



Grant Thornton

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To the Recipient as Addressed

Grant Thornton Australia Limited

Level 22, Tower 5
Collins Square
727 Collins Street
Melbourne VIC 3008

T (03) 8320 2222

5 February 2020

Dear Sir/Madam

DECIMAL SOFTWARE PTY LTD (ACN 009 235 956)
DECIMAL TECHNOLOGY AND SYSTEMS PTY LTD (ACN 118 370 291)
DECIMAL PTY LTD (ACN 135 979 743)
SIMPLA PTY LTD (ACN 159 982 671)
(all Administrators Appointed) (collectively, “the Companies”)

Initial information for creditors

The Companies may owe you money. This means you may be a creditor of one or more of the Companies.

The purpose of this document is to provide you with information about the voluntary administration of the Companies and your rights as a creditor.

Notification of appointment

David Hodgson and I, Matt Byrnes, were appointed Joint and Several Administrators of Decimal Software Pty Ltd on 3 February 2020. Subsequently, we were appointed Joint and Several Administrators of the other Companies listed above on 4 February 2020.

We act for all creditors. We are responsible for controlling the Companies' assets, investigating the Companies' affairs, reporting and providing opinions to creditors and holding meetings of creditors to make decisions on the future of the Companies.

Our independent status and who appointed us is outlined in our Declaration of Independence, Relevant Relationships and Indemnities (DIRRI) attached at **Appendix A**.

ABN-41 127 556 389 ACN-127 556 389

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What you should do

You should:

- read the attached information in **Appendix B** for your creditor rights in voluntary administration;
- decide whether you are going to attend the first meeting; and
- complete and return your meeting documents by 4:00 PM on 12 February 2020.

Meetings of creditors

As voluntary administrator, we are required to hold two meetings of creditors.

Meeting	Information
First meeting of creditors	<p>The first meeting of creditors will be held as follows:</p> <p>Date: 13 February 2020</p> <p>Time: 1:30PM (AWST)</p> <p>Address: Grant Thornton Australia Ltd Central Park, Level 43, 152-158 St Georges Terrace, Perth WA 6000</p> <p>Due to the intertwined nature of the Companies which operated together to run the business, the similar creditors, and to save time and costs in the administration, the Administrators have determined that the meetings of the Companies will be held concurrently at the time specified.</p> <p>The purpose of this meeting is to consider:</p> <ul style="list-style-type: none">• Our appointment, and• Whether to appoint a Committee of Inspection. <p>Further meeting information, including the notice of meeting are in Appendix C. To participate in this meeting, you will need to <u>complete the following forms for the entity that you are a creditor of</u>:</p> <ul style="list-style-type: none">• Submit a proof of debt for voting purposes form and information to substantiate your claim. Please see Appendix D.• Appoint a person – a “proxy” or person authorised under a power of attorney – to vote on your behalf at the meeting. This will be necessary if you are unable to attend the meeting, or if the creditor is a company. Please see Appendix E. <p>You can appoint the chairperson of the meeting as your proxy and direct the chairperson how you wish your vote to be cast. If you choose to do this, the chairperson must cast your vote as directed.</p> <p>Proof of debt (voting) and proxy forms are included with the notice of meeting. Completed proof of debt (voting) and, if applicable, proxy forms must be returned to my office by post, fax or email by 4:00 PM on 12 February 2020.</p>

	<p>Committee of Inspection</p> <p>At this meeting, creditors will consider whether a Committee of Inspection (COI) should be appointed. The role of a COI is to consult with the voluntary administrator and receive reports on the conduct of the administration. A COI can also approve the administrator's fees.</p> <p>It is my opinion that a COI is not required for this voluntary administration as we do not envisage the Administration to be excessively complex and require specialist advice from a COI.</p>
Second meeting of creditors	<p>We will also in due course call a second meeting of creditors.</p> <p>The purpose of this meeting is for creditors to consider my report and make a decision on the future of the Companies.</p> <p>Before that meeting you will be sent the notice of meeting and a detailed report which sets out the options for the Companies' future. We will also give our opinion as to what option we think is in the best interests of creditors.</p>

What do you need to know?

Question	Answer
What is a voluntary administration?	<p>A voluntary administration, or VA, is a process initiated by the directors of a company when they believe that the company is, or is likely to become, insolvent. This means that the company is unable to pay its debts or is likely to become unable to pay its debts.</p> <p>A voluntary administration gives a company a chance to consider its financial position and its future. Creditors will be given an opportunity to attend meetings and vote on the future of the company.</p>
What are your rights as a creditor?	<p>Information regarding your rights as a creditor is provided in the information sheet included at Appendix B. This includes your right to:</p> <ul style="list-style-type: none"> • Make reasonable requests for information • Give directions to me • Appoint a reviewing liquidator • To replace me as voluntary administrator.
What happens to your debt?	<p>All creditors of the Companies are now creditors in the voluntary administration.</p> <p>It is important to note that a voluntary administration creates restrictions on creditors being able to enforce their rights. You generally cannot enforce your claim, recover your property, enforce your security, commence an action to place the Companies into liquidation or act on a personal guarantee.</p> <p>If you have leased the Companies' property, have a retention of title claim or hold a Personal Property Security in relation to the Companies, please contact my staff as soon as possible.</p>

Question	Answer
	<p>As at the date of our appointment, the Companies are continuing to trade. If you are a supplier or employee, you will receive a separate communication on how this appointment impacts your ongoing dealings with the Company.</p>
<p>What is the cost of the voluntary administration?</p>	<p>We get paid out of the Companies' money, including realisations from assets or from money paid to us by others, such as the Companies' director. If there is not enough money in the voluntary administration, we do not get paid in full.</p> <p>We will seek your approval of our remuneration at the second meeting of creditors. We will provide you with detailed information regarding our remuneration before that meeting so that you can understand what tasks we have undertaken or will be required to undertake, and the costs of those tasks.</p> <p>Included at Appendix F is my Initial Remuneration Notice. This document provides you with information about how we propose to be paid for undertaking the voluntary administration.</p>
<p>What happens next with the voluntary administration?</p>	<p>We will proceed with the voluntary administration, including:</p> <ul style="list-style-type: none"> • Trading the business • Preparing for and holding the meetings of creditors • Undertaking investigations into the Companies' affairs • Analysing any offer for a sale of business or its assets • Analysing any offer for a deed of company arrangement that is received • Preparing my report to creditors. <p>As discussed above, you will receive further correspondence from us before the second meeting of creditors.</p>
<p>Where can you get more information?</p>	<p>The Australian Restructuring Insolvency and Turnaround Association (ARITA) provides information to assist creditors with understanding voluntary administrations and insolvency. This information is available from ARITA's website at arita.com.au/creditors.</p> <p>ASIC also provides information sheets on a range of insolvency topics. These information sheets can be accessed on ASIC's website at asic.gov.au (search for "insolvency information sheets").</p>

Please contact my office should you require further information. There is also information about this voluntary administration on my firm's website: www.grantthornton.com.au.

Yours faithfully



MATT BYRNES
JOINT AND SEVERAL ADMINISTRATOR

Appointment date: 3 February 2020 (Decimal Software Pty Ltd); and
4 February 2020 (Decimal Technology and Systems Pty Ltd,
Decimal Pty Ltd and Simpla Pty Ltd)

Contact name: James Cheng

Contact number: +61 3 8663 6146

Email: james.cheng@au.gt.com

Attachments

Appendix A - Declaration of Independence, Relevant Relationships and Indemnities (DIRRI)
Appendix B - Information Sheet - Creditor Rights in Voluntary Administration
Appendix C - Notice of meeting
Appendix D - Appointment of Proxy Forms
Appendix E - Form 535 – Proof of Debt or Claim Forms
Appendix F - Initial Remuneration Notice



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Appendix A

Declaration of Independence, Relevant Relationships and Indemnities

Declaration of Independence, Relevant Relationships and Indemnities

DECIMAL SOFTWARE PTY LTD (ACN 009 235 956)
DECIMAL TECHNOLOGY AND SYSTEMS PTY LTD (ACN 118 370 291)
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(all Administrators Appointed) (collectively, “the Companies”)

The purpose of this document is to assist creditors with understanding any relationships that the Administrators have and any indemnities or upfront payments that have been provided to the Administrators. None of the relationships disclosed in this document are such that the independence of the Administrators is affected.

This information is provided to you to enable you to make an informed assessment on any independence concerns, so that you have trust and confidence in our independence and, if not, can act to remove and replace us if you wish

This declaration is made in respect of myself, my partners, Grant Thornton Australia Limited (“the firm”).

A. Independence

We, Matt Byrnes and David Hodgson of Grant Thornton Australia Limited (“GTAL”) have undertaken a proper assessment of the risks to our independence prior to accepting the appointment as Administrators of the Companies in accordance with the law and applicable professional standards. This assessment identified no real or potential risks to our independence. We are not aware of any reasons that would prevent us from accepting this appointment.

B. Declaration of Relationships

B1. Circumstances of appointment

This appointment was referred to us by a law firm, Gilbert + Tobin (“the Referrer”). We believe that this referral does not result in a conflict of interest or duty because:

- Neither we nor the Firm have undertaken any work for the Referrer with respect to the Companies; and
- Our past involvement with the Referrer will not influence our ability to fully comply with the statutory and fiduciary obligations associated with the conduct of the Administration of the Companies in an objective and impartial manner.

The following contact occurred in the lead up to our appointment as Administrators of the Companies:

- 2 February 2020: Matt Byrnes received a phone call from the Referrer to discuss Decimal Software Pty Ltd. The Referrer provided background information on Decimal Software and the potential administration.
- 3 February 2020: Matt Byrnes and David Hodgson were appointed as joint and several voluntary administrators of Decimal Software Pty Ltd.
- 4 February 2020: Matt Byrnes and James Cheng, an associate at GTAL, met with the Director and the Referrer to discuss the status of Decimal Software Pty Ltd, its current financial position and further appointment over Decimal Software Pty Ltd’s subsidiaries. Later that day, Matt Byrnes and David Hodgson were appointed as joint and several voluntary administrators of Decimal Technology and Systems Pty Ltd, Decimal Pty Ltd and Simpla Pty Ltd.

We did not receive any remuneration for this advice.

In our opinion, these meetings do/do not affect our independence for the following reasons:

- The Courts and Australian Restructuring Insolvency and Turnaround Association's Code of Professional Practice recognises the need for practitioners to provide advice on the insolvency process and the options available to a company, and does not consider that such advice results in a conflict or is considered an impediment to accepting an appointment;
- The nature of the advice provided to the Companies was general and is such that it would not be subject to review and challenge during the course of the administration; and
- The pre-appointment advice will not influence my ability to be able to fully comply with the statutory and fiduciary obligations associated with the administration of the Companies in an objective and impartial manner.

We have provided no other information or advice to the Companies, the Director and its advisors prior to our appointment beyond that outlined in this DIRRI.

B2. Prior Professional services to the Insolvent

Neither we, nor our firm, have provided any professional services to the Companies in the previous 24 months.

B3. Relevant Relationships (excluding Professional Services to the Insolvent)

Neither we, nor our firm, have, or have had within the preceding 24 months, any relationships with the Companies, an associate of the Companies, a former insolvency practitioner appointed to the Companies or any person or entity that has security over the whole or substantially whole of the Companies' property, other than those identified below:

Name	Nature of relationship	Reasons
Australian Taxation Office ("ATO")	<p>The ATO may be a creditor of the Companies.</p> <p>The Liquidators have worked with the ATO over the past 24 months on a number of occasions which are unrelated to the current appointment.</p>	<p>We believe that this relationship does not result in a conflict of interest or duty because:</p> <ul style="list-style-type: none"> • Relationships with the ATO are common and do not impact our independence in carrying out our duties as Liquidators; and • Prior engagements with the ATO are not related to the Companies and as such do not impact our independence.
Australia and New Zealand Banking Group Limited ("ANZ")	<p>We note that ANZ have a claim against a term deposit from Decimal Software Pty Ltd.</p> <p>As with a number of financiers, we are known to ANZ and on occasion have been engaged by one or more of ANZ in formal and informal capacities on matters unrelated to the current appointment.</p> <p>We have had past dealings with ANZ in their capacity as a creditor of past insolvency administrations by us as insolvency practitioners.</p>	<p>Neither we nor the Firm have undertaken any work for ANZ with respect to the Companies.</p> <p>Our past involvement ANZ will not influence our abilities to fully comply with the statutory and fiduciary obligations associated with the conduct of the Voluntary Administration of the Companies in an objective and impartial manner.</p> <p>Our prior engagements with ANZ were undertaken on an entirely separate basis and have no connection with this appointment.</p>

B4. Group appointments

As detailed above we were concurrently appointed Voluntary Administrators to the following:

Name	Nature of relationship	Reasons
Decimal Software Pty Ltd	Parent entity	We believe that this relationship does not result in a conflict of interest or duty because:
Decimal Technology and Systems Pty Ltd, Decimal Pty Ltd and Simpla Pty Ltd	Wholly owned subsidiaries of Decimal Software Pty Ltd	<ul style="list-style-type: none"> • Following discussions with management of the Companies, we have not identified any conflicts of interest caused from real dispute as to the facts, or as to the validity of transactions between the Companies. • We are not aware of any conflicts of interests as between Companies. Should a conflict arise, we will keep creditors informed and take appropriate action to resolve the conflict. • The appointment of us as Voluntary Administrators of the Companies will not influence our ability to fully comply with the statutory and fiduciary obligations associated with the voluntary Administration of the companies in an object and impartial manner.

B5. No other relevant relationships to disclose

There are no other known relevant relationships, including personal, business and professional relationships, from the previous 24 months with the Companies, an associate of the Companies, a former insolvency practitioner appointed to the Companies or any person or entity that has security over the whole or substantially whole of the Companies' property that should be disclosed.

C. Indemnities and up-front payments

We have not been indemnified in relation to this administration, other than any indemnities that we may be entitled to under statute and we have not received any up-front payments in respect of our] remuneration or disbursements.

Dated: 5 February 2020



.....
Matt Byrnes



.....
David Hodgson

Note:

If circumstances change, or new information is identified, we are required under the [Corporations Act 2001/Bankruptcy Act 1966] and ARITA's Code of Professional Practice to update this Declaration and provide a copy to creditors with our next communication as well as table a copy of any replacement declaration at the next meeting of the insolvent's creditors. For Creditors' Voluntary Liquidations and voluntary administrations, this document and any updated versions of this document are required to be lodged with ASIC



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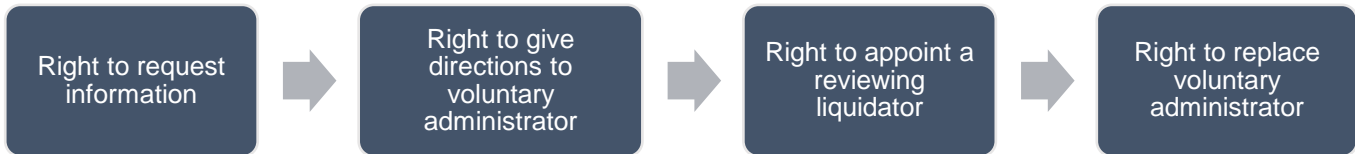
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Appendix B

Information Sheet – Creditor Rights in Voluntary Administration

Creditor Rights in Voluntary Administrations

As a creditor, you have rights to request meetings and information or take certain actions:



Right to request information

Information is communicated to creditors in a voluntary administration through reports and meetings.

In a voluntary administration, two meetings of creditors are automatically held. You should expect to receive reports and notice of these meetings:

- The first meeting is held within 8 business days of the voluntary administrator's appointment. A notice of meeting and other information for this meeting will be issued to all known creditors.
- The second, or decision, meeting is usually held within 6 weeks of the appointment, unless an extension is granted. At this meeting, creditors will get to make a decision about the company's future. Prior to this meeting the voluntary administrator will provide creditors with a notice of the meeting and a detailed report to assist in making your decision.

Important information will be communicated to creditors prior to and during these meetings. Creditors are unable to request additional meetings in a voluntary administration.

Creditors have the right to request information at any time. A voluntary administrator must provide a creditor with the requested information if their request is 'reasonable', the information is relevant to the voluntary administration, and the provision of the information would not cause the voluntary administrator to breach their duties.

A voluntary administrator must provide this information to a creditor within 5 business days of receiving the request, unless a longer period is agreed. If, due to the nature of the information requested, the voluntary administrator requires more time to comply with the request, they can extend the period by notifying the creditor in writing.

Requests must be reasonable.

They are not reasonable if:

- (a) complying with the request would prejudice the interests of one or more creditors or a third party
- (b) the information requested would be privileged from production in legal proceedings
- (c) disclosure would found an action for breach of confidence
- (d) there is not sufficient available property to comply with the request
- (e) the information has already been provided
- (f) the information is required to be provided under law within 20 business days of the request
- (g) the request is vexatious

If a request is not reasonable due to (d), (e) or (f) above, the voluntary administrator must comply if the creditor meets the cost of complying with the request.

Otherwise, a voluntary administrator must inform a creditor if their information request is not reasonable and the reason why.

Right to give directions to voluntary administrator

Creditors, by resolution, may give a voluntary administrator directions in relation to a voluntary administration. A voluntary administrator must have regard to these directions, but they are not required to comply with the directions.

If a voluntary administrator chooses not to comply with a direction given by a resolution of the creditors, they must document their reasons for not complying.

An individual creditor cannot provide a direction to a voluntary administrator.

Right to appoint a reviewing liquidator

Creditors, by resolution, may appoint a reviewing liquidator to review a voluntary administrator's remuneration or a cost or expense incurred in a voluntary administration. The review is limited to:

- remuneration approved within the six months prior to the appointment of the reviewing liquidator, and
- expenses incurred in the 12 months prior to the appointment of the reviewing liquidator.

The cost of the reviewing liquidator is paid from the assets of the voluntary administration, in priority to creditor claims.

An individual creditor can appoint a reviewing liquidator with the voluntary administrator's consent, however the cost of this reviewing liquidator must be met personally by the creditor making the appointment.

Right to replace voluntary administrator

At the first meeting, creditors have the right to remove a voluntary administrator and appoint another registered liquidator to act as voluntary administrator.

A creditor must ensure that they have a consent from another registered liquidator prior to the first meeting if they wish to seek the removal and replacement of a voluntary administrator.

Creditors also have the opportunity to replace a voluntary administrator at the second meeting of creditors:

- If creditors vote to accept a proposed deed of company arrangement, they can appoint a different registered liquidator as the deed administrator.
- If creditors vote to place the company into liquidation, they can appoint a different registered liquidator as the liquidator.

It is however usual for the voluntary administrator to act as deed administrator or liquidator. It would be expected that additional costs would be incurred by an alternate deed administrator or liquidator to gain the level of knowledge of the voluntary administrator.

Like with the first meeting, a creditor must ensure that they have a consent from another registered liquidator prior to the second meeting if they wish to seek to appoint an alternative registered liquidator as deed administrator or liquidator.

**For more information, go to www.arita.com.au/creditors.
Specific queries about the voluntary administration should be directed to the voluntary administrator's office.**



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Appendix C

Notice of meeting and other meeting information

NOTICE OF MEETING OF CREDITORS OF THE COMPANIES

DECIMAL SOFTWARE PTY LTD (ACN 009 235 956)
DECIMAL TECHNOLOGY AND SYSTEMS PTY LTD (ACN 118 370 291)
DECIMAL PTY LTD (ACN 135 979 743)
SIMPLA PTY LTD (ACN 159 982 671)

(all Administrators Appointed) (collectively, “the Companies”)

On 3 February 2020 Decimal Software Pty Ltd under section 436A of the Corporations Act 2001 (“the Act”) appointed Matt Byrnes of Grant Thornton Australia Limited, Collins Square, Tower 5, Level 22, 727 Collins Street, Melbourne VIC 3008, Australia and David Mark Hodgson of Grant Thornton Australia Limited, Central Park, Level 43, 152-158 St Georges Terrace, Perth WA 6000, Australia as the Joint and Several Administrators of Decimal Software Pty Ltd. Subsequently, we were appointed Joint and Several Administrators of the balance of the Companies on 4 February 2020.

Notice is given that a meeting of the creditors of the Company will be held as follows:

Date: 13 February 2020
Time: 1:30PM (AWST)
Address: Central Park, Level 43, 152-158 St Georges Terrace, Perth WA 6000

Due to the intertwined nature of the Companies which operated together to run the business, the similar creditors, and to save time and costs in the administration, the Administrators have determined that the meetings of the Companies will be held concurrently at the time specified.

Agenda

The purpose of the meeting is to:

- Provide a brief history of the Companies and the background to the appointments.
- The meeting would also determine:
 - Whether to appoint a committee of inspection; and
 - if so, who are to be the committee's members.
- At the meeting, creditors may also, by resolution:
 - remove the administrators from office; and
 - appoint someone else as administrator of the Companies.
- Discuss any other relevant business which may arise.

Attending and voting at the meeting

Creditors are invited to attend the meeting, however they are not entitled to participate and vote at a meeting unless:

- **Proof of debt for voting purposes:** They have lodged with the Administrators particulars of the debt or claim and the claim has been admitted, wholly or in part, by the Administrators. If a proof of debt for voting purposes has already been lodged, they do not need to do so again. Refer to Note 1 for further guidance on entitlement to vote.
- **Proxies or attendance:** They are either present in person or by electronic facilities (if being made available) or validly represented by proxy, attorney or an authorised person under s250D of the Act. If a corporate creditor or represented, a proxy form, power of attorney or evidence of appointment of a company representative pursuant to Section 250D of the Act must be validly completed and provided to the Joint and Several Administrators at or before the meeting.

To enable sufficient time to review, proofs of debt and proxies (or document authorising the representation) should be submitted to James Cheng on james.cheng@au.gt.com or GPO Box 4736, Melbourne VIC 3001 by no later than 4:00 PM on 12 February 2020. If you choose to return these documents, please allow sufficient time for the documents to be received prior to the due date.

Electronic facilities

Electronic facilities will be made available at the meeting via telephone conferencing. To access those facilities, you need to provide a statement by email to James Cheng on james.cheng@au.gt.com, not later than 2 business days before the meeting which sets out:

- **Name:** The name of the person and of the proxy or attorney (if any)
- **Address:** An address to which notices to the person, proxy or attorney may be sent
- **Contact:** The method of contacting the person, proxy or attorney for the purposes of the meeting.

On receipt of this statement, you will be provided with instructions on how to access the facilities for the meeting.

Any queries should be directed to James Cheng either via email james.cheng@au.gt.com or +61 3 8663 6146.

Dated 5 February 2020



.....

Signature of **MATT BYRNES**
JOINT AND SEVERAL ADMINISTRATOR

GPO Box 4736
Melbourne VIC 3001

Note 1: Entitlement to vote and completing proofs

IPR (Corp) 75 85 Entitlement to vote at meetings of creditors

- (1) A person other than a creditor (or the creditor's proxy or attorney) is not entitled to vote at a meeting of creditors.
- (2) Subject to subsections (3), (4) and (5), each creditor is entitled to vote and has one vote.
- (3) A person is not entitled to vote as a creditor at a meeting of creditors unless:
 - (a) his or her debt or claim has been admitted wholly or in part by the external administrator; or
 - (b) he or she has lodged, with the person presiding at the meeting, or with the person named in the notice convening the meeting as the person who may receive particulars of the debt or claim:
 - (i) those particulars; or
 - (ii) if required—a formal proof of the debt or claim.
- (4) A creditor must not vote in respect of:
 - (a) an unliquidated debt; or
 - (b) a contingent debt; or
 - (c) an unliquidated or a contingent claim; or
 - (d) a debt the value of which is not established; unless a just estimate of its value has been made.
- (5) A creditor must not vote in respect of a debt or a claim on or secured by a bill of exchange, a promissory note or any other negotiable instrument or security held by the creditor unless he or she is willing to do the following:
 - (a) treat the liability to him or her on the instrument or security of a person covered by subsection (6) as a security in his or her hands;
 - (b) estimate its value;
 - (c) for the purposes of voting (but not for the purposes of dividend), to deduct it from his or her debt or claim.
- (6) A person is covered by this subsection if:
 - (a) the person's liability is a debt or a claim on, or secured by, a bill of exchange, a promissory note or any other negotiable instrument or security held by the creditor; and

- (b) the person is either liable to the company directly, or may be liable to the company on the default of another person with respect to the liability; and
- (c) the person is not an insolvent under administration or a person against whom a winding up order is in force.

IPR (Corp) 75-110 Voting on resolutions

- (1) For the purposes of determining whether a resolution is passed at a meeting of creditors of a company, the value of a creditor of the company who:
 - (a) is a related creditor (within the meaning of subsection 75-41(4) of the Insolvency Practice Schedule (Corporations)), for the purposes of the vote, in relation to the company; and
 - (b) has been assigned a debt; and
 - (c) is present at the meeting personally, by telephone, by proxy or attorney; and
 - (d) is voting on the resolution;is to be worked out by taking the value of the assigned debt to be equal to the value of the consideration that the related creditor gave for the assignment of the debt.



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Appendix D

Appointment of Proxy Forms

APPOINTMENT OF PROXY

**Decimal Software Pty Ltd (Administrators Appointed)
ACN 009 235 956 (the "Company")**

*I/*We _____(name of signatory) of _____(creditor name)
a creditor of Decimal Software Pty Ltd appoint _____(name of proxy)
of _____(address of proxy)
or in his or her absence _____(details of alternate proxy)
as *my/*our *general/*special proxy to vote at the meeting of creditors to be held on 13 February 2020, or at any adjournment of that meeting.

If a special proxy, specify how you wish your proxy to vote for each of the resolutions.

Resolutions

	For	Against	Abstain
1. That a Committee of Inspection is not appointed			
2. That the Joint and Several Administrators be removed from office.			

*I/*We authorise *my/*our proxy to vote as a general proxy on resolutions other than those specified above
(delete if not required)

Signature: _____

Dated: _____

*Omit if inapplicable

APPOINTMENT OF PROXY

Decimal Technology and Systems Pty Ltd (Administrators Appointed) ACN 118 370 291 (the "Company")

*I/*We _____(name of signatory) of _____(creditor name)

a creditor of Decimal Technology and systems Pty Ltd appoint _____
_____(name of proxy)

of _____(address of proxy)

or in his or her absence _____(details of alternate proxy)

as *my/*our *general/*special proxy to vote at the meeting of creditors to be held on 13 February 2020, or at any adjournment of that meeting.

If a special proxy, specify how you wish your proxy to vote for each of the resolutions.

Resolutions

	For	Against	Abstain
1. That a Committee of Inspection is not appointed			
2. That the Joint and Several Administrators be removed from office.			

*I/*We authorise *my/*our proxy to vote as a general proxy on resolutions other than those specified above
(delete if not required)

Signature: _____

Dated: _____

*Omit if inapplicable

APPOINTMENT OF PROXY

**Decimal Pty Ltd (Administrators Appointed)
ACN 135 979 743 (the "Company")**

*I/*We _____(name of signatory) of _____(creditor name)

a creditor of Decimal Pty Ltd appoint _____(name of proxy)

of _____(address of proxy)

or in his or her absence _____(details of alternate proxy)

as *my/*our *general/*special proxy to vote at the meeting of creditors to be held on 13 February 2020, or at any adjournment of that meeting.

If a special proxy, specify how you wish your proxy to vote for each of the resolutions.

Resolutions

	For	Against	Abstain
1. That a Committee of Inspection is not appointed			
2. That the Joint and Several Administrators be removed from office.			

*I/*We authorise *my/*our proxy to vote as a general proxy on resolutions other than those specified above
(delete if not required)

Signature: _____

Dated: _____

*Omit if inapplicable

APPOINTMENT OF PROXY

**Simpla Pty Ltd (Administrators Appointed)
ACN 159 982 671 (the "Company")**

*I/*We _____(name of signatory) of _____(creditor name)

a creditor of Simpla Pty Ltd appoint _____(name of proxy)

of _____(address of proxy)

or in his or her absence _____(details of alternate proxy)

as *my/*our *general/*special proxy to vote at the meeting of creditors to be held on 13 February 2020, or at any adjournment of that meeting.

If a special proxy, specify how you wish your proxy to vote for each of the resolutions.

Resolutions

	For	Against	Abstain
1. That a Committee of Inspection is not appointed			
2. That the Joint and Several Administrators be removed from office.			

*I/*We authorise *my/*our proxy to vote as a general proxy on resolutions other than those specified above
(delete if not required)

Signature: _____

Dated: _____

*Omit if inapplicable



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Appendix E

Formal Proof of Debt or Claim Forms

FORMAL PROOF OF DEBT OR CLAIM (GENERAL FORM)

To the Joint and Several Administrators of: **Decimal Software Pty Ltd (Administrators Appointed)**
ACN 009 235 956 (the "Company")

1. This is to state that the company was on 3 February 2020, and still is, justly and truly indebted to: _____

_____ full name, ABN and
address of the creditor and, if applicable, the creditor's partners. If prepared by an employee or agent of the
creditor, also insert a description of the occupation of the creditor) for _____ dollars
and _____ cents

Particulars of the debt are:

Date	Consideration <i>(state how the debt arose)</i>	Amount \$	Remarks <i>(include details of voucher substantiating payment)</i>

2. To my knowledge or belief the creditor has not, nor has any person by the creditor's order, had or received
any satisfaction or security for the sum or any part of it except for the following: _____

(insert particulars of all securities held. If the securities are on the property of the company, assess the value
of those securities. If any bills or other negotiable securities are held, show them in a schedule in the
following form).

Date	Drawer	Acceptor	Amount \$	Due Date

3. Signed by (select option):

- I am the creditor personally.
- I am employed by the creditor and authorised in writing by the creditor to make this statement. I know that the debt was incurred for the consideration stated and that the debt, to the best of my knowledge and belief, remains unpaid and unsatisfied.
- I am the creditor's agent authorised in writing to make this statement in writing. I know the debt was incurred for the consideration stated and that the debt, to the best of my knowledge and belief, remains unpaid and unsatisfied.

Signature: _____ Dated: _____

Name: _____ Occupation: _____

Address: _____

RECEIVE REPORTS BY EMAIL	Yes	No
Do you wish to receive all future reports and correspondence from our office via email?	<input type="checkbox"/>	<input type="checkbox"/>
Email:.....		

FORM 535

subregulation 5.6.49(2)
Corporations Act 2001

FORMAL PROOF OF DEBT OR CLAIM (GENERAL FORM)

To the Joint and Several Administrators of: Decimal Technology and Systems Pty Ltd
(Administrators Appointed) ACN 118 370 291 (the "Company")

1. This is to state that the company was on 4 February 2020, and still is, justly and truly indebted to:
full name, ABN and
address of the creditor and, if applicable, the creditor's partners. If prepared by an employee or agent of the
creditor, also insert a description of the occupation of the creditor) for
dollars
and cents

Particulars of the debt are:

Table with 4 columns: Date, Consideration (state how the debt arose), Amount \$, Remarks (include details of voucher substantiating payment)

2. To my knowledge or belief the creditor has not, nor has any person by the creditor's order, had or received
any satisfaction or security for the sum or any part of it except for the following:

(insert particulars of all securities held. If the securities are on the property of the company, assess the value
of those securities. If any bills or other negotiable securities are held, show them in a schedule in the
following form).

Table with 5 columns: Date, Drawer, Acceptor, Amount \$, Due Date

3. Signed by (select option):

- I am the creditor personally.
I am employed by the creditor and authorised in writing by the creditor to make this statement. I know that the
debt was incurred for the consideration stated and that the debt, to the best of my knowledge and belief, remains
unpaid and unsatisfied.
I am the creditor's agent authorised in writing to make this statement in writing. I know the debt was incurred for
the consideration stated and that the debt, to the best of my knowledge and belief, remains unpaid and
unsatisfied.

Signature: Dated:

Name: Occupation:

Address:

RECEIVE REPORTS BY EMAIL Yes No
Do you wish to receive all future reports and correspondence from our office via email?
Email:

FORM 535

subregulation 5.6.49(2)
Corporations Act 2001

FORMAL PROOF OF DEBT OR CLAIM (GENERAL FORM)

To the Joint and Several Administrators of: **Decimal Pty Ltd (Administrators Appointed)**
ACN 135 979 743 (the "Company")

1. This is to state that the company was on 4 February 2020, and still is, justly and truly indebted to: _____

_____ full name, ABN and
address of the creditor and, if applicable, the creditor's partners. If prepared by an employee or agent of the
creditor, also insert a description of the occupation of the creditor) for _____ dollars
and _____ cents

Particulars of the debt are:

Date	Consideration <i>(state how the debt arose)</i>	Amount \$	Remarks <i>(include details of voucher substantiating payment)</i>

2. To my knowledge or belief the creditor has not, nor has any person by the creditor's order, had or received
any satisfaction or security for the sum or any part of it except for the following: _____

(insert particulars of all securities held. If the securities are on the property of the company, assess the value
of those securities. If any bills or other negotiable securities are held, show them in a schedule in the
following form).

Date	Drawer	Acceptor	Amount \$	Due Date

3. Signed by (select option):

- I am the creditor personally.
- I am employed by the creditor and authorised in writing by the creditor to make this statement. I know that the debt was incurred for the consideration stated and that the debt, to the best of my knowledge and belief, remains unpaid and unsatisfied.
- I am the creditor's agent authorised in writing to make this statement in writing. I know the debt was incurred for the consideration stated and that the debt, to the best of my knowledge and belief, remains unpaid and unsatisfied.

Signature: _____ Dated: _____

Name: _____ Occupation: _____

Address: _____

RECEIVE REPORTS BY EMAIL	Yes	No
Do you wish to receive all future reports and correspondence from our office via email?	<input type="checkbox"/>	<input type="checkbox"/>
Email:.....		

FORM 535

subregulation 5.6.49(2)
Corporations Act 2001

FORMAL PROOF OF DEBT OR CLAIM (GENERAL FORM)

To the Joint and Several Administrators of: Simpla Pty Ltd (Administrators Appointed)
ACN 159 982 671 (the "Company")

1. This is to state that the company was on 4 February 2020, and still is, justly and truly indebted to:
full name, ABN and
address of the creditor and, if applicable, the creditor's partners. If prepared by an employee or agent of the
creditor, also insert a description of the occupation of the creditor) for dollars
and cents

Particulars of the debt are:

Table with 4 columns: Date, Consideration (state how the debt arose), Amount \$, Remarks (include details of voucher substantiating payment)

2. To my knowledge or belief the creditor has not, nor has any person by the creditor's order, had or received
any satisfaction or security for the sum or any part of it except for the following:

(insert particulars of all securities held. If the securities are on the property of the company, assess the value
of those securities. If any bills or other negotiable securities are held, show them in a schedule in the
following form).

Table with 5 columns: Date, Drawer, Acceptor, Amount \$, Due Date

3. Signed by (select option):

- I am the creditor personally.
I am employed by the creditor and authorised in writing by the creditor to make this statement. I know that the
debt was incurred for the consideration stated and that the debt, to the best of my knowledge and belief, remains
unpaid and unsatisfied.
I am the creditor's agent authorised in writing to make this statement in writing. I know the debt was incurred for
the consideration stated and that the debt, to the best of my knowledge and belief, remains unpaid and
unsatisfied.

Signature: Dated:

Name: Occupation:

Address:

RECEIVE REPORTS BY EMAIL
Do you wish to receive all future reports and correspondence from our office via email?
Email:.....



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Appendix F

Initial Remuneration Notice

Initial Remuneration Notice

DECIMAL SOFTWARE PTY LTD (ACN 009 235 956)
DECIMAL TECHNOLOGY AND SYSTEMS PTY LTD (ACN 118 370 291)
DECIMAL PTY LTD (ACN 135 979 743)
SIMPLA PTY LTD (ACN 159 982 671)

(all Administrators Appointed) (collectively, “the Companies”)

The purpose of the Initial Remuneration Notice is to provide you with information about how we propose our remuneration for undertaking the Voluntary Administration will be set.

Remuneration Methods

There are four basic methods that can be used to calculate the remuneration charged by an insolvency practitioner. They are:

- A Time based / hourly rates:** This is the most common method. The total fee charged is based on the hourly rate charged for each person who carried out the work multiplied by the number of hours spent by each person on each of the tasks performed.
- B Fixed Fee:** The total fee charged is normally quoted at the commencement of the administration and is the total cost for the administration. Sometimes a practitioner will finalise an administration for a fixed fee.
- C Percentage:** The total fee charged is based on a percentage of a particular variable, such as the gross proceeds of assets realisations.
- D Contingency:** The practitioner’s fee is structured to be contingent on a particular outcome being achieved.

Method chosen

Given the nature of this administration we propose that our remuneration be calculated on a time based / hourly rates method. This is because:

- We will only be paid for work done, subject to sufficient realisations of the Companies’ assets;
- It ensures creditors are only charged for work that is performed. Our time is recorded and charged in six minute increments and staff are allocated to duties according to their relevant experience and qualifications;
- We are required to perform a number of tasks which do not relate to the realisation of assets, for example responding to creditor enquiries, reporting to ASIC, distributing funds in accordance with the provisions of the Corporations Act or the Bankruptcy Act;
- We are unable to estimate with certainty the total amount of fees necessary to complete all tasks required in the external administrations;
- We have a time recording system that is able to produce a detailed analysis of time spent on each type of task by each individual staff member utilised in the administration; and
- The method provides full accountability in the method of calculation.

Explanation of Hourly Rates

The rates for our remuneration calculation are set out in the following table together with a general guide showing the qualifications and experience of staff engaged in the administration and the role they take in the

administration. The hourly rates charged encompass the total cost of providing professional services and should not be compared to an hourly wage.

Title	Description	Hourly Rate (excl GST)
Partner	Registered Liquidator / Trustee. Partner bringing specialist skills to Administrations and Insolvency matters. Controlling all matters relating to the assignment.	\$695
Principal	Qualified accountant (CA/CPA) and may be a registered Liquidator/Trustee. Minimum 7/8+ years' experience. Highly advanced technical and commercial skills. Planning and control of all Administration and Insolvency tasks. Controlling substantial matters relating to the assignment and reporting to the appointee.	\$650
Director	Qualified accountant (CA/CPA) and may be a registered Liquidator/Trustee. Minimum 7/8+ years' experience. Highly advanced technical and commercial skills. Planning and control of all Administration and Insolvency tasks. Controlling substantial matters relating to the assignment and reporting to the appointee.	\$615
Senior Manager	Qualified accountant (CA/CPA) and may be a registered Liquidator/Trustee. Minimum 7/8+ years' experience. Likely to be appointed as a director in due course. Highly advanced technical and commercial skills. Planning and control of all Administration and Insolvency tasks. Controlling substantial matters relating to the assignment and reporting to the appointee.	\$590
Manager	Qualified accountant (CA/CPA). 7/8+ years' experience. Well developed technical and commercial skills. Planning and control of all Administration and Insolvency tasks. Controlling substantial matters relating to the assignment and reporting to the appointee.	\$530-545
Senior Associate	Typically CA/CPA Qualified. 5-8 years' experience. Well developed technical and commercial skills. Planning and control of Administration and Insolvency tasks with the assistance of the appointee.	\$430-485
Associate	Typically CA/CPA Qualified. 3-5 years' experience. Required to control the fieldwork on Administrations and Insolvency tasks.	\$285-360
Administrators/Assistant	Conducts all aspects relating to administering the accounts function.	\$220

Estimated remuneration

We estimate that this administration will cost approximately \$175,000.00 plus GST to complete, subject to the following variables which may have a significant effect on this estimate and that we are unable to determine at this early stage in the administration:

- Whether there is a requirement to extend the convening period;
- If there is a challenge to the Administrators' appointment;
- Unforeseen complications when realising assets;
- Communicating and responding to queries from the diverse range of secured, priority employee and unsecured creditors across each of the entities; and
- Any other unforeseen matters.

Prior to our appointment, we provided an estimate of the cost of the administration to the Director. This estimate is consistent with the estimate provided to the Director prior to our appointment.

Disbursements

Disbursements are divided into three types:

- **External professional services** - these are recovered at cost. An example of an externally provided professional service is legal fees. It does not include insolvency services, as insolvency services are claimed as remuneration.
- **External non-professional costs** - these are recovered at cost. Examples of external non-professional expenses include travel, accommodation and search fees.
- **Firm non-professional costs** - such as photocopying, printing and postage. These costs, if charged to the Administration, would generally be charged at cost; though some expenses such as telephone calls, photocopying and printing may be charged at a rate which recoups both variable and fixed costs. The recovery of these costs must be on a reasonable commercial basis.

We are not required to seek creditor approval for expenses paid to third parties or for disbursements where we are recovering a cost incurred on behalf of the administration, but we must account to creditors. We must be satisfied that these expenses and disbursements are appropriate, justified and reasonable.

We are required to obtain creditor's consent for the payment of a disbursement where I, or a related entity of myself, may directly or indirectly obtain a profit. In these circumstances, creditors will be asked to approve our disbursements prior to these disbursements being paid from the administration.

Details of the basis of recovering disbursements in this administration are provided below.

Basis of disbursement claim

Disbursement type	Rate (excl GST)
Externally provided professional services	At Cost
Externally provided non-professional services	At Cost
Internal disbursements	
Postage	At Cost
Staff vehicle use	Paid at the ATO set rate

Scale applicable for the financial year ending 30 June 2020



MATT BYRNES
JOINT AND SEVERAL ADMINISTRATOR

5 February 2020