



**To the employee as addressed**

1 December 2017

Dear Sir or Madam

***Ostwald Bros. Pty Ltd (In Liquidation)***  
***ACN: 099 115 009 ABN: 91 099 115 009***  
***("Company")***

I refer to my prior correspondence dated 28 August 2017 informing you of the appointment of Sam Marsden and I as Administrators of the Company. I also refer to my report to creditors dated 23 November 2017.

**Meeting:**

At the second meeting of creditors, held on 30 November 2017, creditors resolved that the Company be wound up pursuant to section 439C(c) of the *Corporations Act 2001* and that Sam Marsden and I be appointed as joint and several Liquidators of the Company.

As Liquidator, I intend to conduct an orderly wind down of the business of the Company and complete contracts currently on foot. It is anticipated that these contracts will be completed in late January 2018.

**Ongoing Employees**

I thank you for your continued support during the Administration process and look forward to continuing to work with you during the Liquidation.

To facilitate the completion of the contracts I intend continue to employ staff during the orderly wind down process. If you were engaged during the Administration process your employment will continue with the Company in Liquidation while the contracts are being finalised. As stated above I expect that contracts will be completed in late January 2018.

**Fair Entitlements Guarantee (FEG) scheme**

Now that the Company has been placed into Liquidation employees may be entitled to claim payment of outstanding entitlements under the federal government's FEG scheme. The FEG scheme is a government scheme which provides financial assistance to employees who have lost their job and have outstanding entitlements because their employer goes into liquidation. Information sheets in relation to FEG are provided which may assist you in completing your FEG claim.

---

**PricewaterhouseCoopers**

**ABN 52 780 433 757**

480 Queen Street, GPO Box 150, Brisbane QLD 4001

T: (07) 3257 5000, F: (07) 3031 9369, [www.pwc.com.au](http://www.pwc.com.au)

Liability limited by a scheme approved under Professional Standards Legislation.



I have already been in contact with FEG and am in the process of finalising employee entitlements calculations to be provided to FEG. FEG have advised that they aim to process claims within 16 weeks of an effective claim being made.

For any queries in relation to FEG or to lodge a claim please see the link below to the FEG website.

<https://www.employment.gov.au/fair-entitlements-guarantee-feg>

If you would like to speak to someone at FEG in relation to your claim or if you have any queries you can contact the FEG hotline on 1300 135 040.

### **Calculation of your entitlements**

Outstanding entitlements due to you have been calculated from the Company records. Should you require confirmation of amounts outstanding to you to complete your FEG claim please contact the employee assistance team on (07) 3257 5250 or by email at [OB\\_Employees@au.pwc.com](mailto:OB_Employees@au.pwc.com).

### **Contractors**

The FEG scheme does not apply to contractors. Any amount owed to contractors at the time of my appointment as Administrator will rank as an unsecured claim against the Company. At this point in time it is unlikely that there will sufficient funds in the Liquidation to pay a dividend to unsecured creditors. If this changes I will write to you and call for formal proof of deb forms.

For further information ASIC has released “Liquidation: A Guide for Employees” which can found at the following link:

<http://asic.gov.au/regulatory-resources/insolvency/insolvency-for-employees/liquidation-a-guide-for-employees/>

If you have any queries, please contact our employee assistance team on (07) 3257 5250 or by email at [OB\\_Employees@au.pwc.com](mailto:OB_Employees@au.pwc.com).

Yours faithfully

A handwritten signature in black ink, appearing to read 'Walter Lomax', written over a light blue horizontal line.

Walter Lomax  
For and on behalf of Derrick Vickers  
Liquidator