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# GUIDE TO SUBMITTING PROOF OF DEBT

EXPERTS WITH IMPACT ™

## **Portal registration process**



# Part 1: Register

1. Register at https://fti.creditors.accountants.

	Login 🗘
6	
U	
me to your <b>Creditors' Portal</b>	
Register	•
Sign in	
	me to your Creditors' Portal Register Sign in

 Enter an email address, password, and your creditor code. If you have more than one creditor code, enter the first of those codes. Make sure you have access to the email address.

reate	a new account
	John.doe.insol@gmail.com
•	
•	
10	GTMAI-KSLKE
Pass	vord policy At least 6 character long. Die character not a letter or number One lowercase character (**2). Die uppercase character (**2).
Pass	GTMAH-KSUKE Kord policy At least is downsters long. One baracter on a latter or number One lowers character (\$72,5). Due typercara character (\$72,7). Due typercara character (\$72,7).

3. In the email received from **support@creditors.accountants**, click **Confirm Registration** to complete the registration process.



# Part 2: Add Creditor to Account

1. Login at https://fti.creditors.accountants/Account/Login.

	SIGN IN FOR CREDITOR ACCESS	5
M	John.doe.insol@gmail.com	
۲		
Rem	ember me	Forget
	Login	
	Log in Need to register?	

#### 2. Enter your name and click Save.

ails
John
0
doe.insol@gmail.com
e
v

3. Confirm your Creditor Code and click Link.

		[Edit User]
reditor Details		
Add New Creditor Please e	nter a creditor code:	+

#### Continue if you have an ABN. Otherwise go to para #7.

4. Enter the Creditor's ABN and select the correct name returned from the ABN Lookup and click Continue.

	[Edit Us Step 1 o
Confirm Details	
onfirm your authority to act on behalf of "David Czeizler":	
If you don't know your ABN can you use the ABR Lookup	ABR Lookup
Enter your ABN	
	Search
Entity name (as provided)	

- 5. Confirm your authority to act for the Creditor and click **Confirm**.
- 6. You will now be redirected to your Home Page.

#### Continue if you do not have an ABN. Otherwise go to para #10.

7. Confirm the Entity name is correct and then click **Continue.** 

FT L Recovery Help Contact Q Debtors		🌲 (0) 🖛	🎗 (richard.czeizler) 🗕
	[Edit User]		
Confirm Details			
Entity name (as provided).			
DAVID	Continue		
If the entity name currently held is incorrect, you will need to request a change.	Request change		

- 8. Confirm your authority to act for the Creditor and click Confirm.
- 9. You will now be redirected to your Home Page.

Continue if you want to add another Creditor to your Account. Otherwise go to Part 3 to Complete your Proof of Debt.

10. If you want to add another Creditor to your Account, select Enter an Access Code to Link a New Claim from your Home Page and repeat paras #1 to #7 above.

F T I Recovery	Help Conta	t Q Debtors		🌲 (3) = 💄 (doovie_czeizler) =
Creditors' Portal				
Hi David, welcome! Use the creditors' portal to vote, vie	w documents ar	id submit claims.		
External Administrat	ions			Q. View my debtors and debtor companies Enter an access code to link a new claim
You are linked to the following or submit your claims.	g external adm	ninistrations. Clic	k on the debtor name to view documents	View notifications
Name	Practice	Start Date	Туре	(+ Log out
Surfstitch Group Limited	FTI	18/04/18	Deed of Company Arrangement	

11. After adding all creditors click on Recovery to return to your home page.

FT   Recovery H	leip Contact Q Debtors	🌲 (3) 🕶	L (doovie_czeizler) +
User Details Change Password	Creditor Details		
Two Factor Link Creditor(s)	Add New Creditor Please enter a creditor code: Creditor Code Link		+
	Don't have a code? Search Debtor contact information and request a code. Search Q. DAVID (Admin)		~

## Part 3: Complete Proof of Debt

#### **Open Proof of Debt Form**

1. From your Home Page select Surfstitch Group Limited.



You can access your Home Page from https://fti.creditors.accountants.

2. Click Submit alongside a Creditor name to open the Proof of Debt form for that Creditor.

F Company Arrangement 288 004 🗭 2018					FTI	Consultin
					ROYAL EXCHANGE	NSW 122
chard Park - appointed 18 / Ronald Hansell - appointed	Apr 2018 i 18 Apr 2018				For creditor enqui David C	ries contac zeizter
leetings Resources for Attachments	ROCAP Owing (\$) 0	Status	Claim (\$)	Proof of Debt Date	Admitted Amount (\$)	
ured <b>%+</b>	5,000.00	Unsubmitted	0.00	17/06/20	0.00	ıbmit
	chard Park-appointed 19 Ronald Hansell - appointed feetings Resources for Attachments tured %+	david kar, apponted 18 Ard 2018 Manual Kancel - sponted 18 Ard 2018 keetings Resources ter <u>Attachments BOCAP</u> During (3) 0 arred %+ 5,000.00	dava Pak-rajensko Bryker (1911) Hand Hannesh - opensite Bryker (1911) Herelling Resources Bor Attacherents BOC(4) Status During (1910) unred %+ Scotta Unschendtrad	davla Mar. Japanine II Mar 2011 Heeling Resources teeting Resources	drauf Inder, specificity I Age 2018 Heetligs: Resources teetligs: Reso	drauf alert. specified in Kay 2011 David teetilige Resources teetilige

#### **Complete Proof of Debt**

3. Complete the Proof of Debt sections as follows.

#### Preliminary

• Set I confirm the creditor has a claim to "Yes".

I confirm the creditor has a claim	● Yes O No	
Please complete all the required fields		

#### Claim

- Set **Proof of Debt Informal** and **Related to the Debtor** to "No".
- Enter the amount of your claim in the **Claim Total** box and tick is exempt for tax.

laim			
Is your proof of debt informal?	O Yes ♥ No		
I am related to the debtor	O Yes ♥ No		Guidance
Proof of Debt Submitted	\$0.00		The ROCAP amount has been
ROCAP Owing 🖲	\$5,000.00		advised by the director or extracted from the Company's books and records.
This is to state that the debtor was on	18 Apr 2018 and still is, justly a	nd truly indebted to INSOL 6	Enter any comments you wish to make in support of your claim.
Enter Claim	Claim Type	Claim Total (\$)	If you need any further assistance please contact us
	Unsecured Creditors	5000	via email 🖸
Comments 🤂 (0/2000)		·	
Claim Type	Unsecured		

Our assessment of your loss is shown at "ROCAP Owing". You can enter an amount greater than our assessment. However, if you do so, You will need to upload supporting evidence at Part 5.

#### **Particulars of Debt**

- Leave My claims are outlined in the attached documents blank.
- Click on the + sign and complete as follows:
  - Incurred date: 28/8/17.
  - Particulars / Consideration: Class Action.
  - Claim amount: Enter the same amount as you entered in the Claim Total Box – refer to Claim above. Please note that your claim is not subject to GST and is tax exempt.
  - Remarks: Leave blank, <u>unless</u> you acquired and sold shares on behalf of a third party. If you did, enter the name of the third party in this section.

Particulars of Debt <b>0</b>				
Using the O below, add deta	il lines for the Particulars of Debt			
You must either attach files in s	support of your claim,			
O My claims are outlined in my	attached documents View below to attach files 🕹			
and/or provide details of suppo	rting information:			
Incurred Date 🔁	Particulars/Consideration 🔂	Claim Amount 🔁 \$0.00	Remarks	

#### **Holding Security**

• Tick the box to declare that no security is held.

Holding Security <b>O</b>			*
Holding Security details mus	st be entered		
You must either confirm Securi	ity isn't held		
To my knowledge the credit	or, nor any person by the creditor's order, does not hold	any security against property held by the debtor	
or: provide details of supportin	ng information:		
Security Details			
PPSR Number	Description	Security Amount	
0			

#### **Previous Satisfaction / Factoring**

Select Option 1 to declare that you have not received any prior payment.

Previous Satisfaction / Factoring Change this option If you have received previous payments 
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.
Or the creditor has received the following satisfaction or security; (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.
Satisfaction Date Drawer Acceptor Satisfaction Amount Due Date

#### Statement

Select the most appropriate declaration for your circumstances.



## Part 4: Provide Payment Details

1. Provide your bank account details and tick the **Consent** box. This is the bank account into which your dividend will be paid.



## Part 5: Upload Documents

#### Introduction

1. You must now upload documents with respect to your Claim. The required documents are detailed below.

Attach Files in Support of your Claim (0)	
+ Add files	Drop files here

#### **Proof of Identify**

- 2. All Creditors must upload proof of their identity. We will contact you if we require additional proof beyond that uploaded.
  - Individuals (including joint holdings): Individual creditors can provide any one
    of the following: Bank statement for the account into which the dividend is to be
    paid, driver's licence, passport, birth certificate, citizen certificate, ATO
    assessment notice or utility / rates bill. For joint holdings, only one of the
    holders needs to provide proof of identity.
  - **Companies:** Company creditors can provide Bank statement for the account into which the dividend is to be paid, or any public document issued to the company.

#### **Declaration of Reliance**

3. If you are claiming loss for shares held on 27 August 2015, you must also upload a signed *Declaration of Reliance*.

#### The Declaration of Reliance is included with the covering letter.

#### **Supporting Documentation**

4. If the quantum of your claim exceeds the amount of our assessment, you must also upload evidence of your share acquisitions/disposals, a detailed statement of your loss calculation methodology, and all other documents on which you rely.

We will contact you if we require additional evidence beyond that uploaded.

### Part 6: Submit

 When you have completed all sections of the Proof of Debt, provided your bank account details and uploaded all necessary documents, click Next and on the following screen click Submit to submit your Proof of Debt.

F T I Recovery Help Contact Q Debtors	<b>4</b> (3) -	L (doovie_czeizler) -
Declaration		
You are about to submit your proof of debt against the debtor. You hereby undertake the details you provide are correct and you have authority to submit claims on behalf of the creditor.		
	Save and Exi	t Back Submit

 You can download a copy of your Proof of Debt by clicking on here to open it within the blue text bar at the top of the page or by clicking on the Paper Clip under the Claim (\$) title.



- 3. You can amend your Proof of Debt at any time by logging into your Home Page and following the instructions. Refer to Part 2 above on how to log into your Home Page.
- 4. If you have multiple Proofs of Debt to submit, please complete Parts 3 to 6 above for each Creditor.

**END OF INSTRUCTIONS** 

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