



# Statement in writing of giving notice to persons placed on the list or supplementary list of contributories

Use this form to notify ASIC under Reg 5.6.62(5) of the giving of notices required by Reg 5.6.62(1).

If there is insufficient space in any section of the form, you may photocopy the relevant page(s) and submit as part of this lodgement

## Company details

Company name

ACN/ABN

## Lodgement details

Who should ASIC contact if there is a query about this form?

Name

ASIC registered agent number (if applicable)

Telephone number

Postal address

## Statement

\* Strike out whichever is inapplicable.

I, the liquidator of the company, state:

1. I did on the date below (1) send by prepaid post to each person named in Schedule 1 to the liquidator's certificate of the final settlement of the \*list/\*supplementary list of contributories of the company dated below (2) a copy of the notice in the form of the annexure marked "A";

(1) Date notice was sent

/   /    
[D] [D] [M] [M] [Y] [Y]

(2) Date of liquidator's certificate of the final settlement

/   /    
[D] [D] [M] [M] [Y] [Y]

2. At the foot of each copy, I inserted the same particulars under the respective headings as are set out in that Schedule;

3. The notices were addressed to the contributories in the \*list/\*supplementary list according to their names and last known addresses appearing in the records of the company.

## Continued... Statement

Name of liquidator

Office, unit, level, or PO Box number

Street number and Street name

Suburb/City

State/Territory

Postcode

Signature

Date signed

<input type="text"/>	<input type="text"/>	/	<input type="text"/>	<input type="text"/>	/	<input type="text"/>	<input type="text"/>
[D	D]		[M	M]		[Y	Y]

## Lodgement

Send completed and signed forms to:  
Australian Securities and Investments Commission,  
PO Box 4000, Gippsland Mail Centre VIC 3841.

### For more information

Web [www.asic.gov.au](http://www.asic.gov.au)  
Need help? [www.asic.gov.au/question](http://www.asic.gov.au/question)  
Telephone 1300 300 630

# Guide: Statement in writing of giving notice to persons placed on the list or supplementary list of contributories

This guide does not form part of the approved form. It is included by ASIC to assist you in completing and lodging the Form 545.

Use this form to notify ASIC under Reg 5.6.62(5) of the giving of notices required by Reg 5.6.62(1).

<b>Lodgement period</b>	To be lodged within 1 month after notices are sent.
<b>Late fees</b>	<p>Late fees will apply if you notify a change outside of the lodgement period.</p> <p>For information on fees refer to <a href="http://www.asic.gov.au/forms">www.asic.gov.au/forms</a>.</p> <p>A form is not considered lodged until it is received and accepted by ASIC as being in compliance with s1274(8) of the Corporations Act 2001. A receipt will not be issued unless requested.</p>
<b>How to provide additional information</b>	<p><b>Photocopied Form 545 pages</b> If there is insufficient space in any section of the form, you may photocopy the relevant page(s) and submit as part of this lodgement.</p> <p><b>Annexures</b> If there is insufficient space in any section of the form, you may alternately submit annexures as part of this lodgement.</p> <p>To make any annexure conform to the regulations, you must</p> <ol style="list-style-type: none"><li>1. use A4 size paper of white or light pastel colour with a margin of at least 10mm on all sides</li><li>2. show the company name and ACN or ARBN</li><li>3. number the pages consecutively</li><li>4. print or type in BLOCK letters in dark blue or black ink so that the document is clearly legible when photocopied</li><li>5. mark the annexure with an identifying letter or symbol eg a,b,c or 1,2,3 etc.</li><li>6. endorse the annexure with the words: This annexure (mark) of (number) pages referred to in form (form number and title)</li><li>7. sign and date the annexure</li></ol> <p>The annexure must be signed by the same person(s) who signed the form.</p>
<b>Privacy</b>	The information provided to ASIC in this form may include personal information. Please refer to our privacy policy ( <a href="http://www.asic.gov.au/privacy">www.asic.gov.au/privacy</a> ) for information about how we handle your personal information, your rights to seek access to and correct personal information, and to complain about breaches of your privacy.
<b>Lodgement</b>	<p>Send completed and signed forms to: Australian Securities and Investments Commission, PO Box 4000, Gippsland Mail Centre VIC 3841.</p> <p><b>For more information</b> Web <a href="http://www.asic.gov.au">www.asic.gov.au</a> Need help? <a href="http://www.asic.gov.au/question">www.asic.gov.au/question</a> Telephone 1300 300 630</p>