

GUIDE TO SUBMITTING PROOF OF DEBT

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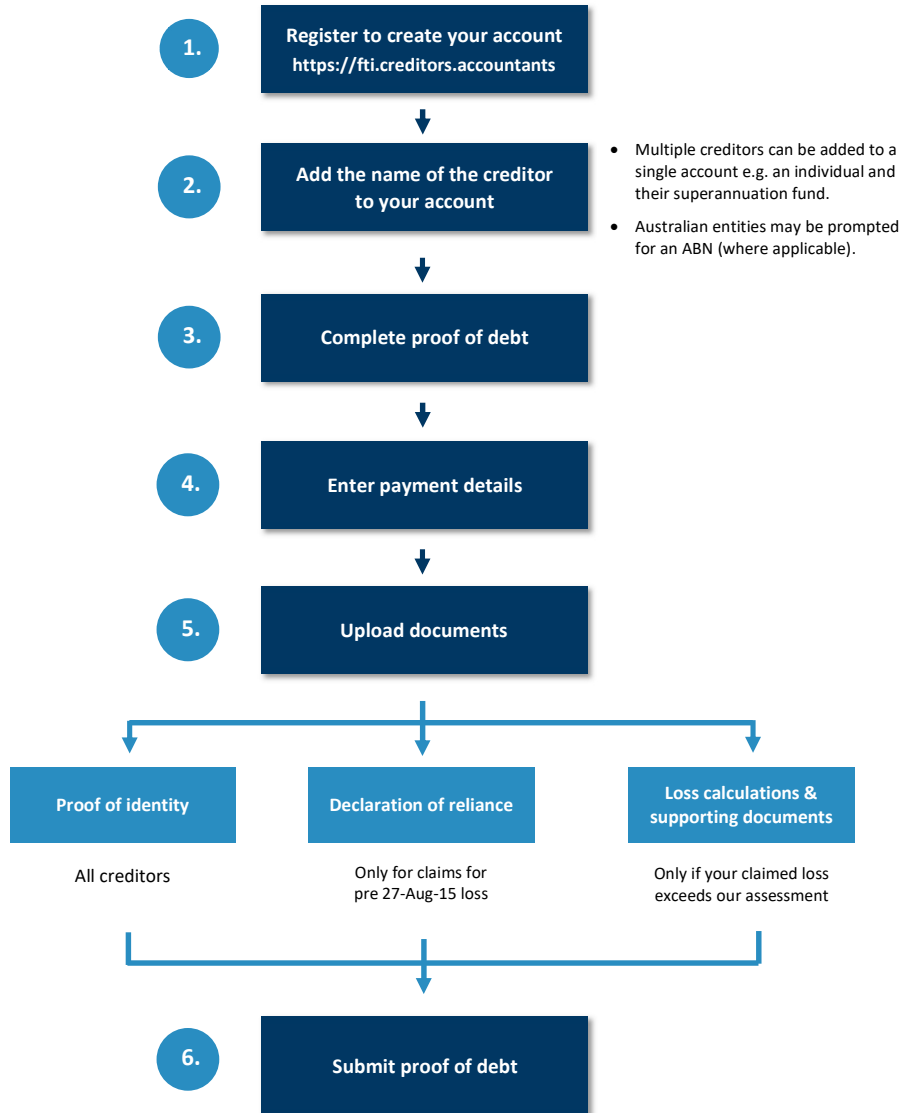
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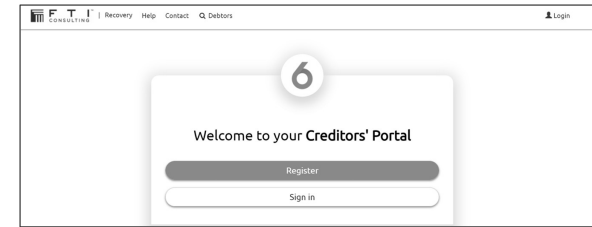
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Portal registration process



Part 1: Register

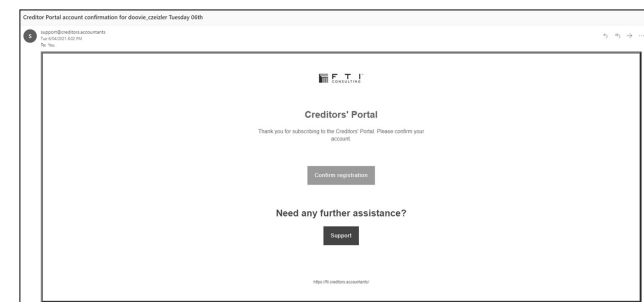
1. Register at <https://fti.creditors.accountants>.



2. Enter an email address, password, and your creditor code. If you have more than one creditor code, enter the first of those codes. Make sure you have access to the email address.


The screenshot shows the 'Register' page. It has a header with 'insol6 | Recovery Help Contact Q Debtors'. The main heading is 'Register'. Below it, the text 'Create a new account' is displayed. There are three input fields: 'Email' (with the example 'John.doe@insol@gmail.com'), 'Password', and 'Creditor Code' (with the example 'GTMAA-KSLKE'). A 'Password policy' section lists requirements: 'At least 6 characters long', 'One character not a letter or number', 'One lowercase character (a-z)', and 'One uppercase character (A-Z)'. There is a 'Register' button and a link 'Forgot password? Send a password reminder'.

3. In the email received from **support@creditors.accountants**, click **Confirm Registration** to complete the registration process.

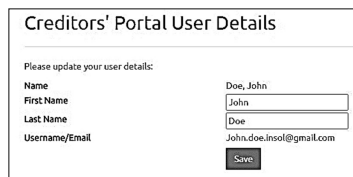


Part 2: Add Creditor to Account

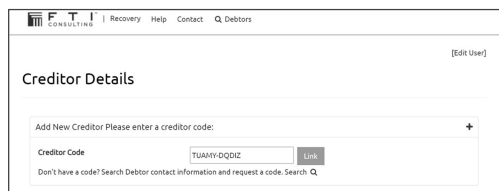
1. Login at <https://fti.creditors.accountants/Account/Login>.



2. Enter your name and click Save.

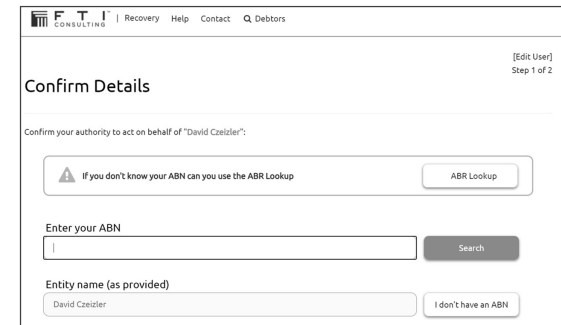


3. Confirm your Creditor Code and click Link.



Continue if you have an ABN. Otherwise go to para #7.

4. Enter the Creditor's ABN and select the correct name returned from the ABN Lookup and click Continue.

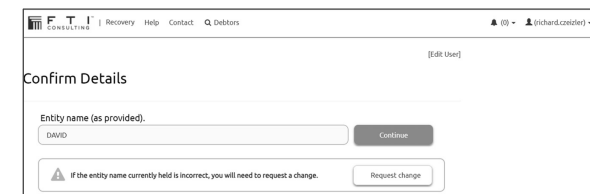


5. Confirm your authority to act for the Creditor and click **Confirm**.

6. You will now be redirected to your Home Page.

Continue if you do not have an ABN. Otherwise go to para #10.

7. Confirm the Entity name is correct and then click **Continue**.

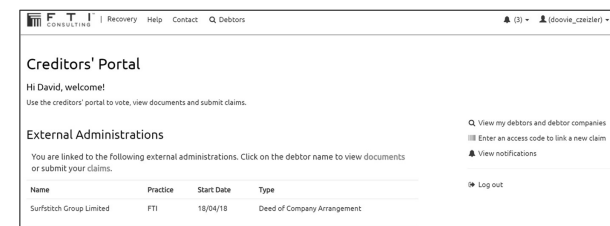


8. Confirm your authority to act for the Creditor and click **Confirm**.

9. You will now be redirected to your Home Page.

Continue if you want to add another Creditor to your Account.
Otherwise go to Part 3 to Complete your Proof of Debt.

10. If you want to add another Creditor to your Account, select **Enter an Access Code to Link a New Claim** from your Home Page and repeat paras #1 to #7 above.



- After adding all creditors click on **Recovery** to return to your home page.

Part 3: Complete Proof of Debt

Open Proof of Debt Form

- From your Home Page select **Surfstitch Group Limited**.

You can access your Home Page from <https://fti.creditors.accountants>.

- Click **Submit** alongside a Creditor name to open the Proof of Debt form for that Creditor.

Complete Proof of Debt

- Complete the Proof of Debt sections as follows.

Preliminary

- Set **I confirm the creditor has a claim** to “Yes”.

Claim

- Set **Proof of Debt Informal** and **Related to the Debtor** to “No”.
- Enter the amount of your claim in the **Claim Total** box and tick **is exempt for tax**.

Our assessment of your loss is shown at “ROCAP Owning”. You can enter an amount greater than our assessment. However, if you do so, You will need to upload supporting evidence at Part 5.

Particulars of Debt

- Leave My claims are outlined in the attached documents blank.
- Click on the **+** sign and complete as follows:
 - Incurred date:** 28/8/17.
 - Particulars / Consideration:** Class Action.
 - Claim amount:** Enter the same amount as you entered in the **Claim Total Box** – refer to Claim above. Please note that your claim is not subject to GST and is tax exempt.
 - Remarks:** Leave blank, unless you acquired and sold shares on behalf of a third party. If you did, enter the name of the third party in this section.

Holding Security

- Tick the box to declare that no security is held.

Holding Security ⓘ

Holding Security details must be entered

You must either confirm Security isn't held
☐ To my knowledge the creditor, nor any person by the creditor's order, does not hold any security against property held by the debtor
or: provide details of supporting information:

Security Details

PPSR Number	Description	Security Amount
ⓘ		

Previous Satisfaction / Factoring

- Select Option 1 to declare that you have not received any prior payment.

Previous Satisfaction / Factoring ⓘ Change this option if you have received previous payments

☒ To my knowledge or belief the creditor has not, nor has any person by the creditor's order, had or received any satisfaction or security for the sum or any part of it.
☐ The creditor has received the following satisfaction or security: (insert particulars of all securities held, if the securities are on the property of the company, assess the value of those securities. If any bills or other negotiable securities are held, show them in a schedule in the following form).

Satisfaction Date	Drawer	Acceptor	Satisfaction Amount	Due Date
ⓘ				

Statement

- Select the most appropriate declaration for your circumstances.

Statement ⓘ **Creditor's Agent**

☐ I am employed by the creditor and authorised in writing by the creditor to make this statement. I know that the debt was incurred for the consideration stated and that the debt, to the best of my knowledge and belief, remains unpaid and unsatisfied.
☒ I am the creditor's agent authorised in writing to make this statement in writing. I know that the debt was incurred for the consideration stated and that the debt, to the best of my knowledge and belief, remains unpaid and unsatisfied.
☐ I am the creditor and I make this claim personally.

Part 5: Upload Documents

Introduction

1. You must now upload documents with respect to your Claim. The required documents are detailed below.

Attach Files in Support of your Claim (0)

Proof of Identity

2. All Creditors must upload proof of their identity. We will contact you if we require additional proof beyond that uploaded.

- **Individuals (including joint holdings):** Individual creditors can provide any one of the following: Bank statement for the account into which the dividend is to be paid, driver's licence, passport, birth certificate, citizen certificate, ATO assessment notice or utility / rates bill. For joint holdings, only one of the holders needs to provide proof of identity.
- **Companies:** Company creditors can provide Bank statement for the account into which the dividend is to be paid, or any public document issued to the company.

Declaration of Reliance

3. If you are claiming loss for shares held on 27 August 2015, you must also upload a signed **Declaration of Reliance**.

The Declaration of Reliance is included with the covering letter.

Supporting Documentation

4. If the quantum of your claim exceeds the amount of our assessment, you must also upload evidence of your share acquisitions/disposals, a detailed statement of your loss calculation methodology, and all other documents on which you rely.

We will contact you if we require additional evidence beyond that uploaded.

Part 6: Submit

1. When you have completed all sections of the Proof of Debt, provided your bank account details and uploaded all necessary documents, click **Next** and on the following screen click **Submit** to submit your Proof of Debt.

Part 4: Provide Payment Details

1. Provide your bank account details and tick the **Consent** box. This is the bank account into which your dividend will be paid.

My Bank Details ⓘ

Bank Country:

BSB:

Account Number:

Account Name:

Consent: ☒ I confirm the bank account details are correct and up to date, and the address details match with the records held at my nominated bank, and I consent for electronic transfers by marking the box below.
☐ ⓘ

Guidance
Displayed are the bank details we have on record, tick to provide your consent.
If your bank account details are incorrect please contact us

2. You can download a copy of your Proof of Debt by clicking on **here to open it** within the blue text bar at the top of the page or by clicking on the Paper Clip under the **Claim (\$)** title.

Claims Updated Successfully, A copy of your proof of debt is attached to your claim, click here to open it

Surfstitch Group Limited
(Subject to Deed of Company Arrangement)

Job Type Deed of Company Arrangement
ABN 48 602 288 004
Start Date 18 Apr 2018
Job Status Active

Appointees John Park - appointed 18 Apr 2018
J R Hansell - appointed 18 Apr 2018

FTI CONSULTING
FTI Consulting
PO Box R367
ROYAL EXCHANGE NSW 1225
(02) 8247 8000
For creditor enquiries contact David Czeizler

Counterparty	Creditor Type	Attachments	ROCAP Owing (\$)	Status	Claim (\$)	Proof of Debt Date	Admitted Amount (\$)
DAVID	Deferred Creditors	📎 +	10,000.00	Submitted	10,000.00	06/04/21	0.00

📎 ProofOfDebt_75873_20210406T102753

This page is left blank intentionally.

3. You can amend your Proof of Debt at any time by logging into your Home Page and following the instructions. Refer to Part 2 above on how to log into your Home Page.
4. If you have multiple Proofs of Debt to submit, please complete Parts 3 to 6 above for each Creditor.

END OF INSTRUCTIONS