



# Presentation of summary of affairs of a company

If there is insufficient space in any section of the form, you may attach an annexure and submit as part of this lodgement

## Lodgement details

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

Name

ASIC registered agent number (if applicable)

Company/entity name

ACN/ABN/ARBN/ARSN

Telephone number

Postal address

Email address (optional)

## Company details

Company name

ACN

## Summary of assets and liabilities

Date to which summary is made up

Date

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

Continued... **Summary of assets and liabilities**

	Valuation (Show whether cost or net book amount)	Estimated realisable values
1 Assets not specifically charged (a) interest in land (b) sundry debtors (c) cash on hand (d) cash at bank (e) stock as detailed in inventory (f) work in progress as detailed in inventory (g) plant and machinery as detailed in inventory (h) other assets		
2 Assets subject to specific charges less amounts owing		
<b>TOTAL assets</b>		
<b>TOTAL estimated realisable values</b>		
3 Less preferential creditors entitled to priority over the holders of debentures under any floating charge		
4 Less amounts owing and secured by debenture or floating charge over company's assets to:		
5 Less preferential creditors estimated amount available for unsecured creditors		
6 Creditors (unsecured) amount claimed		
7 Balances owing to partly secured creditors total claims security held		
8 Contingent assets estimated to produce		
9 Contingent liabilities estimated to rank for estimated deficiency/surplus (subject to costs of administration/liquidation) Share capital issued paid up		

**Signature**

Name of person signing

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.

**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: Presentation of summary of affairs of a company

This guide does not form part of the form. It is included by ASIC to assist you in completing and lodging the Form 509.

<b>Signature</b>	This form must be signed by a director or secretary.
<b>Lodgement period</b>	7 days prior to the holding of the meeting of creditors.
<b>Lodgement fee</b>	Nil if lodged within the prescribed lodging period. Late lodging fees will apply thereafter. 1 month \$67 More than 1 month \$278 A receipt will not be issued unless requested.
<b>Other forms to be completed</b>	This form should be lodged with Form 529 - Regulation 5.6.12(6)
<b>Additional information</b>	The date given as 'date to which summary is made up' must not be earlier than the date of the declaration by a majority of the directors under subsection 494(1) If this summary of affairs is sent out to creditors in accordance with subparagraph 497(2)(b)(i), it must be made up to the latest practicable date before the notices are sent.
<b>How to provide additional information</b>	<b>Annexures</b> If there is insufficient space in any section of the form, you may submit annexures as part of this lodgement.  To make any annexure conform to the regulations, you must <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</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> The annexure must be signed by the same person(s) who signed the form.
<b>Lodgement</b>	Send completed and signed forms to: Australian Securities and Investments Commission, PO Box 4000, Gippsland Mail Centre VIC 3841.  <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