



## Progressive Steps of Administration Taken

18 September 2023

A brief overview of the steps I have taken in this liquidation is provided below:

- Opened an administration bank account;
- Contacted all banks in order to secure Company funds held in any bank account;
- Liaised with Company's bankers;
- Review of general insurance requirements;
- Discussions with the Company's Directors;
- Notified service providers to advise of the appointment;
- Corresponded with various State and Territory Government agencies;
- Searched personal property securities (PPS) registered on the PPS Register (PPSR);
- Lodgments and notifications of appointment with relevant statutory bodies;
- Preparation and dissemination of initial circular to creditors;
- Preparation of creditor updates and correspondence to creditors;
- Liaised with creditors of the Company in relation to their claims;
- Sought and obtained the books and records of the Company from various parties;
- Sought out and appointed a business broker calling for expressions of interest;
- Sought out and appointed property, plant and equipment valuers;
- Sought out and appointed wine industry experts to advise on the Company's wines stock holdings.