insol6

Holding Meetings

insol6
Insolvency Software

About this manual

The process of holding meetings will consider recording meeting information, entering informal proofs of debt, producing a circular to creditors, recording attendees, and producing reports.

There are several scenarios to consider when producing a circular to creditors as a mail merge document for many recipients. Either:

- Each notice is personalised, or
- Each notice is the same (generic letter)

To produce personalised notices (where the name and address of each creditor appears on each notice) a copy of a signatory's (appointee) digital signature is stored in the system; the signature page of the document is photocopied and collated; or in rare cases the appointee signs each notice individually.

To produce a generic document, have the generic document signed by the appointee(s) and then photocopy the required number of copies. For generic or static notices, you will need to produce mailing labels in addition to the notice.

It is important to understand the alternatives available to ensure that the system will match your firm's existing internal practices in order to take advantage of the different options.

At the completion of this module, you will be able to:

- Enter Meeting Details

- Proposal Without Meeting

- Produce a Circular to Creditors (Personalised) - Notice of Meeting

- Produce a Circular to Creditors (Generic) - Notice of Meeting

- Enter Voting Proofs of Debt and Proxy Forms

- Produce an Attendance Register

- Produce a Chairperson's Report

- Produce Proposal Without Meeting Voting Result

- Record Attendances

- Produce a List of Persons Present at a Meeting.

Holding Meetings

We will look at several examples which will go through the process of calling meetings.

You will create a Circular to Creditors (Notice of Meeting) using a personalised mail merge document.

You will produce mailing labels and save the Output Document to **Document Management**.

Finally, you will produce an **Attendance Register** (to be used prior to a meeting) and a **List of Persons present at the Meeting** (as a result of a meeting).

Calling a Meeting

There are three meeting formats that the system has:

Meeting Type	Details
1. Physical meeting	Standard meeting where attendance is required in person, by proxy or on the telephone.
2. Proposal Without Meeting	There are specific types of resolutions that may be conducted without a meeting: - fee approval - costs approvals (non-administrative) - destruction of books and records
3. Online Meetings	- Explained further when using Creditors Portal

Calling a Physical Meeting of Creditors

1. Click on **Corporate → Meetings Register**. Click . Fill out the Meeting form as per the below example. Repeat this step for the other meeting formats.

The meetings now appear in the meeting list:

Separate meeting register tabs

There are separate tabs in the Meetings Register for when a job has transitioned. From the Jobs area, click **Corporate > Meetings Register tab**
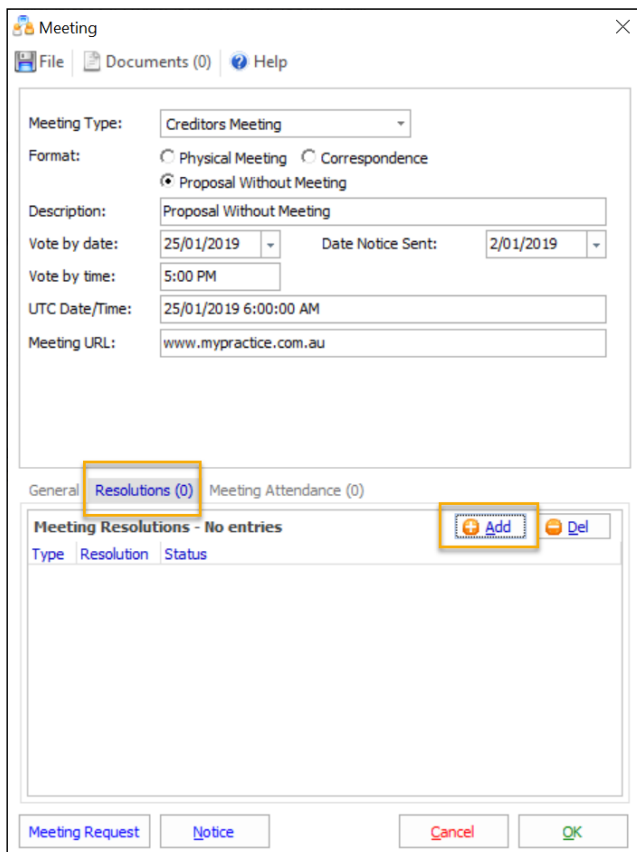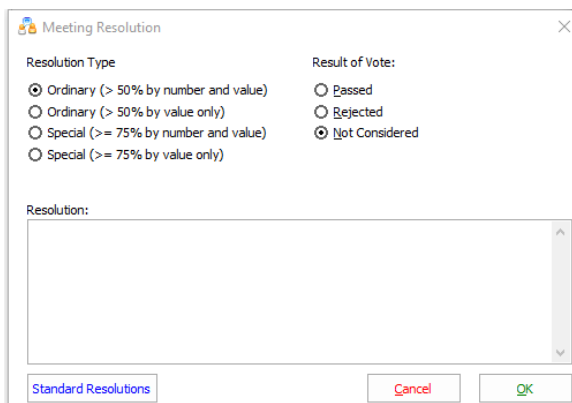
Meeting Resolutions

1. The method of entering resolution for a meeting is the same for all formats of meeting. Click on **Corporate → Meetings Register Tab** and double click on the meeting.

2. In the Meetings window, click on the Resolutions tab, then Add:

3. The Meetings Resolution window opens

4. Resolution Type:
    - For **Physical Meeting & Correspondence Meeting**, enter either Ordinary or Special Resolutions by selecting the appropriate option then the Result of the Vote *(after the conclusion of the meeting)*.
    - For **Proposal Without Meeting**, enter the Ordinary Resolutions then the Result of the Vote *(after the end of the voting date)*.
5. Enter the details in the **Resolution Text** field and click OK. Repeat to enter additional resolutions.

Setting up Standard Resolutions

Standard Resolutions can be set up for all job types. From the Meeting Resolution window.

1. From the Resolutions Tab, Click Add -> Standard Resolutions -> Add Resolution.
2. Enter the Description, the Resolution type and details of the resolution.
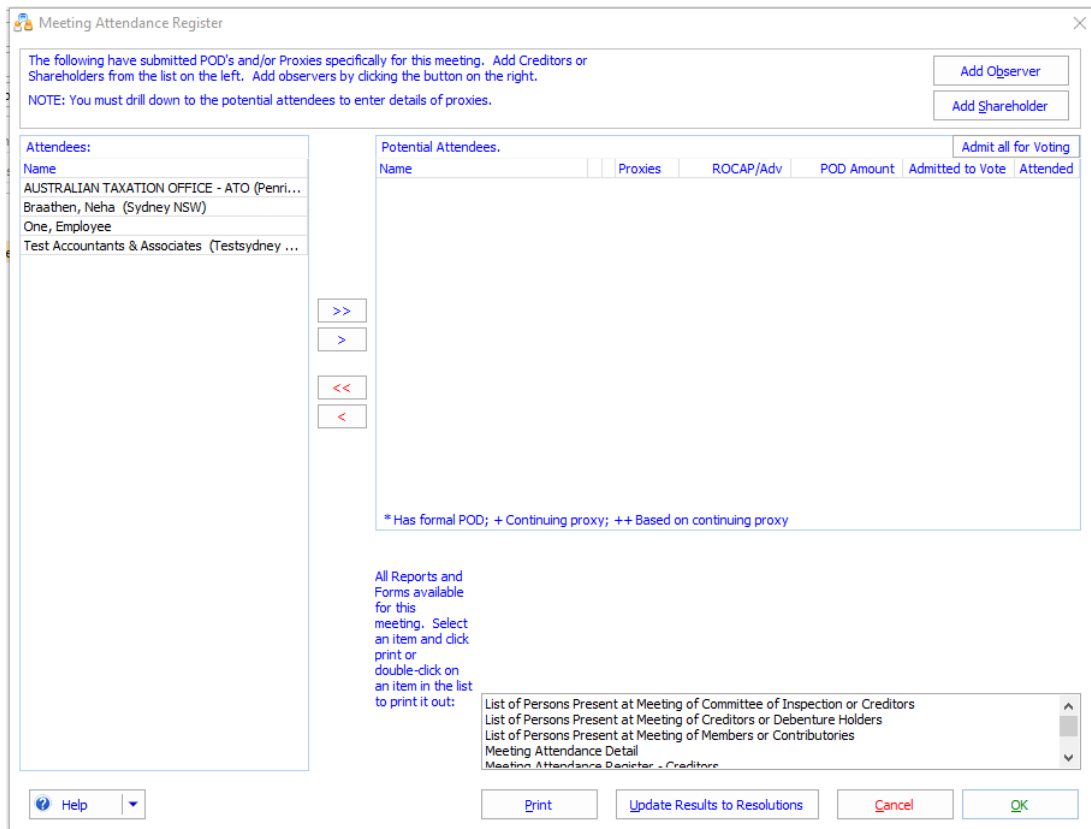3. Repeat
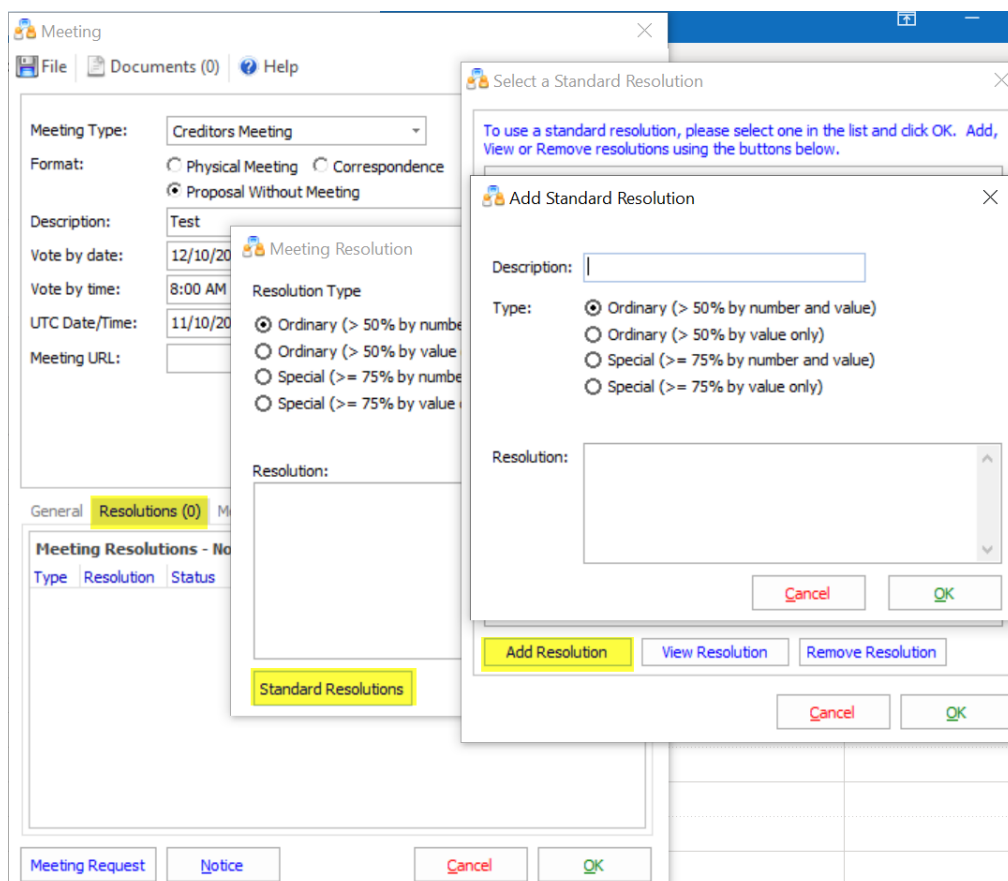
Adding a Standard Resolution

1. From the Resolutions Tab, Click Standard Resolutions -> select a resolution form the list and click Ok.

2. Repeat to add additional.

Adding Creditors to the Attendance Register

1. Click **Corporate > Meetings Register** tab and double-click on the meeting.

2. Click the **Meeting Attendance** tab and this will open the **Meeting Attendance Register** window:

   • For Physical Meeting & Correspondence:

   • For Proposal Without Meeting:

3. To add creditors from the **Attendees/Potential Responders** list to the **Potential Attendees/Responders who have submitted POD's and/or proxies** list select one of the following options:

To add…	You will need to…
All creditors	Click `>>` .
One creditor	Select the creditor and click `>` , or Double-click on the creditor.
A range of creditors	Select the creditors while holding down the **Ctrl** or **Shift** keys and click `>` .

Removing Creditors from the Attendance Register

1. To remove creditors from the **Potential Attendees who have submitted PODs and/or proxies** list use one of the selection methods above and click `<<` to remove all creditors or `<` to remove one or a range of creditors from the list.

Preview the Attendance Register

The meeting register is made available at the meeting for attendees to sign. The meeting attendance register displays the Voting Proofs of Debt lodged.
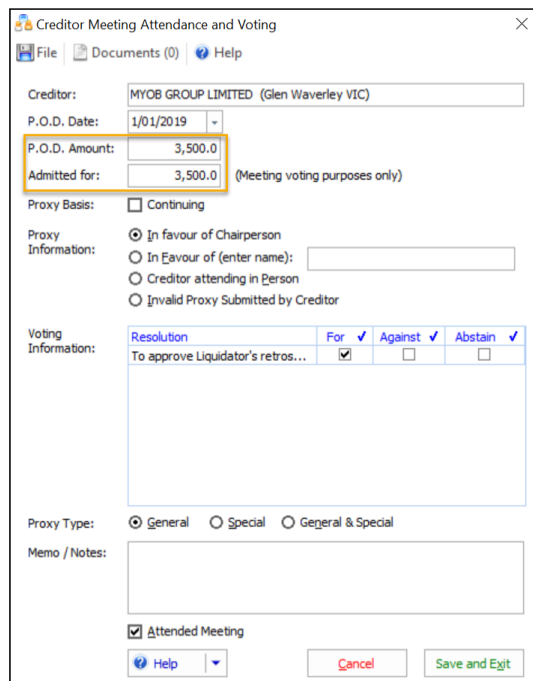
1. On the Attendance Register, double-click **Meeting Attendance Register – Creditors** on the reports list.

Meeting Attendance Register - Creditors
Good Example (XX) Pty Ltd (Administrator Appointed)

First Meeting of Creditors of Company under Administration held at The Boardroom, Level 5, 45 Clarence St, SYDNEY NSW 2000 on 1 January 2019 at 10:00 AM
Chairperson: Appointee
All Creditors

Creditor Name	Related Party? state 'Yes'	Name of Proxy or Attorney	Type of Proxy (General / Specific)	Creditor RATA Amount	Creditor Claimed Amount	Value of Security	Admitted to Vote for	Signature of Person Attending
Dodo Electricity		Chairperson	General		5,000.00		5,000.00	
Last, First (Mr)		Bridget Jones	General	16,000.00	18,000.00		18,000.00	
MYOB GROUP LIMITED		Chairperson	General	2,500,000.00	100,000.00	1,200,000.00	100,000.00	
NewCompany	Y	Chairperson	General	5,000.00	15,000.00		1.00	

Entering the voting POD Amount

From the **Meeting Attendance Register**:

- Enter the amount in the **POD Amount** column in the **Attendance Register** grid.
- Double-click on the creditor in the Attendance Register grid and enter the amount in the **Creditor Meeting Attendance and Voting** window then click save and exit. See below:

Creditor Meeting Attendance and Voting   ✕

File | Documents (0) | Help

Creditor:	MYOB GROUP LIMITED (Glen Waverley VIC)
P.O.D. Date:	1/01/2019
P.O.D. Amount:	3,500.0
Admitted for:	3,500.0 (Meeting voting purposes only)

Proxy Basis: ☐ Continuing

Proxy Information:
- ⦿ In favour of Chairperson
- ○ In Favour of (enter name):
- ○ Creditor attending in Person
- ○ Invalid Proxy Submitted by Creditor

Voting Information:

Resolution	For ✓	Against ✓	Abstain ✓
To approve Liquidator's retros...	☑	☐	☐

Proxy Type: ⦿ General   ○ Special   ○ General & Special

Memo / Notes:

☑ Attended Meeting

Help ▾   Cancel   Save and Exit

Note: If the **Voting Information** is entered the new reports will allow you to calculate the voting results. See meeting reports below.

Meeting Reports

The following meeting reports (non-exhaustive) are available:

- Meeting Attendance Detail (with Address)
- Meeting Attendance Register – Creditors (show status of related party creditor)
- Meeting Chairperson's Report
- Resolution Voting Detail
- Resolution Voting Summary by Proxyholder
- Resolution Voting Summary Chair/Other
- Proposal Without Meeting – responder voting detail **(ONLY for Proposal Without Meeting format)**

Meeting Requests

SMTP Meeting Requests can be generated from the system and sent via email.

1. Click [Meeting Request] and select all invitees or you can type additional invitees email addresses.

Entering Voting Proofs of Debt and Proxy Forms

Generally, an appointee calls for Voting Proofs of Debt (Informal Proofs) to allow creditors to vote at a Physical Meeting of creditors.

1. To add Voting Proofs of Debt, open the Meeting by clicking on **Corporate →
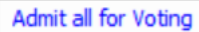   Meetings Register** and double-click the meeting.

2. Clicking the **Meeting Attendance** tab will open the Attendance Register.

3. To add attendees, click [>>] to select all creditors or select the creditor and click
    [>] or double-click on the creditor.

4. Double click on each of the creditor and the **Voting Proof of Debt / Proxy Entry** form
    appears and fill out the details.

Note: Alternatively, you may [Admit all for Voting] to admit claim per POD submitted. Note that
the admission is only for meeting voting purposes only and does not automatically
adjudicate creditors claim for the purposes of dividend distribution.

To add an Observer, click [Add Observer] .

Preview the Chairperson's Report

The system can produce a Chairperson's Report, which contains information relevant to the chairperson for use during the meeting

1. On the Attendance Register, double-click on **Meeting Chairperson's Report** on the reports list.

Meeting Chairperson's Report
Good Example (XX) Pty Ltd (Administrator Appointed)

First Meeting of Creditors of Company under Administration held at The Boardroom, Level 5, 45 Clarence St, SYDNEY NSW 2000 on 1 January 2019 at 10:00 AM
Chairperson: Appointee

Court Name:

Summary of Proxies:

Type/Attendee	Proxy Type	Admitted to Vote For	Number
Creditors			
Bridget Jones	General	18,000.00	1
Chairperson	General	105,001.00	3
	Totals	123,001.00	4

Summary of Resolutions and Voting:
Resolution: To approve Liquidator's retrospective remuneration of $10,000 from 15 March 2019 to end of liquidation.
Type: Ordinary

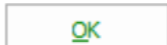| Creditors:	For	Against	Abstain	Unstated	Total
Value:	0	0	0	123,001	123,001
Value %:	0.00	0.00	0.00	100.00	100.00
Number:	0	0	0	4	4
Number %:	0.00	0.00	0.00	100.00	100.00

Note: You can select multiple POs to convert to Aps by clicking on the orange tick which

Proposal without Meeting

A proposal without a meeting is a cost-effective alternative to a meeting. The Appointee can use a proposal without a meeting to obtain the consent of creditors to a particular course of action.

Entering Voting Results

When voting Forms are returned you can record the votes as follows:

1. To add attendees, click [>>] to select all creditors or select the creditor and click [>], or double-click on the creditor.

2. Double click on the creditors name in the right hand column to open the Creditors Meeting Attendance and Voting page.

3. Mark the votes and/or objections next to the resolutions, click [OK] to save.

Producing ASIC Form 5022

To assist with completing the Form 5022 (online form) you can produce the Responder Voting Detail Report from the attendance register and lodge this report to ASIC.

1. Open the Meeting form and click on the Meeting Attendance tab. Double click on **Proposal Without Meeting - Responder Voting Detail**