



# Schedule A to Regulatory Guide 16

## Preliminary report by court-appointed liquidator to ASIC under s476 of the Corporations Act 2001

(see Regulatory Guide 16: Section A)

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

### Lodgement details

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

Firm/organisation

Contact name/position description

ASIC registered agent number (if applicable)

Telephone number

Postal address or DX address

### Registered liquidator details

Registered liquidator number

Name

Office, unit, level, or PO Box number

Street number and Street name

Suburb/City

State/Territory

Postcode

Country (if not Australia)

Telephone number

Facsimile number

DX number

Suburb/City

### Company details

Company name

ACN/ABN

## Information about report as to affairs

Date when the report as to affairs was received by you

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

Date when the report as to affairs was lodged with ASIC by you

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

## 1 Share capital

Does the company have subscribed capital?

Yes  No

If yes, provide the details below for each class of share.

Share class code	Number of shares issued	Amount paid per share	Amount unpaid per share

## 2 Assets and liabilities

Please estimate the total realisable assets (subject to your appointment)

Please estimate the total liabilities (subject to your appointment)

## 3 Causes of failure

Tick all the causes which apply to this company

What do you consider are the causes of failure?

- Under capitalisation
- Poor financial control including lack of records
- Poor management of Accounts Receivable
- Poor strategic management of business
- Inadequate cash flow or high cash use
- Poor economic conditions
- Natural disaster
- Fraud
- DOCA failed
- Dispute among directors
- Trading losses
- Industry restructuring
- Other (please specify)

## 4 Further inquiries

Are further inquiries desirable on the promotion, formation, insolvency or conduct of the business of the company?

Yes

No

## Signature

This form must be signed by the liquidator.

I certify that the information in this form is true and complete.

Name

Capacity

Signature

Date signed

/   /    
[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

Or lodge the form online by visiting the ASIC website  
[www.asic.gov.au](http://www.asic.gov.au)

### 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: Schedule A to Regulatory Guide 16 Preliminary report by court-appointed liquidator to ASIC under s476 of the Corporations Act 2001

## (see Regulatory Guide 16: Section A)

This guide does not form part of the form. It is included by ASIC to assist you in completing and lodging the Form 564.

<b>Use of this form</b>	The use of this form is optional. It has been prepared by ASIC to assist business with the lodgement process by highlighting information required by ASIC.
<b>Detailed guidelines</b>	<p>Detailed guidelines for the lodgement of this form are in <i>Regulatory Guide 16 External administrators: Reporting and lodging</i>.</p> <p>The regulatory guide provides guidance to external administrators on their reporting obligations to ASIC under the <i>Corporations Act 2001 (Cth)</i> (Corporations Act).</p> <p>Section A of the regulatory guide sets out further guidance, e.g. regarding the preliminary reporting obligations of court-appointed liquidators.</p>
<b>Signature</b>	This form must be signed by the liquidator.
<b>Lodgement period</b>	Within 2 months of receiving a report as to affairs under s475(1) or (2) of the Corporations Act (unless ASIC grants an extension of time).
<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 annexures</b>	<p><b>Annexures</b></p> <p>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/entity name and ACN, ABN, ARBN or ARSN</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.

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## Lodgement

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PO Box 4000, Gippsland Mail Centre VIC 3841

Or lodge the form online by visiting the ASIC website  
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