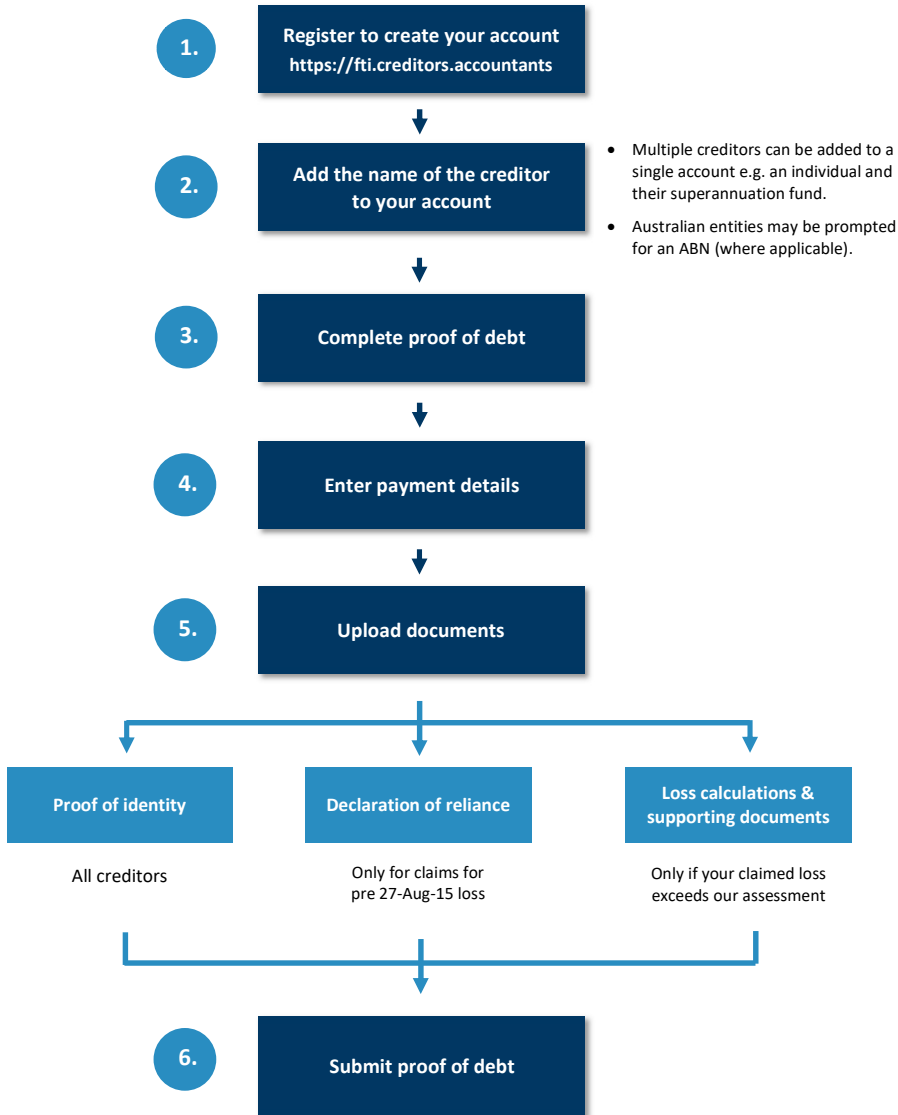


GUIDE TO SUBMITTING PROOF OF DEBT

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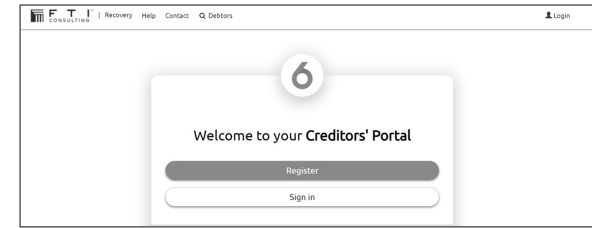
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Portal registration process



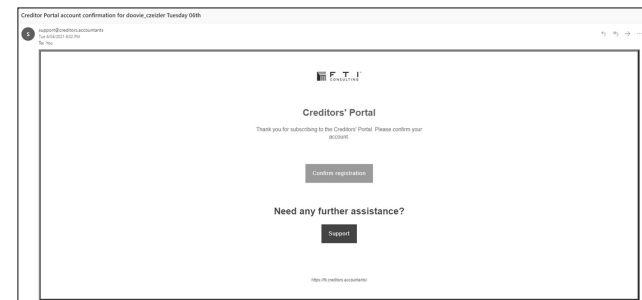
Part 1: Register

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



2. 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.

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>.

2. Enter your name and click Save.

3. Confirm your Creditor Code and click Link.

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.

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**.

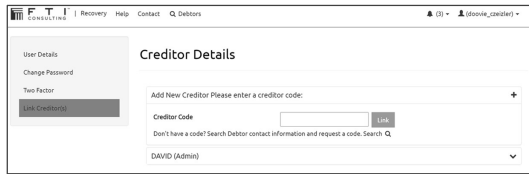
8. Confirm your authority to act for the Creditor and click **Confirm**.
9. You will now be redirected to your Home Page.

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.

Name	Practice	Start Date	Type
Surfsoth Group Limited	FTI	18/04/18	Deed of Company Arrangement

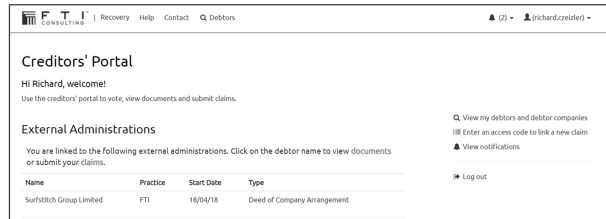
11. After adding all creditors click on **Recovery** to return to your home page.



Part 3: Complete Proof of Debt

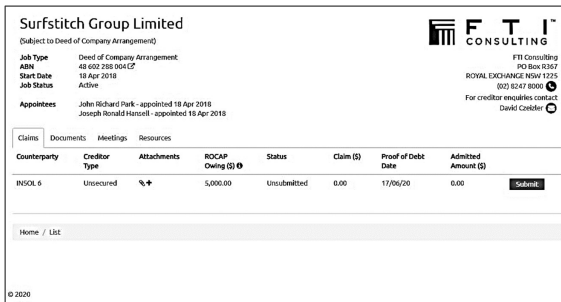
Open Proof of Debt Form

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.



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 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**.

Claim

Is your proof of debt informal? Yes No

I am related to the debtor Yes No

Proof of Debt Submitted \$0.00

ROCAP Owing \$5,000.00

This is to state that the debtor was on 18 Apr 2018 and still is, justly and truly indebted to INSOL 6

Enter Claim

Claim Type	Claim Total (\$)
Unsecured Creditors	5000

Comments (0/2000)

Claim Type Unsecured

Guidance

The ROCAP amount has been advised by the director or extracted from the Company's books and records.

Enter any comments you wish to make in support of your claim.

If you need any further assistance please contact us via email

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, unless 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

Using the **+** below, add detail lines for the Particulars of Debt

You must either attach files in support of your claim,
 My claims are outlined in my attached documents View below to attach files **+**
 and/or provide details of supporting information:

Incurred Date	Particulars/Consideration	Claim Amount	Remarks
+		\$0.00	

Holding Security

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

PPSR Number	Description	Security Amount
-------------	-------------	-----------------

Previous Satisfaction / Factoring

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

Satisfaction Date	Drawer	Acceptor	Satisfaction Amount	Due Date
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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.

Proof of Identity

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

1. 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.

2. 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.

Claims Updated Successfully, A copy of your proof of debt is attached to your claim, click here to open it

Surfstitch Group Limited

(Subject to Deed of Company Arrangement)

Job Type Deed of Company Arrangement
ABN 48 602 288 004
Start Date 18 Apr 2018
Job Status Active

Appointees John Park - appointed 18 Apr 2018
 J R Hansell - appointed 18 Apr 2018

FTI Consulting
 PO Box R367
 ROYAL EXCHANGE NSW 1225
 (02) 8247 8000
 For creditor enquiries contact
 David Czeizler

Proof of Debt								
Documents Polls Poll Results Resources								
Counterparty	Creditor Type	Attachments	ROCAP Owing (\$)	Status	Claim (\$)	Proof of Debt Date	Admitted Amount (\$)	
DAVID	Deferred Creditors		10,000.00	Submitted	10,000.00	06/04/21	0.00	Edit
ProofOfDebt_75873_20210406T102753								

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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