



INITIAL CIRCULAR TO CREDITORS

BY ALAN WALKER AND GLENN LIVINGSTONE

26 AUGUST 2024

**Childcare Development Opportunities Pty Ltd
ACN 609 149 582**

**Civic Avenue Early Learning Pty Ltd
ACN 618 154 251**

**St Helena Early Learning Pty Ltd
ACN 623 522 010**

**Sturt Street Early Learning Pty. Ltd.
ACN 614 078 394**

**(All Administrators Appointed)
(Collectively the "Companies")**



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INTRODUCTION

Glenn Livingstone and I were appointed Joint and Several Administrators of the Companies on 22 August 2024 pursuant to Section 436A of the Corporations Act 2001 by a trustee authorised to appoint Administrators pursuant to an Order of the Federal Circuit and Family Court of Australia dated 9 July 2024. We have commenced an urgent assessment of the financial position of the Companies.

The Companies are now in administration and according to the Companies' records you may be a creditor.

We are now in control of the Companies and have commenced an investigation of the Companies' historical affairs and dealings. We will report and provide our findings and opinions to creditors in our future report(s) and hold meetings of creditors to make a decision on the future of the Companies.

The purpose of this report is to provide you with information about the administration and your rights as a creditor and other important details, including where you have supplied goods or services to the Companies.

We enclose the following documents:

Annexure	Document
A	Notice of meeting of creditors
B	Formal proof of debt form
C	Appointment of proxy form
D	Declaration of independence, relevant relationships and indemnities (DIRRI)
E	Initial remuneration notice
F	Key information sheet
G	Information sheet – creditor rights in administrations
H	Committee nomination form
I	Authorised signatories

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DECLARATION OF INDEPENDENCE, RELEVANT RELATIONSHIPS AND INDEMNITIES

Enclosed is our Declaration of Independence, Relevant Relationships and Indemnities. This has details about our independence. We have not identified any conflicts that would prevent us from acting as Administrators.

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TRADING

We are currently trading the Companies' business whilst we assess the options available to the Companies.

As the Companies are trading under our control, we do not accept liability for payment of any goods or services supplied without the written authority of the specific authorised signatories, whose names and specimen signatures are shown on the schedule enclosed as Annexure I.

Would you please open a new account for the Administration period styled as "*the relevant Entity (Administrators Appointed) A.C.N 123 456 789*".

For example, Childcare Development Opportunities Pty Ltd (Administrators Appointed) A.C.N 609 149 582.

Please charge future authorised orders to the relevant account created as per the instructions above. These accounts will be paid in accordance with your usual terms of credit provided that any security interests you have with the Companies prior to our appointment will not apply to collateral supplied as part of transactions on this new account unless specifically agreed to by us in writing and made the subject of a separate registration of the security interest on the Personal Property Security Register.

If there are any outstanding or uncompleted orders placed by the Companies prior to our appointment, please contact Deanne Lee of this office to obtain written instructions concerning the orders.

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EFFECT OF ADMINISTRATION

The effect of our appointment is to place a moratorium on the payment of unsecured creditors' accounts in relation to trading and other debts incurred up to the date of our appointment, until creditors make a decision about the Companies' future. Creditors with security interests including retention of title creditors will have their entitlements determined in accordance with relevant processes under applicable law. A decision as to the future of each entity will be made at a second meeting of creditors, to be held within 25 business days following our appointment. Creditors will receive notice of that meeting in due course.

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FIRST MEETING OF CREDITORS

The concurrent first meeting of creditors of the Companies will be held on **Tuesday, 3 September 2024 at 10:00 AM AEST**. Details of the first meeting and its purpose are enclosed, including the Proof of Debt and Proxy forms you will need to complete and return to us if you wish to attend.

Attendance at the meeting is not compulsory. If you wish to attend, Creditors are asked to complete the attached proof of debt form and (if required) proxy form. When completing your proof of debt and proxy (if required) please ensure that you tick which Company you are a creditor of. If you are a creditor of more than one Company in the Group please complete separate proofs of debt and proxies for each Company you have a claim against.

Creditors will be able to attend the first meeting of creditors virtually via video conference facilities. Details and requirements on how to attend by video conference are included in the circular and in the enclosed Notice of Meeting of Creditors.

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CREDITOR RIGHTS

Key information about the Administrations process and an information sheet *Creditor Rights in Voluntary Administrations* are enclosed.

Information sheets Insolvency information for directors, employees, creditors and shareholders and other information on the voluntary administration process can be obtained from the Australian Securities & Investments Commission website at www.asic.gov.au (search for 'insolvency information sheets').

Other information on voluntary administration and insolvency generally is also available from www.arita.com.au/creditors.

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PRIVACY

Any personal information obtained in connection with the administration is collected under, and for the purposes of, the Corporations Act 2001 (Cth) or related legislation. This includes information relating to your debt/claim against the Companies.

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QUESTIONS AND CONTACT DETAILS

If you have any queries about the circular or the administration generally, please call Ms Deanne Lee of my office on (02) 8365 1412 or via email at dlee@wlpr.com.au.

Dated this 26th day of August 2024

Alan Walker

Joint and Several Administrator
