Australian Securities & Investments Commission

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Form 529

Corporations Regulations 2001

Notice of meeting

If there is insufficient space in any section of the form, provide details in an annexure – refer to Guide for annexure requirements

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				
Company details	Company name				
	ACN/ARBN/ABN				
1 Type of meeting					
	(a) creditors in a winding up				
	(b) members in a winding up				
	(c) contributors in a winding up				
	(d) joint meeting of creditors and members in a winding up				
	(e) holders of debentures (s1054(6))				
	(f) creditors of company under administration apart from section 436E				
	(g) creditors of a company under a deed of company arrangement				
	(h) eligible employee creditors (s444DA(3))				
	(i) eligible unsecured creditors (s574(1))				
	(j) consolidated meetings for pooled purposes (s579L(1))				

2 Details of meeting					
	Date of proposed meeting [D D] [M M] [Y Y]				
	In relation to the above, set out the purpose for which the meeting is called. If the notice relates to a meeting of creditors called under s497(1), the notice is to state that a person is not entitled to vote as a creditor at a meeting unless he or she has lodged with the Chair of the meeting particulars of the debt or claim which he or she claims to be due to his or her from the company.				
Signature					
This form must be signed by a director, a secretary, a liquidator or an administrator of the company, or a director, a secretary, a	Name				
liquidator, an administrator or a local agent of a foreign company.	Company name				
	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 at www.asic.gov.au

For more information

Web <u>www.asic.gov.au</u>

Need help? www.asic.gov.au/question

Telephone 1300 300 630

Form 529

Corporations Regulations 2001 5.6.12(6)

Guide: Notice of meeting

This guide does not form part of the prescribed form. It is included by ASIC to assist you in completing and lodging the Form 529.

Signature	This form must be signed by a director, a secretary, a liquidator or an administrator of the company, or a director, a secretary, a liquidator, an administrator or a local agent of a foreign company. Nil.				
Lodgement fee					
Lodgement period	In relation to a creditors' voluntary winding–up under s497(2)(c), a copy of this notice must be lodged not less than 7 days before the day fixed for the holding of the meeting.				
	The late fees are: • \$67 for up to one month late				
	• \$278 for over one month late. A form is not considered lodged until it is received and accepted by ASIC as complying with s1274(8) of the Corporations Act 2001. A receipt will not be issued unless requested.				
How to provide additional	Annexures If there is insufficient space in any section of the form, you may alternately submit annexures as part of this lodgement.				
information	To make any annexure conform to the regulations, you must				
	1. use A4 size paper of white or light pastel colour with a margin of at least 10mm on all sides				
	2. show the company name and ACN or ARBN				
	 number the pages consecutively print or type in BLOCK letters in dark blue or black in 	ik so that the document is clearly legible when photocopied			
	5. mark the annexure with an identifying letter or symbol eg a,b,c or 1,2,3 etc.				
	6. endorse the annexure with the words:				
	This annexure (mark) of (number) pages referred to in form (form number and title) 7. sign and date the annexure				
	The annexure must be signed by the same person(s) who signed the form.				
Lodgement	Send completed and signed forms to:	For more information			
•	Australian Securities and Investments Commission,	Web <u>www.asic.gov.au</u>			
	PO Box 4000, Gippsland Mail Centre VIC 3841.	Need help? www.asic.gov.au/question			
	Or lodge the form online at www.asic.gov.au	Telephone 1300 300 630			

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