

Frequently Asked Questions – Employees

5 February 2026 – Update #1

#	Question & Answer
1	<p>What happens to the Company now?</p> <p>The Administrators have now taken control of the Company. The director and the officer(s) of the Company are no longer managing the Company affairs. It is the Administrators role to investigate the affairs of the Company and report back to creditors on the Company business, property, affairs and financial circumstances, and the likelihood and timing of a distribution to creditors (if any).</p>
2	<p>What is the Administrator's role?</p> <p>The Administrator's role, broadly speaking, includes:</p> <ul style="list-style-type: none">• Realising assets of the Company for the benefit of creditors;• Providing information to creditors on the status of the Administration and what happened to the business of the Company prior to our appointment;• Investigating the affairs of the Company and reporting to ASIC and creditors on same; and <p>Complying with various statutory requirements.</p> <p>At the conclusion of the Administration, the Administrators will provide a report to creditors which will provide their recommendation on the future of the Company. The three possible outcomes are; the Company been returned to the control of the director, a Deed of Company Arrangement been proposed to save the Company or the Company will be placed into liquidation.</p>
3	<p>What happens to my employment?</p> <p><i>Retained Staff</i></p> <p>Certain staff of the Company have been retained in the short term to assist operating the business during the Administration. These staff have already been notified that they are to be retained. Their employment will continue under the same terms and conditions that existed prior to Administration.</p> <p><i>Non-Retained Staff</i></p> <p>The remaining employees of the Company have on appointment had their employment terminated. These employees as creditors and will be able to submit a claim for the balance of their outstanding employee entitlements.</p>

4 **What will happen to my outstanding wages and entitlements?**

All unpaid wages, superannuation and accrued leave entitlements outstanding at the date of Administration will become a debt in the Administration. There is a government scheme called the Fair Entitlements Guarantee Act ("FEG") (FEG website: <https://www.dewr.gov.au/fair-entitlements-guarantee>). FEG assists employees who have lost their employment due to the liquidation of their employer and who are owed certain employee entitlements.

FEG is unable to adjudicate on employee claims and make distributions unless and until a Company is in liquidation and as such, during the Administration of the Company, no action can be taken regarding the recovery of your outstanding entitlements.

5 **Does FEG cover outstanding superannuation?**

Outstanding superannuation is not covered by FEG. The Australian Taxation Office ("ATO") will lodge a claim on behalf of former employees for the balance of outstanding superannuation.

Should sufficient funds be recovered in the Administration and/or liquidation to enable a distribution to priority creditors, these funds will be paid to the ATO and subsequently distributed to the superannuation funds of former employees.

6 **When will I receive payment of my outstanding entitlements?**

As noted above, FEG are unable to adjudicate on any employee claims while the Administration of the Company is ongoing.

At the end of the Administration, the Joint Administrators will issue a report that will provide their recommendation on the future of the Company. Should creditors resolve that the Company is to be placed into liquidation, employees will then be able to submit their claims with FEG.

However, should the Administrators be successful in achieving a sale for the business and assets of the Company, some employees may be offered ongoing employment with the purchaser and as such, they may not have a claim in the Administration.

7 **What do I do if I still have a company phone, iPad, computer, motor vehicle or any other items?**

If you are still in possession of any company equipment you should contact our office via altec.creditors@au.gt.com as soon as possible to arrange the return of these items,

Motor Vehicles

All motor vehicles used by the Company are owned by the Company and as such, are to be returned to the Darra premises immediately.

iPad/Laptop/Phones

All IT equipment of the Company is to be returned as a matter of urgency, to allow these items to be reset and cleared all of Company data.

Note: If your employment with the Company is continuing, please disregard the above information as you are required to retain this equipment to assist in your continuing employment.

8 **What communication will I receive as a creditor?**

The Administrators will shortly issue our first notification to creditors, and you will receive further correspondence above accessing this report separately.

This correspondence will provide creditors with details about the first meeting of creditors which will be held via Microsoft teams and which all former employees will be able to attend. This meeting will allow the Administrators

to provide creditors with an update on the status of the Administration, detail the strategy for the remainder of the Administration and answer any queries you may have.

9 **What happens next?**

The Administrators are liaising with interested parties regarding a potential sale of the business and assets of the Company. In parallel, the Administrators are realising the remaining assets of the Company and undertaking investigations into the recent financial performance of the Company for the period prior to Administration.

After approximately 20 business days, the Administrators will issue their second report to creditors which will provide their recommendation on the future of the Company. This report will include details of the second meeting of creditors, where creditors of the Company will vote on the future of the Company.

10 **What should I do right now?**

1. Read the Administrators initial creditors notification, once issued, and attend any meetings, should you wish to attend. *Please note that attendance at these meetings is not required and will not impact the adjudication of your claim.*
2. Submit a Proof of Debt with the Administrators for the balance of your outstanding entitlements.
3. Contact our office if you have any Company equipment in your possession.

Should the Company be placed into liquidation at the conclusion of the Administration.

4. Contact the FEG hotline on 1300 135 040 to lodge a claim for the balance of your outstanding entitlements if you have not done so to date. Await further correspondence from FEG regarding the adjudication of your claim as they may request further supporting documentation to assist in the adjudication of your claim.

Send any questions you have which have not been answered in this document to Grant Thornton at altec.creditors@au.gt.com and we will endeavour to respond to these enquires as soon as possible.
