 investors in relation to the timing of distributions from the Fund. Access investor management database to review current details and draft letter for their request
BR	Jay Brown	Undergraduate	Creditors	19/08/2022	0.60	\$117.00	Prepare a letter to 2 investors in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.

BR	Jay Brown	Undergraduate	Creditors	23/08/2022	0.90	\$175.50	Prepare a letter to 3 investors in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
BR	Jay Brown	Undergraduate	Creditors	26/08/2022	0.30	\$58.50	Call from an investor in relation to a request for an updated unit holdings balance. <u>Review investor on the investor management database and advise.</u>
BR	Jay Brown	Undergraduate	Creditors	26/08/2022	1.50	\$292.50	Review of 4 correspondence from investors in relation to a transfer of units request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy.
BR	Jay Brown	Undergraduate	Creditors	26/08/2022	0.80	\$156.00	Scanned 16 documents and saved to files and database, sent off documents to required investor via email or post.
BR	Jay Brown	Undergraduate	Creditors	29/08/2022	0.80	\$156.00	Prepare letters to investors in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
BR	Jay Brown	Undergraduate	Creditors	29/08/2022	0.40	\$78.00	Call from an investor in relation to a request for an updated unit holdings balance. <u>Review investor on the investor management database and advise.</u>
BR	Jay Brown	Undergraduate	Creditors	30/08/2022	0.40	\$78.00	Call from an investor in relation to a request for an updated unit holdings balance. <u>Review investor on the investor management database and advise.</u>
BR	Jay Brown	Undergraduate	Creditors	6/09/2022	0.40	\$78.00	Prepare a letter to investor in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
BR	Jay Brown	Undergraduate	Creditors	12/09/2022	0.30	\$58.50	Scanned 3 documents and saved to files and database, sent off documents to required investor via email or post.
BR	Jay Brown	Undergraduate	Creditors	13/09/2022	0.30	\$58.50	Prepare a letter to investor in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
BR	Jay Brown	Undergraduate	Creditors	21/09/2022	0.80	\$156.00	Review of correspondence from 4 investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
BR	Jay Brown	Undergraduate	Creditors	21/09/2022	0.40	\$78.00	Prepare a letter to 2 investors in relation to the timing of distributions from the Fund. Access investor management database to review current details and draft letter for their request.
BR	Jay Brown	Undergraduate	Creditors	21/09/2022	0.40	\$78.00	Prepare letter to executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access investor management database to review current investor details and advise.
BR	Jay Brown	Undergraduate	Creditors	23/09/2022	0.10	\$19.50	Scanned document and saved to files and database, sent off documents to required investor via email or post.
BR	Jay Brown	Undergraduate	Creditors	23/09/2022	0.20	\$39.00	Call from an investor seeking an update on the winding up of the fund.
BR	Jay Brown	Undergraduate	Creditors	23/09/2022	0.10	\$19.50	Prepare letter to investor confirming update of details for their investment with the Fund. Access investor management database to review current details.
BR	Jay Brown	Undergraduate	Creditors	26/09/2022	0.10	\$19.50	Scanned 2 documents and saved to files and database, sent off documents to required investor via email or post.
BR	Jay Brown	Undergraduate	Creditors	27/09/2022	0.30	\$58.50	Prepare letter to executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access investor management database to review current investor details and advise.
BR	Jay Brown	Undergraduate	Creditors	27/09/2022	0.50	\$97.50	Prepare a letter to investor in relation to a request for a unit holding balance and deceased estate enquiry. Access investor management database, search for investor and print investor balance.
BR	Jay Brown	Undergraduate	Creditors	29/09/2022	0.30	\$58.50	Scanned 3 documents and saved to files and database, sent off documents to required investor via email or post.
BR	Jay Brown	Undergraduate	Creditors	29/09/2022	0.50	\$97.50	Review of correspondence from investors in relation to a transfer of units of deceased estate request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy.
BR	Jay Brown	Undergraduate	Creditors	29/09/2022	0.30	\$58.50	Prepare letter to executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access investor management database to review current investor details and advise.
BR	Jay Brown	Undergraduate	Creditors	29/09/2022	0.40	\$78.00	Prepare a letter to 2 investors in relation to the timing of distributions from the Fund. Access investor management database to review current details and draft letter for their request.

BR	Jay Brown	Undergraduate	Creditors	30/09/2022	0.30	\$58.50	Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
BR	Jay Brown	Undergraduate	Creditors	30/09/2022	0.20	\$39.00	Scanned 2 documents and saved to files and database, sent off documents to required investor via email or post.
BR	Jay Brown	Undergraduate	Creditors	30/09/2022	0.60	\$117.00	Review of correspondence from investors in relation to a transfer of units of deceased estate request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy.
BR	Jay Brown	Undergraduate	Creditors	4/10/2022	0.30	\$58.50	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
BR	Jay Brown	Undergraduate	Creditors	7/10/2022	0.20	\$39.00	Scanned 3 documents and saved to files and database, sent off documents to required investor via email or post.
BR	Jay Brown	Undergraduate	Creditors	10/10/2022	0.20	\$39.00	Phone call from investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
BR	Jay Brown	Undergraduate	Creditors	10/10/2022	0.30	\$58.50	Prepare letter to executor of estate seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
BR	Jay Brown	Undergraduate	Creditors	10/10/2022	0.30	\$58.50	Prepare letter to executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access investor management database to review current investor details and advise.
BR	Jay Brown	Undergraduate	Creditors	11/10/2022	0.20	\$39.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
BR	Jay Brown	Undergraduate	Creditors	14/10/2022	0.30	\$58.50	Prepare letter to executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access investor management database to review current investor details and advise.
BR	Jay Brown	Undergraduate	Creditors	14/10/2022	0.20	\$39.00	Prepare letter to investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
BR	Jay Brown	Undergraduate	Creditors	14/10/2022	0.40	\$78.00	Prepare letters to investors in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
BR	Jay Brown	Undergraduate	Creditors	14/10/2022	0.20	\$39.00	Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
BR	Jay Brown	Undergraduate	Creditors	14/10/2022	0.10	\$19.50	Scanned document and saved to files and database, sent off documents to required investor via email or post.
BR	Jay Brown	Undergraduate	Creditors	17/10/2022	0.80	\$156.00	Review of correspondence from investors in relation to a transfer of units of deceased estate request to 4 beneficiaries. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy.
BR	Jay Brown	Undergraduate	Creditors	17/10/2022	0.40	\$78.00	Prepare a letter to investor in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
BR	Jay Brown	Undergraduate	Creditors	17/10/2022	0.20	\$39.00	Prepare a letter to investor in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
BR	Jay Brown	Undergraduate	Creditors	17/10/2022	0.20	\$39.00	Scanned 4 documents and saved to files and database, sent off documents to required investor via email or post.
BR	Jay Brown	Undergraduate	Creditors	17/10/2022	0.30	\$58.50	Prepare letter to investor in response to their request to transfer units from a Super Fund to their personal name. Access investor management database to review current investor details and advise.
BR	Jay Brown	Undergraduate	Creditors	17/10/2022	0.40	\$78.00	Prepare letter to executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access investor management database to review current investor details and advise.
BR	Jay Brown	Undergraduate	Creditors	18/10/2022	0.20	\$39.00	Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.

BR	Jay Brown	Undergraduate	Creditors	18/10/2022	0.10	\$19.50	Prepare letter to investor confirming update of details for their investment with the Fund. Access investor management database to review current details.
BR	Jay Brown	Undergraduate	Creditors	21/10/2022	0.70	\$136.50	Prepare a letter to adviser in relation to a request for a unit holding balance for 2 investors. Access investor management database, search for investor and print investor balance.
BR	Jay Brown	Undergraduate	Creditors	21/10/2022	0.20	\$39.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
BR	Jay Brown	Undergraduate	Creditors	21/10/2022	0.20	\$39.00	Scanned 2 documents and saved to files and database, sent off documents to required investor via email or post.
BR	Jay Brown	Undergraduate	Creditors	21/10/2022	0.30	\$58.50	Phone call from investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
BR	Jay Brown	Undergraduate	Creditors	24/10/2022	0.10	\$19.50	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
BR	Jay Brown	Undergraduate	Creditors	24/10/2022	0.30	\$58.50	Call from an investor in relation to a request for an updated unit holdings balance. Review investor on the investor management database and advise.
BR	Jay Brown	Undergraduate	Creditors	25/10/2022	0.20	\$39.00	Scanned 2 documents and saved to files and database, sent off documents to required investor via email or post.
BR	Jay Brown	Undergraduate	Creditors	25/10/2022	0.30	\$58.50	Reviewed returned mail and record investor details in returned mail register. Prepare letter to request new address details.
BR	Jay Brown	Undergraduate	Creditors	25/10/2022	0.30	\$58.50	Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
BR	Jay Brown	Undergraduate	Creditors	25/10/2022	0.20	\$39.00	Phone call from investor in response to a confirmation of their request to transfer units. Access investor management database to review current investor details and advise.
BR	Jay Brown	Undergraduate	Creditors	25/10/2022	0.20	\$39.00	Prepare letter to investor confirming update of details for their investment with the Fund. Access investor management database to review current details.
BR	Jay Brown	Undergraduate	Creditors	25/10/2022	0.10	\$19.50	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
BR	Jay Brown	Undergraduate	Creditors	25/10/2022	0.30	\$58.50	Prepare letter to investor confirming update of details for their investment with the Fund. Access investor management database to review current details.
BR	Jay Brown	Undergraduate	Creditors	31/10/2022	0.10	\$19.50	Call from an investor seeking an update on the winding up of the fund.
BR	Jay Brown	Undergraduate	Creditors	14/11/2022	0.20	\$39.00	Prepare letter to investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
BR	Jay Brown	Undergraduate	Creditors	14/11/2022	0.50	\$97.50	Prepare letter to investor in response to their request to change details from a Super Fund as trustee has passed away. Access investor management database to review current investor details and advise.
BR	Jay Brown	Undergraduate	Creditors	14/11/2022	0.30	\$58.50	Prepare a letter to investor in relation to the timing of distributions from the Fund. Access investor management database to review current details and draft letter for their request.
BR	Jay Brown	Undergraduate	Creditors	15/11/2022	0.40	\$78.00	Prepare letter to 2 investors seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
BR	Jay Brown	Undergraduate	Creditors	15/11/2022	0.30	\$58.50	Prepare letter to investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
BR	Jay Brown	Undergraduate	Creditors	15/11/2022	0.30	\$58.50	Prepare a letter to investor in relation to the winding up of the Fund. Access investor management database, search for investor and print investor balance.
BR	Jay Brown	Undergraduate	Creditors	15/11/2022	0.30	\$58.50	Prepare letter to investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
BR	Jay Brown	Undergraduate	Creditors	18/11/2022	0.20	\$39.00	Scanned 6 documents and saved to files and database, sent off documents to required investor via email or post.
BR	Jay Brown	Undergraduate	Creditors	18/11/2022	0.20	\$39.00	Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.

BR	Jay Brown	Undergraduate	Creditors	18/11/2022	0.70	\$136.50	Review of correspondence from investors in relation to a transfer of units request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy.
BR	Jay Brown	Undergraduate	Creditors	18/11/2022	0.10	\$19.50	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
BR	Jay Brown	Undergraduate	Creditors	18/11/2022	0.20	\$39.00	Phone call from executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access investor management database to review current investor details and advise.
BR	Jay Brown	Undergraduate	Creditors	18/11/2022	0.30	\$58.50	Prepare letter to executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access investor management database to review current investor details and advise.
BR	Jay Brown	Undergraduate	Creditors	21/11/2022	0.40	\$78.00	Prepare a letter to investor in relation to the timing of distributions from the Fund. Access investor management database to review current details and draft letter for their request.
BR	Jay Brown	Undergraduate	Creditors	21/11/2022	0.10	\$19.50	Prepare letter to investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
BR	Jay Brown	Undergraduate	Creditors	21/11/2022	0.10	\$19.50	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
BR	Jay Brown	Undergraduate	Creditors	22/11/2022	0.20	\$39.00	Prepare letter to investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
BR	Jay Brown	Undergraduate	Creditors	22/11/2022	0.10	\$19.50	Prepare letter to investor in response to their request to transfer units from a Super Fund to their personal name. Access investor management database to review current investor details and advise.
BR	Jay Brown	Undergraduate	Creditors	28/11/2022	0.20	\$39.00	Call from an investor seeking an update on the winding up of the fund.
BR	Jay Brown	Undergraduate	Creditors	28/11/2022	0.20	\$39.00	Prepare letter to investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
BR	Jay Brown	Undergraduate	Creditors	28/11/2022	0.20	\$39.00	Prepare a letter to investor in relation to the timing of distributions from the Fund. Access investor management database to review current details and draft letter for their request.
BR	Jay Brown	Undergraduate	Creditors	28/11/2022	0.20	\$39.00	Scanned 3 documents and saved to files and database, sent off documents to required investor via email or post.
BR	Jay Brown	Undergraduate	Creditors	29/11/2022	0.20	\$39.00	Prepare a letter to investor in relation to the timing of distributions from the Fund. Access investor management database to review current details and draft letter for their request.
BR	Jay Brown	Undergraduate	Creditors	29/11/2022	0.10	\$19.50	Scanned 3 documents and saved to files and database, sent off documents to required investor via email or post.
BR	Jay Brown	Undergraduate	Creditors	2/12/2022	0.60	\$117.00	Prepare letters to investors in relation to a request for a unit holding balance and a change of authority. Access investor management database, search for investor and print investor balance.
BR	Jay Brown	Undergraduate	Creditors	2/12/2022	0.30	\$58.50	Prepare a letter to investor in relation to the timing of distributions from the Fund. Access investor management database to review current details and draft letter for their request.
BR	Jay Brown	Undergraduate	Creditors	2/12/2022	0.10	\$19.50	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
BR	Jay Brown	Undergraduate	Creditors	6/12/2022	0.20	\$39.00	Prepare letter to investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
BR	Jay Brown	Undergraduate	Creditors	6/12/2022	1.30	\$253.50	Reviewed returned email and record investor details in returned email register. Prepare letter to request new address details.
BR	Jay Brown	Undergraduate	Creditors	6/12/2022	1.00	\$195.00	Reviewed returned email and record investor details in returned email register. Prepare letter to request new address details.
BR	Jay Brown	Undergraduate	Creditors	6/12/2022	0.50	\$97.50	Reviewed returned email and record investor details in returned email register. Prepare letter to request new address details.
BR	Jay Brown	Undergraduate	Creditors	6/12/2022	0.40	\$78.00	Reviewed returned mail and record investor details in returned mail register. Prepare letter to request new address details.

BR	Jay Brown	Undergraduate	Creditors	7/12/2022	1.00	\$195.00	Reviewed returned mail and record investor details in returned mail register. Prepare letter to request new address details.
BR	Jay Brown	Undergraduate	Creditors	7/12/2022	0.20	\$39.00	Reviewed returned mail and record investor details in returned mail register. Prepare letter to request new address details.
BR	Jay Brown	Undergraduate	Creditors	7/12/2022	1.70	\$331.50	Reviewed returned mail and record investor details in returned mail register. Prepare letter to request new address details.
BR	Jay Brown	Undergraduate	Creditors	7/12/2022	0.20	\$39.00	Prepare letter to investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update
BR	Jay Brown	Undergraduate	Creditors	7/12/2022	0.20	\$39.00	Reviewed returned mail and record investor details in returned mail register. Prepare letter to request new address details.
BR	Jay Brown	Undergraduate	Creditors	7/12/2022	1.50	\$292.50	Reviewed returned mail and record investor details in returned mail register. Prepare letter to request new address details.
BR	Jay Brown	Undergraduate	Creditors	8/12/2022	2.00	\$390.00	Reviewed returned mail and record investor details in returned mail register. Prepare letter to request new address details.
BR	Jay Brown	Undergraduate	Creditors	8/12/2022	1.10	\$214.50	Reviewed returned mail and record investor details in returned mail register. Prepare letter to request new address details.
BR	Jay Brown	Undergraduate	Creditors	8/12/2022	1.90	\$370.50	Reviewed returned mail and record investor details in returned mail register. Prepare letter to request new address details.
BR	Jay Brown	Undergraduate	Creditors	12/12/2022	0.30	\$58.50	Reviewed returned mail and record investor details in returned mail register. Prepare letter to request new address details.
BR	Jay Brown	Undergraduate	Creditors	12/12/2022	1.00	\$195.00	Reviewed returned mail and record investor details in returned mail register. Prepare letter to request new address details.
BR	Jay Brown	Undergraduate	Creditors	12/12/2022	0.70	\$136.50	Reviewed returned mail and record investor details in returned mail register. Prepare letter to request new address details.
BR	Jay Brown	Undergraduate	Creditors	12/12/2022	0.20	\$39.00	Reviewed returned mail and record investor details in returned mail register. Prepare letter to request new address details.
BR	Jay Brown	Undergraduate	Creditors	12/12/2022	0.80	\$156.00	Reviewed returned mail and record investor details in returned mail register. Prepare letter to request new address details.
BR	Jay Brown	Undergraduate	Creditors	12/12/2022	0.30	\$58.50	Prepare letter to executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access investor management database to review current investor details and advise
BR	Jay Brown	Undergraduate	Creditors	12/12/2022	0.30	\$58.50	Reviewed returned mail and record investor details in returned mail register. Prepare letter to request new address details.
BR	Jay Brown	Undergraduate	Creditors	13/12/2022	0.30	\$58.50	Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy
BR	Jay Brown	Undergraduate	Creditors	13/12/2022	1.30	\$253.50	Reviewed returned mail and record investor details in returned mail register. Prepare letter to request new address details.
BR	Jay Brown	Undergraduate	Creditors	13/12/2022	0.40	\$78.00	Reviewed returned mail and record investor details in returned mail register. Prepare letter to request new address details.
BR	Jay Brown	Undergraduate	Creditors	13/12/2022	0.10	\$19.50	Scanned 3 documents and saved to files and database, sent off documents to required investor via email or post.
BR	Jay Brown	Undergraduate	Creditors	16/12/2022	0.50	\$97.50	Scanned 11 documents and saved to files and database, sent off documents to required investor via email or post.
BR	Jay Brown	Undergraduate	Creditors	16/12/2022	0.50	\$97.50	Prepare a letter to investor in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
BR	Jay Brown	Undergraduate	Creditors	16/12/2022	0.70	\$136.50	Prepare letter to investor in response to their request to transfer units and unit balance from a Super Fund to their personal name. Access investor management database to review current investor details and advise
BR	Jay Brown	Undergraduate	Creditors	16/12/2022	2.10	\$409.50	Scanned and copied 72 documents and saved to files and database, sent off documents to required investor via email or post. (EquitiTrust return mail)
BR	Jay Brown	Undergraduate	Creditors	16/12/2022	0.40	\$78.00	Prepare letter to investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update
BR	Jay Brown	Undergraduate	Creditors	20/12/2022	0.20	\$39.00	Prepare letter to investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update

BR	Jay Brown	Undergraduate	Creditors	20/12/2022	0.90	\$175.50	Reviewed returned mail and record investor details in returned mail register. Prepare letter to request new address details.
BR	Jay Brown	Undergraduate	Creditors	21/12/2022	0.50	\$97.50	Reviewed returned mail and record investor details in returned mail register. Prepare letter to request new address details.
BR	Jay Brown	Undergraduate	Creditors	21/12/2022	0.70	\$136.50	Reviewed returned mail and record investor details in returned mail register. Prepare letter to request new address details.
BR	Jay Brown	Undergraduate	Creditors	21/12/2022	0.40	\$78.00	Reviewed returned mail and record investor details in returned mail register. Prepare letter to request new address details.
BR	Jay Brown	Undergraduate	Creditors	21/12/2022	0.70	\$136.50	Reviewed returned mail and record investor details in returned mail register. Prepare letter to request new address details.
BR	Jay Brown	Undergraduate	Creditors	21/12/2022	2.20	\$429.00	Reviewed returned mail and record investor details in returned mail register. Prepare letter to request new address details.
BR	Jay Brown	Undergraduate	Creditors	21/12/2022	0.50	\$97.50	Reviewed returned mail and record investor details in returned mail register. Prepare letter to request new address details.
BR	Jay Brown	Undergraduate	Creditors	23/12/2022	0.30	\$58.50	Prepare letter to investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update
BR	Miah Clarke	Undergraduate	Creditors	16/01/2023	0.60	\$117.00	Prepare letters to investors seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update
BR	Miah Clarke	Undergraduate	Creditors	16/01/2023	0.90	\$175.50	Prepare letters to investors seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update
BR	Miah Clarke	Undergraduate	Creditors	17/01/2023	1.00	\$195.00	Prepare letters to investors seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update
BR	Miah Clarke	Undergraduate	Creditors	17/01/2023	0.80	\$156.00	Prepare letters to investors seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update
BR	Miah Clarke	Undergraduate	Creditors	20/01/2023	0.30	\$58.50	Preparing correspondence to investors in relation to a change of details/transfer of units/transfer of units of deceased estate request, as per RW instructions. And submitting for approval
BR	Miah Clarke	Undergraduate	Creditors	25/01/2023	1.00	\$195.00	Preparing correspondence to investors in relation to a change of details/transfer of units/transfer of units of deceased estate request, as per RW instructions. And submitting for approval
BR	Miah Clarke	Undergraduate	Creditors	25/01/2023	1.30	\$253.50	Preparing correspondence to investors in relation to a change of details/transfer of units/transfer of units of deceased estate request, as per RW instructions. And submitting for approval
BR	Miah Clarke	Undergraduate	Creditors	30/01/2023	0.60	\$117.00	Preparing email correspondence to investors in response to change of details and confirmation of change requests.
BR	Miah Clarke	Undergraduate	Creditors	30/01/2023	0.20	\$39.00	Preparing mail correspondence to investors in response to change of details and confirmation of change requests.
BR	Miah Clarke	Undergraduate	Creditors	2/02/2023	0.10	\$19.50	Emailing correspondence to investors in relation to a change of details/transfer of units/transfer of units of deceased estate request, as per RW instructions. And submitting for approval
BR	Miah Clarke	Undergraduate	Creditors	6/02/2023	0.10	\$19.50	Scanning in correspondence to investors in relation to a change of details/transfer of units/transfer of units of deceased estate request, as per RW instructions. And submitting for approval
BR	Miah Clarke	Undergraduate	Creditors	6/02/2023	0.10	\$19.50	Emailing correspondence to investors in relation to a change of details/transfer of units/transfer of units of deceased estate request, as per RW instructions. And submitting for approval
BR	David Whyte	Appointee	Trade On	5/07/2021	1.30	\$825.50	reviewed correspondence from borrower regarding proceedings against EL/potential proceedings against the EIF and Receiver/reviewed previous correspondence/prepare response
BR	David Whyte	Appointee	Trade On	9/07/2021	1.20	\$762.00	reviewed correspondence with borrower regarding potential proceedings/reviewed prior correspondence with borrower and including with EL liquidators
BR	David Whyte	Appointee	Trade On	12/07/2021	0.20	\$127.00	telephone call with our solicitors regarding correspondence received from borrower and proposed response

BR	David Whyte	Appointee	Trade On	29/07/2021	0.10	\$63.50	reviewed BAS
BR	David Whyte	Appointee	Trade On	21/09/2021	0.20	\$127.00	reviewed invoices/authorised payments
BR	David Whyte	Appointee	Trade On	5/10/2021	0.20	\$127.00	reviewed correspondence from ASIC regarding AFSL/prepared request to extend suspension of AFSL
BR	David Whyte	Appointee	Trade On	5/10/2021	0.10	\$63.50	reviewed correspondence from ASIC regarding AFSL expert/sent response
BR	David Whyte	Appointee	Trade On	7/10/2021	0.10	\$63.50	authorised payments
BR	David Whyte	Appointee	Trade On	26/10/2021	0.20	\$127.00	reviewed three BAS's
BR	David Whyte	Appointee	Trade On	27/10/2021	0.10	\$63.50	reviewed correspondence from ASIC regarding extension of AFSL/reviewed extension document
BR	David Whyte	Appointee	Trade On	24/11/2021	0.10	\$63.50	authorised payments
BR	David Whyte	Appointee	Trade On	26/11/2021	0.10	\$63.50	reviewed BAS
BR	David Whyte	Appointee	Trade On	2/12/2021	1.40	\$889.00	reviewed correspondence from defendants solicitors regarding proceedings brought by EL liquidators and notice of non party disclosure/reviewed notice and documents subject to the notice/email our solicitors regarding same
BR	David Whyte	Appointee	Trade On	8/12/2021	0.30	\$190.50	reviewed correspondence from our solicitors regarding notice of non party disclosure in respect of proceedings brought by the EL liquidators/prepared draft email to the EL liquidators/sent response to our solicitors
BR	David Whyte	Appointee	Trade On	14/12/2021	0.20	\$127.00	reviewed invoices/authorised payments
BR	David Whyte	Appointee	Trade On	8/03/2022	0.20	\$131.00	reviewed invoices/authorised payments
BR	David Whyte	Appointee	Trade On	8/03/2022	0.10	\$65.50	reviewed two BAS's
BR	David Whyte	Appointee	Trade On	12/04/2022	0.20	\$131.00	reviewed invoices/authorised payments
BR	David Whyte	Appointee	Trade On	21/04/2022	1.10	\$720.50	meeting with Ryan Whyte regarding preparation of accounts from June 2011 to date/issues to be considered
BR	David Whyte	Appointee	Trade On	27/04/2022	0.40	\$262.00	reviewed Corporations Act regarding requirements for audited accounts/email CJ/JP regarding preparation of accounts
BR	David Whyte	Appointee	Trade On	24/05/2022	0.10	\$65.50	reviewed two BAS's
BR	David Whyte	Appointee	Trade On	30/06/2022	0.20	\$131.00	reviewed invoices/authorised payments
BR	David Whyte	Appointee	Trade On	30/06/2022	1.30	\$851.50	reviewed file/outstanding issues
BR	David Whyte	Appointee	Trade On	5/07/2022	0.10	\$65.50	authorised payments
BR	David Whyte	Appointee	Trade On	12/07/2022	0.10	\$65.50	authorised payment
BR	David Whyte	Appointee	Trade On	19/07/2022	0.20	\$131.00	reviewed correspondence from our solicitors regarding outstanding cost orders against the EL liquidators/one amount agreed and other to be claimed
BR	David Whyte	Appointee	Trade On	25/07/2022	0.10	\$65.50	reviewed invoice/authorised payment
BR	David Whyte	Appointee	Trade On	3/08/2022	0.10	\$65.50	reviewed correspondence regarding request for consent to two leases in relation to borrower's property/sent response
BR	David Whyte	Appointee	Trade On	22/08/2022	0.10	\$65.50	authorised payments
BR	David Whyte	Appointee	Trade On	30/08/2022	0.20	\$131.00	reviewed May, June and July BAS
BR	David Whyte	Appointee	Trade On	7/09/2022	0.10	\$65.50	authorised payments
BR	David Whyte	Appointee	Trade On	28/09/2022	0.10	\$65.50	reviewed BAS
BR	David Whyte	Appointee	Trade On	1/11/2022	0.20	\$131.00	reviewed invoices/authorised payments
BR	David Whyte	Appointee	Trade On	7/11/2022	0.70	\$458.50	reviewed correspondence from EL liquidators and borrower's solicitors regarding release of security/reviewed documentation relating to loan
BR	David Whyte	Appointee	Trade On	8/11/2022	0.30	\$196.50	reviewed correspondence from ASIC regarding expiry of AFSL/drafted response regarding status of winding up and request for extension of AFSL
BR	David Whyte	Appointee	Trade On	5/12/2022	0.10	\$65.50	authorised payments
BR	David Whyte	Appointee	Trade On	12/01/2023	0.10	\$65.50	authorised payments
BR	David Whyte	Appointee	Trade On	12/01/2023	0.10	\$65.50	reviewed BAS

BR	David Whyte	Appointee	Trade On	27/01/2023	0.10	\$65.50	reviewed invoice/authorised payment
BR	David Whyte	Appointee	Trade On	30/01/2023	0.10	\$65.50	reviewed BAS
BR	David Whyte	Appointee	Trade On	7/02/2023	0.10	\$65.50	authorised payments
BR	David Whyte	Appointee	Trade On	8/02/2023	0.10	\$65.50	reviewed BAS
BR	David Whyte	Appointee	Trade On	28/02/2023	0.30	\$196.50	reviewed draft affidavit in relation to judicial advice application/provided instructions to finalise
BR	David Whyte	Appointee	Trade On	28/02/2023	0.20	\$131.00	meeting with our solicitors regarding judicial advice application/swear affidavit in support of application
BR	David Whyte	Partner	Trade On	19/03/2023	0.20	\$131.00	reviewed invoices/authorised payments
BR	David Whyte	Partner	Trade On	11/04/2023	0.10	\$65.50	reviewed invoices/authorised payments
BR	David Whyte	Partner	Trade On	20/04/2023	0.10	\$65.50	reviewed/approved BAS's
BR	Jayden Coulston	Senior Manager	Trade On	27/01/2022	0.10	\$53.00	Review and approve supplier payments including website hosting invoice.
BR	Jayden Coulston	Senior Manager	Trade On	8/03/2022	0.40	\$212.00	Review and amend/approve 4x supplier payments.
BR	Ryan Whyte	Senior Analyst	Trade On	1/07/2021	1.20	\$408.00	Review David's application and affidavits for the equalisation payment, remuneration and winding up of the Fund. Review and respond to our solicitors queries regarding the affidavits.
BR	Ryan Whyte	Senior Analyst	Trade On	1/07/2021	0.40	\$136.00	Prepare email to the printing company to prepare a quote for mailing out all of the material for the application for the winding up of the fund to include in the affidavit.
BR	Ryan Whyte	Senior Analyst	Trade On	1/07/2021	0.90	\$306.00	Review David's application and affidavits for the equalisation payment, remuneration and winding up of the Fund. Review and respond to our solicitors queries regarding the affidavits.
BR	Ryan Whyte	Senior Analyst	Trade On	2/07/2021	1.70	\$578.00	Prepare the narrations for period 1 May 2021 to 30 June 2021 to add to David' affidavit for remuneration approval
BR	Ryan Whyte	Senior Analyst	Trade On	2/07/2021	1.40	\$476.00	Review David's application and affidavits for the equalisation payment, remuneration and winding up of the Fund. Review and respond to our solicitors queries regarding the affidavits.
BR	Ryan Whyte	Senior Analyst	Trade On	2/07/2021	0.90	\$306.00	Review David's application and affidavits for the equalisation payment, remuneration and winding up of the Fund. Review and respond to our solicitors queries regarding the affidavits.
BR	Ryan Whyte	Senior Analyst	Trade On	5/07/2021	0.80	\$272.00	Review David's application and affidavits for the equalisation payment, remuneration and winding up of the Fund. Review and respond to our solicitors queries regarding the affidavits.
BR	Ryan Whyte	Senior Analyst	Trade On	5/07/2021	1.30	\$442.00	Review David's application and affidavits for the equalisation payment, remuneration and winding up of the Fund. Review and respond to our solicitors queries regarding the affidavits.
BR	Ryan Whyte	Senior Analyst	Trade On	5/07/2021	1.10	\$374.00	Review David's application and affidavits for the equalisation payment, remuneration and winding up of the Fund. Review and respond to our solicitors queries regarding the affidavits.
BR	Ryan Whyte	Senior Analyst	Trade On	5/07/2021	1.20	\$408.00	Review David's application and affidavits for the equalisation payment, remuneration and winding up of the Fund. Review and respond to our solicitors queries regarding the affidavits.
BR	Ryan Whyte	Senior Analyst	Trade On	6/07/2021	1.40	\$476.00	Review David's application and affidavits for the equalisation payment, remuneration and winding up of the Fund. Determine the position of the final accounts and provide comments to Jayden.

BR	Ryan Whyte	Senior Analyst	Trade On	12/07/2021	0.30	\$102.00	Meeting with our solicitors regarding finalising the application for the winding up of the Fund.
BR	Ryan Whyte	Senior Analyst	Trade On	13/07/2021	1.40	\$476.00	Review and update the finalising liabilities affidavit, update the equalisation payment calculations to include no set off and review Linda Rickard's affidavit for any updates for set off RE finalisation application
BR	Ryan Whyte	Senior Analyst	Trade On	14/07/2021	1.50	\$510.00	Review and update the finalising liabilities affidavit, update the equalisation payment calculations to include no set off and review Linda Rickard's affidavit for any updates for set off RE finalisation application
BR	Ryan Whyte	Senior Analyst	Trade On	15/07/2021	0.90	\$306.00	Determine the cost and how we will prepare the accounts for the EIF for the 10 periods or for the final accounts. Provide Jayden Comments for the application of the finalisation of the winding up of the Fund
BR	Ryan Whyte	Senior Analyst	Trade On	19/07/2021	1.10	\$374.00	Review the EIF records to locate the last accounts prepared and finalised and also the draft accounts for the year ended 30 June 2011 in order to consider how we prepare the final accounts of the EIF
BR	Ryan Whyte	Senior Analyst	Trade On	19/07/2021	0.70	\$238.00	Review the EIF records to locate the last accounts prepared and finalised and also the draft accounts for the year ended 30 June 2011 in order to consider how we prepare the final accounts of the EIF
BR	Ryan Whyte	Senior Analyst	Trade On	20/07/2021	0.70	\$238.00	Review the EIF records to locate the last accounts prepared and finalised and also the draft accounts for the year ended 30 June 2011 in order to consider how we prepare the final accounts of the EIF
BR	Ryan Whyte	Senior Analyst	Trade On	20/07/2021	1.00	\$340.00	Review the EIF records to locate the last accounts prepared and finalised and also the draft accounts for the year ended 30 June 2011 in order to consider how we prepare the final accounts of the EIF
BR	Ryan Whyte	Senior Analyst	Trade On	21/07/2021	1.40	\$476.00	Review the EIF records to locate the last accounts prepared and finalised and also the draft accounts for the year ended 30 June 2011 in order to consider how we prepare the final accounts of the EIF Access MYOB to export reports
BR	Ryan Whyte	Senior Analyst	Trade On	22/07/2021	0.80	\$272.00	Review the EIF records to locate the last accounts prepared and finalised and also the draft accounts for the year ended 30 June 2011 in order to consider how we prepare the final accounts of the EIF Access MYOB to export reports
BR	Ryan Whyte	Senior Analyst	Trade On	22/07/2021	0.70	\$238.00	Review the EIF records to locate the last accounts prepared and finalised and also the draft accounts for the year ended 30 June 2011 in order to consider how we prepare the final accounts of the EIF Access MYOB to export reports
BR	Ryan Whyte	Senior Analyst	Trade On	22/07/2021	1.50	\$510.00	Review the EIF records to locate the last accounts prepared and finalised and also the draft accounts for the year ended 30 June 2011 in order to consider how we prepare the final accounts of the EIF Access MYOB to export reports
BR	Ryan Whyte	Senior Analyst	Trade On	23/07/2021	0.60	\$204.00	Review the EIF records to locate the last accounts prepared and finalised and also the draft accounts for the year ended 30 June 2011 in order to consider how we prepare the final accounts of the EIF Access MYOB to export reports
BR	Ryan Whyte	Senior Analyst	Trade On	23/07/2021	0.50	\$170.00	Review the EIF records to locate the last accounts prepared and finalised and also the draft accounts for the year ended 30 June 2011 in order to consider how we prepare the final accounts of the EIF Access MYOB to export reports
BR	Ryan Whyte	Senior Analyst	Trade On	27/07/2021	0.80	\$272.00	Prepare the final drafts of the multiple affidavits and application for the application for the equalisation payment, remuneration, final distribution and winding up of the Fund.
BR	Ryan Whyte	Senior Analyst	Trade On	27/07/2021	0.60	\$204.00	Prepare the final drafts of the multiple affidavits and application for the application for the equalisation payment, remuneration, final distribution and winding up of the Fund. Discuss with Jayden Coulston
BR	Ryan Whyte	Senior Analyst	Trade On	27/07/2021	1.00	\$340.00	Prepare the final drafts of the multiple affidavits and application for the application for the equalisation payment, remuneration, final distribution and winding up of the Fund. Discuss with Jayden Coulston
BR	Ryan Whyte	Senior Analyst	Trade On	2/08/2021	0.30	\$102.00	Request quote for the mail out of the auditors' report and final accounts to be included in the application for the winding up of the Fund.
BR	Ryan Whyte	Senior Analyst	Trade On	3/08/2021	0.50	\$170.00	Prepare email to our solicitors regarding the quotes obtained for the mail out to be included in David's affidavits in support of the finalisation application.
BR	Ryan Whyte	Senior Analyst	Trade On	4/08/2021	0.40	\$136.00	telephone call with Jayden Coulston regarding equalisation payment calculations/finalisation of affidavit regarding same
BR	Ryan Whyte	Senior Analyst	Trade On	4/08/2021	0.40	\$136.00	Review the final drafts of David Whyte's affidavits and application documents for the finalisation application. Update where necessary and provide comments to Jayden.

BR	Ryan Whyte	Senior Analyst	Trade On	4/08/2021	0.40	\$136.00	telephone call with Jayden Coulston regarding equalisation payment affidavit for the finalisation application.
BR	Ryan Whyte	Senior Analyst	Trade On	4/08/2021	0.60	\$204.00	Review the final drafts of David Whyte's affidavits and application documents for the finalisation application. Update where necessary and provide comments to Jayden.
BR	Ryan Whyte	Senior Analyst	Trade On	4/08/2021	1.20	\$408.00	Review the final drafts of David Whyte's affidavits and application documents for the finalisation application. Update where necessary and provide comments to Jayden.
BR	Ryan Whyte	Senior Analyst	Trade On	4/08/2021	0.90	\$306.00	Calculate the hardship payment members as per David Whyte's comments to enter into the equalisation payment affidavit for the finalisation application.
BR	Ryan Whyte	Senior Analyst	Trade On	4/08/2021	1.60	\$544.00	Calculate the hardship payment members as per David Whyte's comments to enter into the equalisation payment affidavit for the finalisation application.
BR	Ryan Whyte	Senior Analyst	Trade On	4/08/2021	0.20	\$68.00	telephone call with Jayden Coulston and David Whyte regarding equalisation payment calculations/finalisation of affidavit regarding same
BR	Ryan Whyte	Senior Analyst	Trade On	5/08/2021	0.70	\$238.00	Calculate the hardship payment members as per David Whyte's comments to enter into the equalisation payment affidavit for the finalisation application.
BR	Ryan Whyte	Senior Analyst	Trade On	5/08/2021	1.60	\$544.00	Calculate the hardship payment members as per David Whyte's comments to enter into the equalisation payment affidavit for the finalisation application.
BR	Ryan Whyte	Senior Analyst	Trade On	5/08/2021	0.20	\$68.00	telephone call with Jayden Coulston and David Whyte regarding equalisation payment calculations/finalisation of affidavit regarding same
BR	Ryan Whyte	Senior Analyst	Trade On	5/08/2021	0.60	\$204.00	Calculate the hardship payment members as per David Whyte's comments to enter into the equalisation payment affidavit for the finalisation application.
BR	Ryan Whyte	Senior Analyst	Trade On	5/08/2021	0.90	\$306.00	Calculate the hardship payment members as per David Whyte's comments to enter into the equalisation payment affidavit for the finalisation application.
BR	Ryan Whyte	Senior Analyst	Trade On	6/08/2021	0.60	\$204.00	Telecon with Jayden Coulston regarding the material for the finalisation application and where updates are required
BR	Ryan Whyte	Senior Analyst	Trade On	6/08/2021	0.40	\$136.00	Telecon with Jayden Coulston regarding the material for the finalisation application and where updates are required
BR	Ryan Whyte	Senior Analyst	Trade On	6/08/2021	0.20	\$68.00	Telecon with Jayden Coulston regarding the material for the finalisation application and where updates are required
BR	Ryan Whyte	Senior Analyst	Trade On	6/08/2021	0.10	\$34.00	Telecon with Jayden Coulston regarding the material for the finalisation application and where updates are required
BR	Ryan Whyte	Senior Analyst	Trade On	6/08/2021	0.50	\$170.00	Update the draft affidavits and application as per Jayden's comments for the hardship equalisation payment amendments. RE finalisation application.
BR	Ryan Whyte	Senior Analyst	Trade On	6/08/2021	1.00	\$340.00	Update the draft affidavits and application as per Jayden's comments for the hardship equalisation payment amendments. RE finalisation application.
BR	Ryan Whyte	Senior Analyst	Trade On	6/08/2021	0.20	\$68.00	Update the draft affidavits and application as per Jayden's comments for the hardship equalisation payment amendments. RE finalisation application.
BR	Ryan Whyte	Senior Analyst	Trade On	6/08/2021	0.80	\$272.00	Update the draft affidavits and application as per Jayden's comments for the hardship equalisation payment amendments. RE finalisation application.
BR	Ryan Whyte	Senior Analyst	Trade On	9/08/2021	0.50	\$170.00	Update the draft affidavits and application as per Jayden's comments for the hardship equalisation payment amendments. RE finalisation application.
BR	Ryan Whyte	Senior Analyst	Trade On	9/08/2021	0.40	\$136.00	Meeting with David & Jayden regarding finalising the material for the finalisation application.
BR	Ryan Whyte	Senior Analyst	Trade On	9/08/2021	0.30	\$102.00	Update the draft affidavits and application as per Jayden's comments for the hardship equalisation payment amendments. RE finalisation application.
BR	Ryan Whyte	Senior Analyst	Trade On	6/09/2021	0.30	\$102.00	Prepare email to the email company for the mail out of the notice for the application of the final distribution, equalisation payment, liquidators fees & expenses and winding up of the Fund
BR	Ryan Whyte	Senior Analyst	Trade On	6/09/2021	0.30	\$102.00	Prepare email to arrange for the notice to be put in the newspapers for the application of the final distribution, equalisation payment, liquidators fees & expenses and winding up of the Fund
BR	Ryan Whyte	Senior Analyst	Trade On	6/09/2021	0.30	\$102.00	Prepare email to the printing company for the mail out of the notice for the application of the final distribution, equalisation payment, liquidators fees & expenses and winding up of the Fund
BR	Ryan Whyte	Senior Analyst	Trade On	6/09/2021	0.30	\$102.00	Prepare email to the IT consultant to upload the notice & court documents for the application of the final distribution, equalisation payment, liquidators fees & expenses and winding up of the Fund

BR	Ryan Whyte	Senior Analyst	Trade On	6/09/2021	1.10	\$374.00	Export and prepare the mailing list for the mail out of the notice for the application of the final distribution, equalisation payment, liquidators fees & expenses and winding up of the Fund
BR	Ryan Whyte	Senior Analyst	Trade On	7/09/2021	0.40	\$136.00	Send the notice via email to the investors for the application of the final distribution, equalisation payment, liquidators fees & expenses and winding up of the Fund.
BR	Ryan Whyte	Senior Analyst	Trade On	9/09/2021	1.00	\$340.00	Collate all of the information for the service on members of the notice for the application of the final distribution, equalisation payment, liquidators fees & expenses and winding up of the Fund to provide to our solicitors for my affidavit for service.
BR	Ryan Whyte	Senior Analyst	Trade On	15/09/2021	0.30	\$102.00	Review and update my affidavit for the service on members for the notice of the finalisation matters to wind up the Fund.
BR	Ryan Whyte	Senior Analyst	Trade On	16/09/2021	0.40	\$136.00	Attend our solicitors office to swear my affidavit for the service on members for the notice of the finalisation matters to wind up the Fund.
BR	Ryan Whyte	Senior Analyst	Trade On	1/10/2021	0.20	\$68.00	Attend our solicitors office to swear an affidavit regarding investor responses to the notice of the application for the winding up of the Fund.
BR	Ryan Whyte	Senior Analyst	Trade On	27/10/2021	0.60	\$204.00	Locate the draft 30 June 2011 accounts prepared by Equititrust to provide to David in preparation of preparing the accounts for all periods after our appointment.
BR	Ryan Whyte	Senior Analyst	Trade On	5/11/2021	1.10	\$374.00	Prepare mailing list as per Court orders to provide to the liquidators to notify investors regarding their claim for remuneration and expenses from the EIF.
BR	Ryan Whyte	Senior Analyst	Trade On	8/11/2021	1.80	\$612.00	Review the draft financials of the EIF for 30 June 2011 to check against the records to determine if any amendments are required prior to us finalising the accounts and preparing the further year financials.
BR	Ryan Whyte	Senior Analyst	Trade On	9/11/2021	0.50	\$170.00	Review the draft financials of the EIF for 30 June 2011 to check against the records to determine if any amendments are required prior to us finalising the accounts and preparing the further year financials.
BR	Ryan Whyte	Senior Analyst	Trade On	18/11/2021	1.10	\$374.00	Locate and export all information for the draft 30 June 2011 accounts in order to check them for preparing the 30 June 2011 and onward accounts. Review the information for accuracy against the draft accounts.
BR	Ryan Whyte	Senior Analyst	Trade On	19/11/2021	1.80	\$612.00	Locate and export all information for the draft 30 June 2011 accounts in order to check them for preparing the 30 June 2011 and onward accounts. Review the information for accuracy against the draft accounts.
BR	Ryan Whyte	Senior Analyst	Trade On	19/11/2021	1.10	\$374.00	Locate and export all information for the draft 30 June 2011 accounts in order to check them for preparing the 30 June 2011 and onward accounts. Review the information for accuracy against the draft accounts.
BR	Ryan Whyte	Senior Analyst	Trade On	19/11/2021	0.30	\$102.00	Locate and export all information for the draft 30 June 2011 accounts in order to check them for preparing the 30 June 2011 and onward accounts. Review the information for accuracy against the draft accounts.
BR	Ryan Whyte	Senior Analyst	Trade On	19/11/2021	0.90	\$306.00	Locate and export all information for the draft 30 June 2011 accounts in order to check them for preparing the 30 June 2011 and onward accounts. Review the information for accuracy against the draft accounts.
BR	Ryan Whyte	Senior Analyst	Trade On	19/11/2021	0.50	\$170.00	Locate and export all information for the draft 30 June 2011 accounts in order to check them for preparing the 30 June 2011 and onward accounts. Review the information for accuracy against the draft accounts.
BR	Ryan Whyte	Senior Analyst	Trade On	18/03/2022	1.00	\$390.00	Continue preparing template to prepare the financial accounts for each audit period from 2011 to date.
BR	Ryan Whyte	Senior Analyst	Trade On	6/04/2022	1.50	\$585.00	Prepare financial statements template to prepare the financials for the period ended 30 June 2011 to the period ended 30 June 2021
BR	Ryan Whyte	Senior Analyst	Trade On	6/04/2022	0.50	\$195.00	Prepare financial statements template to prepare the financials for the period ended 30 June 2011 to the period ended 30 June 2021
BR	Ryan Whyte	Senior Analyst	Trade On	6/04/2022	0.60	\$234.00	Prepare financial statements template to prepare the financials for the period ended 30 June 2011 to the period ended 30 June 2021
BR	Ryan Whyte	Senior Analyst	Trade On	7/04/2022	1.70	\$663.00	Prepare financial statements template to prepare the financials for the period ended 30 June 2011 to the period ended 30 June 2021
BR	Ryan Whyte	Senior Analyst	Trade On	7/04/2022	1.40	\$546.00	Export information from the investor database and MYOB to prepare the financials for the period ended 30 June 2011 to the period ended 30 June 2021
BR	Ryan Whyte	Senior Analyst	Trade On	8/04/2022	1.70	\$663.00	Prepare financial statements template to prepare the financials for the period ended 30 June 2011 to the period ended 30 June 2021

BR	Ryan Whyte	Senior Analyst	Trade On	11/04/2022	2.20	\$858.00	Prepare financial statements template to prepare the financials for the period ended 30 June 2011 to the period ended 30 June 2021
BR	Ryan Whyte	Senior Analyst	Trade On	11/04/2022	0.90	\$351.00	Prepare financial statements template to prepare the financials for the period ended 30 June 2011 to the period ended 30 June 2021
BR	Ryan Whyte	Senior Analyst	Trade On	19/04/2022	0.50	\$195.00	Prepare financial statements template to prepare the financials for the period ended 30 June 2011 to the period ended 30 June 2021
BR	Ryan Whyte	Senior Analyst	Trade On	20/04/2022	0.80	\$312.00	Prepare financial statements template to prepare the financials for the period ended 30 June 2011 to the period ended 30 June 2021
BR	Ryan Whyte	Senior Analyst	Trade On	20/04/2022	1.50	\$585.00	Prepare financial statements template to prepare the financials for the period ended 30 June 2011 to the period ended 30 June 2021
BR	Ryan Whyte	Senior Analyst	Trade On	21/04/2022	1.10	\$429.00	meeting with David Whyte regarding preparation of accounts from June 2011 to date/issues to be considered
BR	Ryan Whyte	Senior Analyst	Trade On	21/04/2022	0.80	\$312.00	Prepare financial statements template to prepare the financials for the period ended 30 June 2011 to the period ended 30 June 2021
BR	Ryan Whyte	Senior Analyst	Trade On	21/04/2022	1.80	\$702.00	Prepare financial statements template to prepare the financials for the period ended 30 June 2011 to the period ended 30 June 2021
BR	Ryan Whyte	Senior Analyst	Trade On	21/04/2022	1.10	\$429.00	Prepare financial statements template to prepare the financials for the period ended 30 June 2011 to the period ended 30 June 2021
BR	Ryan Whyte	Senior Analyst	Trade On	21/04/2022	1.30	\$507.00	Prepare financial statements template to prepare the financials for the period ended 30 June 2011 to the period ended 30 June 2021
BR	Ryan Whyte	Senior Analyst	Trade On	22/04/2022	0.50	\$195.00	Prepare financial statements template to prepare the financials for the period ended 30 June 2011 to the period ended 30 June 2021
BR	Ryan Whyte	Senior Analyst	Trade On	29/04/2022	1.00	\$390.00	Locate and review valuations for the properties held for each borrower of the EIF for support in preparing the impairments for the financial accounts from FY2011 to FY2021.
BR	Ryan Whyte	Senior Analyst	Trade On	29/04/2022	0.80	\$312.00	Locate and review valuations for the properties held for each borrower of the EIF for support in preparing the impairments for the financial accounts from FY2011 to FY2021.
BR	Ryan Whyte	Senior Analyst	Trade On	29/04/2022	0.20	\$78.00	Locate and review valuations for the properties held for each borrower of the EIF for support in preparing the impairments for the financial accounts from FY2011 to FY2021.
BR	Ryan Whyte	Senior Analyst	Trade On	29/04/2022	2.40	\$936.00	Locate and review valuations for the properties held for each borrower of the EIF for support in preparing the impairments for the financial accounts from FY2011 to FY2021.
BR	Ryan Whyte	Senior Analyst	Trade On	4/05/2022	1.10	\$429.00	Locate and review valuations for the properties held for each borrower of the EIF for support in preparing the impairments for the financial accounts from FY2011 to FY2021.
BR	Ryan Whyte	Senior Analyst	Trade On	9/05/2022	1.70	\$663.00	Prepare the 37th update report to creditors, update legal matters, prepare receipts and payments and estimated return.
BR	Ryan Whyte	Senior Analyst	Trade On	12/05/2022	1.40	\$546.00	Prepare the 37th update report to creditors, update legal matters, prepare receipts and payments and estimated return.
BR	Ryan Whyte	Senior Analyst	Trade On	12/05/2022	1.60	\$624.00	Prepare the 37th update report to creditors, update legal matters, prepare receipts and payments and estimated return.
BR	Ryan Whyte	Senior Analyst	Trade On	13/05/2022	0.90	\$351.00	Prepare the 37th update report to creditors, update legal matters, prepare receipts and payments and estimated return.
BR	Ryan Whyte	Senior Analyst	Trade On	13/05/2022	1.50	\$585.00	Prepare the 37th update report to creditors, update legal matters, prepare receipts and payments and estimated return.
BR	Ryan Whyte	Senior Analyst	Trade On	13/05/2022	1.00	\$390.00	Prepare the 37th update report to creditors, update legal matters, prepare receipts and payments and estimated return.
BR	Ryan Whyte	Senior Analyst	Trade On	13/05/2022	0.20	\$78.00	Prepare the 37th update report to creditors, update legal matters, prepare receipts and payments and estimated return.
BR	Ryan Whyte	Senior Analyst	Trade On	26/05/2022	0.40	\$156.00	Prepare spreadsheet for the financial accounts ended 30 June 2011 to 30 June 2022.
BR	Ryan Whyte	Senior Analyst	Trade On	26/05/2022	1.40	\$546.00	Prepare spreadsheet for the financial accounts ended 30 June 2011 to 30 June 2022.
BR	Ryan Whyte	Senior Analyst	Trade On	27/05/2022	0.70	\$273.00	Prepare spreadsheet for the financial accounts ended 30 June 2011 to 30 June 2022.
BR	Ryan Whyte	Senior Analyst	Trade On	27/05/2022	0.20	\$78.00	Prepare spreadsheet for the financial accounts ended 30 June 2011 to 30 June 2022.





BR	Ryan Whyte	Senior Analyst	Trade On	30/06/2022	1.80	\$702.00	Cont. Preparing the financial accounts for each audit period for 30 June 2011 to 30 June 2021 including preparing adjustments, impairments of the loans, accruals, investor units and other transactions. Locate and review documents to support the financials
BR	Ryan Whyte	Senior Analyst	Trade On	30/06/2022	1.00	\$390.00	Cont. Preparing the financial accounts for each audit period for 30 June 2011 to 30 June 2021 including preparing adjustments, impairments of the loans, accruals, investor units and other transactions. Locate and review documents to support the financials
BR	Ryan Whyte	Senior Analyst	Trade On	30/06/2022	2.10	\$819.00	Cont. Preparing the financial accounts for each audit period for 30 June 2011 to 30 June 2021 including preparing adjustments, impairments of the loans, accruals, investor units and other transactions. Locate and review documents to support the financials
BR	Ryan Whyte	Senior Analyst	Trade On	30/06/2022	0.60	\$234.00	Cont. Preparing the financial accounts for each audit period for 30 June 2011 to 30 June 2021 including preparing adjustments, impairments of the loans, accruals, investor units and other transactions. Locate and review documents to support the financials
BR	Ryan Whyte	Senior Analyst	Trade On	5/07/2022	1.30	\$507.00	Prepare the financial accounts for the years ended 30 June 2011 to 30 June 2022. Prepare impairments, trial balance, balance sheet, accruals, p&l, cashflows and notes.
BR	Ryan Whyte	Senior Analyst	Trade On	5/07/2022	1.80	\$702.00	Prepare the financial accounts for the years ended 30 June 2011 to 30 June 2022. Prepare impairments, trial balance, balance sheet, accruals, p&l, cashflows and notes.
BR	Ryan Whyte	Senior Analyst	Trade On	6/07/2022	0.60	\$234.00	Prepare the financial accounts for the years ended 30 June 2011 to 30 June 2022. Prepare impairments, trial balance, balance sheet, accruals, p&l, cashflows and notes.
BR	Ryan Whyte	Senior Analyst	Trade On	6/07/2022	1.30	\$507.00	Prepare the financial accounts for the years ended 30 June 2011 to 30 June 2022. Prepare impairments, trial balance, balance sheet, accruals, p&l, cashflows and notes.
BR	Ryan Whyte	Senior Analyst	Trade On	7/07/2022	1.80	\$702.00	Prepare the financial accounts for the years ended 30 June 2011 to 30 June 2022. Prepare impairments, trial balance, balance sheet, accruals, p&l, cashflows and notes.
BR	Ryan Whyte	Senior Analyst	Trade On	7/07/2022	0.80	\$312.00	Prepare the financial accounts for the years ended 30 June 2011 to 30 June 2022. Prepare impairments, trial balance, balance sheet, accruals, p&l, cashflows and notes.
BR	Ryan Whyte	Senior Analyst	Trade On	8/07/2022	1.00	\$390.00	Update 37th report to investors for outstanding matters and estimated return and receipts & payments as at 30 June 2022.
BR	Ryan Whyte	Senior Analyst	Trade On	8/07/2022	0.40	\$156.00	Prepare the financial accounts for the years ended 30 June 2011 to 30 June 2022. Prepare impairments, trial balance, balance sheet, accruals, p&l, cashflows and notes.
BR	Ryan Whyte	Senior Analyst	Trade On	13/07/2022	1.90	\$741.00	Prepare the financial accounts for the years ended 30 June 2011 to 30 June 2022. Prepare impairments, trial balance, balance sheet, accruals, p&l, cashflows and notes.
BR	Ryan Whyte	Senior Analyst	Trade On	13/07/2022	0.30	\$117.00	Prepare the financial accounts for the years ended 30 June 2011 to 30 June 2022. Prepare impairments, trial balance, balance sheet, accruals, p&l, cashflows and notes.
BR	Ryan Whyte	Senior Analyst	Trade On	18/07/2022	0.50	\$195.00	Update the 37th report to creditors as per David's comments.
BR	Ryan Whyte	Senior Analyst	Trade On	18/07/2022	1.60	\$624.00	Export the mailing list, prepare and sort the mailing list to send the report to investors dated 18 July 2022 to investors via email and post.
BR	Ryan Whyte	Senior Analyst	Trade On	18/07/2022	1.00	\$390.00	Arrange for the 37th report to investors to be posted to the website, sent via email and posted.
BR	Ryan Whyte	Senior Analyst	Trade On	17/08/2022	1.20	\$468.00	Review previous financials and other documentation. Prepare the opening balances for the financial accounts for the period ending 30 June 2023.
BR	Ryan Whyte	Senior Analyst	Trade On	17/08/2022	1.30	\$507.00	Review previous financials and other documentation. Prepare the opening balances for the financial accounts for the period ending 30 June 2023.
BR	Ryan Whyte	Senior Analyst	Trade On	17/08/2022	0.60	\$234.00	Review previous financials and other documentation. Prepare the opening balances for the financial accounts for the period ending 30 June 2023.
BR	Ryan Whyte	Senior Analyst	Trade On	18/08/2022	1.80	\$702.00	Review previous financials and other documentation. Prepare the opening balances for the financial accounts for the period ending 30 June 2023.

BR	Ryan Whyte	Senior Analyst	Trade On	19/08/2022	1.50	\$585.00	Review previous financials and other documentation. Prepare the opening balances for the financial accounts for the period ending 30 June 2023.
BR	Ryan Whyte	Senior Analyst	Trade On	4/11/2022	1.60	\$624.00	Export transfer listing from July 2021 to November 2022. Use information to update the equalisation payment spreadsheet to reflect the new parties for payment at the end of the receivership.
BR	Ryan Whyte	Senior Analyst	Trade On	4/11/2022	1.70	\$663.00	Export transfer listing from July 2021 to November 2022. Use information to update the equalisation payment spreadsheet to reflect the new parties for payment at the end of the receivership.
BR	Ryan Whyte	Senior Analyst	Trade On	4/11/2022	1.10	\$429.00	Export transfer listing from July 2021 to November 2022. Use information to update the equalisation payment spreadsheet to reflect the new parties for payment at the end of the receivership.
BR	Ryan Whyte	Senior Analyst	Trade On	4/11/2022	1.90	\$741.00	Export transfer listing from July 2021 to November 2022. Use information to update the equalisation payment spreadsheet to reflect the new parties for payment at the end of the receivership.
BR	Ryan Whyte	Senior Analyst	Trade On	7/11/2022	1.00	\$390.00	Export transfer listing from July 2021 to November 2022. Use information to update the equalisation payment spreadsheet to reflect the new parties for payment at the end of the receivership.
BR	Ryan Whyte	Senior Analyst	Trade On	9/11/2022	0.70	\$273.00	Export transfer listing from July 2021 to November 2022. Use information to update the equalisation payment spreadsheet to reflect the new parties for payment at the end of the receivership.
BR	Ryan Whyte	Senior Analyst	Trade On	9/11/2022	0.40	\$156.00	Export transfer listing from July 2021 to November 2022. Use information to update the equalisation payment spreadsheet to reflect the new parties for payment at the end of the receivership.
BR	Ryan Whyte	Senior Analyst	Trade On	8/02/2023	1.00	\$390.00	Prepare estimated return to 31 Jan 23 for David's affidavit.
BR	Ryan Whyte	Senior Analyst	Trade On	8/02/2023	1.20	\$468.00	Review narrations to identify time spent on the EL liquidators claim
BR	Ryan Whyte	Senior Analyst	Trade On	20/03/2023	2.10	\$819.00	Export narrations, review and summarise with all other annexures for David's affidavit for the finalisation application.
BR	Ryan Whyte	Senior Analyst	Trade On	21/03/2023	1.50	\$585.00	Export narrations, review and summarise with all other annexures for David's affidavit for the finalisation application.
BR	Ryan Whyte	Senior Analyst	Trade On	11/04/2023	1.60	\$624.00	Review and update the affidavits for the winding up application amendment. Update equalisation payment spreadsheet and prepare the estimated return.
BR	Ryan Whyte	Senior Analyst	Trade On	11/04/2023	2.30	\$897.00	Review and update the affidavits for the winding up application amendment. Update equalisation payment spreadsheet and prepare the estimated return.
BR	Ryan Whyte	Senior Analyst	Trade On	11/04/2023	1.50	\$585.00	Prepare 38th report to investors including estimated return, receipts and payments and claims.
BR	Ryan Whyte	Senior Analyst	Trade On	13/04/2023	1.40	\$546.00	Update estimated return and affidavits for the winding up application amendment
BR	Ryan Whyte	Senior Analyst	Trade On	14/04/2023	1.20	\$468.00	Prepare 38th report to investors including estimated return, receipts and payments and claims.
BR	Ryan Whyte	Senior Analyst	Trade On	20/04/2023	1.00	\$390.00	Review amended application and equalisation payment figures to determine how the equalisation payment can be processed in the Fund's database. Prepare email to intersoft to determine how to process.
BR	Nigel Wenck	Analyst	Trade On	31/03/2022	0.30	\$72.00	Preparing payment to finPOWER for monthly license fee.
BR	Nigel Wenck	Analyst	Trade On	29/04/2022	0.30	\$72.00	Locate and review valuations for the properties held for each borrower of the EIF for support in preparing the impairments for the financial accounts from FY2011 to FY2021.
BR	Nigel Wenck	Analyst	Trade On	29/04/2022	0.70	\$168.00	Locate and review valuations for the properties held for each borrower of the EIF for support in preparing the impairments for the financial accounts from FY2011 to FY2021.
BR	Nigel Wenck	Analyst	Trade On	29/04/2022	0.30	\$72.00	Locate and review valuations for the properties held for each borrower of the EIF for support in preparing the impairments for the financial accounts from FY2011 to FY2021.
BR	Nigel Wenck	Analyst	Trade On	29/04/2022	2.70	\$648.00	Locate and review valuations for the properties held for each borrower of the EIF for support in preparing the impairments for the financial accounts from FY2011 to FY2021.
BR	Nigel Wenck	Analyst	Trade On	7/07/2022	0.70	\$168.00	Building asset impairments master spreadsheet for purposes of financial accounts for impairments of the loans.

BR	Nigel Wenck	Analyst	Trade On	7/07/2022	1.00	\$240.00	Building asset impairments master spreadsheet for purposes of financial accounts for impairments of the loans.
BR	Nigel Wenck	Analyst	Trade On	11/07/2022	0.90	\$216.00	Building asset impairments master spreadsheet for purposes of management accounts for upcoming EIF report to investors.
BR	Nigel Wenck	Analyst	Trade On	11/07/2022	0.50	\$120.00	Building asset impairments master spreadsheet for purposes of financial accounts for impairments of the loans.
BR	Nigel Wenck	Analyst	Trade On	12/07/2022	0.90	\$216.00	Building asset impairments master spreadsheet for purposes of management accounts for upcoming EIF report to investors.
BR	David Whyte	Appointee	Administration	2/07/2021	1.10	\$698.50	reviewed annexures for remuneration application/timesheet narrations for May and June 2021
BR	David Whyte	Appointee	Administration	5/07/2021	0.30	\$190.50	telephone call with Jayden Coulston regarding queries on draft affidavit relating to equalisation payments
BR	David Whyte	Appointee	Administration	5/07/2021	0.20	\$127.00	telephone call with our solicitors regarding applications to court to finalise administration/availability of counsel/finalisation of material
BR	David Whyte	Appointee	Administration	5/07/2021	0.60	\$381.00	reviewed draft affidavit and previous correspondence regarding equalisation payment/hardship payments/transfers post appointment
BR	David Whyte	Appointee	Administration	7/07/2021	0.80	\$508.00	reviewed updates to three affidavits to finalise administration/reviewed terms of hardship payment relief/reviewed draft update to our solicitors
BR	David Whyte	Appointee	Administration	4/08/2021	0.20	\$127.00	telephone call with Jayden Coulston and Ryan Whyte regarding equalisation payment calculations/finalisation of affidavit regarding same
BR	David Whyte	Appointee	Administration	4/08/2021	1.60	\$1,016.00	reviewed four affidavits and two applications in relation to finalising the receivership
BR	David Whyte	Appointee	Administration	4/08/2021	0.50	\$317.50	reviewed affidavit regarding equalisation payment and finalisation of receivership
BR	David Whyte	Appointee	Administration	5/08/2021	0.20	\$127.00	telephone call with JC and RW regarding equalisation payment calculations in respect of hardship redemptions
BR	David Whyte	Appointee	Administration	9/08/2021	0.70	\$444.50	telephone call with Jayden Coulston and Ryan Whyte regarding draft affidavits to support court applications to finalise administration/obtain remuneration approval/reviewed/finalised affidavits and reviewed draft email to our solicitors
BR	David Whyte	Appointee	Administration	13/08/2021	0.70	\$444.50	attended our solicitors offices, reviewed and executed three affidavits regarding finalisation of receivership and equalisation payment
BR	David Whyte	Appointee	Administration	30/08/2021	0.20	\$127.00	reviewed correspondence from our solicitors and EL liquidators solicitors regarding indemnity application and proposed orders/reviewed draft response
BR	David Whyte	Appointee	Administration	30/08/2021	0.20	\$127.00	reviewed submissions in relation to application to substituted service and to finalise the administration
BR	David Whyte	Appointee	Administration	29/09/2021	0.10	\$63.50	reviewed draft affidavit in relation to court application for remuneration approval
BR	David Whyte	Appointee	Administration	17/02/2022	0.20	\$131.00	reviewed ASIC annual return form 5602
BR	David Whyte	Appointee	Administration	7/02/2023	0.10	\$65.50	reviewed ASIC annual return form 5602
BR	David Whyte	Partner	Administration	19/03/2023	3.70	\$2,423.50	reviewed timesheet narrations for the period 1 July 2021 to 28 February 2023 for remuneration application/finalisation application
BR	David Whyte	Partner	Administration	11/04/2023	0.90	\$589.50	reviewed amended application regarding finalisation/reviewed supporting affidavits in respect of equalisation payment and remuneration
BR	Charles Haines	Director	Administration	1/07/2021	0.10	\$54.00	Review email regarding affidavit and court
BR	Charles Haines	Director	Administration	27/07/2021	0.10	\$54.00	Review June BAS
BR	Charles Haines	Director	Administration	28/07/2021	0.10	\$54.00	Review affidavit material
BR	Charles Haines	Director	Administration	3/08/2021	0.10	\$54.00	Review correspondence to bank
BR	Charles Haines	Director	Administration	26/08/2021	0.20	\$108.00	Review seven changes of details requests and correspondence to investors
BR	Charles Haines	Director	Administration	31/08/2021	0.10	\$54.00	Three letters to investors with unit balance updates and change of details
BR	Charles Haines	Director	Administration	1/09/2021	0.20	\$108.00	Review email from lawyer and next steps re notice and lodgements

BR	Charles Haines	Director	Administration	6/09/2021	0.10	\$54.00	Review email from lawyers re proceedings
BR	Charles Haines	Director	Administration	17/09/2021	0.20	\$108.00	Review and approve 6 payments to creditors
BR	Charles Haines	Director	Administration	18/10/2021	0.10	\$54.00	three change of details letters
BR	Charles Haines	Director	Administration	22/10/2021	0.10	\$54.00	Review August BAS
BR	Charles Haines	Director	Administration	22/10/2021	0.10	\$54.00	Review July BAS
BR	Charles Haines	Director	Administration	26/10/2021	0.10	\$54.00	Review September BAS and associated workpapers
BR	Charles Haines	Director	Administration	1/11/2021	0.10	\$54.00	Review and authorise finPOWER payment
BR	Charles Haines	Director	Administration	15/11/2021	0.10	\$54.00	Review correspondence from solicitors regarding proceedings
BR	Charles Haines	Director	Administration	23/11/2021	0.10	\$54.00	October BAS
BR	Charles Haines	Director	Administration	11/01/2022	0.10	\$55.50	Review November BAS and associated refund calcs
BR	Charles Haines	Director	Administration	24/05/2022	0.20	\$111.00	Review March and April BAS and workpapers
BR	Charles Haines	Director	Administration	25/05/2022	0.10	\$55.50	Review and approve Feb BAS
BR	Charles Haines	Director	Administration	29/06/2022	0.20	\$111.00	Review and approve 5 payments to solicitors and service providers
BR	Charles Haines	Director	Administration	5/07/2022	0.10	\$55.50	Review and authorise payment to Gadens
BR	Charles Haines	Director	Administration	7/07/2022	0.20	\$111.00	4 letters to investors regarding unit balance updates and general updates
BR	Charles Haines	Director	Administration	12/08/2022	0.10	\$55.50	Review and authorise payment to Gadens for legal fees
BR	Charles Haines	Director	Administration	16/08/2022	0.10	\$55.50	Two letters to investors regarding updates and additional information required to update account holdings
BR	Charles Haines	Director	Administration	19/08/2022	0.10	\$55.50	Review and approve payment of finPOWER costs
BR	Charles Haines	Director	Administration	29/08/2022	0.10	\$55.50	Review May BAS and associated workpapers
BR	Charles Haines	Director	Administration	29/08/2022	0.10	\$55.50	Review June BAS and associated workpapers
BR	Charles Haines	Director	Administration	29/08/2022	0.10	\$55.50	Review July BAS and associated workpapers
BR	Charles Haines	Director	Administration	7/09/2022	0.30	\$166.50	Update staff regarding proposed settlement arrangements and strategy regarding final dividend, accounts, court application and process for dealing with unclaimed funds of final distribution
BR	Charles Haines	Director	Administration	27/09/2022	0.10	\$55.50	Review and approve August BAS
BR	Charles Haines	Director	Administration	30/09/2022	0.10	\$55.50	Review and approve accounts payable payment
BR	Charles Haines	Director	Administration	27/10/2022	0.10	\$55.50	Review and approve legal fees
BR	Charles Haines	Director	Administration	28/10/2022	0.10	\$55.50	Account payments and reconciliation
BR	Charles Haines	Director	Administration	28/10/2022	0.10	\$55.50	Review update on payments of receivership expenses
BR	Charles Haines	Director	Administration	31/10/2022	0.10	\$55.50	Update regarding deed of settlement and response from Hall Chadwick
BR	Charles Haines	Director	Administration	1/11/2022	0.10	\$55.50	Review and approve payment

BR	Charles Haines	Director	Administration	1/11/2022	0.10	\$55.50	Review and approve solicitors payment
BR	Charles Haines	Director	Administration	12/01/2023	0.10	\$55.50	Review and approve Nov BAS
BR	Charles Haines	Director	Administration	12/01/2023	0.20	\$111.00	Review and authorise batch payment of expenses
BR	Charles Haines	Director	Administration	27/01/2023	0.10	\$55.50	Review and approve payment
BR	Charles Haines	Director	Administration	30/01/2023	0.10	\$55.50	Review and approve Dec BAS
BR	Charles Haines	Director	Administration	31/01/2023	0.10	\$55.50	review and approve payment of it costs
BR	Charles Haines	Director	Administration	31/01/2023	0.10	\$55.50	review multiple treasury payments
BR	Charles Haines	Director	Administration	7/02/2023	0.10	\$55.50	Review and approve payment of legal fees
BR	Charles Haines	Director	Administration	7/02/2023	0.10	\$55.50	Review and approve BAS
BR	Charles Haines	Director	Administration	2/03/2023	0.10	\$55.50	Review and approve payment for IT costs
BR	Charles Haines	Director	Administration	31/03/2023	0.10	\$55.50	Review and approve payment of IT costs
BR	Charles Haines	Director	Administration	4/04/2023	0.10	\$55.50	Review and authorise payment of legal costs associated with administration
BR	Charles Haines	Director	Administration	18/04/2023	0.10	\$54.00	Review and approve February BAS
BR	Charles Haines	Director	Administration	18/04/2023	0.10	\$54.00	Review and approve March BAS
BR	Charles Haines	Director	Administration	20/04/2023	0.10	\$54.00	update staff regarding statutory lodgements
BR	Jayden Coulston	Senior Manager	Administration	20/07/2021	0.70	\$360.50	T/c Julia Pagcu re preparation of financial statements for duration of Receivership and process/timing to be undertaken for same. Update David Whyte re same. Liaise with Ryan Whyte to commence nulling data from MYOB
BR	Jayden Coulston	Senior Manager	Administration	26/10/2021	0.10	\$51.50	Instructions re preparation of annual accounts
BR	Jayden Coulston	Senior Manager	Administration	8/03/2022	0.30	\$159.00	Review and approve 2x BAS lodgements and calculations.
BR	Jayden Coulston	Senior Manager	Administration	7/04/2022	0.20	\$106.00	Review and approve 5x supplier payments.
BR	Jayden Coulston	Senior Manager	Administration	15/03/2023	0.30	\$159.00	Review settlement deed to confirm settlement sum in relation to claim by liquidators, legal correspondence and drafted payment to Gadens Trust Account. Liaise with RW re specific queries and amendments to payment
BR	Jayden Coulston	Senior Manager	Administration	15/03/2023	0.20	\$106.00	Review and approve payment of supplier invoices including legal and IT fees.
BR	Jayden Coulston	Senior Manager	Administration	17/03/2023	0.10	\$53.00	Review and approve supplier payments.
BR	Jordan Devery	Senior Analyst	Administration	14/07/2021	0.30	\$85.50	Prepare payment of Gadens invoice. Review disbursements supporting documents in invoice.
BR	Jordan Devery	Senior Analyst	Administration	30/07/2021	0.20	\$57.00	Prepare payment of FinPOWER invoice
BR	Jordan Devery	Senior Analyst	Administration	17/08/2021	0.30	\$85.50	Prepare payment of Gadens invoice for July.
BR	Jordan Devery	Senior Analyst	Administration	1/09/2021	1.20	\$342.00	Prepare payments for 2 FinPOWER invoices, 2 Gadens invoices and Cyberthread. Reconcile account.
BR	Jordan Devery	Senior Analyst	Administration	3/09/2021	0.20	\$57.00	Call from an investor seeking an update on the winding up of the fund.
BR	Jordan Devery	Senior Analyst	Administration	14/09/2021	0.20	\$57.00	Prepare payment of Gadens fees in MYOB and NAB

BR	Jordan Devery	Senior Analyst	Administration	17/09/2021	0.20	\$57.00	Prepare FinPOWER payment and forward to David Whyte for approval.
BR	Jordan Devery	Senior Analyst	Administration	17/09/2021	0.60	\$171.00	Prepare email to David Whyte linking all outstanding payments for approval.
BR	Jordan Devery	Senior Analyst	Administration	21/09/2021	0.20	\$57.00	Prepare payment to Cyberthread. Email to David Whyte for approval.
BR	Jordan Devery	Senior Analyst	Administration	29/09/2021	0.30	\$85.50	Reconcile bank account. File recent payments in records.
BR	Jordan Devery	Senior Analyst	Administration	1/12/2021	0.30	\$85.50	Prepare Gadens payment in MYOB and NAB. Send to CH and JC via email and print and sign original
BR	Jordan Devery	Senior Analyst	Administration	8/03/2022	0.30	\$105.00	Draft 2x FinPOWER payments
BR	Jordan Devery	Senior Analyst	Administration	26/05/2022	0.20	\$70.00	Review of correspondence from investors in relation to a transfer of units request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy
BR	Ryan Whyte	Senior Analyst	Administration	27/07/2021	0.20	\$68.00	Review the June BAS and provide to Charles for approval.
BR	Ryan Whyte	Senior Analyst	Administration	16/09/2021	0.20	\$68.00	Review the BAS's for July & August 2021.
BR	Ryan Whyte	Senior Analyst	Administration	29/09/2021	0.20	\$68.00	Draft email to ASIC regarding assets held in the Fund as at 30 June 2021.
BR	Ryan Whyte	Senior Analyst	Administration	5/10/2021	0.40	\$136.00	Prepare two payments in MYOB & online banking.
BR	Ryan Whyte	Senior Analyst	Administration	26/10/2021	0.20	\$68.00	Review September BAS and provide to Charles for approval.
BR	Ryan Whyte	Senior Analyst	Administration	1/11/2021	0.20	\$68.00	Prepare payment of invoice in MYOB and online banking.
BR	Ryan Whyte	Senior Analyst	Administration	9/11/2021	0.20	\$68.00	Prepare payment of legal fees in MYOB and online banking
BR	Ryan Whyte	Senior Analyst	Administration	22/11/2021	0.20	\$68.00	Review the BAS for October and provide to Charles.
BR	Ryan Whyte	Senior Analyst	Administration	23/11/2021	0.20	\$68.00	Prepare payment of invoice in MYOB & online banking.
BR	Ryan Whyte	Senior Analyst	Administration	23/12/2021	0.20	\$68.00	Prepare payment of invoice for IT expenses
BR	Ryan Whyte	Senior Analyst	Administration	10/01/2022	0.20	\$78.00	Prepare payment of IT expenses in MYOB and online banking.
BR	Ryan Whyte	Senior Analyst	Administration	11/01/2022	0.20	\$78.00	Review November 2021 BAS prepared by Sarah and send to Charles for review.
BR	Ryan Whyte	Senior Analyst	Administration	2/02/2022	0.20	\$78.00	Prepare payment for legal fees on NAB and MYOB
BR	Ryan Whyte	Senior Analyst	Administration	4/02/2022	0.60	\$234.00	Prepare summary of narrations
BR	Ryan Whyte	Senior Analyst	Administration	17/02/2022	0.50	\$195.00	Review form 5602 prepared by Sarah and add details.
BR	Ryan Whyte	Senior Analyst	Administration	17/02/2022	0.40	\$156.00	Review form 5602 prepared by Sarah and add details.
BR	Ryan Whyte	Senior Analyst	Administration	1/03/2022	0.40	\$156.00	Prepare payments of invoices in MYOB and NAB.
BR	Ryan Whyte	Senior Analyst	Administration	21/03/2022	0.20	\$78.00	Prepare payment of IT expenses in MYOB and NAB
BR	Ryan Whyte	Senior Analyst	Administration	31/03/2022	0.20	\$78.00	Review February BAS
BR	Ryan Whyte	Senior Analyst	Administration	5/04/2022	0.30	\$117.00	Review payments for IT and Legal fees prepared by Nigel and send to Jayden/Charles for approval.
BR	Ryan Whyte	Senior Analyst	Administration	7/04/2022	0.60	\$234.00	Prepare payment of multiple invoices and send to Jayden for approval
BR	Ryan Whyte	Senior Analyst	Administration	29/04/2022	0.20	\$78.00	Prepare payment in INSOL and NAB for IT expenses

BR	Ryan Whyte	Senior Analyst	Administration	8/06/2022	0.30	\$117.00	Prepare payment of IT expenses in INSOL and NAB
BR	Ryan Whyte	Senior Analyst	Administration	28/06/2022	0.20	\$78.00	Prepare payment for IT expenses in INSOL6 and online banking.
BR	Ryan Whyte	Senior Analyst	Administration	30/06/2022	0.20	\$78.00	Prepare payment for IT expenses in INSOL and online banking
BR	Ryan Whyte	Senior Analyst	Administration	5/07/2022	0.20	\$78.00	Prepare payment of invoice in INSOL6 and online banking for legal fees
BR	Ryan Whyte	Senior Analyst	Administration	8/08/2022	0.20	\$78.00	Review BAS for May and June 2022, send to Charles for approval.
BR	Ryan Whyte	Senior Analyst	Administration	29/08/2022	0.20	\$78.00	Review July BAS and provide to Charles for review.
BR	Ryan Whyte	Senior Analyst	Administration	31/08/2022	0.20	\$78.00	Prepare payment of IT expenses in INSOL6 & online banking.
BR	Ryan Whyte	Senior Analyst	Administration	6/09/2022	0.20	\$78.00	Prepare payment of legal fees in INSOL6 and online banking
BR	Ryan Whyte	Senior Analyst	Administration	27/09/2022	0.20	\$78.00	Review August 2022 BAS
BR	Ryan Whyte	Senior Analyst	Administration	10/01/2023	0.20	\$78.00	Review November BAS and provide to Charles for review.
BR	Ryan Whyte	Senior Analyst	Administration	24/01/2023	0.40	\$156.00	Review and update 5602.
BR	Ryan Whyte	Senior Analyst	Administration	7/02/2023	0.20	\$78.00	Review December BAS
BR	Nigel Wenck	Analyst	Administration	4/05/2022	0.30	\$72.00	Preparing payment to Gadens for legal fees for month of April.
BR	Nigel Wenck	Analyst	Administration	4/05/2022	0.10	\$24.00	Preparing payment to Gadens for legal fees for month of April.
BR	Nigel Wenck	Analyst	Administration	12/05/2022	0.40	\$96.00	Preparing payment to Nexon for annual website license fee in MYOB and NAB. Sent supporting docs to RW for review.
BR	Nigel Wenck	Analyst	Administration	21/07/2022	0.60	\$144.00	Followed up voicemail from NAB's KYC verification department requesting urgent verification for the Receiver's bank account. Prepared email to appointee contextualising phone call and requesting that they follow up the account
BR	Nigel Wenck	Analyst	Administration	23/08/2022	0.10	\$29.50	Review of unread emails sent to the Fund's mailbox. Print email for letter response to be updated in the Fund's database. Review and update investor correspondence register accordingly.
BR	Nigel Wenck	Analyst	Administration	1/11/2022	0.40	\$118.00	Prepared payment in Insol and NAB for finPOWER license fee for October month. Sent RW for review.
BR	Nigel Wenck	Analyst	Administration	1/11/2022	0.30	\$88.50	Prepared payment to Gadens for solicitors fees during October. Documents saved to file and sent to RW for review.
BR	Nigel Wenck	Analyst	Administration	30/11/2022	0.10	\$29.50	Prepared payment in NAB and Insol for monthly license fee to finPOWER. Sent to RW for review.
BR	Nigel Wenck	Analyst	Administration	30/11/2022	0.10	\$29.50	Scanned signed prepared payment and saved to file to forward to DW for partner approval.
BR	Nigel Wenck	Analyst	Administration	30/11/2022	0.30	\$88.50	Prepared payment in NAB and Insol for monthly license fee to finPOWER. Sent to RW for review.
BR	Nigel Wenck	Analyst	Administration	2/12/2022	0.10	\$29.50	Prepared payment to solicitors for monthly legal bill. Requisitions and invoice sent to RW for review.
BR	Nigel Wenck	Analyst	Administration	2/12/2022	0.30	\$88.50	Prepared payment to solicitors for monthly legal bill. Requisitions and invoice sent to RW for review.
BR	Nigel Wenck	Analyst	Administration	10/01/2023	0.50	\$147.50	Prepared payment of legal fees and monthly license fee for Investor server.
BR	Nigel Wenck	Analyst	Administration	25/01/2023	0.30	\$88.50	Prepared payment to IT service provider for domain registration & hosting.
BR	Nigel Wenck	Analyst	Administration	31/01/2023	0.20	\$59.00	Prepared payment of IT license fee for investor maintenance server.
BR	Nigel Wenck	Analyst	Administration	7/02/2023	0.20	\$59.00	Prepared payment of outstanding invoice to Nexon for IT license fee and maintenance.

BR	Nigel Wenck	Analyst	Administration	7/02/2023	0.20	\$59.00	Prepared payment of solicitor's invoice.
BR	Nigel Wenck	Analyst	Administration	9/02/2023	0.10	\$29.50	Reviewed BAS calculations by SC for January 2023.
BR	Nigel Wenck	Analyst	Administration	14/04/2023	0.20	\$59.00	Reviewed BASs for current quarter and sent to CH for approval.
BR	Georgia Frank	Graduate Analyst	Administration	1/03/2023	0.20	\$48.00	Created a new invoice for finPOWER Australia on insol 6. Paid supplier in Insol 6 and sent to Charles for sign off.
BR	Georgia Frank	Graduate Analyst	Administration	2/03/2023	0.20	\$48.00	Arrange payment for Gadens Invoice Account period: 27 January 2023 to 28 February 2023"
BR	Georgia Frank	Graduate Analyst	Administration	16/03/2023	0.20	\$48.00	Draft Accounts receivable payment, Nexon Pty Ltd on insol. Attached invoice and sent to manager for approval
BR	Georgia Frank	Graduate Analyst	Administration	21/03/2023	0.30	\$72.00	Saved all invoices from 31 July 2021 to 28 Feb 2023 to file from APS
BR	Georgia Frank	Graduate Analyst	Administration	31/03/2023	0.20	\$48.00	Created an accounts payable in insol for finPOWER monthly subscription. Allocated to supplier payment and sent to manager for review
BR	Jason Morcom	Graduate Analyst	Administration	15/02/2023	3.00	\$720.00	Prepare 15 letters to investors seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update
BR	Jason Morcom	Graduate Analyst	Administration	16/02/2023	1.50	\$360.00	Prepare 7 letters to investors seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update
BR	Jason Morcom	Graduate Analyst	Administration	16/02/2023	3.00	\$720.00	Prepare 15 letters to investors seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update
BR	Jason Morcom	Graduate Analyst	Administration	17/02/2023	2.00	\$480.00	Prepare 10 letters to investors seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update
BR	Sarah Cunningham	Accounting Assistant	Administration	1/07/2021	0.10	\$23.00	Reconciling account 30 June
BR	Sarah Cunningham	Accounting Assistant	Administration	2/07/2021	0.30	\$69.00	Lodging BAS period multiple periods. Saving to file, recording in Insol
BR	Sarah Cunningham	Accounting Assistant	Administration	23/07/2021	0.50	\$115.00	Draft / review BAS June Qtr. Collating support docs and sending for approval.
BR	Sarah Cunningham	Accounting Assistant	Administration	15/09/2021	0.20	\$46.00	Draft BAS / review August and July Qtr. Collating and sending for approval.
BR	Sarah Cunningham	Accounting Assistant	Administration	15/09/2021	0.30	\$69.00	Draft BAS / review August and July Qtr. Collating and sending for approval.
BR	Sarah Cunningham	Accounting Assistant	Administration	20/09/2021	0.20	\$46.00	Review lodgement of Feb, March, April, June BAS.
BR	Sarah Cunningham	Accounting Assistant	Administration	1/10/2021	0.10	\$23.00	Reconciling acct 30 Sept.
BR	Sarah Cunningham	Accounting Assistant	Administration	22/10/2021	0.20	\$46.00	Review / draft Sept BAS. Collate support docs and send for approval.
BR	Sarah Cunningham	Accounting Assistant	Administration	17/11/2021	0.20	\$46.00	Draft, review BAS calculations. Complete BAS and collate with support docs. Send for review.
BR	Sarah Cunningham	Accounting Assistant	Administration	26/11/2021	0.10	\$23.00	Oct 2021 BAS lodgement. Saving to file and updating Insol.
BR	Sarah Cunningham	Accounting Assistant	Administration	7/12/2021	0.20	\$46.00	Advise ATO lodgement of BAS in relation to query of outstanding lodgements.
BR	Sarah Cunningham	Accounting Assistant	Administration	22/12/2021	0.30	\$69.00	Review / draft BAS November. Collate support docs and send for approval.
BR	Sarah Cunningham	Accounting Assistant	Administration	25/01/2022	0.10	\$24.00	Lodging Nov BAS. Saving to file and updating Insol.
BR	Sarah Cunningham	Accounting Assistant	Administration	16/02/2022	0.30	\$72.00	Review 5602 details from Insol. Update request for info and send for review.
BR	Sarah Cunningham	Accounting Assistant	Administration	17/02/2022	1.20	\$288.00	Drafting ASIC form 5602 AAR. Manual draft and collating of RP detailed and summary.

BR	Sarah Cunningham	Accounting Assistant	Administration	21/02/2022	0.30	\$72.00	Reconciling account. Drafting BAS Dec Qtr. Review, collating info and sending for approval.
BR	Sarah Cunningham	Accounting Assistant	Administration	8/03/2022	0.20	\$48.00	Lodge BAS Jan and Dec on portal. Save to file and update Insol.
BR	Sarah Cunningham	Accounting Assistant	Administration	31/03/2022	0.30	\$72.00	Review / manual update BAS Feb 2022. Collating support docs and sending for approval.
BR	Sarah Cunningham	Accounting Assistant	Administration	1/04/2022	0.10	\$24.00	Reconciling account 31 March.
BR	Sarah Cunningham	Accounting Assistant	Administration	6/04/2022	0.20	\$48.00	Run BAS calculations / review. Complete form. Collate and send for review / approval.
BR	Sarah Cunningham	Accounting Assistant	Administration	18/05/2022	0.30	\$72.00	Drafting April BAS. Review, collate support info and send for approval.
BR	Sarah Cunningham	Accounting Assistant	Administration	24/05/2022	0.10	\$24.00	Lodging April and March BAS. Save to file. Update Insol
BR	Sarah Cunningham	Accounting Assistant	Administration	27/05/2022	0.20	\$48.00	Lodging Feb 2022 BAS. Saving to file. Updating Insol.
BR	Sarah Cunningham	Accounting Assistant	Administration	4/08/2022	0.40	\$96.00	Drafting BAS periods May and June. Review, update. Collate, send for approval.
BR	Sarah Cunningham	Accounting Assistant	Administration	26/08/2022	0.30	\$72.00	Draft July BAS. Review / collate support docs and send for approval. Complete hard copy BAS. Make adjustments.
BR	Sarah Cunningham	Accounting Assistant	Administration	30/08/2022	0.20	\$48.00	Lodgement BAS May, June and July. Saving to file. Update Insol.
BR	Sarah Cunningham	Accounting Assistant	Administration	30/08/2022	0.10	\$24.00	Updating figure on July BAS. Sending for approval.
BR	Sarah Cunningham	Accounting Assistant	Administration	27/09/2022	0.20	\$48.00	Draft BAS period August. Review and collate support docs for approval.
BR	Sarah Cunningham	Accounting Assistant	Administration	28/09/2022	0.20	\$48.00	Call with ATO discuss / review of status of BAS lodgements on ATO records.
BR	Sarah Cunningham	Accounting Assistant	Administration	28/09/2022	0.10	\$24.00	ATO lodgement Aug BAS. Save to file. Updating Insol.
BR	Sarah Cunningham	Accounting Assistant	Administration	4/10/2022	0.10	\$24.00	Bank Reconciliation 30 September.
BR	Sarah Cunningham	Accounting Assistant	Administration	3/11/2022	0.80	\$192.00	Draft Sept and Oct BAS. Review, complete, copy and send for approval. Reconcile 31.10
BR	Sarah Cunningham	Accounting Assistant	Administration	16/12/2022	0.10	\$24.00	Reconciling acct Nov.
BR	Sarah Cunningham	Accounting Assistant	Administration	21/12/2022	0.30	\$72.00	Review / draft BAS Nov. Collate support docs and send for approval.
BR	Sarah Cunningham	Accounting Assistant	Administration	12/01/2023	0.10	\$24.00	Reconciling Dec 2022
BR	Sarah Cunningham	Accounting Assistant	Administration	23/01/2023	0.40	\$96.00	Drafting Insol info / review and send for updates prior to final online ASIC draft of 5602.
BR	Sarah Cunningham	Accounting Assistant	Administration	31/01/2023	0.70	\$168.00	Draft manual 5602. Collate manual RP with report.
BR	Sarah Cunningham	Accounting Assistant	Administration	7/02/2023	0.20	\$48.00	Draft / review BAS Jan. Collate and send for approval.
BR	Sarah Cunningham	Accounting Assistant	Administration	20/02/2023	0.10	\$24.00	Lodging BAS NOV. Update Insol. Save to file. Followed up as outstanding.
BR	Sarah Cunningham	Accounting Assistant	Administration	1/03/2023	0.10	\$24.00	Reconciling account 28/02
BR	Sarah Cunningham	Accounting Assistant	Administration	3/04/2023	0.10	\$24.00	Reconcile to 31 March.
BR	Sarah Cunningham	Accounting Assistant	Administration	11/04/2023	0.30	\$72.00	Draft BAS Feb and March. Review / collate support docs and send for approval.
BR	Sarah Cunningham	Accounting Assistant	Administration	20/04/2023	0.10	\$24.00	Manually complete BAS for signing. Approved by David.
BR	Laura Hagi	Professional Services Support	Administration	22/07/2021	0.10	\$18.50	prepare outgoing mail

BR	Laura Hagi	Professional Services Support	Administration	23/08/2022	0.30	\$57.00	Stick labels and stuff envelopes. Place for collection
BR	Laura Hagi	Professional Services Support	Administration	26/10/2022	0.10	\$19.00	Stick labels and stuff envelopes. Update mailout register to assist with future client related queries. place for collection by Facilities and Admin Team.
BR	Laura Hagi	Professional Services Support	Administration	9/11/2022	0.20	\$38.00	Prepare the printer for printing (time includes any printer related technical issues. Stick labels and stuff envelopes. Place for collection. Update tracking register
BR	Laura Hagi	Professional Services Support	Administration	29/11/2022	0.10	\$19.00	Stick labels and stuff envelopes. Update investor mailout register to assist with future investor related queries, place for collection by Facilities and Admin Team x 1 letters
BR	Laura Hagi	Professional Services Support	Administration	16/12/2022	1.00	\$190.00	prepare mailout to investors (55 letters to post)
BR	Laura Hagi	Professional Services Support	Administration	16/12/2022	0.20	\$38.00	prepare mailout of investor letters x 8, update register
BR	Laura Hagi	Professional Services Support	Administration	25/01/2023	0.20	\$38.00	Stick labels and stuff envelopes. Update mailout register to assist with future investor related queries. place for collection by Facilities and Admin Team.
BR	Laura Hagi	Professional Services Support	Administration	25/01/2023	0.20	\$38.00	Stick labels and stuff envelopes. Update investor mailout register to assist with future investor related queries. place for collection by Facilities and Admin Team.
BR	Moira Hattingh	Professional Services Support	Administration	6/07/2021	0.10	\$11.00	Filing
BR	Moira Hattingh	Professional Services Support	Administration	8/07/2021	0.20	\$22.00	Filing
BR	Moira Hattingh	Professional Services Support	Administration	14/07/2021	0.10	\$11.00	Filing
BR	Moira Hattingh	Professional Services Support	Administration	15/07/2021	0.30	\$33.00	Filing
BR	Moira Hattingh	Professional Services Support	Administration	22/07/2021	0.20	\$22.00	Filing
BR	Moira Hattingh	Professional Services Support	Administration	28/07/2021	0.20	\$22.00	Filing
BR	Moira Hattingh	Professional Services Support	Administration	29/07/2021	0.30	\$33.00	Filing
BR	Moira Hattingh	Professional Services Support	Administration	12/08/2021	0.10	\$11.00	Filing
BR	Moira Hattingh	Professional Services Support	Administration	13/08/2021	0.30	\$33.00	Filing
BR	Moira Hattingh	Professional Services Support	Administration	18/08/2021	0.10	\$11.00	Filing
BR	Moira Hattingh	Professional Services Support	Administration	19/08/2021	0.70	\$77.00	Filing
BR	Moira Hattingh	Professional Services Support	Administration	24/08/2021	0.40	\$44.00	Filing
BR	Moira Hattingh	Professional Services Support	Administration	26/08/2021	0.40	\$44.00	Filing
BR	Moira Hattingh	Professional Services Support	Administration	31/08/2021	0.30	\$33.00	Misc.
BR	Moira Hattingh	Professional Services Support	Administration	2/09/2021	0.10	\$11.00	Filing
BR	Moira Hattingh	Professional Services Support	Administration	8/09/2021	0.30	\$33.00	Filing
BR	Moira Hattingh	Professional Services Support	Administration	16/09/2021	1.40	\$154.00	Filing
BR	Moira Hattingh	Professional Services Support	Administration	22/09/2021	0.10	\$11.00	Filing
BR	Moira Hattingh	Professional Services Support	Administration	24/09/2021	0.30	\$33.00	Filing
BR	Moira Hattingh	Professional Services Support	Administration	29/09/2021	0.10	\$11.00	Filing

BR	Moira Hattingh	Professional Services Support	Administration	1/10/2021	0.30	\$33.00	Filing
BR	Moira Hattingh	Professional Services Support	Administration	6/10/2021	0.10	\$11.00	Filing
BR	Moira Hattingh	Professional Services Support	Administration	7/10/2021	0.40	\$44.00	Filing
BR	Moira Hattingh	Professional Services Support	Administration	13/10/2021	0.10	\$11.00	Filing
BR	Moira Hattingh	Professional Services Support	Administration	14/10/2021	0.20	\$22.00	Filing
BR	Moira Hattingh	Professional Services Support	Administration	15/10/2021	0.30	\$33.00	Filing
BR	Moira Hattingh	Professional Services Support	Administration	20/10/2021	0.10	\$11.00	Filing
BR	Moira Hattingh	Professional Services Support	Administration	21/10/2021	0.20	\$22.00	Filing
BR	Moira Hattingh	Professional Services Support	Administration	22/10/2021	0.10	\$11.00	Filing
BR	Moira Hattingh	Professional Services Support	Administration	27/10/2021	0.10	\$11.00	Filing
BR	Moira Hattingh	Professional Services Support	Administration	28/10/2021	0.20	\$22.00	Filing
BR	Moira Hattingh	Professional Services Support	Administration	5/11/2021	0.20	\$22.00	Filing
BR	Moira Hattingh	Professional Services Support	Administration	10/11/2021	0.10	\$11.00	Filing
BR	Moira Hattingh	Professional Services Support	Administration	12/11/2021	0.40	\$44.00	Filing
BR	Moira Hattingh	Professional Services Support	Administration	17/11/2021	0.10	\$11.00	Filing
BR	Moira Hattingh	Professional Services Support	Administration	18/11/2021	0.30	\$33.00	Filing
BR	Moira Hattingh	Professional Services Support	Administration	25/11/2021	0.30	\$33.00	Filing
BR	Moira Hattingh	Professional Services Support	Administration	1/12/2021	0.10	\$11.00	Filing
BR	Moira Hattingh	Professional Services Support	Administration	2/12/2021	0.20	\$22.00	Filing
BR	Moira Hattingh	Professional Services Support	Administration	8/12/2021	0.10	\$11.00	Filing
BR	Moira Hattingh	Professional Services Support	Administration	9/12/2021	0.20	\$22.00	Filing
BR	Moira Hattingh	Professional Services Support	Administration	14/12/2021	0.10	\$11.00	Filing
BR	Moira Hattingh	Professional Services Support	Administration	17/12/2021	0.20	\$22.00	Filing
BR	Moira Hattingh	Professional Services Support	Administration	22/12/2021	0.10	\$11.00	Filing
BR	Moira Hattingh	Professional Services Support	Administration	23/12/2021	0.20	\$22.00	Filing
BR	Moira Hattingh	Professional Services Support	Administration	13/01/2022	0.40	\$46.00	Filing
BR	Moira Hattingh	Professional Services Support	Administration	14/01/2022	0.10	\$11.50	Filing
BR	Moira Hattingh	Professional Services Support	Administration	18/01/2022	0.20	\$23.00	Filing
BR	Moira Hattingh	Professional Services Support	Administration	21/01/2022	0.20	\$23.00	Filing

BR	Moira Hattingh	Professional Services Support	Administration	4/02/2022	0.30	\$34.50	Filing
BR	Moira Hattingh	Professional Services Support	Administration	8/02/2022	0.10	\$11.50	Filing
BR	Moira Hattingh	Professional Services Support	Administration	11/02/2022	0.20	\$23.00	Filing
BR	Moira Hattingh	Professional Services Support	Administration	17/02/2022	0.10	\$11.50	Filing
BR	Moira Hattingh	Professional Services Support	Administration	18/02/2022	0.10	\$11.50	Filing
BR	Moira Hattingh	Professional Services Support	Administration	22/02/2022	0.10	\$11.50	Filing
BR	Moira Hattingh	Professional Services Support	Administration	24/02/2022	0.10	\$11.50	Filing
BR	Moira Hattingh	Professional Services Support	Administration	8/03/2022	0.10	\$11.50	Filing
BR	Moira Hattingh	Professional Services Support	Administration	10/03/2022	0.20	\$23.00	Filing
BR	Moira Hattingh	Professional Services Support	Administration	11/03/2022	0.30	\$34.50	Filing
BR	Moira Hattingh	Professional Services Support	Administration	16/03/2022	0.10	\$11.50	Filing
BR	Moira Hattingh	Professional Services Support	Administration	17/03/2022	0.10	\$11.50	Filing
BR	Moira Hattingh	Professional Services Support	Administration	18/03/2022	0.20	\$23.00	Filing
BR	Moira Hattingh	Professional Services Support	Administration	24/03/2022	0.20	\$23.00	Filing
BR	Moira Hattingh	Professional Services Support	Administration	7/04/2022	0.30	\$34.50	Filing
BR	Moira Hattingh	Professional Services Support	Administration	13/04/2022	0.10	\$11.50	Filing
BR	Moira Hattingh	Professional Services Support	Administration	14/04/2022	0.20	\$23.00	Filing
BR	Moira Hattingh	Professional Services Support	Administration	20/04/2022	0.10	\$11.50	Filing
BR	Moira Hattingh	Professional Services Support	Administration	21/04/2022	0.40	\$46.00	Misc.
BR	Moira Hattingh	Professional Services Support	Administration	27/04/2022	0.10	\$11.50	Filing
BR	Moira Hattingh	Professional Services Support	Administration	28/04/2022	0.30	\$34.50	Filing
BR	Moira Hattingh	Professional Services Support	Administration	4/05/2022	0.10	\$11.50	Filing
BR	Moira Hattingh	Professional Services Support	Administration	5/05/2022	0.30	\$34.50	Misc.
BR	Moira Hattingh	Professional Services Support	Administration	6/05/2022	0.10	\$11.50	Filing
BR	Moira Hattingh	Professional Services Support	Administration	10/05/2022	0.10	\$11.50	Filing
BR	Moira Hattingh	Professional Services Support	Administration	11/05/2022	0.10	\$11.50	Filing
BR	Moira Hattingh	Professional Services Support	Administration	12/05/2022	0.30	\$34.50	Filing
BR	Moira Hattingh	Professional Services Support	Administration	13/05/2022	0.10	\$11.50	Filing
BR	Moira Hattingh	Professional Services Support	Administration	18/05/2022	0.10	\$11.50	Filing

BR	Moira Hattingh	Professional Services Support	Administration	19/05/2022	0.30	\$34.50	Filing
BR	Moira Hattingh	Professional Services Support	Administration	26/05/2022	0.20	\$23.00	Filing
BR	Moira Hattingh	Professional Services Support	Administration	1/06/2022	0.10	\$11.50	Filing
BR	Moira Hattingh	Professional Services Support	Administration	2/06/2022	0.30	\$34.50	Filing
BR	Moira Hattingh	Professional Services Support	Administration	8/06/2022	0.10	\$11.50	Filing
BR	Moira Hattingh	Professional Services Support	Administration	9/06/2022	0.20	\$23.00	Filing
BR	Moira Hattingh	Professional Services Support	Administration	16/06/2022	0.10	\$11.50	Filing
BR	Moira Hattingh	Professional Services Support	Administration	17/06/2022	0.20	\$23.00	Filing
BR	Moira Hattingh	Professional Services Support	Administration	22/06/2022	0.10	\$11.50	Filing
BR	Moira Hattingh	Professional Services Support	Administration	23/06/2022	0.20	\$23.00	Filing
BR	Moira Hattingh	Professional Services Support	Administration	29/06/2022	0.20	\$23.00	Filing
BR	Moira Hattingh	Professional Services Support	Administration	1/07/2022	0.10	\$11.50	Filing
BR	Moira Hattingh	Professional Services Support	Administration	5/07/2022	0.20	\$23.00	Filing
BR	Moira Hattingh	Professional Services Support	Administration	7/07/2022	0.30	\$34.50	Filing
BR	Moira Hattingh	Professional Services Support	Administration	8/07/2022	0.10	\$11.50	Filing
BR	Moira Hattingh	Professional Services Support	Administration	14/07/2022	0.30	\$34.50	Filing
BR	Moira Hattingh	Professional Services Support	Administration	15/07/2022	0.10	\$11.50	Filing
BR	Moira Hattingh	Professional Services Support	Administration	19/07/2022	0.20	\$23.00	Filing
BR	Moira Hattingh	Professional Services Support	Administration	21/07/2022	0.40	\$46.00	Filing
BR	Moira Hattingh	Professional Services Support	Administration	28/07/2022	0.50	\$57.50	Filing
BR	Moira Hattingh	Professional Services Support	Administration	29/07/2022	0.10	\$11.50	Filing
BR	Moira Hattingh	Professional Services Support	Administration	16/08/2022	0.10	\$11.50	Filing
BR	Moira Hattingh	Professional Services Support	Administration	19/08/2022	0.50	\$57.50	Filing
BR	Moira Hattingh	Professional Services Support	Administration	24/08/2022	0.10	\$11.50	Filing
BR	Moira Hattingh	Professional Services Support	Administration	25/08/2022	0.30	\$34.50	Filing
BR	Moira Hattingh	Professional Services Support	Administration	26/08/2022	0.20	\$23.00	Filing
BR	Moira Hattingh	Professional Services Support	Administration	2/09/2022	0.10	\$11.50	Filing
BR	Moira Hattingh	Professional Services Support	Administration	7/09/2022	0.10	\$11.50	Filing
BR	Moira Hattingh	Professional Services Support	Administration	8/09/2022	0.20	\$23.00	Filing

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BR	Moira Hattingh	Professional Services Support	Administration	23/11/2022	0.20	\$23.00	Filing
BR	Moira Hattingh	Professional Services Support	Administration	25/11/2022	0.10	\$11.50	Filing
BR	Moira Hattingh	Professional Services Support	Administration	29/11/2022	0.20	\$23.00	Filing
BR	Moira Hattingh	Professional Services Support	Administration	2/12/2022	0.10	\$11.50	Filing
BR	Moira Hattingh	Professional Services Support	Administration	6/12/2022	0.10	\$11.50	Filing
BR	Moira Hattingh	Professional Services Support	Administration	8/12/2022	0.20	\$23.00	Filing
BR	Moira Hattingh	Professional Services Support	Administration	14/12/2022	0.20	\$23.00	Filing
BR	Moira Hattingh	Professional Services Support	Administration	20/12/2022	0.20	\$23.00	Filing
BR	Moira Hattingh	Professional Services Support	Administration	23/12/2022	0.20	\$23.00	Filing
BR	Moira Hattingh	Professional Services Support	Administration	10/01/2023	0.30	\$34.50	Filing
BR	Moira Hattingh	Professional Services Support	Administration	12/01/2023	0.10	\$11.50	Filing
BR	Moira Hattingh	Professional Services Support	Administration	13/01/2023	0.40	\$46.00	Filing

BR	Moira Hattingh	Professional Services Support	Administration	18/01/2023	0.20	\$23.00	Misc.
BR	Moira Hattingh	Professional Services Support	Administration	20/01/2023	0.20	\$23.00	Filing
BR	Moira Hattingh	Professional Services Support	Administration	24/01/2023	0.20	\$23.00	Misc. Filing
BR	Moira Hattingh	Professional Services Support	Administration	1/02/2023	0.30	\$34.50	Filing
BR	Moira Hattingh	Professional Services Support	Administration	2/02/2023	0.10	\$11.50	Filing
BR	Moira Hattingh	Professional Services Support	Administration	8/02/2023	0.30	\$34.50	Filing
BR	Moira Hattingh	Professional Services Support	Administration	9/02/2023	0.10	\$11.50	Filing
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BR	Moira Hattingh	Professional Services Support	Administration	17/03/2023	0.30	\$34.50	Filing
BR	Moira Hattingh	Professional Services Support	Administration	29/03/2023	0.30	\$34.50	Filing
BR	Moira Hattingh	Professional Services Support	Administration	31/03/2023	0.30	\$34.50	Filing
BR	Moira Hattingh	Professional Services Support	Administration	5/04/2023	0.30	\$34.50	Filing
BR	Moira Hattingh	Professional Services Support	Administration	6/04/2023	0.10	\$11.50	Filing
BR	Moira Hattingh	Professional Services Support	Administration	12/04/2023	0.30	\$34.50	Filing
BR	Moira Hattingh	Professional Services Support	Administration	20/04/2023	0.40	\$46.00	Filing



## BUSINESS RESTRUCTURING RATES

Staff Category	Effective 1 January 2021 (\$)	Effective 1 January 2022 (\$)	Effective 1 July 2022 (\$)
1 Partner/Appointee	635	655	655
2 Director	540	555	555
3 Senior Manager	515	530	530
4 Manager	475	490	490
5 Assistant Manager	420	435	435
6 Senior Analyst (experienced)	380	390	390
7 Senior Analyst	340	350	350
8 Analyst	285	295	295
9 Graduate Analyst	230	240	240
10 Financial Assistant	230	240	195
11 Undergraduate	190	195	240
12 Practice Assistant	185	190	190
13 Administration Assistant	110	115	115

\*All amounts are exclusive of GST

## AUDIT CHARGE RATES

	Staff Category	Effective 1 January 2021 (\$)	Effective 1 January 2022 (\$)
1	Partner - Clark Jarrold	650	650
2	Partner	545	570
3	Associate Director	470	495
4	Senior Manager	440	460
5	Manager	385	405
6	Assistant Manager	345	360
7	Senior Auditor - Experienced	305	320
8	Senior Auditor	275	290
9	Auditor	215	225
10	Graduate Auditor	180	190
11	Practice Assistant	145	150
12	Assistant Auditor	145	150
13	Junior Team Assistant	140	-

\*All amounts are exclusive of GST



# Practice Statement Insolvency 5: Remuneration reporting

**Approved: 24 November 2020 (Version 2)**

This Practice Statement provides guidance to Members on:

- the information to be provided to creditors in respect of Remuneration for all Administrations, excluding appointment as a Controller
- the information to be provided for the approval of Internal Disbursements for all Administrations, excluding appointment as a Controller and
- guidance on information to be provided to the Court when seeking approval of Remuneration.

This guidance is compliant with the ARITA Code and the requirements of the relevant Legislation.

This version of the PSI is effective from 31 March 2021. Earlier adoption of this PSI is permitted.

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### Refer also to

- Code of Ethics
- COPP: Insolvency Services, section 5
- PSI8: Remuneration
- PSI7: Disbursements and Expenses

## 5.1 Interpretation and Definitions

Members must refer to Sections 3 and 4 of the COPP: Introduction for how the Practice Statement is to be interpreted and applied.

Definitions that apply to the Standard are at Section 6 of the COPP: Introduction.

## 5.2 Reporting points

There may potentially be four different points where information about Remuneration is reported to creditors:

1. Pre-appointment proposed basis of remuneration disclosure to directors/individual Insolvents in director or debtor led Appointments
2. Initial Remuneration Notice to creditors (with the first communication)
3. Remuneration Approval Report to creditors (before approval of Remuneration)
4. Reporting to creditors about outcomes and Remuneration drawn (optional).

In some instances, a Member may choose to seek approval of Remuneration in the same report as the Initial Remuneration Notice. This is acceptable as long as all reporting requirements are included.

Members can choose to report back to creditors about outcomes and Remuneration drawn. Where there are insufficient funds to meet the cost of this additional report, Members do not have to do so.

Members should note the specific legal requirements in relation to Remuneration Claim Notices for personal insolvency Administrations.

More than one request for the approval of Remuneration may be made during the conduct of an Administration.

## 5.3 Timing of information

The table below summarises the timing of the provision of information for each Remuneration basis. Full details of reporting requirements appears at 5.4 below.

Basis of Remuneration	Pre-appointment proposed basis of remuneration	Initial Remuneration Notice (IRN) - First communication after Appointment	Remuneration Approval Report (RAR) - after appointment or during Administration	During the Administration (Remuneration Approval Report (RAR) or report on remuneration drawn)
<b>Time based</b>	Advice on the Remuneration basis that is proposed to be used for the administration and an estimate of the cost (not mandatory). Applicable to director or Debtor led appointments only.	Advice on the basis chosen and rates (if time based).  Estimate of fees (must be provided) and comparison to the pre-appointment estimate, (if one was provided).  The method for the calculation of internal and external disbursements.	Report on work undertaken and request approval of quantum. Comparison to initial estimate of fees provided to creditors in IRN.	Report on work undertaken and request further approvals (if required).
<b>Prospective Fee (time based)</b>			Request for approval for time based charging to a capped amount. Comparison to initial estimate of fees provided to creditors in IRN.	Report on work undertaken and request further approvals (if required).
<b>Fixed fee</b>			Request for approval of the quantum. Comparison to initial estimate of fees provided to creditors in IRN.	Report on achievement of milestones for the drawing of Remuneration.
<b>Percentage</b>			Request for approval of the arrangement. Comparison to initial estimate of fees provided to creditors in IRN.	Report on the factors underlying the entitlement to claim the Remuneration.
<b>Contingency</b>				Report on the achievement of the contingency event or otherwise.
<b>Note:</b> Mixed Fee Arrangements: There will be circumstances where a Member will seek approval for a different basis of Remuneration for a particular aspect of an appointment or finalisation of the appointment; the appropriate information (refer 5.4 below) will need to be provided at the time of seeking the creditors' approval of that arrangement.				

## 5.4 Information to be provided

### Refer also to

- COPP: Insolvency Services, section 5
- PSI8: Remuneration
- PSI7: Disbursements

	<b>Basis of Fee Approval</b>				
	<b>Time – Retrospective</b>	<b>Time – Prospective</b>	<b>Fixed</b>	<b>Percentage</b>	<b>Contingent</b>
<b>Pre-appointment proposed basis of remuneration (to directors/individual Insolvent in debtor led appointments only)</b>  <b>(Refer Appendix 1 for template)</b>	<ul style="list-style-type: none"> <li>• A brief explanation of the types of methods that can be used to calculate Remuneration</li> <li>• The particular method or methods that the Member intends to use to calculate Remuneration in the Administration</li> <li>• An explanation why the Member considers this method to be suitable for the Administration</li> <li>• The scale of hourly rates to be applied (where Remuneration will be sought on a time basis)</li> <li>• An explanation that: <ul style="list-style-type: none"> <li>- the actual Remuneration drawn in the Administration will be that approved by the Approving body after the Approving body is provided with a Remuneration report in accordance with the applicable Legislation and ARITA Code of Professional Practice;</li> <li>- creditors will be advised of the basis proposed to directors/individual Insolvent; and</li> <li>- if the directors/individual Insolvent or other Entity has made, or will be making, an Upfront Payment for the purposes of the Member's Remuneration, approved Remuneration over and above this amount can be paid from the assets of the Administration.</li> </ul> </li> </ul>				

	<b>Basis of Fee Approval</b>				
	<b>Time – Retrospective</b>	<b>Time – Prospective</b>	<b>Fixed</b>	<b>Percentage</b>	<b>Contingent</b>
<b>Pre-appointment proposed basis of remuneration (to directors/individual Insolvent in debtor led appointments only) (continued)</b>	<ul style="list-style-type: none"> <li>• There is no mandatory requirement to provide an estimate of cost of the Administration to the directors/individual Insolvent, but where an estimate of the cost of the Administration is provided, it has to be in writing to the directors/individual Insolvent as part of the pre-appointment disclosure, clearly detailing any variables which may affect the estimate.</li> <li>• Advise the director/individual Insolvent that: <ul style="list-style-type: none"> <li>- creditors will be advised of the estimate provided to the directors/individual Insolvent;</li> <li>- the actual Remuneration may exceed that estimate and this higher amount can be approved by the Approving body; and</li> <li>- if the estimate provided differs to any subsequent estimate provided to creditors, an explanation of the variance will be provided to creditors.</li> </ul> </li> </ul>				
<b>Initial Remuneration Notice (IRN)</b>  <b>(Refer Appendix 2 for template)</b>	<p>The following information is provided to creditors regarding Remuneration in their first communication with creditors pursuant to IPR 70-35 for all Administrations except Appointments as a Controller:</p> <ul style="list-style-type: none"> <li>• a brief explanation of the types of methods that can be used to calculate Remuneration</li> <li>• the particular method or methods that the Member intends to use to calculate Remuneration in the Administration</li> <li>• why the Member considers this method to be suitable for the Administration</li> <li>• an estimate of the expected amount of the Administrator’s Remuneration and any factors that will affect that estimate</li> <li>• details of any estimate or fee provided to directors/individual Insolvent prior to the appointment; and</li> <li>• if the estimate or fee provided to the directors/individual Insolvent is now different to the estimate provided in the IRN, an explanation of the change from the pre-appointment information provided.</li> <li>• details of the basis of recovering any internally generated Disbursements that will be charged to the Administration (e.g. Page rate for photocopying done internally)</li> <li>• details of the basis of recovering any external disbursements that will be charged to the Administration (e.g. at cost)</li> </ul>				
	<p>If a Member is intending to use time based Remuneration (either retrospectively or prospectively), they have to also provide the scale of rates that will be used, including qualifications and experience generally of staff at each level.</p>				

	<b>Basis of Fee Approval</b>				
	<b>Time – Retrospective</b>	<b>Time – Prospective</b>	<b>Fixed</b>	<b>Percentage</b>	<b>Contingent</b>
<b>Remuneration Approval Report (RAR)</b>  <b>(Refer Appendix 3 for template)</b>  <i>Note: This table includes requirements from the Corporations Act/ Bankruptcy Act and COPP: Insolvency Services for a RAR</i>	<b>Details of the Remuneration claimed</b>  ARITA's recommended Remuneration Approval Report (RAR) template, as adapted for the facts and circumstances of the particular Administration, should be used as the means of giving creditors the information they need to make an informed decision at the meeting as to the reasonableness of the Remuneration. It is a guide for time based Remuneration claims (retrospective and prospective) and may assist with other bases of Remuneration claims. If broadly followed, the proposed format constitutes good practice.				
	Where a time based Remuneration claim for retrospective fees is being made, the Member will need to report to the relevant Approving body on: <ul style="list-style-type: none"> <li>• a description of work performed, broken down into the major tasks</li> <li>• the amount of time spent on each major task</li> <li>• the costs of each major task</li> <li>• the classification of staff engaged on the Administration for each major task</li> </ul>	Where a time based Remuneration claim for prospective fees is being made, the Member will need to report to the relevant Approving body on: <ul style="list-style-type: none"> <li>• a summary description of the major tasks still remaining to be done for the period that the Remuneration is sought (e.g. to completion or other relevant milestone);</li> <li>• an explanation of the estimated fees remaining to complete the Administration (or to the next major</li> </ul>	Where a fixed fee is claimed, the Member will need to report to the relevant Approving body on: <ul style="list-style-type: none"> <li>• the amount of the fixed fee proposed;</li> <li>• the basis upon which the fee has been calculated (work to be undertaken and the costs for each category of work and scope of work) in the same manner as for prospective fees;</li> <li>• the services to be provided for the fixed fee amount</li> </ul>	Where a percentage based claim is made, information must be provided to the relevant Approving body to enable it to make an informed assessment of whether the percentage is reasonable. The Member will need to report to the relevant Approving body on: <ul style="list-style-type: none"> <li>• the percentage proposed;</li> <li>• the nature and estimated value of the individual assets realised or to be realised (or if the percentage</li> </ul>	If a contingency arrangement within the scope of the COPP: Insolvency Services is proposed, there will need to be full disclosure of the proposed arrangement to the relevant Approving body, including: <ul style="list-style-type: none"> <li>• exactly what the arrangement is contingent upon;</li> <li>• how achievement of the contingency will be assessed;</li> <li>• what the Member's Remuneration will be, or range of Remuneration, in</li> </ul>

	<b>Basis of Fee Approval</b>				
	<b>Time – Retrospective</b>	<b>Time – Prospective</b>	<b>Fixed</b>	<b>Percentage</b>	<b>Contingent</b>
<b>Remuneration Approval Report (RAR) (continued)</b>	<ul style="list-style-type: none"> <li>when it is proposed that the fees be drawn.</li> </ul> <p>The Member needs to make a declaration that that the work in progress report for the Administration has been reviewed to ensure that Remuneration is only being claimed for necessary and proper work.</p>	<p>milestone) including the estimated fees for each major task;</p> <ul style="list-style-type: none"> <li>a monetary ‘cap’ on the Remuneration;</li> <li>when it is proposed that the fees be drawn (for example, monthly).</li> </ul>	<p>in sufficient detail for the Approving body to make an informed decision about why the fee is reasonable;</p> <ul style="list-style-type: none"> <li>what services will not be included in the fixed fee and the basis of charging for these excluded services; and</li> <li>the milestones as to when Remuneration will be drawn from the Administration.</li> </ul> <p>Note: a Member must not draw fixed fee Remuneration up-front (COPP: Insolvency Services 3.2.5).</p> <p>A Member seeking a fixed fee basis for Remuneration needs to include in the</p>	<p>is to be applied to another factor, the value of that factor);</p> <ul style="list-style-type: none"> <li>the formula to be applied for calculation of the Remuneration;</li> <li>what services are to be provided for this percentage amount and the tasks that will comprise this work;</li> <li>what work has been, or is intended to be outsourced that would normally be carried out by the Member or their staff and whether this outsourced work will be billed separately or included in the percentage based</li> </ul>	<p>the event that the contingency is or is not achieved;</p> <ul style="list-style-type: none"> <li>why a contingency arrangement is in the best interests of creditors; and</li> <li>when the Remuneration will be drawn.</li> </ul> <p>If a Member is intending to make a claim for Remuneration on a contingency basis, it is recommended that disclosure is made and approval received from creditors prior to the work commencing.</p>

	Basis of Fee Approval				
	Time – Retrospective	Time – Prospective	Fixed	Percentage	Contingent
<b>Remuneration Approval Report (RAR) (continued)</b>			quote for the fixed fee the: <ul style="list-style-type: none"> <li>• costs of all statutory investigations;</li> <li>• costs of reporting to the creditors and Regulators;</li> <li>• cost of issuing letters of demand for preferences; and</li> <li>• costs of meeting all statutory obligations.</li> </ul> <p><b>Example</b> Acceptable exclusions</p> <ul style="list-style-type: none"> <li>• litigation for recovery of preference payments.</li> <li>• litigation for insolvent trading.</li> </ul> <p>If a Member is intending to make a</p>	Remuneration claim; <ul style="list-style-type: none"> <li>• the milestones as to when the Remuneration will be drawn from the Administration; and</li> <li>• the expected range of possible Remuneration outcomes.</li> </ul> <p>Full disclosure to creditors of the terms of the arrangement, and the expected Remuneration outcome, or range of possible outcomes to minimise any perception of conflict of interest.</p> <p>If a Member is intending to make a claim for Remuneration on a percentage basis, it is recommended that</p>	

	Basis of Fee Approval				
	Time – Retrospective	Time – Prospective	Fixed	Percentage	Contingent
Remuneration Approval Report (RAR) (continued)			claim for Remuneration on a fixed fee basis, this must be done at the first opportunity after the Member is appointed. The only exceptions to this are where a Member chooses to make a claim for a fixed fee to enable finalisation of the Administration, or for a specific aspect of the Administration.	this be done at the first opportunity after the Member is appointed. An exception to this is where a Member chooses to make a claim for Remuneration on a percentage basis to undertake a particular task (eg. litigation).	
	<p>Include the following in RAR for all Remuneration types:</p> <ul style="list-style-type: none"> <li>• A <b>declaration</b> that the Remuneration claimed is necessary and proper.</li> <li>• <b>Comparison of the estimated Remuneration previously provided with the actual Remuneration approval</b> sought and provide an explanation for any variance.</li> <li>• <b>Statement of Remuneration claim</b> – The Member should clearly: <ul style="list-style-type: none"> <li>○ state the precise terms of the agreement(s) sought from the committee or the resolution(s) sought from creditors including the <b>amount to be approved</b> and <b>when the Remuneration will be drawn</b>. Separate statements of Remuneration claim are required for each distinct Remuneration period (e.g. retrospective and prospective); and</li> <li>○ set out the total Remuneration previously determined.</li> </ul> </li> </ul>				

	Basis of Fee Approval				
	Time – Retrospective	Time – Prospective	Fixed	Percentage	Contingent
<b>Remuneration Approval Report (RAR) (continued)</b>	<ul style="list-style-type: none"> <li>• A statement as to whether they anticipate that there will be any further request for approval of Remuneration in the future.</li> <li>• An <b>estimated total amount, or range of total amounts, of the Remuneration</b> for the external administration must be provided.</li> <li>• An explanation on the <b>likely impact of Remuneration</b> on the dividends (if any) to creditors.</li> <li>• Details of any <b>Remuneration recoverable from external sources</b> must be provided. This would include upfront or indemnity payments from directors or other parties, FEG Remuneration payments, Assetless Administration Fund funding, payments from secured creditors and litigation or creditor funding.</li> <li>• Include the following information on <b>Disbursements</b>: <ul style="list-style-type: none"> <li>○ general information on the different classes of Disbursements (or refer to the information provided in the IRN);</li> <li>○ a declaration that the Disbursements were necessary and proper;</li> <li>○ in relation to Internal Disbursements to be paid to the Firm: <ul style="list-style-type: none"> <li>- what the Disbursement was for;</li> <li>- the quantity and rate (only for Internal Disbursements); and</li> <li>- the amount to be claimed; and</li> </ul> </li> <li>○ details of the basis of any internal Disbursements that will be charged to the Administration in the future (eg. Page rate for photocopying done internally).</li> <li>○ payments direct to third parties from the Administration bank account and Disbursements (with no profit) only need to be clearly included in the receipts and payments (as long as who the payment was made to and what the payment is for is identifiable). If not clearly identifiable in the receipts and payments, they need to be detailed in the body of the report.</li> </ul> </li> </ul>				

	<b>Basis of Fee Approval</b>				
	<b>Time – Retrospective</b>	<b>Time – Prospective</b>	<b>Fixed</b>	<b>Percentage</b>	<b>Contingent</b>
<b>Remuneration Approval Report (RAR) (continued)</b>	<ul style="list-style-type: none"> <li>○ Information on the resolutions that will be put to creditors for the approval of Internal disbursements/the basis of future Internal disbursements to a Capped amount.</li> <li>• A <b>general report</b> providing the creditors with information about the progress of the Administration, detailing matters resolved and those matters still outstanding.  The general report should assist creditors with understanding: <ul style="list-style-type: none"> <li>• matters that may have contributed to the Remuneration claim;</li> <li>• complexities or difficulties that have been faced by the Member;</li> <li>• goals that have been achieved since the last report;</li> <li>• outcomes including explanations as to why that outcome was better or worse than originally predicted; and</li> <li>• future tasks to be undertaken and why they need to be done.</li> </ul> </li> <li>• <b>A summary of receipts and payments</b> to and from the Administration bank account must be provided. The receipts and payments summary should be prepared up to a date that is as close as possible to the date on which the notice and report is given to creditors. The summary should be clearly labelled as being prepared ‘as at’ a particular date or for a specified period. If large or exceptional receipts and payments are received or made after the report is prepared but before the meeting at which the Remuneration claim is to be considered, the Member should provide additional information to committee members or creditors at the meeting.</li> <li>• Where a <b>Creditor information sheet</b> on Remuneration is available, the information sheet or information on how to access it must be provided (if not previously provided).</li> <li>• Details on how to obtain <b>further information</b>.</li> <li>• For personal insolvency Administrations only, a statement advising creditors/the individual insolvent of their right to request a <b>Remuneration Claim Notice</b>, within 20 business days after receiving the Remuneration Approval Report.</li> </ul>				

	<b>Basis of Fee Approval</b>				
	<b>Time – Retrospective</b>	<b>Time – Prospective</b>	<b>Fixed</b>	<b>Percentage</b>	<b>Contingent</b>
<b>Future reporting and/or further Remuneration Approval Reports</b>	<p>Any further Remuneration Approval Reports for retrospective fees on time basis have the same reporting requirements as the first RAR.</p> <p>In addition, the Approving body must be advised on:</p> <ul style="list-style-type: none"> <li>• Remuneration already drawn under prior approval(s);</li> <li>• comparison of actual fees to the estimated fees provided in the initial or subsequent advice to creditors.</li> </ul> <p>If there has been prior prospective Remuneration previously approved, provide a detailed explanation as to why further Remuneration approval is being sought, including why the prospective Remuneration amount approved has been exceeded (if</p>	<p>Any further fee Remuneration Approval Reports for prospective fees on a time basis have the same reporting requirements as the first RAR. In addition, the Approving body must be advised on:</p> <ul style="list-style-type: none"> <li>• Remuneration already drawn under the prospective approval;</li> <li>• a detailed explanation as to why further Remuneration approval is being sought, including why the prospective Remuneration amount previously approved has been exceeded (if applicable) and explain any tasks that still remain to be completed and the expected cost of those tasks.</li> </ul>	<p>Once a fee is fixed for an agreed task, set of tasks or the conduct of the Administration, it remains fixed and a Member must not seek further approval if the original estimate is wrong (COPP: Insolvency Services 3.2.5).</p> <p>After approval of a fixed fee, Remuneration reporting will focus on the progress of the work in the Administration, for example by way of explaining milestone achievements, and the work still to be done.</p>	<p>Future reporting to creditors will need to focus on the factors underlying the entitlement to claim the Remuneration, for example by way of reporting on asset realisations and the percentage taken from those realisations to pay Remuneration.</p>	<p>Future reporting to creditors will need to include information on whether the Member has achieved the contingency and the effect on the calculation of the Member's Remuneration.</p>

	<b>Basis of Fee Approval</b>				
	<b>Time – Retrospective</b>	<b>Time – Prospective</b>	<b>Fixed</b>	<b>Percentage</b>	<b>Contingent</b>
<b>Future reporting and/or further Remuneration Approval Reports (continued)</b>	<p>applicable) and explain any tasks that still remain to be completed and the expected cost of those tasks.</p> <p>If possible, an explanation as to what further fee approvals may be sought in the future, even if prospective fee approval is not being sought at this time.</p> <p>If prospective fee approval is being sought, refer to that column for guidance on reporting requirements.</p>	<p>The above applies even if the Member is only seeking an increase in the previously set capped amount.</p> <p>If the Member is seeking an increase in the capped amount or an additional prospective fee approval amount, they will need to provide the Approving body with an explanation as to the reason for the change in the capped amount.</p> <p>If a Member wishes to change the rate scale other than as agreed, the Member will need to seek Approving body approval and provide the Approving body with an explanation as to the reason for the change in the rate scale.</p>			

	<b>Basis of Fee Approval</b>				
	<b>Time – Retrospective</b>	<b>Time – Prospective</b>	<b>Fixed</b>	<b>Percentage</b>	<b>Contingent</b>
	<b>Mixed Bases</b> If a mix of bases are proposed to be used, the Member will need to clearly set out what basis applies to what tasks and report on each different basis using the above guidance.				

## 5.5 Sources of Funding

### Refer also to

- COPP: Insolvency Services, section 5.9

### 5.5.1 FEG payments

Funding received in relation to Fair Entitlements Guarantee (FEG) to facilitate a FEG distribution to employees may be a limited or partial funding agreement. As such, where higher fees are incurred than the amount agreed with FEG there is no restriction in the administration being charged for the shortfall on the basis that all Remuneration claimed is necessary and properly incurred in accordance with ARITA's Code.

While the money received from FEG is not subject to Approving Body approval and can be paid directly to the Appointee, any shortfall must be appropriately approved in accordance with the relevant legislation prior to drawing. In seeking creditor approval for any shortfall, Members must provide separate disclosure of the total time charged, FEG receipt(s) and any shortfall amount in the Remuneration report.

Members must ensure that they do not "double dip" in relation to FEG Remuneration and that the amount received from FEG is allocated to the Administration. To facilitate this, Members must ensure that any work undertaken in relation FEG distributions is appropriately identified in their time recording system, including an adjustment for any direct payments from FEG.

### 5.5.2 Assetless Administration funding

Funding received from ASIC under the AAF may be a limited or partial funding agreement. As such, if higher fees are incurred than the amount agreed with ASIC there is no restriction in the administration being charged for the shortfall on the basis that all Remuneration claimed is necessary and properly incurred in accordance with ARITA's Code.

Members should refer to RG 109 for ASIC guidance on whether approval is required for funding from the AAF.

If approval is not required, any shortfall must be appropriately approved in accordance with the Corporations Act prior to drawing. In seeking creditor approval for any shortfall, Members must provide separate disclosure of the total time charged, ASIC receipt(s) and any shortfall amount in the Remuneration Approval Report.

Members must ensure that they do not "double dip" in relation to this Remuneration and that the amount received from ASIC is allocated to the Administration. To facilitate this, Members must ensure that any work undertaken for ASIC in relation the AAF is appropriately identified in their time recording system, including an adjustment for any direct payments from ASIC.

### 5.5.3 Litigation funding

Remuneration from litigation funding from any source, must be:

- paid into and drawn from the Administration bank account; and
- disclosed and approved in accordance with the requirements of the COPP: Insolvency Services.

### 5.5.4 Creditor funding

Remuneration from funding by creditors provided for any purpose, must be:

- paid into and drawn from the Administration bank account; and
- disclosed and approved in accordance with the requirements of the COPP: Insolvency Services.

### 5.5.5 Secured creditor funding

Where secured assets are realised in the course of an Administration, except for Appointments as a Controller, any Remuneration in relation to the realisations, including funds withheld from realisations or payments made directly by the Secured Creditor, must be:

- paid into and drawn from the Administration bank account; and
- disclosed and approved in accordance with the requirements of the COPP: Insolvency Services.

## 5.6 Templates

There are three templates provided in this Practice Statement:

1. Pre-appointment proposed basis of remuneration disclosure (Appendix 1)
2. Initial Remuneration Notice to creditors (Appendix 2)
3. Remuneration Approval Report to creditors (Appendix 3)

The recommended format for a report to creditors could be used by Members seeking retrospective and/or prospective determination of Remuneration on a time basis, although aspects of the report may be useful for other Remuneration bases.

This report might not be suitable for reporting on Remuneration for an appointment as a Controller, and Members are encouraged to seek guidance from their appointor as to the required format of their Remuneration reporting.

#### **Reports have to be tailored to the particular circumstances of each Administration.**

Members have to exercise their professional judgment when putting together a report to committee members or creditors.

It is recommended that the Remuneration Approval Report accompany, or be combined with, a general report that the Member is preparing for committee members or creditors. For example, where a voluntary administrator is seeking the determination of Remuneration at the meeting to consider the company's future and the Member is already under an obligation to prepare Voluntary Administrator's report under IPR Corp 75-225, the Remuneration Approval Report should be provided to creditors at the same time.

Committee members or creditors might not be familiar with insolvency procedures and are not being remunerated for their time. Therefore, providing more information does not necessarily

inform creditors in a more effective manner than providing less: it is the relevance and quality of the information, rather than the quantity, that is the key.

It is good practice for committee members or creditors to be made aware that all supporting documentation may be viewed if requested, provided sufficient notice is given to the Member.

## 5.7 Court applications

Applications to the Court may be made where approval of Remuneration is unable to be obtained from the Committee of Inspection (if there is one) or the creditors.

An application to the Court will require an affidavit. A list of matters that could be considered for inclusion in the affidavit material is included at Appendix 4.

## 5.8 Version information

<b>Version number</b>	<b>Approved date</b>	<b>Effective date</b>
Version 1	16 September 2019	1 January 2020
Version 2	24 November 2020	31 March 2021

## Appendix 1: Template – Pre-appointment proposed basis of Remuneration disclosure

This is the suggested format for the pre-appointment advice to directors/individual Insolvents regarding the proposed basis of Remuneration. This advice is to be used for all Appointments made by directors/Debtors, this specifically excludes Controllers, members' voluntary liquidations or any Appointment made by the court.

This template has been prepared on the basis that no fixed fee or quote has been provided by the Member – only an estimate. If a fixed fee or quote has been provided, you will need to customise this template accordingly.

## Remuneration advice

[Insolvent]

ACN [ACN] (if applicable)

### Introduction

You have requested that I consent to act as *[appointment type]* for the above company. This information sheet is to assist you with understanding how remuneration is calculated and paid in a *[administration type]*.

Whilst I may provide you with an estimate of the cost of the *[administration type]* in this document, I advise that the actual remuneration drawn will be subject to the approval of the creditors, committee of creditors or court, after I have provided a remuneration approval report.

If I have provided you with an estimate of the cost of the administration, this information will be provided to creditors in my initial remuneration notice. However, the actual remuneration that is approved by creditors may exceed this estimate and this higher amount can be approved by the creditors, a committee of the creditors (called a Committee of Inspection) or the court. If the estimate that I provide to creditors differs to the estimate that I have provided to you, I will provide an explanation to creditors for the variance. *[if no estimate is provided, delete this paragraph – any estimates provided verbally should be confirmed in writing]*

If you have paid or are paying money up front, or are providing me with an indemnity, for the purposes of my remuneration, you should be aware that approved remuneration may exceed this amount and can be paid from the assets of the *[administration type]*. *[if no indemnity or Upfront Payment, this paragraph can be deleted.]*

### Remuneration Methods

There are four basic methods that can be used to calculate the remuneration charged in a *[administration type]*. They are:

- A. Time based / hourly rates:** This is the most common method. The total fee charged is based on the hourly rate charged for each person who carried out the work multiplied by the number of hours spent by each person on each of the tasks performed.
- B. Fixed Fee:** The total fee charged is normally quoted at the commencement of the administration and is the total cost for the administration. Sometimes a *[appointment type]* will finalise an administration for a fixed fee.
- C. Percentage:** The total fee charged is based on a percentage of a particular variable, such as the gross proceeds of assets realisations.
- D. Contingency:** The fee is structured to be contingent on a particular outcome being achieved.

### Method proposed

Given the nature of this administration, I propose that my remuneration will be calculated on *[insert basis]*. This is because:

- *[Provide reasoning for the fee calculation method chosen.]*

*Examples of reasoning for choosing time based Remuneration:*

- *It ensures that creditors are only charged for work that is performed.*
- *I will be required to perform a number of tasks which do not relate to the realisation of assets, for example responding to creditor enquiries, reporting to ASIC, distributing funds in accordance with the provisions of the Corporations Act or the Bankruptcy Act.*
- *I am unable to estimate with certainty the total amount of fees necessary to complete all tasks required in the Administration.*
- *I have a time recording system that can produce a detailed analysis of time spent on each type of task by each individual staff member utilised in the administration;*
- *time based remuneration calculates fees upon a basis of time spent at the level appropriate to the work performed;*
- *the method provides full accountability in the method of calculation]*

Details of the hourly rates are included below. *[delete if hourly rates are not being used]*

Creditors will be advised of the proposed basis of remuneration in my initial remuneration advice to them.

### **Estimate of the cost of the administration**

*[If you are providing the directors/individual Insolvent with an estimate of the cost of the administration, that information should be provided here. If an estimate is not being provided, this section can be deleted.]*

I estimate that this administration will cost approximately \$*[amount]* to complete, subject to the following variables which may have a significant effect on this estimate and that I am unable to determine until I have commenced the *[administration type]*:

- *[list variables here]*

### **Explanation of Hourly Rates**

*[Use the following guidance for time based remuneration only. Not required for other bases of remuneration.]*

The rates for my remuneration calculation are set out in the following table together with a general guide showing the qualifications and experience of staff engaged in the administration and the role they take in the administration. The hourly rates charged encompass the total cost of providing professional services and should not be compared to an hourly wage.

Title <sup>2</sup>	Description <sup>3</sup>	Hourly Rate (excl GST)
Appointee		\$
Director		\$
Senior Manager		\$
Manager		\$
Supervisor		\$
Senior		\$
Intermediate		\$
Secretary		\$
Clerk		\$
Junior		\$
<p><i>[Notes:</i></p> <ol style="list-style-type: none"> <li><i>1. Delete these notes from the completed table.</i></li> <li><i>2. Each firm should develop a table which is appropriate for their firm using the columns set down in the above table.</i></li> <li><i>2. These are example titles only. Each firm should use the titles appropriate to their firm.</i></li> <li><i>3. Information that should be incorporated in the description column includes years of experience, qualifications, education, staff supervised etc.]</i></li> </ol>		

### **Acknowledgement**

To acknowledge that you have received and understood the information that I have provided to you, please sign and date this document and return it to me on or before making the appointment.

Sign: .....

Name: .....

Date: .....

## Appendix 2: Template – Initial Remuneration Notice

### Initial Remuneration Notice

#### Insolvent Name ([Basis of appointment])

#### ACN/Estate reference

The purpose of the Initial Remuneration Notice is to provide you with information about how I propose my remuneration for undertaking the *[administration type]* will be set.

### 1 Remuneration Methods

There are four basic methods that can be used to calculate the remuneration charged by an insolvency practitioner in an *[administration type]*. They are:

- A. **Time based / hourly rates:** This is the most common method. The total fee charged is based on the hourly rate charged for each person who carried out the work multiplied by the number of hours spent by each person on each of the tasks performed.
- B. **Fixed Fee:** The total fee charged is normally quoted at the commencement of the administration and is the total cost for the administration. Sometimes a *[appointment type]* will finalise an administration for a fixed fee.
- C. **Percentage:** The total fee charged is based on a percentage of a particular variable, such as the gross proceeds of assets realisations.
- D. **Contingency:** The fee is structured to be contingent on a particular outcome being achieved.

### 2 Method chosen

Given the nature of this administration, I propose that my remuneration be calculated on *[insert basis]*. This is because:

- *[Provide reasoning for the fee calculation method chosen.]*

#### Examples of reasoning for choosing time based Remuneration:

- *It ensures that creditors are only charged for work that is performed.*
- *I am required to perform a number of tasks which do not relate to the realisation of assets, for example responding to creditor enquiries, reporting to ASIC, distributing funds in accordance with the provisions of the Corporations Act or the Bankruptcy Act.*
- *I am unable to estimate with certainty the total amount of fees necessary to complete all tasks required in the Administration.*
- *I have a time recording system that can produce a detailed analysis of time spent on each type of task by each individual staff member utilised in the administration;*
- *time based remuneration calculates fees upon a basis of time spent at the level appropriate to the work performed;*
- *the method provides full accountability in the method of calculation.*

*If you have chosen a basis other than time based remuneration, you will have to provide reasons for the basis that you have chosen.]*

### 3 Explanation of Hourly Rates

*[Use the following guidance for time based remuneration only. Not required for other bases of remuneration.]*

The rates for my remuneration calculation are set out in the following table together with a general guide showing the qualifications and experience of staff engaged in the administration and the role they take in the administration. The hourly rates charged encompass the total cost of providing professional services and should not be compared to an hourly wage.

Title <sup>2</sup>	Description <sup>3</sup>	Hourly Rate (excl GST)
Appointee		\$
Director		\$
Senior Manager		\$
Manager		\$
Supervisor		\$
Senior		\$
Intermediate		\$
Secretary		\$
Clerk		\$
Junior		\$
<p><i>[Notes:</i></p> <ol style="list-style-type: none"> <li><i>1. Delete these notes when the table is completed.</i></li> <li><i>2. Each firm should develop a table which is appropriate for their firm using the columns set down in the above table.</i></li> <li><i>2. These are example titles only. Each firm should use the titles appropriate to their firm.</i></li> <li><i>3. Information that should be incorporated in the description column includes years of experience, qualifications, education, staff supervised etc.]</i></li> </ol>		

### 4 Estimated remuneration

*[The Act requires that you provide an estimate of the expected amount of remuneration for the Administration (corporate and personal) – IPR 70-35. You can provide a range.]*

I estimate that this *[administration/estate]* will cost approximately \$XXX to \$XXX to complete, subject to the following variables which may have a significant effect on this estimate and that I am unable to determine at this early stage:

- *[list variables here]*

*[If you provided an estimate to the directors/Debtor prior to your appointment, provide details here, otherwise delete this paragraph] Prior to my appointment, I provided an estimate of the cost of the administration to the directors. [Comment on the estimate provided to directors/individual Insolvent in the Pre-appointment proposed basis of remuneration. Example: This estimate is consistent with the estimate provided to the [directors/[Debtor Name]] prior to my appointment OR This estimate varies from the estimate provided to [the directors/[Debtor Name]] prior to my appointment for the following reasons:*

- *(provide reasons).]*

*[If you have received an Upfront Payment or Indemnity, insert the details here, otherwise delete this paragraph] I received an [up-front payment OR indemnity] to contribute to the estimated costs. [Insert basic details of party providing up-front payment or indemnity and amount]. This has been disclosed in my declaration of relevant relationships and indemnities. Approved remuneration may exceed the amount of this [up-front payment OR indemnity] and can be paid from the assets of the administration after approval by creditors or the Court.*

## 5 Disbursements

Disbursements are divided into three types:

- **External professional services** - these are recovered at cost. An example of an externally provided professional service is legal fees. It does not include insolvency services, as insolvency services are claimed as remuneration.
- **External non-professional costs** – these are recovered at cost. Examples of external non-professional expenses include travel, accommodation and search fees.
- **Firm non-professional costs** – such as photocopying, printing and postage. These costs, if charged to the Administration, would generally be charged at cost; though some expenses such as telephone calls, photocopying and printing may be charged at a rate which recoups both variable and fixed costs. The recovery of these costs must be on a reasonable commercial basis.

I am not required to seek creditor approval for expenses paid to third parties or for disbursements where I am recovering a cost incurred on behalf of the administration, but I must account to creditors. I must be satisfied that these expenses and disbursements are appropriate, justified and reasonable.

I am required to obtain creditor's consent for the payment of a disbursement where I, or a related entity of myself, may directly or indirectly obtain a profit. In these circumstances, creditors will be asked to approve my disbursements prior to these disbursements being paid from the administration.

Details of the basis of recovering disbursements in this administration are provided below.

<b>Disbursement type</b> <i>[Suggestion only – delete or add as appropriate]</i>	<b>Rate (excl GST)</b>
External professional services	At Cost
External non-professional services	At Cost
Firm non-professional costs	
Phone calls	At Cost
Binding	\$XX per bind
Faxes	\$XX per page
Photocopying	\$XX per page
Stationery – folders	\$XX per folder
Stationery – filing index	\$XX per set
Staff per diem travel allowance	\$XX per day
Staff vehicle use	\$XX per km

Scale applicable for the financial year ending 30 June 20[xx]

[Date of issue]

## Appendix 3: Template – Remuneration Approval Report

### Remuneration Approval Report

**[Company]**

**ACN [ACN]**

#### 1. Summary

##### **If this is not a VA:**

I am asking creditors to approve my remuneration of \$X [and disbursements of \$D].

##### **OR If this is for a VA:**

I am asking creditors to approve the following remuneration and disbursements:

	<b>Remuneration</b>	<b>Disbursements</b>
Voluntary Administration	\$	\$
If a DOCA is accepted	\$	\$
If company is liquidated	\$	\$

If there is more than one resolution being sought add this sentence for all administrations: *Details of remuneration and disbursements can be found in sections 3 and 4 of this report.*

*[Creditors will be asked to pass resolutions at the meeting on [date] OR I am asking creditors to approve my remuneration via a proposal without a meeting.]*

*[Creditors have previously approved my remuneration of \$Y [and disbursements of \$D2].*

If there was a previous administration type (eg. VA preceding a CVL) then provide a breakdown of the previously approved remuneration and disbursements for each administration.

Consider whether a small table may be more suitable where there have been multiple administrations. For example:

*Creditors have previously approved my remuneration [and disbursements] of:*

	<b>Remuneration</b>	<b>Disbursements</b>
Liquidation	\$	\$
Previous voluntary administration	\$	\$

I estimate that the total cost of this [appointment type] will be \$EST [amount or range]. *[This is consistent with the previous estimates that I provided to you OR this has increased/decreased from my previous estimate because of [detailed reasons]]*

*[This is my final remuneration approval request OR I expect that there will be [...explain what further remuneration approval requests will be made, including if possible likely timing of future requests and why approval will be sought. For example: At this stage I am only seeking approval of initial remuneration to allow me to commence my investigations and attend to my statutory duties. I will be seeking further approval of remuneration when I send out my three-month report*

to creditors. At that time, I will have a better understanding of actions that I will need to take in the liquidation.].

## 2. Declaration

I have undertaken an assessment of this remuneration [and disbursement] claim in accordance with the law and applicable professional standards. I am satisfied that the remuneration [and disbursements] claimed is necessary and proper.

Only for retrospective time-based claims - I have reviewed the work in progress report for the [appointment type] to ensure that remuneration is only being claimed for necessary and proper work performed and [have made the following adjustments: (list adjustments made) OR no adjustment was necessary.

## 3. Remuneration sought

The remuneration I am asking creditors to approve is as follows:

Table to specify components of remuneration resolutions to be put to meeting. Adjust information provided if claim is not on a time basis – information provided should reflect components of remuneration resolution(s) at Schedule C. Have regard to guidance in the Code and PSIs about information to be provided for different basis.

[Table format for administrations other than Vas (option for VA below)(amend as necessary):]

For	Period	Amount	Rates to apply	When it will be drawn
Work I have already done	[date] to [date]	\$X (excluding GST)	Provided in my IRN sent to creditors on [IRN date]	[specify periods at which propose to withdraw funds to pay remuneration. eg. Immediately, when funds are available or at the end of the [administration type]]
Future work	[date] to [date]	\$X (excluding GST)	[if remuneration is time based, specify the hourly rates that will be applied and any uplift to be applied in the future]	[specify periods at which propose to withdraw funds to pay remuneration. eg. monthly or at the end of the [administration type]]
	<b>TOTAL</b>	<b>[\$TOTAL] (excluding GST)</b>		

[Table format for VAs (amend as necessary):]

I will only seek approval of resolutions for the DOCA if creditors agree to the proposal offered. Similarly, I will only seek approval of the resolution for the liquidation if creditors vote to place the company into liquidation.

For	Period	Amount	Rates to apply	When it will be drawn
Work I have already done	[date] to [date2]	\$X (excluding GST)	Provided in my IRN sent to	[specify periods at which propose to

For	Period	Amount	Rates to apply	When it will be drawn
			creditors on [IRN date]	withdraw funds to pay remuneration. eg. Immediately, when funds are available or at the end of the [administration type]]
Future work to meeting date	[date2] to [meeting date]	\$X (excluding GST)	[if remuneration is time based, specify the hourly rates that will be applied and any uplift to be applied in the future]	[specify periods at which propose to withdraw funds to pay remuneration. eg. Immediately, when funds are available or at the end of the [administration type]]
<b>Voluntary Administration total</b>		<b>\$</b>		
Future work from meeting to execution of DOCA	[meeting date] to execution of DOCA	\$X (excluding GST)	[if remuneration is time based, specify the hourly rates that will be applied and any uplift to be applied in the future]	[specify periods at which propose to withdraw funds to pay remuneration. eg. Immediately, when funds are available or at the end of the [administration type]]
Future work - DOCA	Execution of DOCA to finalisation of DOCA	\$X (excluding GST)		
<b>DOCA total</b>		<b>\$</b>		
Future work – Liquidation	[meeting date] to finalisation of liquidation	\$X (excluding GST)	[if remuneration is time based, specify the hourly rates that will be applied and any uplift to be applied in the future]	[specify periods at which propose to withdraw funds to pay remuneration. eg. Immediately, when funds are available or at the end of the [administration type]]
<b>Liquidation total</b>		<b>\$</b>		

Notes (delete before finalising report):

1. Only need to provide schedule of rates if time based and rates have changed from what has previously been provided to creditors (for example in the IRN).
2. The totals of the three components in the VA table should match with the totals in the summary at section 1.

Details of the [work already done OR future work that I intend to do OR work already done and future work that I intend to do] are included at Schedule A.

Only if remuneration is on a time basis - Schedule B includes a breakdown of time spent by staff members on each major task for work I have already done.

Actual resolutions to be put to the meeting are included at Schedule C for your information. These resolutions also appear in the [proxy form for the meeting/proposal form] provided to you.

#### 4. Disbursements sought [only include if approval of disbursements are sought]

I am not required to seek creditor approval for costs paid to third parties or where I am recovering a cost incurred on behalf of the administration, but I must provide details to creditors. Details of these amounts are included in the attached Receipts and Payments (Refer Part 9 below).

Note: If the receipts and payments do not clearly show payments to third parties or payments to the appointee as reimbursement of a cost incurred on behalf of the administration – they will need to be disclosed in a separate schedule and the information above changed.

I am required to obtain creditor's consent for the payment of a disbursement where I, or a related entity of myself, may directly or indirectly obtain a profit.

For more information about disbursements, please refer to the Initial Remuneration Notice sent to you on [IRN date].

The disbursements I would like creditors to approve is as follows [*amend as necessary*]:

For	Period	Amount
Disbursements I have already incurred	[date] to [date]	\$
Future disbursements	[date] to [date or point in time eg. End of administration]	\$
	<b>TOTAL</b>	<b>\$(TOTAL)</b>

Details of the disbursements incurred and future disbursements are included at Schedule D. Actual resolutions to be put to the meeting are also included at Schedule D. These resolutions also appear in the [*proxy form for the meeting/proposal form*] provided to you.

#### 5. Previous remuneration approvals [only include if you have previously had remuneration approved]

The following remuneration approvals have previously been provided by creditors [*or by the Court or by the Committee of Inspection or (for personal insolvency) by the Inspector-General in Bankruptcy*]:

Period	For	Approving body [ <i>optional if different approving bodies</i> ]	Amount Approved	Amount paid
[date] to [date]	[ <i>Work already done OR Future work</i> ]		\$	\$
[date] to [date]	[ <i>Work already done OR Future work</i> ]		\$	\$
[date] to [date]	[ <i>Work already done OR Future work</i> ]		\$	\$
<b>TOTAL remuneration previously approved</b>			\$	

If there has been a prior administration that has transitioned to this administration, you should include details of the remuneration of the prior administration. You can either incorporate it into the above table with a subtotal for each administration, or include a separate table.

I am now seeking approval of a further \$X in remuneration which will bring total remuneration claimed in this [appointment type] to \$X.

Only include if remuneration has previously been approved prospectively: *A full explanation is at Schedule [X].*

## 6. Likely impact on dividends

*[Explain the likely impact of the remuneration claim on the dividend (if any) to creditors. It is a statutory requirement to provide this information for all external administrations.]*

*It is suggested that the report discuss:*

- *the general priorities in an administration / liquidation*
- *that any dividend will ultimately be impacted by the realisations achieved by the appointee and the value of creditor claims admitted to participate in the dividend and*
- *that the fees for the work performed to achieve realisations has priority.*
- *comment on the uncertainty.*

*Suggested wording:*

The Corporations Act sets the order for payment of claims against the company and it provides for remuneration of the [Appointee Type] to be paid in priority to other claims. This ensures that when there are sufficient funds, the [Appointee Type] receives payment for the work done to recover assets, investigate the company's affairs, report to creditors and ASIC and distribute any available funds. Even if creditors approve my remuneration, this does not guarantee that I will be paid, as I am only paid if sufficient assets are recovered.

Any dividend to creditors will also be impacted by the amount of assets that I am able to recover and the amount of creditor claims that are admitted to participate in any dividend, including any claims by priority creditors such as employees.

*There are not expected to be sufficient funds to pay a dividend to unsecured creditors. OR I am unable to provide a dividend estimate of any certainty at this stage of the [Appointment Type].* If I do declare a dividend, any creditor whose claim has not yet been admitted will be contacted and asked to submit a proof of debt.

OR

The Corporations Act sets the order for payment of claims against the company and it provides for remuneration of the [Appointee Type] to be paid in priority to other claims. This ensures that when there are sufficient funds, the [Appointee Type] receives payment for the work done to recover assets, investigate the company's affairs, report to creditors and ASIC and distribute any available funds.

Based on:

- realisations to date,

- estimated future realisations,
- my estimated remuneration to complete the [Appointment Type] and
- the estimated total of creditor claims based on the company's records and claims lodged now,

I estimate that a dividend of between [X] and [X] cents in the dollar will be paid in the [Appointment Type]. However, this is subject to a range of variables, particularly the future realisations and creditor claims.]

## 7. Funding received for remuneration and disbursements

If you have not received any funding from external sources – you do not need to include this section of the report.

Any funding obtained from external sources, such as up-front payments, indemnities, litigation funding, creditor funding, Assetless Administration Fund (AAF), Fair Entitlement Guarantee (FEG) funding etc, details of that funding should be provided in this section of the report.

Remuneration that is going to be paid from external sources (other than payments under the FEG or the AAF) must still be disclosed and approved in the usual way prior to the funding being applied to pay remuneration. This section of the report is about disclosure of the funding received.

## 8. Report on Progress of the Administration

While not strictly part of the Remuneration request, it is important that Members provide progress reports to place the Remuneration claim in context.

It may well be that this information has already been incorporated into a general report to creditors or the Voluntary Administrator's Report. If you include it in a separate report or letter, you do not have to include it here. Rather the Remuneration Approval Report will be supplemental to the main report.

## 9. Summary of Receipts and Payments

A summary of the receipts and payments for the [appointment type] as at [date] is at Schedule [X] to this report.

If this report is being sent out after lodgement of an annual administration return (Form 5602), include the following statement (IPS 70-5):

*An annual administration return was lodged with ASIC on [date] which also provides information on the conduct of the administration.*

## 10. [ Personal insolvency only - Remuneration Claim Notice and review of remuneration (include if applicable)

*I advise that the regulated debtor and/or creditor may elect to receive a remuneration claim notice ('RCN'). The election must be made within 20 business days after receiving this report. I ask that any such requests be made to [postal address or email address]. Creditors and/or the*

*regulated debtor have 20 business days after receiving a RCN to request the Inspector-General in Bankruptcy to review the remuneration claimed by me.]*

## **11. Queries**

If you have any queries in relation to the information in this report, please contact my staff on [details].

You can also access information which may assist you on the following websites [*delete ASIC or AFSA as applicable*]:

- ARITA at [www.arita.com.au/creditors](http://www.arita.com.au/creditors)
- [ASIC at [www.asic.gov.au](http://www.asic.gov.au) (search for INFO 85).
- AFSA at [www.afsa.gov.au](http://www.afsa.gov.au) (search for “remuneration information sheet”).]

Further supporting documentation for my remuneration claim can be provided to creditors on request.

### **Attachments:**

Schedule A – Details of work

Schedule B – Time spent by staff on each major task

Schedule C – Resolutions

Schedule D - Disbursements

Schedule [X] - Explanation where remuneration previously approved

Schedule [X] – Summary of receipts and payments

## Schedule A – Details of work

Example formats are provided for voluntary administrations (assumes 5 resolutions to cover the period from appointment to end of liquidation – edit as required), an appointment with a prospective and retrospective resolution and an appointment with one resolution. Use the example format appropriate for your appointment type – choose only one of the example formats. Example tasks for each task area is included at the end of this section – insert appropriate tasks for the administration into the table.

Where you are accounting for remuneration on a time basis and claiming retrospective and prospective remuneration, you need to include separate listings of tasks. With the new format, they are provide in the same table, but there is a separate column of tasks for each resolution.

Task listings must be provided notwithstanding the method of setting remuneration used. Where a basis other than time is used, it will not be necessary to provide hours spent and it may not be necessary to have periods for work already done and future work (for example, if a fixed fee is used, it may be one fixed fee for the entire Administration). Members should customise the example formats as necessary.

**[Example – VA – for tasks refer to example listing of tasks at the end of this section]**

		Tasks				
		Work already done	Future work to meeting date	If DOCA approved		If coy wound up
				Future work from meeting to ex of DOCA	DOCA work	Liquidation work
Period		[date 1] to [date 2]	[date 2] to [meeting date]	[meeting date] to execution of DOCA	From execution of DOCA to finalisation of DOCA	[meeting date] to finalisation of liquidation
Amount (ex GST)		[\$]	[\$]	[\$]	[\$]	[\$]
Task Area	General Description					
Assets		[X] hours \$	[\$]	[\$]	[\$]	[\$]
	Sale of business as a going concern	<i>[insert applicable tasks from list of example tasks for each Task Area – customise general descriptions and tasks as needed]</i>	<i>[insert applicable tasks from list of example tasks for each Task Area – customise general descriptions and tasks as needed]</i>	<i>[insert applicable tasks from list of example tasks for each Task Area – customise general descriptions and tasks as needed]</i>	<i>[[insert applicable tasks from list of example tasks for each Task Area – customise general descriptions and tasks as needed]</i>	<i>[insert applicable tasks from list of example tasks for each Task Area – customise general descriptions and tasks as needed]</i>
	Plant and equipment					
	Sale of real property					

		Tasks				
		Work already done	Future work to meeting date	If DOCA approved		If coy wound up
				Future work from meeting to ex of DOCA	DOCA work	Liquidation work
	Assets subject to specific charges					
	Debtors					
	Stock					
	Other assets					
	Leased assets					
<b>Creditors</b>		<b>[X] hours</b> <b>\$</b>	<b>[\$]</b>	<b>[\$]</b>	<b>[\$]</b>	<b>[\$]</b>
	Creditor enquiries, requests and directions					
	Security interest claims					
	Secured creditor					
	Reports to creditors					
	Dealing with Proofs of debt					
	Meeting of creditors					
	Proposals to creditors					
	Proofs of debts					
	Shareholder enquiries					
<b>Employees</b>		<b>[X] hours</b> <b>\$</b>	<b>[\$]</b>	<b>[\$]</b>	<b>[\$]</b>	<b>[\$]</b>
	Employee enquiries					
	Fair Entitlement Guarantee					
	Entitlements					
	Employee dividend distribution					
	Workers compensation					
	Other employee issues					

		Tasks				
		Work already done	Future work to meeting date	If DOCA approved		If coy wound up
				Future work from meeting to ex of DOCA	DOCA work	Liquidation work
<b>Trade on</b>		<b>[X] hours</b> <b>\$</b>	<b>[\$]</b>	<b>[\$]</b>	<b>[\$]</b>	<b>[\$]</b>
	Trade on management					
	Processing receipts and payments					
	Budgeting and financial reporting					
<b>Investigation</b>		<b>[X] hours</b> <b>\$</b>	<b>[\$]</b>	<b>[\$]</b>	<b>[\$]</b>	<b>[\$]</b>
	Conducting investigation					
	Examinations					
	Litigation/Recoveries					
	ASIC reporting					
<b>Dividend</b>		<b>[X] hours</b> <b>\$</b>	<b>[\$]</b>	<b>[\$]</b>	<b>[\$]</b>	<b>[\$]</b>
	Processing proofs of debt (POD)					
	Dividend procedures					
<b>Administration</b>		<b>[X] hours</b> <b>\$</b>	<b>[\$]</b>	<b>[\$]</b>	<b>[\$]</b>	<b>[\$]</b>
	Correspondence					
	Document maintenance, file review, checklist					
	Insurance					
	Bank account administration					
	ASIC forms and lodgements					
	ATO and other statutory reporting					
	Finalisation					
	Planning / Review					

		Tasks				
		Work already done	Future work to meeting date	If DOCA approved		If coy wound up
				Future work from meeting to ex of DOCA	DOCA work	Liquidation work
	Books and records / storage					
<b>Other professional services provided by the firm</b>		<b>[X] hours \$</b>	<b>[\$]</b>	<b>[\$]</b>	<b>[\$]</b>	<b>[\$]</b>
	<i>[insert description of services undertaken]</i>	<i>[insert details of included tasks e.g. tax, general accounting etc]</i>	<i>[insert details of included tasks e.g. tax, general accounting etc]</i>	<i>[insert details of included tasks e.g. tax, general accounting etc]</i>	<i>[insert details of included tasks e.g. tax, general accounting etc]</i>	<i>[insert details of included tasks e.g. tax, general accounting etc]</i>

***[Example – External administrations other than VA with retrospective and prospective approval - for tasks refer to example listing of tasks at the end of this section]***

		Tasks	
		Work already done	Future work
<b>Period</b>		<b>[date 1] to [date 2]</b>	<b>[date 2] to [date 3]</b>
<b>Amount (ex GST)</b>		<b>[\$]</b>	<b>[\$]</b>
<b>Task Area</b>	<b>General Description</b>		
<b>Assets</b>		<b>[X] hours \$</b>	<b>[\$]</b>
	Sale of business as a going concern	<i>[insert applicable tasks from list of example tasks for each Task Area – customise general descriptions and tasks as needed]</i>	<i>[insert applicable tasks from list of example tasks for each Task Area – customise general descriptions and tasks as needed]</i>
	Plant and equipment		
	Sale of real property		
	Assets subject to specific charges		
	Debtors		
	Stock		
	Other assets		

		Tasks	
		Work already done	Future work
	Leased assets		
<b>Creditors</b>		<b>[X] hours</b>	<b>[\$]</b>
		<b>\$</b>	
	Creditor enquiries, requests and directions		
	Security interest claims		
	Secured creditor		
	Reports to creditors		
	Dealing with Proofs of debt		
	Meeting of creditors		
	Proposals to creditors		
	Proofs of debts		
	Shareholder enquiries		
<b>Employees</b>		<b>[X] hours</b>	<b>[\$]</b>
		<b>\$</b>	
	Employee enquiries		
	Fair Entitlement Guarantee		
	Entitlements		
	Employee dividend distribution		
	Workers compensation		
	Other employee issues		
<b>Trade on</b>		<b>[X] hours</b>	<b>[\$]</b>
		<b>\$</b>	
	Trade on management		
	Processing receipts and payments		
	Budgeting and financial reporting		
<b>Investigation</b>		<b>[X] hours</b>	<b>[\$]</b>
		<b>\$</b>	
	Conducting investigation		
	Examinations		
	Litigation/Recoveries		
	ASIC reporting		
<b>Dividend</b>		<b>[X] hours</b>	<b>[\$]</b>
		<b>\$</b>	

		Tasks	
		Work already done	Future work
	Processing proofs of debt (POD)		
	Dividend procedures		
<b>Administration</b>		<b>[X] hours</b>	<b>[\$]</b>
	Correspondence	\$	
	Document maintenance, file review, checklist		
	Insurance		
	Bank account administration		
	ASIC forms and lodgements		
	ATO and other statutory reporting		
	Finalisation		
	Planning / Review		
	Books and records / storage		
<b>Other professional services provided by the firm</b>		<b>[X] hours</b>	<b>[\$]</b>
	\$		
	<i>[insert description of services undertaken]</i>	<i>[insert details of included tasks e.g. tax, general accounting etc]</i>	<i>[insert details of included tasks e.g. tax, general accounting etc]</i>

**[Example- Only one remuneration approval sought – retrospective or prospective- for tasks refer to example listing of tasks at the end of this section]**

		[Work already done/Future work]
<b>Period</b>		[date 1] to [date 2]
<b>Amount (ex GST)</b>		[\$]
<b>Task Area</b>	<b>General Description</b>	
<b>Assets</b>		[X] hours <i>[only if retrospective]</i> \$
	Sale of business as a going concern	<i>[insert applicable tasks from list of example tasks for each Task Area – customise general descriptions and tasks as needed]</i>
	Plant and equipment	
	Sale of real property	
	Assets subject to specific charges	
	Debtors	
	Stock	
	Other assets	
	Leased assets	
<b>Creditors</b>		[X] hours <i>[only if retrospective]</i> \$
	Creditor enquiries, requests and directions	
	Security interest claims	
	Secured creditor	
	Reports to creditors	
	Dealing with Proofs of debt	
	Meeting of creditors	
	Proposals to creditors	
	Proofs of debts	
	Shareholder enquiries	
<b>Employees</b>		[X] hours <i>[only if retrospective]</i> \$
	Employee enquiries	
	Fair Entitlement Guarantee	
	Entitlements	
	Employee dividend distribution	
	Workers compensation	
	Other employee issues	
<b>Trade on</b>		[X] hours <i>[only if retrospective]</i> \$
	Trade on management	
	Processing receipts and payments	
	Budgeting and financial reporting	
<b>Investigation</b>		[X] hours <i>[only if retrospective]</i> \$
	Conducting investigation	
	Examinations	
	Litigation/Recoveries	
	ASIC reporting	
<b>Dividend</b>		[X] hours <i>[only if retrospective]</i> \$
	Processing proofs of debt (POD)	
	Dividend procedures	

		<b>[Work already done/Future work]</b>
<b>Administration</b>		<b>[X] hours [only if retrospective]</b> <b>\$</b>
	Correspondence	
	Document maintenance, file review, checklist	
	Insurance	
	Bank account administration	
	ASIC forms and lodgements	
	ATO and other statutory reporting	
	Finalisation	
	Planning / Review	
	Books and records / storage	
<b>Other professional services provided by the Firm</b>		<b>[X] hours [only if retrospective]</b> <b>\$</b>
	<i>[insert description of services undertaken]</i>	<i>[insert details of included tasks e.g. tax, general accounting etc]</i>

### List of example tasks

The table included in the report for the particular Administration should properly reflect the work done / to be done on that appointment. Inclusion of the full typical list of tasks from the General Description column for all appointments is not appropriate and is not a proper reflection of the work undertaken / to be undertaken on the appointment. That column is indicative only and should be amended to suit the particular appointment. Use specific details (i.e., detailing specific asset or class of asset realisations).

<b>Task Area</b>	<b>General Description</b>	<b>Includes [Suggestion Only - delete or add details as appropriate to the work done]</b>
Assets	Sale of Business as a Going Concern	Preparing an information memorandum Liaising with purchasers Internal meetings to discuss/review offers received
	Plant and Equipment	Liaising with valuers, auctioneers and interested parties Reviewing asset listings
	Sale of Real Property	Liaising with valuers, agents, and strata agent Attendance at auction
	Assets subject to specific charges	All tasks associated with realising a charged asset
	Debtors	Correspondence with debtors Reviewing and assessing debtors' ledgers Liaising with debt collectors and solicitors
	Stock	Conducting stock takes Reviewing stock values Liaising with purchasers
	Other Assets	Tasks associated with realising other assets
Creditors	Leasing	Reviewing leasing documents Liaising with owners/lessors Tasks associated with disclaiming leases
	Creditor Enquiries, Requests & Directions	Receive and respond to creditor enquiries Maintaining creditor request log Review and prepare initial correspondence to creditors and their representatives Documenting Considering reasonableness of creditor requests Obtaining legal advice on requests

Task Area	General Description	Includes [ <i>Suggestion Only - delete or add details as appropriate to the work done</i> ]
		Documenting reasons for complying or not complying with requests or directions Compiling information requested by creditors
	Retention of Title Claims	Search to the PPSR register Notify PMSI creditors identified from PPSR register Receive initial notification of creditor's intention to claim Provision of retention of title claim form to creditor Receive completed retention of title claim form Maintain retention of title file Meeting claimant on site to identify goods Adjudicate retention of title claim Forward correspondence to claimant notifying outcome of adjudication Preparation of payment vouchers to satisfy valid claim Preparation of correspondence to claimant to accompany payment of claim (if valid)
	Secured creditor reporting	Notifying PPSR registered creditors of appointment Preparing reports to secured creditor Responding to secured creditor's queries
	Creditor reports	Preparing Statutory Report by Liquidator OR Voluntary Administrator's report, investigation, meeting and general reports to creditors
	Dealing with proofs of debt	Receipting and filing POD when not related to a dividend Corresponding with OSR and ATO regarding POD when not related to a dividend
	Meeting of Creditors	Preparation of meeting notices, proxies and advertisements Forward notice of meeting to all known creditors Preparation of meeting file, including agenda, certificate of postage, attendance register, list of creditors, reports to creditors, advertisement of meeting and draft minutes of meeting. Preparation and lodgement of minutes of meetings with ASIC Responding to stakeholder queries and questions immediately following meeting
	Proposals to Creditors	Preparing proposal notices and voting forms Forward notice of proposal to all known creditors Reviewing votes and determining outcome of proposal Preparation and lodgement of proposal outcome with ASIC
	Shareholder enquiries	Initial day one letters ITAA Section 104-145(1) declarations Responding to any shareholder legal action
Employees	Employees enquiries	Receive and follow up employee enquiries via telephone Maintain employee enquiry register Review and prepare correspondence to creditors and their representatives via facsimile, email and post Preparation of letters to employees advising of their entitlements and options available Receive and prepare correspondence in response to employee's objections to leave entitlements
	FEG	Correspondence with FEG Preparing notification spreadsheet Preparing FEG quotations Completing FEG questionnaires
	Calculation of entitlements	Calculating employee entitlements

<b>Task Area</b>	<b>General Description</b>	<b>Includes [Suggestion Only - delete or add details as appropriate to the work done]</b>
		<ul style="list-style-type: none"> <li>Reviewing employee files and company's books and records</li> <li>Reconciling superannuation accounts</li> <li>Reviewing awards</li> <li>Liaising with solicitors regarding entitlements</li> </ul>
	Employee dividend	<ul style="list-style-type: none"> <li>Correspondence with employees regarding dividend</li> <li>Correspondence with ATO regarding SGC proof of debt</li> <li>Calculating dividend rate</li> <li>Preparing dividend file</li> <li>Advertising dividend notice</li> <li>Preparing distribution</li> <li>Receipting POD</li> <li>Adjudicating POD</li> <li>Ensuring PAYG is remitted to ATO</li> </ul>
	Workers compensation claims	<ul style="list-style-type: none"> <li>Review insurance policies</li> <li>Receipt of claim</li> <li>Liaising with claimant</li> <li>Liaising with insurers and solicitors regarding claims</li> <li>Identification of potential issues requiring attention of insurance specialists</li> <li>Correspondence with insurer regarding initial and ongoing workers compensation insurance requirements</li> <li>Correspondence with previous brokers</li> </ul>
	Other employee issues	<ul style="list-style-type: none"> <li>Correspondence with Child Support</li> <li>Correspondence with Centrelink</li> </ul>
Trade On	Trade on management	<ul style="list-style-type: none"> <li>Liaising with suppliers</li> <li>Liaising with management and staff</li> <li>Attendance on site</li> <li>Authorising purchase orders</li> <li>Maintaining purchase order registry</li> <li>Preparing and authorising receipt vouchers</li> <li>Preparing and authorising payment vouchers</li> <li>Liaising with superannuation funds regarding contributions, termination of employees' employment</li> <li>Liaising with OSR regarding payroll tax issues</li> </ul>
	Processing receipts and payments	<ul style="list-style-type: none"> <li>Entering receipts and payments into accounting system</li> </ul>
	Budgeting and financial reporting	<ul style="list-style-type: none"> <li>Reviewing company's budgets and financial statements</li> <li>Preparing budgets</li> <li>Preparing weekly financial reports</li> <li>Finalising trading profit or loss</li> <li>Meetings to discuss trading position</li> </ul>
Investigation	Conducting investigation	<ul style="list-style-type: none"> <li>Collection of company books and records</li> <li>Correspondence with ASIC to receive assistance in obtaining reconstruction of financial statements, company's books and records and Report on Company Affairs and Property</li> <li>Reviewing company's books and records</li> <li>Review and preparation of company nature and history</li> <li>Conducting and summarising statutory searches</li> <li>Preparation of comparative financial statements</li> <li>Preparation of deficiency statement</li> <li>Review of specific transactions and liaising with directors regarding certain transactions</li> <li>Liaising with directors regarding certain transactions</li> <li>Preparation of investigation file</li> <li>Lodgement of investigation with the ASIC</li> <li>Preparation and lodgement of supplementary report if required</li> </ul>

<b>Task Area</b>	<b>General Description</b>	<b>Includes [Suggestion Only - delete or add details as appropriate to the work done]</b>
	Examinations	Preparing brief to solicitor Liaising with solicitor(s) regarding examinations Attendance at examination Reviewing examination transcripts Liaising with solicitor(s) regarding outcome of examinations and further actions available
	Litigation / Recoveries	Internal meetings to discuss status of litigation Preparing brief to solicitors Liaising with solicitors regarding recovery actions Attending to negotiations Attending to settlement matters
	ASIC reporting	Preparing statutory investigation reports Preparing affidavits seeking non-lodgement assistance Liaising with ASIC
Dividend	Processing proofs of debt (POD)	Preparation of correspondence to potential creditors inviting lodgement of POD Receipt of POD Maintain POD register Adjudicating POD Request further information from claimants regarding POD Preparation of correspondence to claimant advising outcome of adjudication
	Dividend procedures	Preparation of correspondence to creditors advising of intention to declare dividend Advertisement of intention to declare dividend Obtain clearance from ATO to allow distribution of company's assets Preparation of dividend calculation Preparation of correspondence to creditors announcing declaration of dividend Advertise announcement of dividend Preparation of distribution Preparation of dividend file Preparation of payment vouchers to pay dividend Preparation of correspondence to creditors enclosing payment of dividend
Administration	Correspondence	
	Document maintenance/file review/checklist	First month, then six monthly administration reviews Filing of documents File reviews Updating checklists
	Insurance	Identification of potential issues requiring attention of insurance specialists Correspondence with insurer regarding initial and ongoing insurance requirements Reviewing insurance policies Correspondence with previous brokers
	Bank account administration	Preparing correspondence opening and closing accounts Requesting bank statements Bank account reconciliations Correspondence with bank regarding specific transfers
	ASIC Forms and lodgements	Preparing and lodging ASIC forms including 505, 5602/5603, 911 etc Correspondence with ASIC regarding statutory forms
	ATO and other statutory reporting	Notification of appointment Preparing BAS Completing STP reporting obligations

Task Area	General Description	Includes [ <i>Suggestion Only - delete or add details as appropriate to the work done</i> ]
	Finalisation	Notifying ATO of finalisation Cancelling ABN / GST / PAYG registration Completing checklists Finalising WIP
	Planning / Review	Discussions regarding status of administration
	Books and records / storage	Dealing with records in storage Sending job files to storage

Additional matters particular to Personal Insolvency Administrations may include:

Task Area	General Description	Includes [ <b>Suggestion Only</b> - delete or add details as appropriate to the work done]
<b>Assets</b> [hours] [\$ x]	Income assessments	Liaising with the Bankrupt during each contribution assessment period in relation to particulars of income derived during the period, including as to number of dependants and circumstances etc Assessing the Bankrupt in accordance with the Bankruptcy Act and serving assessment Monitoring the income of the Bankrupt during the course of the bankruptcy, including as to any change in circumstances Receipting income contributions.
	Non-divisible property	Assessing personal property of the Bankrupt Assessing value of car, tools of trade and realising excess
	Family issues	Assessing value of family home and contributions to its purchase etc. Determine security over home and current equity, including current payments under mortgage. Arrange for sale of home including discussions with non-bankrupt spouse as to their equity Arrange for vacant possession and sale Assess possible family law or other claims by spouse.
<b>Investigation</b> [hours] [\$x]	Collection of books and records, statement of affairs etc of Bankrupt	Reviewing books & records Obtain Statement of Affairs from Bankrupt(s) and review and pursue further inquiries, searches Preparation of and issuing of demand notices under the Act to various entities – business partners, family members etc associated with the Bankrupt(s). Liaising with Official Receiver as to issue of notices. Analysing books and documents received.
	Searches	Carrying out searches of Land Titles Office, ASIC, etc. Assess bank accounts and notify banks etc, including as to payment of Bankrupt's salary and access to funds for living expenses etc
	Transactions	Review of transactions which may be voidable under the Act, in particular in relation to transfer to family members, or trusts. Assess superannuation of the Bankrupt and circumstances of prior and current payments into fund.
	Conduct issues	Assess conduct of Bankrupt as to extension of bankruptcy.

Task Area	General Description	Includes [ <b>Suggestion Only</b> - delete or add details as appropriate to the work done]
		Lodge Objection to Discharge including preparation of relevant reasons and grounds. Assessing and reporting possible offences to AFSA.
<b>Administration</b> <b>[hours]</b> <b>[\$x]</b>	AFSA reporting	Preparing of and lodgement of Annual Estate Returns with AFSA Reconciliation and calculation of Realisations and Interest Charge Lodgement of Realisation and Interest Charge Return

**Schedule B - Time spent by staff on each major task (work already done) [only include if remuneration is on a time basis]**

Employee <sup>1</sup>	Position	\$/hour (ex GST)	Total actual hours	Total (\$)	Task Area							
					Assets hrs/\$	Creditors hrs/\$	Employees hrs/\$	Trade on hrs/\$	Investigation hrs/\$	Dividend hrs/\$	Administration hrs/\$	
	Appointee											
	Appointee											
Total (ex GST)				\$	X	X	X	X	X	X	X	X
GST				\$								
Total (Incl GST)				\$								
Avg hourly rate (ex GST)				\$	X	x	X	X	X	X	X	X

The below table sets out work performed by other professional services provided by the firm for the [period] [if applicable]

Employee <sup>1</sup>	Position	\$/hour (ex GST)	Total actual hours	Total (\$)	Non-insolvency service		
					Service 1 hrs / \$	Service 2 hrs / \$	Service 3 hrs / \$
Total (ex GST)				\$	X	X	X
GST				\$			
Total (Incl GST)				\$			
Avg hourly rate (ex GST)				\$	X	X	x

## Schedule C - Resolutions

Full and exact statements, including precise dollar amounts, of all Remuneration resolutions for which approval is being sought are to be included here. There needs to be a clear period for when the remuneration relates to, a specific amount or cap, and when the remuneration will be drawn.

The resolutions passed at the meeting may be amended by the creditors, but the resolution outlined here should be what is proposed in the first instance to a meeting, included in a special proxy or sent via a proposal to creditors.

It is recommended that each agreement or resolution sought be clearly labelled to enable easy reference to the table at section 3 of the report and Schedule A (e.g. Work already done, Future work ...).

A separate description of work already done/future work (i.e. as at Schedule A) must be provided for retrospective and prospective remuneration (though it can be incorporated into one table with separate columns).

Separate resolutions should be provided for each period of retrospective and prospective remuneration. If one resolution is put, each period of retrospective and prospective remuneration has to be separately identifiable in the resolution. Any resolution(s) must be consistent with the table at section 3 of the report.

A resolution on remuneration must not be bundled with any other resolution.

A separate Remuneration Approval Report is NOT required for retrospective and prospective remuneration or each resolution sought.

**Retrospective fee resolutions** must clearly state the terms of the agreement sought, including:

- the amount to be approved;
- the period that the remuneration approval relates to; and
- when the remuneration will be drawn.

**Prospective fee resolutions** must clearly state the terms of the agreement sought, including:

- the period that the remuneration approval relates to;
- the monetary cap on the remuneration;
- an explanation as to what the cap represents; and
- when it is proposed that the fees be drawn.

**Example resolutions:**

### **Retrospective**

“That the remuneration of the [*Appointee Type*] for the period [*start date*] to [*end date*], calculated at hourly rates as detailed in the report to creditors of [*date*], is approved for payment in the sum of \$[*amount excluding GST*], plus GST of \$[*GST amount*], and that the [*Appointee Type*] can draw the remuneration immediately or as required.”

### **Prospective**

“That the future remuneration of the [*Appointee Type*] from [*start date*] to [*end date or point in time*] is determined at a sum equal to the cost of time spent by the [*Appointee Type*] and their

partners and staff, calculated at the hourly rates as detailed in the report to creditors of [date], up to a capped amount of \$[capped amount], exclusive of GST, and that the [Appointee Type] can draw the remuneration on a monthly basis or as required”.

***Prospective with rate increase***

That the future remuneration of the [Appointee type] from [date] to [date or point in time] is determined at a sum equal to the cost of time spent by the [Appointee type] and their partners and staff, calculated at the hourly rates as detailed in the report to creditors of [date] that may be increased at a rate of [number]% at 1 July each year (rounded to the nearest \$10), up to a capped amount of \$[capped amount], exclusive of GST, and that the liquidator can draw the remuneration on a monthly basis or as required”.

## Schedule D - Disbursements *[Only required if approval is being sought for disbursements]*

Example formats are provided for voluntary administrations (assumes 5 potential resolutions to cover the period from appointment to end of liquidation – edit as required) and an appointment with a prospective and retrospective resolution. Use the example format appropriate for your appointment type.

### *[Example VA]*

Period	Disbursements already incurred (approve actual amount)		Future disbursements (approve basis to a capped amount)			
			Future disbursements to meeting date	If DOCA approved		If coy wound up
				Future disbursements from meeting to ex of DOCA	DOCA disbursements	Liquidation disbursements
	[date 1] to [date 2]		[date 2] to [meeting date]	[meeting date] to execution of DOCA	From execution of DOCA to finalisation of DOCA	[meeting date] to finalisation of liquidation
<b>Amount (ex GST)</b>		\$	[\$] (CAP)	[\$] (CAP)	[\$] (CAP)	[\$] (CAP)
<b>Disbursement type</b> <i>[examples only – amend as appropriate]</i>	<b>Basis</b>					
Photocopying, printing			<i>[insert basis]</i>			
ASIC Charges for appointments and notifiable events	Refer below		Refer below			
Travel reimbursement			<i>[insert basis]</i>			
Meals allowance			<i>[insert basis]</i>			
Stationery – folder			<i>[insert basis]</i>			
Stationery – filing index			<i>[insert basis]</i>			

Note: staff payments have been included in this table. Firms need to decide whether to obtain approval of these or not. If a staff member is a related entity of the Appointee (eg. spouse, child etc), approval will be required.

Note, you do not need to have future approval of Internal Disbursements in advance. However, you do need to disclose the basis that future Internal Disbursements will be charged on if you intend to make a claim in the future.

### **ASIC Industry Funding Levy *[only if seeking recovery of ASIC IFM]***

*[Provide sufficient information to creditors to enable them to understand what the amount is for and how it has been calculated in accordance with PS17: Disbursements and expenses.]*

### **Resolutions**

*[Include disbursement resolutions here]*

***[Example external administration with retrospective and prospective disbursements – not VA]***

	Disbursements already incurred (approve actual amount)		Future disbursements (approve basis to a capped amount)
<b>Period</b>	[date 1] to [date 2]		<b>[\$] (CAP)</b>
<b>Amount (ex GST)</b>		\$	
<b>Disbursement type</b> <i>[examples only – amend as appropriate]</i>	<b>Basis</b>		<b>Basis</b>
Photocopying, printing			<i>[insert basis]</i>
ASIC Charges for appointments and notifiable events	Refer below		Refer below
Travel reimbursement			<i>[insert basis]</i>
Meals allowance			<i>[insert basis]</i>
Stationery – folder			<i>[insert basis]</i>
Stationery – filing index			<i>[insert basis]</i>

Note: staff payments have been included in this table. Firms need to decide whether to obtain approval of these or not. If a staff member is a related entity of the Appointee (eg. spouse, child etc), approval will be required.

Note, you do not need to have future approval of Internal Disbursements in advance. However, you do need to disclose the basis that future Internal Disbursements will be charged on if you intend to make a claim in the future.

**ASIC Industry Funding Levy *[only if seeking recovery of ASIC IFM]***

*[Provide sufficient information to creditors to enable them to understand what the amount is for and how it has been calculated in accordance with PS17: Disbursements and expenses.]*

**Resolutions**

*[Include disbursement resolutions here]*

**Schedule [X] – Explanation where remuneration previously approved** *[only required if previous prospective remuneration has been approved]*

*[Where you have had previous prospective approval of remuneration, and you are seeking further approval for the same period or tasks, you need to provide an explanation as to why you are seeking further remuneration approval. This is because prospective approvals are estimates to a capped amount and you are now seeking a further approval beyond that cap and you need to explain why.*

*When you initially asked for approval of the prospective amount, you indicated what tasks you were going to do for that prospective remuneration. You need to explain to creditors what was done, and if you haven't done everything you said you were going to do, or it is costing more than you thought it was going to cost – why that is the case.*

*If you have had more than one prior prospective approval, you should provide an explanation for all prior prospective approvals and why further approval is now required.*

*When you do not need to provide an explanation for previous approvals:*

- *You have only ever sought approval on a retrospective basis*
- *You are not seeking approval for the same period as a previous approval (unless it covers the same tasks)*
- *You are not seeking approval for the same tasks as a previous approval (unless it covers the same period).*

*The example provided below is to assist Members with preparing their RARs. It are not intended to cover every situation and Members should use their professional experience to ensure that the RAR is suitable for the particular Administration and provides the creditors with the information they need to make an informed decision on the remuneration approval request.*

**Example wording to provide a detailed *explanation of differences between current and previous prospective approvals.***

*At the creditors meeting of [date] OR via proposal dated [date], creditors approved my prospective remuneration of \$[amount]. To date, I have drawn \$[amount] and applied it in payment of my remuneration. My remuneration has exceeded this cap and in this report I am now seeking approval of a further capped amount of \$[total] to enable me to complete the liquidation*

*To assist creditors with understanding how total remuneration has and/or will be incurred, this table shows remuneration to date, including the current claim(s), divided by task categories.*

<b>Task</b>	<b>Fees already approved as at [date] \$</b>	<b>Approval sought for work already done \$</b>	<b>Approval sought for future work \$</b>	<b>Total per task \$<sup>@</sup></b>
Assets				
Creditors				

Employees				
Trade On				
Investigation				
Dividend				
Administration				
TOTAL*				
Total remuneration previously approved <sup>%</sup>				
Difference (see table below for further explanation) <sup>#</sup>				
<b>Payment reconciliation:</b>				
TOTAL* (incl. amount claimed now)				[= Total above]
Amount paid to date				
Amount outstanding (incl amount claimed now)				
Notes (delete before sending)				
* This total should reconcile with the totals provided in the Summary (i.e. being the total of past remuneration approvals together with the current approval(s) sought irrespective of whether paid yet or not)				
% Approvals (being prior approvals before this request) must reconcile to next table.				
@ Total (prior approvals and this approval) must reconcile to next table.				
# Difference must reconcile to amount in next table				

*In this table I compare, on a task basis, the difference between my previous remuneration report and this report, together with explanations for the difference.*

<b>Task</b>	<b>Fees already approved as at [date] \$</b>	<b>Total per task (from previous table) \$</b>	<b>Difference \$</b>	<b>Reasons for differences</b>
Assets				
Creditors				
Employees				
Trade On				
Investigation				
Dividend				
Administration				
TOTAL	%	@	#	
Refer notes from previous table (delete before sending)				

*I also make the following general comments regarding the progress of the [appointment type] that have affected my previous remuneration estimate: [insert details here]*

*I have provided an explanation of tasks remaining to be completed, including my estimated costs to complete those tasks, to support my current remuneration approval request, at section [X] of the report and in Schedule [X]. [link to relevant section of the report and supporting schedule that you have provided to support remuneration approval request]*

## Schedule [X] – Summary of receipts and payments

## Appendix 4: Guidance for Court applications

The following is a checklist of matters for consideration when preparing an application to Court for the approval of Remuneration.

## Court remuneration approval request guide

Administration name: \_\_\_\_\_

Administration type: \_\_\_\_\_

Period that remuneration approval relates to: \_\_\_\_\_ to \_\_\_\_\_

Amount of remuneration sought: \$ \_\_\_\_\_

Amount of WIP written off: \$ \_\_\_\_\_

This checklist provides a list of information that should be provided to your solicitor for incorporation into an affidavit to accompany an application to court for approval of remuneration.

	<b>Task</b>
	<b>Previous applications</b>
<input type="checkbox"/>	List details and orders relating to any earlier applications
	<b>Liquidator's experience</b>
<input type="checkbox"/>	Details of liquidator's registration
<input type="checkbox"/>	Details of liquidator's relevant experience
<input type="checkbox"/>	Details of appointment
<input type="checkbox"/>	Details of ARITA membership and compliance with the ARITA Code
<input type="checkbox"/>	Specific reference to relevant part of the Code relating to remuneration and compliance with the principals and standards of conduct of those parts
	<b>Experience of staff</b>
<input type="checkbox"/>	List of staff assisting on the Administration and their position
<input type="checkbox"/>	Details of the tasks attended to by each staff member
<input type="checkbox"/>	CVs attached for any specialist staff to demonstrate their expertise for the required tasks
	<b>Background</b>
<input type="checkbox"/>	Explain the background of the Administration
<input type="checkbox"/>	Explain the matters undertaken in the period
<input type="checkbox"/>	Explain the information that was provided to creditors in the Initial Remuneration Notice, including the basis of remuneration chosen by the Administrator, the reasons why that basis was chosen, and the estimated remuneration amount disclosed to creditors.
<input type="checkbox"/>	Explain if remuneration approval has previously been sought from creditors and the outcome of that request
	<b>Recoveries</b>
<input type="checkbox"/>	Detail all recoveries made in the Administration
<input type="checkbox"/>	Explain any unsuccessful recovery actions and why it was reasonable to have commenced these actions
	<b>Planning</b>
<input type="checkbox"/>	Explain what work streams were established for the Administration and why they were appropriate.
<input type="checkbox"/>	Explain work plans developed to manage each work stream and how appropriate tasks were undertaken by appropriate staff.

	<b>Complexity</b>
<input type="checkbox"/>	Explain any complexities in the Administration which influenced the remuneration sought and required the involvement of specialised staff
	<b>Time recording</b>
<input type="checkbox"/>	Describe the system of time recording used by the firm
<input type="checkbox"/>	Describe how time recording occurs within the firm (eg contemporaneously)
<input type="checkbox"/>	Detail the system of review of time charged (eg how often WIP is reviewed)
<input type="checkbox"/>	Make a statement regarding outcomes of reviews of the WIP (eg In my experience, when reviewing the WIP, the appropriate staff member did the appropriate task)
<input type="checkbox"/>	Explain that time is recorded to categories of tasks
<input type="checkbox"/>	Explain the different categories used
<input type="checkbox"/>	Explain the types of tasks undertaken in relation to each category
	<b>Future remuneration</b>
<input type="checkbox"/>	Identify the amount claimed for prospective remuneration
<input type="checkbox"/>	Identify the tasks which still need to be undertaken
	<b>Bill of cost statements</b>
<input type="checkbox"/>	Annex the calculation of remuneration matrix from section 3.2 of remuneration approval report template
<input type="checkbox"/>	Annex bill of costs for each staff member and explain the average charge out rate for each major task category, what level of staff that average rate equates to and why it is appropriate
<input type="checkbox"/>	Annex bill of costs for each category of tasks and an explanation of why the tasks were required and what value they added
<input type="checkbox"/>	Annex bill of costs for remuneration sought
	<b>Time not claimed</b>
	Note: Write offs of time charged to WIP as a result of regular review appears to be better regarded by the Court than a flat % write off prior to seeking approval
<input type="checkbox"/>	Details of any time written off and the reasons why
<input type="checkbox"/>	If this is the final application and work will be completed that isn't included in this application, detail work that will be done and estimated cost
	<b>Creditor dividends</b>
<input type="checkbox"/>	Detail past dividends to creditors
<input type="checkbox"/>	Detail estimated future dividends to creditors
	<b>Percentage basis</b>
<input type="checkbox"/>	Annex a schedule which shows remuneration as a percentage of recoveries

Checklist completed by: \_\_\_\_\_

Date completed: \_\_\_\_\_

Appointee review: \_\_\_\_\_

Appointee review date: \_\_\_\_\_

This guide does not constitute legal advice. It contains a summary of basic information on the topic. It is not a substitute for legal advice. Some requirements of the law referred to may have important exceptions or qualifications. This document may not contain all of the information about the law or the exceptions and qualifications that are relevant to your circumstances. ARITA encourages you to seek professional legal advice when making an application to Court for the approval of remuneration.  
Version date: July 2019

# Practice Statements Insolvency 8: Remuneration

**Approved: 16 September 2019**

This Practice Statement provides guidance to Members on matters to do with Remuneration, including what is meant by necessary and proper, average charge out rates and bases of calculation.

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### Refer also to

- Code of Ethics
- COPP: Insolvency Services, section 5: Remuneration, Disbursements and Expenses
- PSI5: Remuneration Reporting
- PSI7: Disbursements and Expenses

## 8.1. Interpretation and Definitions

Members must refer to Sections 3 and 4 of the COPP: Introduction for how the Practice Statement is to be interpreted and applied.

Definitions that apply to the Standard are at Section 6 of the COPP: Introduction.

## 8.2. Necessary and Proper

### Refer also to

- COPP: Insolvency Services section 5.3 Entitlement to Remuneration and Disbursements

The COPP: Insolvency Services provides an entitlement for Members to claim for Remuneration and Disbursements which are necessary and proper.

A key aspect of ensuring that the necessary and proper remuneration is claimed for Professional Services performed for an Administration is to ensure any work is completed in the most efficient and effective manner.

In determining how to perform the Administration in the most efficient and effective manner the Member should use their commercial and professional judgement and may consider:

- (a) the complexity of the Administration;
- (b) the level of expertise required to complete the necessary tasks in the Administration;
- (c) the availability of sufficient staff to complete the Administration;
- (d) the remuneration rates for staff that apply to the Administration (including, where relevant, consideration of different rates applicable in different locations);
- (e) the resources required to complete the Administration and each relevant task;
- (f) the urgency for tasks to be completed;
- (g) the location of the Administration (including travel requirements);
- (h) the specialised nature of the Administration (if any); and
- (i) whether the allocation of tasks is cost effective. *[comparable to APES 330 Appendix 3]*

### 8.2.1 Work in progress reviews

#### Refer also to

- COPP: Insolvency Services:
  - Section 5.3 Entitlement to Remuneration and Disbursements
  - Section 5.4 Declaration regarding review of work in progress
- PSI5: Remuneration reporting, includes declaration about work in progress review at:
  - Section 5.3
  - Appendix 3 Template: Remuneration Approval Report

The guidance in this section of the Practice Statement only applies where time based charging is used.

Under the ARITA Code, Members have an entitlement to Remuneration in respect of necessary and proper services performed. It is the Member's obligation to ensure that claims are only made for necessary and proper amounts.

It is recommended that a Member conduct regular reviews of any Work in Progress to ensure that all time charged to the Administration is for necessary work, properly performed. *[comparable to APES 330 Appendix 1]*

When making a remuneration claim, section 5.4 of the COPP: Insolvency Services requires that the Remuneration Approval Report must include a declaration that the progress report for the Administration has been reviewed to ensure that remuneration is only being claimed for necessary and proper remuneration. It is highly recommended that prior to preparing a Remuneration Approval Report, a Member undertake a final review of the Work in Progress.

These reviews would include checking:

- that only allocated staff are charging time to the Administration
- the tasks that each staff member is undertaking to ensure the appropriate staff member is undertaking each task
- that time being taken for tasks is in accordance with what would be expected considering the complexity of the issues
- that the tasks being undertaken are necessary for the Administration
- that time is being charged contemporaneously; and
- the quality of the narrations being recorded in the time recording system.

The Member should ensure, upon these reviews, that any time not for necessary work, properly performed, is written off.

## 8.2.2 Average charge out rates

### Refer also to

- COPP: Insolvency Services section 5.3 Entitlement to Remuneration and Disbursements

The guidance in this section of the Practice Statement only applies where time based charging is used.

As part of determining whether a claim for Remuneration only relates to necessary and proper amounts, it is recommended that Members consider the average charge out rate per task area to determine if it is appropriate for the complexity of task undertaken. This is a means of assisting the Member with assessing whether the Remuneration claim is necessary and proper.

For example, the average charge out rate for the administration task area would generally be lower than the average charge out rate for assets or investigations which generally involve more complex tasks.

The average charge out rate for each task area should be compared to the scale of hourly rates to determine approximately what level of employee the average charge out rate equates to and whether this is appropriate for the complexity of the tasks undertaken.

### **Example**

Although a mix of staff worked on a task area, the average charge out rate is equivalent to an assistant manager – is this appropriate considering the tasks undertaken?

If such an analysis shows that the appropriate staff allocation did not occur, the Member should consider either writing-off hours or reducing charge out rates to ensure that the fees charged are appropriate for the work performed.

### **8.2.3 Costs of communicating with Regulators or professional bodies**

Remuneration for time spent communicating with regulators or Professional Bodies in relation to the following matters is not necessary and proper:

- complaints about the Member or the conduct of a particular Administration, unless the complaint is deemed spurious by the Regulator;
- regulator surveillance, professional audits, inspection of files or disciplinary actions,
- peer reviews; or
- unsuccessfully defending a breach of the law or applicable professional and ethical standards, subject to any order of the court. *[comparable to APES 330 Appendix 3]*

### **8.2.4 Costs of claiming Remuneration**

A Member may claim the necessary and proper costs of record keeping and seeking approval or determination of their claim for remuneration. *[comparable to APES 330 Appendix 3]*

## **8.3. Recording of Work Done**

### **Refer also to**

- PSI5: Remuneration reporting, Appendix 3 Template: Remuneration Approval Report

Regardless of the Remuneration method to be applied, the Member needs to maintain a proper record of work that was done on an Administration in order to:

- claim Remuneration; and
- report to creditors on the progress of the Administration.

Where time based costing is used, the Member has to maintain a system that requires staff to record:

- the period of time spent;
- the categories of the work performed (see Remuneration Report Template);
- details of the work being performed; and
- contemporaneously at the time the work is done in order to maximise accuracy.

ARITA's Remuneration Approval Report Template provides a description of some common work categories that should be used (refer PSI 5: Remuneration Reporting Appendix 3).

## 8.4. Bases of calculation

### Refer also to

- COPP: Insolvency Services section 5.1 Bases of remuneration
- PSI5: Remuneration reporting Appendix 2 Template: Initial Remuneration Notice

### 8.4.1 Time based charging

Time based is a common form of charging. Members calculate Remuneration by reference to the hourly or time unit rate which is applied to the time spent on necessary work properly performed.

### 8.4.2 Prospective Fee Approval

A Member may seek approval from the Approving Body for time based Remuneration to be determined in advance of the work to be performed. The approved amount must have a Cap to a nominated limit.

The claim for Remuneration will subsequently be calculated on a time basis for necessary work properly performed and can be drawn without further approval of creditors up to the Cap.

The hourly rates to be applied may be increased by an agreed formula where the escalation factors are objectively and independently determinable. If a Member wants to be able to increase hourly rates that are charged on an Administration in the future without having to obtain creditor approval, a specific formula must be included in the resolution for the approval of the prospective Remuneration (for example, rates are increased annually by the CPI amount).

A reference to changes in rates from time to time (or similar) cannot be included in resolutions to approve prospective fees.

Any increase approved does not apply to the capped total, only to the hourly charge rate.

If a Member wishes to change the capped amount, or the hourly rate scale other than as agreed, a Member will need to seek approval of the Approving Body.

### 8.4.3 Fixed fee

### Refer also to

- COPP: Insolvency Services, section 5.6 Fixed fees

A Member may claim Remuneration based on a quoted fixed amount with creditor approval. A fixed fee arrangement provides certainty to creditors about how much the Remuneration claim will be. The risk of excessive time spent is transferred to the Member.

It is recommended that a fixed fee is set at the commencement of the Administration or prior to commencing the tasks covered by the fixed fee.

If a Member chooses to have Remuneration set on a fixed fee basis for an Administration, there is no requirement to maintain time based recording for that Administration.

### **Examples**

- In a small Administration, where the issues can reasonably be anticipated, the Member may wish to have Remuneration approved for a fixed amount soon after appointment.
- Towards the end of an Administration where Remuneration has been based on a time basis, a Member may choose to charge a fixed fee for work to be done in finalising the Administration, rather than obtaining prospective approval on an hourly basis to a capped amount.

#### **8.4.4 Percentage**

A Member may claim Remuneration based on a percentage of a particular factor, usually assets disclosed, assets realised and/or dividends paid.

It is recommended that a percentage fee is agreed with creditors at the commencement of the Administration or prior to commencing the tasks covered by the percentage fee.

Members wanting to use a percentage basis in a personal Administration, need to comply with the maximum percentages prescribed by the Bankruptcy Act.

#### **8.4.5 Success or Contingency Fees**

##### **Refer also to**

- COPP: Insolvency Services, section 5.5 Contingent Fees

A success or contingency fee provides for a specified bonus, success fee, super-profit or additional percentage as Remuneration, in the event that a specified contingent future event occurs or particular circumstances arise.

COPP: Insolvency sets detailed requirements around when a success or contingency fee may be appropriate (refer section 5.5).

It is recommended that if a success or contingency fee is determined appropriate, it is set prior to commencing the tasks covered by the fee arrangement.

### **8.5. Changing basis of Remuneration**

##### **Refer also to**

- COPP: Insolvency Services, section 5.6 Fixed fees

The basis for claiming Remuneration may be changed with full disclosure to creditors and creditor consent, however changing the basis to time based is only possible if proper records have been kept of time and activity. Note the restriction on fixed fees in COPP: Insolvency Services, section 5.6.



TO INVESTORS AS ADDRESSED

18 July 2022

**EQUITITRUST INCOME FUND  
(RECEIVER APPOINTED) (the Fund or EIF)  
ARSN 089 079 854**

## **1. INTRODUCTION**

I refer to my previous reports and now provide my 37<sup>th</sup> update to Investors since my appointment as Court appointed Receiver and person responsible for winding up the EIF on 21 November 2011. This report should be read in conjunction with my previous reports to Investors.

Since my last report dated 25 May 2021, I have been taking steps to finalise the winding up of the Fund with a view to paying an equalisation payment to certain investors who did not receive a return of capital in the 2011 financial year and a final distribution to investors.

On 13 August 2021, and as previously advised to members, I made an application to court seeking to:

- Resolve any outstanding claims by the Liquidators of Equititrust Ltd (In Liquidation) (**EL Liquidators**) (refer Section 2.2);
- Seek authority from the Court to pay an equalisation payment to Investors who did not receive a return of capital in the 2011 financial year and pay a final distribution (including the equalisation payment) to Investors to finalise the winding up of the Fund.
- Approve my outstanding remuneration from 1 May 2020 to 30 June 2021 and further remuneration to finalise the administration;
- Other ancillary orders.

Copies of the application and supporting affidavits can be found on the websites [www.equititrust.com.au](http://www.equititrust.com.au) and [www.equititrustincomefund.com.au](http://www.equititrustincomefund.com.au)

As detailed at Section 2.2, the finalisation of the winding up is being delayed by the EL Liquidators who have, on a number of separate occasions, failed to comply with the Court directions for the filing and service of documents in respect of the multiple applications they have brought, which relate to their claim to be indemnified out the Fund in the amount of \$2.7M.

## 2. CREDITOR CLAIMS

### 2.1. Other Creditors

As previously advised, there are a number of creditors that are required to be paid before the equalisation payment and the final distribution can be made to Investors, which include:

- Trade creditors, which relate to liabilities necessarily incurred in the winding up of the Fund.
- Claims against the Fund made by the EL Liquidators (refer Section 2.2 below).
- Receiver's remuneration and outlays.

### 2.2. Claims by the Liquidators of EL and Claims by Creditors

As advised in my previous reports to Investors, repeated attempts have been made to resolve all claims between the Fund and the EL Liquidators in respect of a costs order awarded against EL in the proof of debt proceedings and the amount owing at the date of their appointment (where I consider monies are owing to the Fund) and any amount due to the EL Liquidators after their appointment in relation to costs reasonably and properly incurred by them pursuant to the terms of the Fund's constitution.

I have provided a detailed update regarding this matter in my previous reports to Investors which formed the background of an application I caused to be made to Court on 3 August 2018 in which I sought directions to resolve any outstanding claims against the EIF.

That application was (part) heard by the Honourable Justice Boddice in the Supreme Court of Queensland on 12 October 2018 with orders handed down on 2 April 2019 (Order). The application was otherwise adjourned to a date to be fixed. A copy of the Order made by the Honourable Justice Boddice on 2 April 2019 is available on the EIF websites [www.equitrust.com.au](http://www.equitrust.com.au) and [www.equitrustincomefund.com.au](http://www.equitrustincomefund.com.au).

In January 2020, the EL Liquidators provided me with details of Creditor Indemnity Claims pursuant to the Order. These claims have now been resolved with claims totalling \$23,988.40 being accepted out of the total \$8.64M claimed by the EL Liquidators.

I continued to correspond with the EL Liquidators in an attempt to explore a resolution of the EL Liquidators' claim against the Fund for remuneration and costs, however as they have to date not provided sufficient information or explanations of why the work was done, why it was required and why it should be paid from the Fund, I was forced to bring an application in Court to seek orders for any claim by them to be progressed or abandoned.

As stated at section 1 above, on 13 August 2021, I made an application to Court for directions to resolve the remaining outstanding matters in order to conclude the winding up of the Fund which included:

- Resolution of any outstanding claim by the EL Liquidators for an indemnity from the Fund for their remuneration and expenses;
- Application of an equalisation payment to the members of the Fund;
- Final distribution to members of the Fund;
- Final remuneration claim by the court appointed receiver of the Fund; and
- The finalisation of the Fund (including but not limited to the preparation of and audit of the final accounts and the deregistration of the Fund).

The Court subsequently made orders for the EL Liquidators to lodge an Indemnity Application and for the other matters to be adjourned to a date to be fixed pending resolution of that Application.

The EL Liquidators lodged an Indemnity Application on 28 September 2021, and were required under the orders made by the Honourable Justice Boddice on 1 October 2021, to serve a Points of Claim by 15 October 2021. The Points of Claim was not served by 15 October 2021, and was instead received on 22 October 2021. The Points of Claim sought payment of up to \$2.7M for remuneration and expenses, but did not include the Particulars or the Schedules referred to therein which provide crucial information regarding how the \$2.7M of claimed costs and disbursements were incurred.

On 4 November 2021, the Honourable Justice Williams made timetabling orders for the progression of the matter (**November Order**), which required the EL Liquidators to serve further particulars by way of a summary of the categories of each of the costs and disbursements claimed in their Indemnity Application by 11 November 2021 (**Summary**). In breach of the November Order, the summary was served by the EL Liquidators on 19 November 2021. I was required under the November Order to serve a Points of Defence responding to the Summary by 25 November 2021, however due to the EL liquidator's delay, I was unable to file and serve a Points of Defence until 6 December 2021. Additionally, on 2 December 2021, the EL Liquidators filed and served an amended version of their Indemnity Application, and an amended Points of Claim.

On 8 December 2021, the Honourable Justice Martin made further directions for the proceeding, requiring the EL Liquidator to serve any application for the determination of a separate question and affidavits in support of same by 14 December 2021 (**Separate Question Application**) (**December Order**). In breach of the December Order, the Separate Question Application and an unsealed copy of a supporting affidavit was served on 17 December 2021. Pursuant to a further order of the Court dated 17 December 2021 (**Second December Order**), the Separate Question Application was listed for a hearing on 28 February 2022, and the EL Liquidators were required to serve any further material upon which they intended to rely by 14 January 2022. In breach of the Second December Order, and despite numerous letters from my solicitors to the EL Liquidators following up same, the EL Liquidators did not file and serve their additional material until 4 February 2022.

Shortly prior to the hearing date of the Separate Question Application, on 25 February 2022, the EL Liquidators made an application to adjourn the matter until 6 May 2022. As members had not been served with a number of documents, orders were made to adjourn the matter to a date to be fixed not less than 21 days after all relevant material is served. The EL Liquidators were also ordered to pay my costs thrown away by the adjournment of the hearing of the Separate Question Application.

Despite following the EL Liquidators up on a number of occasions, they have not progressed either their Indemnity Application or the Separate Question Application, and have in fact indicated in correspondence to my solicitors that they intend to bring a further Application which is related to their claim to be indemnified out of the Fund.

My solicitors have urged the EL Liquidators to progress the amended Indemnity Application by filing and serving the required supporting material which demonstrates why they are entitled to be indemnified out of the Fund in the amount of \$2.77M, to abandon the Separate Question Application as it will not resolve their claim for indemnity and to promptly file and serve the additional foreshadowed application. In circumstances where I have conducted the winding up of the Fund and I have not received sufficient

supporting material justifying the EL Liquidators' claims for up to \$2.7M, I remain unsure of exactly what their claim is for and how the work being claimed related to and benefitted the Fund.

Material relating to the applications can be found on the Updates Page of the websites [www.equititrust.com.au](http://www.equititrust.com.au) and [www.equitrustincomefund.com.au](http://www.equitrustincomefund.com.au) under **EIF Receiver's Court Application for Directions - Hearing Date 1 October 2021 and Liquidators Reports.**

### **3. RECEIVER'S REMUNERATION AND EXPENSES**

There have been eleven applications to Court to date to approve my remuneration since the date of my appointment on 21 November 2011. My eleventh application was included in the Winding Up application filed on 13 August 2021 and where I have sought orders fixing my remuneration:

- For the period 1 May 2020 to 30 June 2021 (14 months) in the amount of \$211,274.25 (Inc GST) (approximately \$15,091.02 per month); and
- For the period from 1 July 2021 to the end of the receivership in the amount of \$275,000.00 (Inc GST).

Given the ongoing delays caused by the EL Liquidators not progressing their application, it is likely the costs to conclude the receivership will exceed the above amount of \$275,000. Once the Indemnity Application has been determined I will revise my estimate and provide an updated estimated return to investors that takes account of any amounts to be paid to the EL Liquidators.

### **4. UPDATING YOUR CONTACT DETAILS**

If Investors wish to update their postal address or bank details, a request should be submitted in writing to the following address.

Equititrust Income Fund (Receiver Appointed)  
C/- BDO  
GPO Box 457  
Brisbane QLD 4001

### **5. QUERIES**

All queries should be directed to this office, as follows:

Phone: (07) 3237 5999  
Email: [equititrust@bdo.com.au](mailto:equititrust@bdo.com.au)

All updates to Investors are posted to the websites; [www.equitrustincomefund.com.au](http://www.equitrustincomefund.com.au) and [www.equititrust.com.au](http://www.equititrust.com.au).

Yours faithfully



David Whyte  
Receiver

Summary of Receipts and Payments for the Period  
21 November 2011 to 30 April 2023

Receipts	\$	\$
Bank Guarantees Released for Distribution		39,066.65
Interest Income		1,253,112.16
<i>Loan Recoveries:</i>		
Boothers Pty Ltd	1,753,423.65	
Checkling Pty Ltd	5,227,139.29	
Corymbia Corporation Pty Ltd	14,126,212.53	
Corymbia Estates Pty Ltd	4,886,247.31	
East Coast Pty Ltd	2,394,502.16	
Elysian Marketing Pty Ltd	412,821.57	
Gamp Developments Pty Ltd	482,510.23	
Gonfanon Pty Ltd	2,354,818.22	
Hollyander	344,457.88	
Kele Property Group (Port Macquarie) Pty Ltd	1,101,864.86	
Kristine Newton	2,665,906.97	
Lazar	22,701.00	
McCracken	1,575,000.00	
Morvale Land Pty Ltd	3,897,632.45	
Mountbell Pty Ltd	641,481.75	
National Resorts Corporation	2,205,458.07	
Resort Corporation Australia (No 2) Pty Ltd	824,745.90	
Robert Hardy, Elysian Marketing Pty Ltd and Mark J	5,899.05	
Rosea Pty Ltd	1,195,250.59	
Rural Security Holdings Pty Ltd	50,000.00	
Spottiswood, Graham (A Bankrupt)	2,195,580.51	
Star Sky Investments Pty Ltd	27,287.94	
Summer Hill Business Estate Pty Ltd	18,237.41	
Taylor, AG & SK	215,438.34	
Toowoomba (Foundry Shopping Centre) Pty Ltd	4,807,860.63	
Tweed Central Pty Ltd	7,097,417.88	
Valencia Grove Pty Ltd	1,803,390.00	
Walsh	508,367.95	
Western Land Corporation	1,070,456.17	
Windsor Turf Pty Ltd	4,248.55	
Wirrina Cove	11,060,487.23	
Wonderkids Pty Ltd	10,000.00	74,986,846.09
<i>Other Income:</i>		
GST Refund	344,335.77	
Pre-appointment ATO lodgements	106,908.00	
Fees earned from Release of Mortgage	3,624.78	
Other Sundry Income	2,300.40	
Sale of Plant and Equipment	800.00	
Refunds received	655.06	458,624.01
<i>Distributions:</i>		
Unsuccessful distribution payments - Second Interim Distribution	405,045.75	
Unsuccessful distribution payments - Third Interim Distribution	398,441.97	803,487.72
Transfer from Pre-appointment accounts		1,263,719.13
<b>Total Receipts</b>		<b>78,804,855.76</b>
<b>Payments</b>		
Advertising		31,372.04
Bank Charges		55,456.26
Bank Guarantee		159,376.48
Consultant fees		260,477.55
<i>Distressed Loan funding:</i>		
Boothers Pty Ltd	369,065.51	
Checkling Pty Ltd	772,377.36	
Corymbia Corporation Pty Ltd	3,379,911.12	

Corymbia Corporation Pty Ltd (uncompleted works bonds bank	928,389.59	
Corymbia Estates Pty Ltd	841,588.10	
CTP Pty Ltd	21,571.00	
East Coast Pty Ltd	505,991.96	
Gamp Developments Pty Ltd	108,801.41	
Glenrowan Land Pty Ltd	4,215.00	
Gonfanon Pty Ltd	189,280.34	
Graham Spottiswood (A Bankrupt)	739,361.67	
Kele Property Group (Port Macquarie) Pty Ltd	354,039.69	
Morvale Land Pty Ltd	828,555.99	
Mountbell Pty Ltd	180,436.78	
National Resorts	370,284.58	
Newton, Kristine Lorraine	6,597.01	
Resort Corporation Australia (No 2) Pty Ltd	117,136.25	
Rosea Pty Ltd	7,888.16	
Spottiswood, Graham (A Bankrupt)	193,743.37	
Toowoomba (Foundry Shopping Centre) Pty Ltd	1,668,608.37	
Tweed Central Pty Ltd	1,003,079.98	
Tweed Central Pty Ltd (uncompleted works bonds)	100,529.55	
Valencia Grove Pty Ltd	126,745.19	
Walsh	149,264.75	
Western Land Corporation	406,365.17	
Windsor Turf Pty Ltd	424,059.35	
Wirrina Cove	10,812,775.43	24,610,662.68
Office Establishment expenses		14,909.51
Document Production & Stationary		51,526.53
GST Paid		1,599,375.91
Insurance		31,415.50
IT expenses		444,465.65
Legal Fees		4,066,910.10
Applicant's assessed costs in the proceedings to wind up the EIF		55,814.27
Mclvor Superannuation Fund (Payment into Court)		3,495,953.42
Office Rental charge		91,542.60
PAYG Paid		107,976.00
<i>Receiver's Fees</i>		
Remuneration		4,964,740.20
Outlays		157,787.25
<i>Reimbursement of Expenses - Equititrust Limited</i>		
Pre-appointment (prior to 21 November 2011)	653,867.63	
Post-appointment (subsequent to 21 November 2011)	305,682.62	
ETL Receivers Fees and Disbursements	137,431.00	1,096,981.25
Secured Creditor Fees and Charges (Bill Facility)		600,527.80
<i>Secured Creditor distribution</i>		
Commonwealth Bank of Australia		54,409.25
National Australia Bank		8,400,000.00
Settlement of Liquidators claim		425,000.00
Statutory Fees		1,199.00
Telephone, Fax & Internet		2,494.80
Unit Holders - Accrued interest 30/06/2010	139,540.72	
113 Unit Holders - First and Second Interim Distribution payment	27,656.54	
Unit Holders 5 cent -First Interim distribution	9,674,923.19	
Unit holders 3 cent - Second Interim Distribution (Paid via EFT)	5,321,892.86	
Unit holders 3 cent - Second Interim Distribution (Paid via Cheque)	568,570.41	
Unit holders 3 cent - Third interim distribtion (Paid via EFT)	5,362,371.32	
Unit holders 3 cent - Third interim distribtion (Paid via Cheque)	425,136.39	21,520,091.43
Wages & associated reimbursements		408,907.28
<b>Total Payments</b>		<b>72,709,372.76</b>
<b>Closing Balance</b>		<b>6,095,483.00</b>
Add: Unpresented Cheques		80,761.37
<b>Closing Cash at Bank</b>		<b>6,176,244.37</b>