



# Report as to affairs

**Related forms:**

507A Statement verifying report under s475(1)

911 Verification or certification of a document

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?**

Firm/organisation

Contact name/position description

ASIC registered agent number (if applicable)

Telephone number

Postal address or DX address

## 1 Annexure

For the purposes of the statement in Form 507A only.

\*Strike out whichever is inapplicable

This is the annexure of  pages marked "A" referred to in the Statement verifying report signed by me\*/us\* and dated as follows.

Date of the Statement verifying report

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

Each signatory must complete and sign a copy of **Form 507A Statement verifying report under s475(1)** to be lodged with Form 507

Name

Signature

Name

Signature

Name

Signature

## 2 Reason for report

To be completed by the external administrator or person who must lodge this form with ASIC

	ASIC internal form code
<input type="checkbox"/> Managing controller of property—s421A(1) If a receiver and manager Date of appointment [ ] [ ] / [ ] [ ] / [ ] [ ] [D] [D] [M] [M] [Y] [Y]	507G
If a person who is in possession, or has control of the property for the purpose of enforcing a charge Date when person took control [ ] [ ] / [ ] [ ] / [ ] [ ] [D] [D] [M] [M] [Y] [Y]	507H
<input type="checkbox"/> Appointment of controller—s429(2)(b) Under s429(2)(c)(i) a notice setting out any comments relating to the report, or a statement that no comment is made, should accompany the report. A <b>Form 911 Verification or certification of a document</b> should also be lodged. Date of receipt of report [ ] [ ] / [ ] [ ] / [ ] [ ] [D] [D] [M] [M] [Y] [Y]	507F
<input type="checkbox"/> Appointment of liquidator/provisional liquidator by the Court—s475(1) A <b>Form 911 Verification or certification of a document</b> should also be lodged. Date of receipt of report [ ] [ ] / [ ] [ ] / [ ] [ ] [D] [D] [M] [M] [Y] [Y]	507C
<input type="checkbox"/> Appointment of liquidator—creditors' voluntary winding-up—s497(5) Date report was received by liquidator [ ] [ ] / [ ] [ ] / [ ] [ ] [D] [D] [M] [M] [Y] [Y]	507D

### 3 Assets and liabilities

Date specified under the relevant section as the date of report (see Directions)

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

#### 3.1 Assets not specifically charged

**Valuation**  
 (for each entry show whether cost or net book  
 amount)  
 \$

**Estimated**  
 Realisable Values  
 \$

(a) interest in land as detailed in schedule A		
(b) sundry debtors as detailed in schedule B		
(c) cash on hand		
(d) cash at bank		
(e) stock as detailed in annexed inventory		
(f) work in progress as detailed in annexed inventory		
(g) plant and equipment as detailed in inventory		
(h) other assets as detailed in schedule C		
<b>Sub Total</b>		

### 3 Continued... Assets and liabilities

	Valuation (for each entry show whether cost or net book amount)	Estimated Realisable Values
	\$	\$
<b>3.2</b> Assets subject to specific charges, as specified in schedule D		
Less amounts owing as detailed in schedule D		
<b>Total Assets</b>		
<b>Total Estimated Realisable Values</b>		
<b>3.3</b> Less payable in advance of secured creditor(s) Amounts owing for employee entitlements as detailed in schedule E		
<b>3.4</b> Less amounts owing and secured by debenture or floating charge over assets		
<b>3.5</b> Less preferential claims ranking behind secured creditors as detailed in schedule F		
<b>3.6</b> Balances owing to partly secured creditors as detailed in schedule G		
<b>Total Claims</b>	(\$ )	
<b>Security Held</b>	(\$ )	
<b>3.7</b> Creditors (unsecured) as detailed in schedule H		
Amount claimed	(\$ )	
<b>3.8</b> Contingent assets Estimated to produce as detailed in schedule I	(\$ )	
<b>3.9</b> Contingent liabilities Estimated to rank as detailed in schedule J	(\$ )	
<input type="checkbox"/> Estimated deficiency or		
<input type="checkbox"/> Estimated surplus		
<input type="checkbox"/> Subject to costs of administration or		
<input type="checkbox"/> Subject to costs of liquidation		
<b>Share capital</b> \$		
<b>Issued</b> \$		
<b>Paid Up</b> \$		

### 3 Continued... Assets and liabilities

#### SCHEDULES

If this report is made for the purposes of subsection 497(5), Schedules A, B, C are to show the method and manner of arriving at the valuation of the assets.

#### SCHEDULE A INTERESTS IN LAND

Address and description of property	(1) Valuation	Estimated realisable value	Valuation for rating purposes	Particulars of tenancy	Where possession of deeds may be obtained	Short particulars of title
	\$	\$	\$			

#### SCHEDULE B SUNDRY DEBTORS (INCLUDING LOAN DEBTORS)

Name and address of debtor	Amount owing	Amount realisable	Deficiency	Particulars of security (if any) held	Explanation of deficiency
	\$	\$	\$		

#### SCHEDULE C OTHER ASSETS

Description of deposit or investment	Amount	
	Cost	Realisable
Deposits	\$	\$
Investments		

### 3 Continued... Assets and liabilities

#### SCHEDULES

If this report is made for the purposes of subsection 497(5), Schedule D is to show the method and manner of arriving at the valuation of the assets.

#### SCHEDULE D ASSETS SUBJECT TO SPECIFIC CHARGES

Description of asset	Date charge given	Description of charge	Holder of charge	Terms of repayment	(1) Valuation	Estimated realisable value	Amount owing under charge
					\$	\$	\$

#### SCHEDULE E CLAIMS BY EMPLOYEES

Employee's name and address	Wages	Holiday pay	Long service leave	Estimated liability
	\$	\$	\$	\$

#### SCHEDULE F PREFERENTIAL CREDITORS (OTHER THAN THOSE DETAILED IN SCHEDULE E)

Name and address of preferential creditor	Description of amount owing	Amount owing
		\$

### 3 Continued... Assets and liabilities

#### SCHEDULE G PARTLY SECURED CREDITORS

Name and address of creditor	Particulars of security held	Name of security	Estimated value of security	Amount owing to creditor	Amount estimated to rank as unsecured
			\$	\$	\$

#### SCHEDULE H UNSECURED CREDITORS

Name and address of creditor	Amount claimed by creditor	Amount admitted as owing	Reasons for difference between amount claimed and admitted (if any)
	\$	\$	

#### SCHEDULE I CONTINGENT ASSETS

Description of asset	Gross asset	Estimated to produce
	\$	\$

### 3 Continued... Assets and liabilities

**SCHEDULE J  
CONTINGENT LIABILITIES**

Name and address of creditor	Nature of liability	Gross liability \$	Estimated rank for \$

#### Certification

I certify that the particulars contained in the above report as to affairs are true to the best of my knowledge and belief.

Name

Capacity

Signature

Date signed

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

#### Directions

This report is to be made as at the following dates:

- (a) where prepared by the managing controller under s421A(1) - a day not later than 30 days before the day when it is prepared
- (b) where submitted to a controller under s429(2) - the control day, or
- (c) where submitted to a liquidator or to a provisional liquidator under s475(1) - the date of the winding-up order or, if the liquidator specifies an earlier date, that date.

This report is to be submitted by, and verified by a statement in writing made by, the following person, in accordance with Form 507A - where the statement is made out for the purposes of s475(1) - a person referred to in that subsection.

Regulation 5.2.01 requires the copy of this report that is lodged with the Australian Securities and Investments Commission to be certified in writing as a true copy of the original report:

- (a) for a copy lodged for the purposes of s429(2)(c) - by the controller of property of the corporation; or
- (b) for a copy lodged for the purposes of s475(7) - by the liquidator/provisional liquidator of the company.

NOTE: Form 911 is prescribed for this purpose.

#### Lodgement

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

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

**For help or more information**

Telephone 1300 300 630  
Email [info.enquiries@asic.gov.au](mailto:info.enquiries@asic.gov.au)  
Web [www.asic.gov.au](http://www.asic.gov.au)



# Statement verifying report under s475(1)

**Related forms:**

507 Report as to affairs

911 Verification or certification of a document

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

## 1 Statement

Where the Statement is made out for the purposes of subsection 475(1) the report in Form 507 is to be submitted and verified by the following Statement made by a person referred to in that subsection.

The particulars contained in the report under s475(1) dated as follows in the annexure marked "A" and signed by me are true to the best of my knowledge and belief.

Date of report under s475(1)

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

Name

Capacity

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.

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

### For help or more information

Telephone 1300 300 630  
Email [info.enquiries@asic.gov.au](mailto:info.enquiries@asic.gov.au)  
Web [www.asic.gov.au](http://www.asic.gov.au)

# Guide: Report as to affairs

This guide does not form part of the approved form. It is included by ASIC to assist you in completing and lodging the Form 507.

**Related forms:**

507A Statement verifying report under s475(1)

911 Verification or certification of a document

## Lodgement period

Section under which report is lodged	Lodgement period
421A(2)	2 months after control day
429(2)(c)	1 month after receipt of report
475(7)	7 days after receipt of report
497(5)	Lodgement is optional

## Late fees

The late fees are:

- \$65 for up to one month late
- \$270 for over one month late.

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.

## How to provide additional information

**Photocopied Form 507 pages**

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.

**Annexures**

If there is insufficient space in any section of the form, you may alternately submit annexures as part of this lodgement.

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
3. number the pages consecutively
4. print or type in BLOCK letters in dark blue or black ink 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:  
Australian Securities and Investments Commission,  
PO Box 4000, Gippsland Mail Centre VIC 3841.

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

**For help or more information**

Telephone 1300 300 630  
Email [info.enquiries@asic.gov.au](mailto:info.enquiries@asic.gov.au)  
Web [www.asic.gov.au](http://www.asic.gov.au)