

Insolvency Creditors' Portal (Online Meetings)

Contents

Online Meetings:.....	2
Creditors' Portal Address	2
Online meetings.....	3
Adding an online resolution	4
Meeting Date (UTC Date/Time).....	4
Adding Resolutions.....	5
Adding Meeting Attendances.....	6
Open the attendance register.....	6
Adding meeting attendees.....	6
Portal Meetings.....	7
Setting Meetings Access Permissions.....	7
Documents attached to meeting.....	8
Add a document to a meeting.....	8
Publishing documents.....	8
Adding meeting documents after the meeting has been published.....	8
Uploading a Meeting.....	9
Taking Down a Meeting.....	10
Advising creditors the voting has opened	10
Suspending the meeting	10
Closing the meeting.....	10
Resolutions as they appear online	11
Approve / Reject.....	12
Review Documents.....	12
How a creditor submits a vote.....	13
Multiple resolutions for one meeting	13
Creditor must have submitted a proof of debt to vote	14
Proof of debt to bear evidence of admission	15
Voting Proxies.....	16
Where does a creditor find the proxy form?	16
How does a portal creditor upload a proxy?.....	16
Portal Event	16
Where can you (the practice user) find a proxy submitted by a creditor in the software?	17
How a vote is recorded.....	17

Admitting claims for voting	18
Admit all for voting.....	18
Admitting using the meeting register	19
The voting summary	19
Meeting Reports	20
Reporting to ASIC	20

Online Meetings:

- Creditors can vote on resolutions online
- Creditor auto-generated alerts

Creditors' Portal Address

A creditor will access the creditors' portal at the following location

[https://\[mysite\].creditors.accountants](https://[mysite].creditors.accountants).

Online meetings

Online meetings allow you to accept creditor votes for resolutions during a live web-based meeting and display poll results.

Online resolutions

Using the software you may:

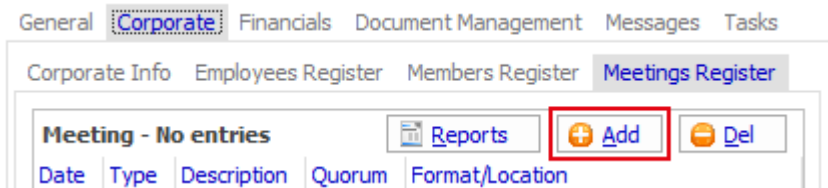
- Enter resolutions
- Post online meetings to the portal
- Allow creditors to complete an informal proof of debt
- Allow creditors to complete a proxy
- Allow creditors to vote on resolutions
- Practice users suspend the meeting voting
- Enter votes on resolutions directly into the software (in addition to votes submitted online)
- Review the outcome of the meeting, and
- Close the online meeting
- Displays the polling results of the resolutions
- Produce detailed reports on the voting outcomes, and
- Use the reports as the basis for ASIC lodgements

Adding an online resolution

To post a resolution for voting online:

1. Navigate to the Meetings Register (**Corporate** tab > **Meetings**)
2. Add a Meeting

Click the “**Add**” button.



The “**Meeting form**” appears.

3. Enter the Meeting Details

4. Select “**Online Meeting**”

This will allow you to pos the meeting online.

Meeting Date (UTC Date/Time)

When you enter the “**Meeting date**” and “**Meeting time**” the default value of the UNC Date/Time is set. The UNC Date/Time determines when the voting buttons will be enabled.

The UNC date is used so attendees in other time zones are presented with the same relative expiry time.

Adding Resolutions

Once you upload a meeting to the creditors' portal the meeting resolutions will appear on the portal website and creditors will be able to submit votes.

To add a resolution:

1. Open a meeting from the meeting register (**Corporate** tab > **Meetings** tab)
2. Click on the "**Resolutions**" tab
3. Click the "**Add**" resolution button

The image shows two overlapping windows from a software application. The background window is titled "Meeting" and contains the following fields:

- Meeting Type:
- Format: Physical Meeting Correspondence Proposal Without Meeting
- Description:
- Vote by date: Date Notice Sent:
- Vote by time:
- UTC Date/Time:

The foreground window is titled "Meeting Resolution" and contains the following fields:

- Resolution Type: Ordinary Special
- Result of Vote: Passed Rejected Not Considered
- Resolution Text:

At the bottom of the "Meeting Resolution" window are three buttons: "Standard Resolutions", "Cancel", and "OK".

In the background, a table titled "Meeting Resolutions - 1 entry" is visible with the following data:

Type	Resolution	St
Ordinary	Disposal of Books and Records	?

Enter the exact text of the resolution that you want to be presented to creditors, in the **Resolution Text**.

Adding Meeting Attendances (Optional)

Open the attendance register

To add meeting attendees, open the Meeting form and click on the **"Meeting Attendance"** tab.

The screenshot shows a web interface with three tabs: 'General', 'Resolutions (0)', and 'Meeting Attendance (0)'. The 'Meeting Attendance (0)' tab is highlighted with a red box. Below the tabs is a large empty text area labeled 'Memo/Notes on Meeting:'. At the bottom of the form are four buttons: 'Meeting Request', 'Notice', 'Cancel', and 'OK'.

The meeting attendance register opens.

Adding meeting attendees

Add the creditors as attendees to the meeting by using the **"Add >"** and **"Add All >>"** buttons:

The screenshot shows a form titled 'Proposal Without Meeting - Record of Objections'. It has a section for 'Creditor votes will be submitted online:'. Below this are two columns: 'Voting creditors:' and 'Responders:'. The 'Voting creditors:' list includes items like 'Bombay Chicken or Lamb (City 3 STATE 2)', 'Lyndell Kazar (There ACT)', 'Murghi Massala (City 1 State 1)', 'Naga', 'Special Tawa (City 5 State 5)', 'Tandoori Murghi Massala (City 8 State 8)', 'Tarka (State 6)', and 'The Trustee for Exalt Unit Trust - Exalt Techn...'. A red box highlights the '>>' button next to 'Tarka (State 6)'. Below the list are buttons for '>', '<<', and '<'.

Once the attendees appear on the right-hand side of the register, click **"Save"**. You have added attendees.

⚠️ Creditors may still vote on online resolutions if they are **NOT** meeting attendees, if you have set the access permissions to allow voting for all creditors.

Portal Meetings

Once a meeting with type “**Online Meetings**” has been saved the meeting will appear for publishing in the “**Portal > Online Meetings**” tab.

To publish the meeting complete the following:

- Set the meeting access permissions
- Publish any attached documents
- Publish the meeting

Setting Meetings Access Permissions

Once a meeting is prepared you need to set the access permissions for the meeting.

The screenshot shows the 'Portal' interface with a table of meetings and a 'Meeting Access' dialog box open. The table has columns for Meeting Type and Description, Voting Closes, Meeting Access, Published Docs, and Portal Status. The dialog box is titled 'Meeting Access' and contains the following options:

- All Creditors
- Selected Creditors ...
- Selected Creditor Classes
 - Secured Creditors
 - Priority Creditors
 - Priority (Employee) Creditors
 - Unsecured Creditors
- <All Accounts> (dropdown)
- Deferred Creditors
- Contingent Creditors

Buttons for 'Cancel' and 'OK' are at the bottom of the dialog box.

Selected Creditors

When you choose the option “**Selected Creditors**” only attendees of the meeting will be presented with voting options for a resolution online.

All Creditors

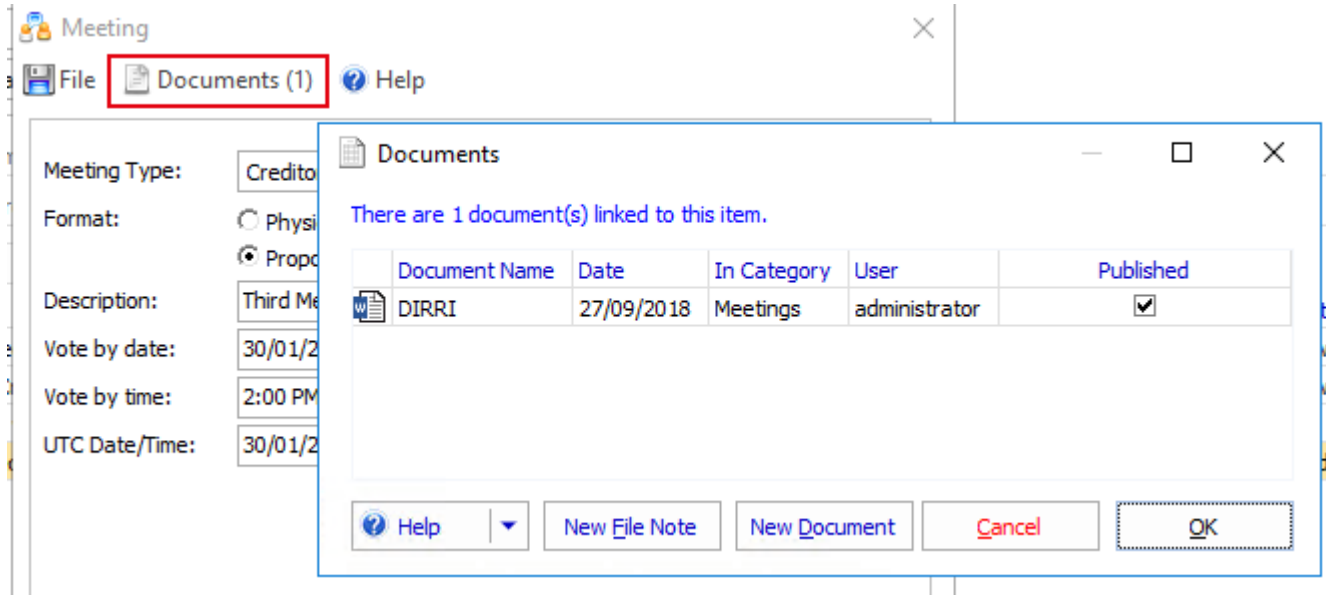
When you choose the option “**All Creditors**” or “**Selected Creditor Classes**” all creditors that belong to those categories will be allowed to vote. So if you add a creditor after the meeting has started the creditor will still be able to vote regardless of whether they were initially added as an attendee.

: A meeting attendance record will be created if the creditor submits a vote.

Documents attached to meeting

Documents attached to a meeting can be published with the online resolution.

Add a document to a meeting



Publishing documents

Meeting documents need to be posted separately to the portal. See [Document Publishing](#).

: A document needs to be approved and have the access permissions set in order to be posted to portal.

Documents need to be published before the meeting is posted otherwise the document will not be linked to the meeting.

The Portal Meeting tab provides a visual representation of whether the meeting has been published:

Published Docs
0 docs 0 published
0 docs 0 published
1 docs 1 published
0 docs 0 published

Adding meeting documents after the meeting has been published

If you want to add documents after the meeting has been published you need to:

1. Take down the meeting
2. Publish the meeting document
3. Re-upload the meeting

Uploading a Meeting


Once you have set access and published documents you may upload the meeting to the portal:


To upload the meeting, from the **Portal > Online Meetings** tab:

1. Select the meeting to be uploaded.
2. Click Upload Meetings

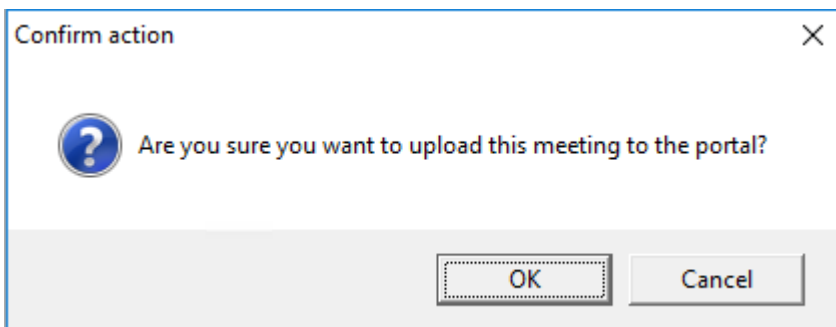
General Corporate Financials Document Management Messages and Publishing Tasks **Portal**

General **Online Meetings** Online Approvals Portal Activity Logs

 Upload meeting Suspend Meeting

Meeting Type and Description	Voting Closes	Meeting Access	Published Docs	Portal Status	
Creditors Meeting - Initial Meeting of Credit...	2018-11-13 17:00:00 UTC	All creditors	0 docs 0 published	Taken down	<input type="checkbox"/>
Creditors Meeting - Second Meeting of Cre...	2018-12-28 14:00:00 UTC	All creditors	0 docs 0 published	Taken down	<input type="checkbox"/>
Creditors Meeting - Creditors Resolution wi...	2019-02-28 14:00:00 UTC	All creditors	0 docs 0 published	Uploaded	<input type="checkbox"/>
Creditors Meeting - Third Meeting of Credit...	2019-01-30 14:00:00 UTC	All creditors	1 docs 1 published	Not uploaded	<input checked="" type="checkbox"/>

Confirm the action to upload the meeting.



Click "OK" and the portal progress bar appears while the meeting details are uploaded to the portal.

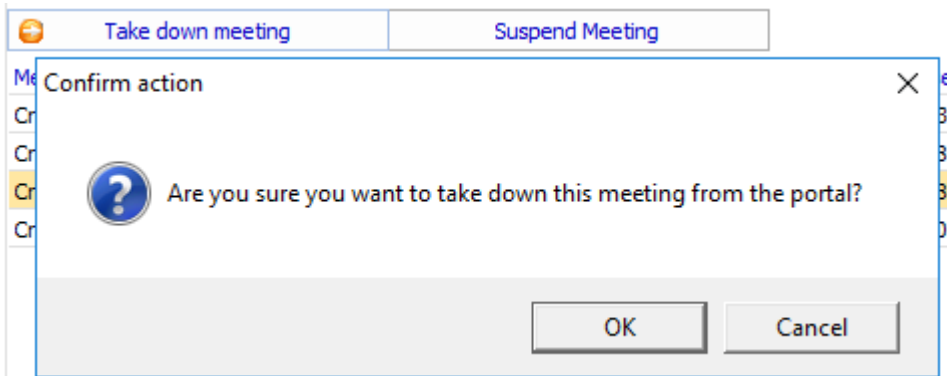
Creditors Meeting - Third Meeting of Creditors	2019-01-30 14:00:00 UTC	All creditors	1 docs 1 published	Upload pending	<input checked="" type="checkbox"/>
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Portal update in progress

Commencing data upload, please wait

Taking Down a Meeting

Once the meeting is live, the option appears to “Take down” the meeting.



Advising creditors the voting has opened

There isn't any automatic process that advises creditors that an online resolution has commenced. It is assumed written notification is required to be sent to creditors to advise them that online voting is in progress.

See: [Communicating with creditors](#)

: Refer to sending notice via electronic notification under [s600G](#) of the Corporations Act 2001 (electronic notification).

Suspending the meeting

Suspending the meeting will disable the voting buttons. You may enter any votes that are submitted to you directly for creditors that may not have access to the portal.

: You will need to admit the claims to record the votes.

This will allow you time to update the resolution results, so you know the meeting outcome.

Closing the meeting

Closing the meeting will display a summary of the polling results to the creditors.

Resolutions as they appear online

Once the meeting is uploaded to the creditors' portal, the resolutions are presented to the creditors and they can start to submit votes.

Claims
Documents
Meetings
Resources

Third Meeting of Creditors (Open)

Creditor	The Trustee for Exalt Unit Trust \$1,100.00	Status	Open
		Time Left	28d 10h 13m 58s
		Vote By	28 February 2019 02:00 PM local time

The creditors resolve to allow the liquidator to destroy the company's books and records in accordance with the provisions.

✓ Approve
✗ Reject

! Object
 If you have an objection ...

Review Documents 1

Title	Reading History	Issued Date
DIRRI		27/09/18 05:48

I have read all the documents.

If you are required to complete the **Meeting proxy form**. Then please upload the form as an attachment on your Claim

Save

Resolutions are bound (grouped) together by a meeting record.

Approve / Reject

The user will tick the voting box to **“Approve”** or **“Reject”** the resolution:

The creditors resolve to allow the liquidator to destroy the company's books and records in accordance with the provisions.

✓ Approve

✗ Reject


! Object

 If you have an objection ***

Review Documents

If a document is uploaded with the resolution, then the portal creditor will be required to tick “I have read all the document” tick box before submitting the vote.

Review Documents 1

Title	Reading History	Issued Date
 DIRRI		27/09/18 05:48
		<input type="checkbox"/> I have read all the documents.

How a creditor submits a vote

Once the creditor has voted and read the documents the **“Save”** button will appear as active and the vote may be saved.

When the creditor clicks save a declaration appears:

Third Meeting of Creditors
✕

The creditors resolve to allow the liquidator to destroy the company's books and records in accordance with the provisions.

Creditor The Trustee for Exalt Unit Trust

✓ Approved

You approved the resolution.

Once the meeting has closed you will not be able to update your selection.

If you are required to complete the **Meeting proxy form**. Then please upload it as an attachment on your Claim

✕ Cancel

Submit Vote

Click the **“Submit Vote”** button to submit the vote.

Multiple resolutions for one meeting

Where there are multiple resolutions to be put forward to creditors under one timeframe, the resolutions will appear presented as follows:

Claims
Documents
Meetings
Resources

⊖ The description or voting purpose (Open)

Creditor The Trustee for Exalt Unit Trust
\$1,100.00

Status Open

Time Left 146d 14h 35m 28s

Vote By 30 June 2019
05:00 PM local time

The text of the first resolution

✓ Approve

✕ Reject

! Object

If you have an objection ***

The text of the second resolution

✓ Approve

✕ Reject

! Object

If you have an objection ***

If you are required to complete the **Meeting proxy form**. Then please upload the form as an attachment on your Claim

Save

Creditor must have submitted a proof of debt to vote

The creditor must have a proof of debt submitted before they are able to vote online.

Claims Documents **Meetings** Resources

⊖ Creditors meeting without attendees (Open)

Creditor The Trustee for Exalt Unit Trust

ⓘ Requires Proof of Debt. Before you vote you must enter a Proof of Debt

: A practice user may have entered the proof of debt using the software.

Proof of debt to bear evidence of admission

In accordance with the Insolvency Practice Rules (both Corporate and Personal), an external liquidator or Trustee must ensure that each creditor's claim or proof of debt in relation to an administration bears evidence of:

- (a) its admission or rejection; and
- (b) the reason for its admission or rejection; and
- (c) the amount for which the claim or proof of debt has been admitted.

To satisfy this requirement, the following text is inserted into an online proof of debt:

I hereby undertake the details you provide are correct and you have authority to submit claims on behalf of the creditor.

Dated this 27th day of April 2017.

Signature: martinrj30@yahoo.com.au 2017-04-27 07:25:34Z/GMT, Claim Document
 ID:00000000000130C9

Comments:

This claim has been submitted for consideration in the event that a dividend is declared and the external administrator acknowledges and admits your claim.

Notes:

INSOLVENCY PRACTICE RULES (CORPORATIONS) 2016
 PROOF OF DEBT EVIDENCE RELATING TO PROOF OF DEBT

This claim will be admitted for voting purposes at meetings of creditors or for voting on resolutions held without meetings for the amount of \$333,147.00 as you have been identified as a creditor of the company by the director(s) of the company. Your claim appears as a creditor in the company's books and records as at the date of appointment of the external administrator. The external administrator reserves the right to later withdraw the admission of this claim for voting purposes at any time having regard to additional facts or verification of the information you have provided with your proof of debt.

Seek your own advice to verify this statement is sufficient for your purposes to comply with Insolvency Practice Rules.

See the separate step for [Admitting claims for voting](#).

Voting Proxies

The software generates a proxy form. The proxy form is pre-filled with job information and the details of the logged on user as the proxy-holder.

This proxy form needs to be signed, scanned and re-uploaded to the portal.

A future process will handle signing by the creditor (directors or individual) using an electronic process.

If the logged on creditor does not have authority to vote on behalf of a company, then a proxy will be needed to be made in favour of the logged on user.

Where does a creditor find the proxy form?

An online proxy form can be accessed at several stages through the voting submission process. To access the online proxy form, click on the "Meeting proxy form" on the "**Meetings**" tab on the creditors' portal.

If you are required to complete the **Meeting proxy form**. Then please upload the form as an attachment on your Claim

Save

How does a portal creditor upload a proxy?

The portal document is uploaded with other creditor documents.

Portal Event

A portal event record is created when a vote is received.

Adventure 707 - 8431755 - Unsecured Creditor Stewart McLeod

File Documents (21) Advanced Help

Creditor Name: Stewart McLeod

Contact Person for Correspondence: <None> Creditor Reference:

Send Mail to Default Address Additional Recipients

Save and Exit Save and New Cancel Prev Next

Address Claim Proof Of Debt Meetings Distributions Portal Custom Data

Portal Code: YRKKV-DKDKL Counterparty Status: Registered Claim Status: Registered

Portal Events

DATE	EVENT	RESPONSE
2020-09-25 09:24:41 (UTC)	Vote submitted via portal by stewartmcleod@outlook.com	
2020-09-15 09:43:14 (UTC)	Claim submitted via portal	

Where can you (the practice user) find a proxy submitted by a creditor in the software?

The proxy documents will appear on the creditors register in the Insolvency software along with the creditors claim and any supporting information.

File Name	Type	Key Words
https://creditors.azurewebsites.net/Doc/Index/B58723BF-A2F2-4D01-9A47-C9383337AD3A	url	Invoice
https://creditors.azurewebsites.net/Doc/Index/3C5FA240-35D3-4810-8A4F-2FA7DE54C48F	url	Proof
https://creditors.azurewebsites.net/Doc/Index/7BC8840C-38E2-4C9F-A49E-8515DF87342A	url	Proof

How a vote is recorded

When a creditor submits a vote, the vote is recorded in the meeting attendance record:

Voting Information:

Resolution	For ✓	Against ✓	Object ✓
The text of the first resoluti...	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The text of the second resolut...	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Once a creditor has submitted a vote online you will be unable to delete the meeting attendance.

Admitting claims for voting

When a vote is submitted online, the vote is recorded, however, for the vote to be considered when adjudicating the resolution, you must admit the vote.

Responders:						Admit all for Voting
Name		RATA/Adv	POD Amount	Admitted to Vote	Objected	
The Trustee for Exalt Unit Trust - Exalt T...	*	555.00	1,100.00	0.00	<input type="checkbox"/>	

To admit a votes, you can enter the **"Admitted for"** amount in the **"Attendance and Voting"** form:

Creditor Meeting Attendance and Voting

File | Documents (0) | Help

Creditor: The Trustee for Exalt Unit Trust - Exalt Technologies1235 (Subiaco WA)

P.O.D. Date: 25/01/2019

P.O.D. Amount: 1,100.0

Admitted for: 0.0 (Meeting voting purposes only)

Voting Information:

Resolution	For ✓	Against ✓	Object ✓
The text of the first resoluti...	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The text of the second resolut...	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Admit all for voting

You may also, use the **"Admit all for Voting"** feature on the attendance register.

Responders:						Admit all for Voting
Name		RATA/Adv	POD Amount	Admitted to Vote	Objected	
The Trustee for Exalt Unit Trust - Exalt T...	*	555.00	1,100.00	0.00	<input type="checkbox"/>	

Confirm action

Do you want to admit for voting purposes all attendees who have submitted proof of debts?

Any existing amounts admitted will be retained.

* Has formal POD; + Continuing proxy; ++ Based on continuing proxy

Admitting using the meeting register

You may also type the “Admitted to Vote” amount directly into the grid of the meeting register:


Responders:					Admit all for Voting	
Name		RATA/Adv	POD Amount	Admitted to Vote	Objected	
Bombay Chicken or Lamb (City 3 STATE 2)	*	1,111.00	111,111.00	111,111.00	<input type="checkbox"/>	
Lyndell Kazar (There ACT)	*	123.00	333.00	333.00	<input type="checkbox"/>	
Murghi Massala (City 1 State 1)	*	44,444.00	44,444.00	44444	<input type="checkbox"/>	
Naga		5,555.00	0.00	0.00	<input type="checkbox"/>	
Special Tawa (City 5 State 5)	*	7,777.00	0.00	0.00	<input type="checkbox"/>	
Tandoori Murghi Massala (City 8 State 8)		88,888.00	0.00	0.00	<input type="checkbox"/>	
Tarka (State 6)		9,999.00	0.00	0.00	<input type="checkbox"/>	
The Trustee for Exalt Unit Trust - Exalt T...		0.00	0.00	0.00	<input type="checkbox"/>	
The Trustee for Exalt Unit Trust - Exalt T...	*	555.00	1,100.00	1,100.00	<input type="checkbox"/>	

You may enter votes using both a manual process in combination with votes that are submitted online.

If there is a dispute on the claim, or, you have admitted a different “**Amount to Vote**” as compared to the POD submitted by the creditor, then you may need to download the POD and mark the POD in accordance with the Insolvency Practice Rules.

The voting summary

Once the voting proofs of debt are admitted the votes are included in the voting summary:

Decision Objections Summary:						
Decision	Objections	Claims	% Objecting	% Value For	% Number For	
 The text of the first resolution	5,555.00	68,875.00	8.10	80.60	60.00	
 The text of the second resolution	5,555.00	68,875.00	8.10	80.60	60.00	

The “**% Value For**” column shows the percentage of the total value of attendees that have voted for the resolution.

The “**% Number For**” column shows the percentage of total number of attendees that have voted for the resolution.

Meeting Reports

You may print out of the proposal and the voting detail. From the Meeting Attendance Register, click on the available report and click **"Print"**.

Reports:

Proposal without meeting - responder voting detail

Print

Cancel

OK

The report details the total of votes received, the voting outcomes and objections and including each vote and how each creditor voted.

Proposal without meeting - responder voting detail				
Grillaz Mist (In Liquidation)				
Date of proposal without meeting: 30/06/2019				
Proposal: The text of the first resolution				
Outcome: Did a majority in number of responding creditors vote yes to this proposal? YES				
Did a majority in value of responding creditors vote yes to this proposal? YES				
Did no more than 25% in value of responding creditors object to the proposal? YES				
Summary:				
Number of responding creditors (unrelated) who voted YES to this proposal:	3			
Value of responding creditors (unrelated) who voted YES to this proposal:	55,543.00			
Number of responding creditors (unrelated) who voted NO to this proposal:	2			
Value of responding creditors (unrelated) who voted NO to this proposal:	13,332.00			
Number of responding creditors (related) who voted YES to this proposal:	0			
Value of responding creditors (related) who voted YES to this proposal:	0.00			
Number of responding creditors (related) who voted NO to this proposal:	0			
Value of responding creditors (related) who voted NO to this proposal:	0.00			
Number of responding creditors who objected to this proposal:	1			
Value of responding creditors who objected to this proposal:	5,555.00			
Detail:				
Name	Total	Objected	Yes	No
Murghi Massala	44,444.00	0.00	44,444.00	0.00
Naga	5,555.00	5,555.00	0.00	5,555.00
Special Tawa	7,777.00	0.00	0.00	7,777.00
Tarka	9,999.00	0.00	9,999.00	0.00
The Trustee for Exalt Unit Trust	1,100.00	0.00	1,100.00	0.00
Totals	68,875.00	5,555.00	55,543.00	13,332.00
Value Percentages:		8.1 %	80.6 %	19.4 %
Number Percentages:		20.0 %	60.0 %	40.0 %

Reporting to ASIC

The Proposal without meeting report may be submitted as a voting record and voting register for ASIC lodgements.

END OF PART 4