

Initial Information to Creditors

A.J. Kempson Pty Ltd (In Liquidation)
ACN 007 999 733 ("the Company")

According to the Company's records, you may be a creditor of the Company.

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

1.0 Notification of Appointment

I was appointed liquidator of the Company by a resolution of its shareholders on 20 December 2024.

A copy of my Declaration of Independence, Relevant Relationships and Indemnities ("DIRRI") is attached in Annexure A. The DIRRI assists you to understand any relevant relationships that I have, and any indemnities or upfront payments that have been provided to me. None of the relationships disclosed in this document affect my independence.

2.0 Effect of Appointment

The *Corporations Act 2001* ("the Act") imposes a moratorium or freeze on creditor claims, replacing a creditor's right to pursue their claim legally with a right to participate in any dividend paid by the liquidator.

The director's powers ceased on my appointment and I have secured the property of the Company for the benefit of creditors.

3.0 Trading

The Company's operations ceased immediately prior to my appointment and I will not be involved in any future trading of the business.

4.0 What is a Creditors' Voluntary Liquidation?

A creditors' voluntary liquidation occurs when a company, facing insolvency, is placed into liquidation by its members. A company is insolvent when it is unable to pay all its creditors in full.

5.0 Summary of the Company's Affairs

A summary of the Company's affairs is attached in Annexure B. I have also attached in Annexure C a list of creditors, including their address and the estimated amounts of their claims, that are shown in the records of the Company. Any creditors related to the Company are separately identified.

6.0 What Happens to Your Debt?

All creditors of the Company are now creditors in the liquidation. As a creditor, you have certain rights, although your debt will be dealt with in the liquidation.

In order to claim as a creditor in the liquidation, you must complete and return to me a formal Proof of Debt, together with all relevant supporting documentation. A Proof of Debt is attached at Annexure D.

Section 600G of the Act permits electronic notification to creditors of certain notices or documents. If you would like to nominate to receive electronic notification, please complete the relevant section on the Proof of Debt form.

7.0 Your Rights as a Creditor

Information regarding your rights as a creditor is provided in the information sheet included in Annexure E. This includes your rights to:

- make reasonable requests for a meeting;
- make reasonable requests for information;
- give directions to me;
- appoint a reviewing liquidator; or
- replace me as liquidator.

8.0 Costs of the Liquidation

Included in Annexure F is my Initial Remuneration Notice. This document provides you with information about how I will get paid for undertaking the liquidation.

9.0 What Happens Next?

I will proceed with the liquidation, including:

- recovering and selling any available property;
- investigating the Company's affairs; and
- reporting to the corporate regulator, the Australian Securities and Investments Commission ("ASIC").

If I receive a reasonable request for a meeting that complies with the guidelines set out in the creditor rights information sheet, I will hold a meeting of creditors.

Whether a meeting is held or not, I will write to you within three (3) months of my appointment advising whether a dividend is likely.

I may write to you again after that with further information on the progress of the liquidation.

10.0 Where Can You Get More Information?

ASIC provides information sheets to assist creditors with understanding liquidations and insolvency. This information is available from ASIC's website at <https://asic.gov.au/regulatory-resources/insolvency/insolvency-information-for-directors-employees-creditors-and-shareholders/>.

For further information please feel free to contact this office.

Dated this 2nd day of January 2025



Mark Lieberenz

Liquidator

Contact: Matthew Jeffery
Email: mjeffery@hplca.com.au

Encl.

Annexures

- "A"** Declaration of Independence, Relevant Relationships and Indemnities
- "B"** Summary of Affairs
- "C"** List of Creditors
- "D"** Information Sheet – Creditor Rights in Liquidation
- "E"** Proof of Debt
- "F"** Initial Remuneration Notice
- "G"** Scale of Fees

Initial Information to Creditors

A.J. Kempson Pty Ltd (In Liquidation)
ACN 007 999 733

Annexure A

Declaration of Independence, Relevant Relationships and Indemnities

A.J. Kempson Pty Ltd (In Liquidation)
ACN 007 999 733 ("the Company")

The purpose of this document is to assist creditors with understanding any relevant relationships that I, the Liquidator, have with parties who are closely connected to A.J. Kempson Pty Ltd and any indemnities or upfront payments that have been provided to me. None of the relationships disclosed in this document are such that my independence is affected.

This information is provided so you have trust and confidence in my independence and, if not, you can ask for further explanation or information and can act to remove and replace me if you wish.

This declaration is made in respect of myself, my directors, and Heard Phillips Lieberenz Pty Limited.

I, Mark Lieberenz, am a Professional Member of the Australian Restructuring Insolvency and Turnaround Association ("ARITA") and I acknowledge that I am bound by the ARITA Code of Professional Practice.

A. Independence

I have assessed my independence and I am not aware of any reasons that would prevent me from accepting this appointment.

There are no other known relevant relationships, including personal, business and professional relationships that should be disclosed beyond those I have disclosed in this document.

B. Circumstances of appointment

How I was referred this appointment

This appointment was referred to me by MGI Adelaide. I believe that this referral does not result in a conflict of interest or duty because:

- the number of referrals I have received from this source is not material to the overall firm revenue;
- there is no commercial relationship, arrangement or connection with MGI Adelaide that would challenge my objectivity;
- I have no expectation of ongoing work referrals because I am just one of many practitioners who may receive referrals from MGI Adelaide;
- there is no expectation, agreement or understanding between myself and MGI Adelaide regarding the conduct of this administration; and
- my relationship with MGI Adelaide will not influence my ability to fully comply with my statutory and fiduciary obligations associated with this appointment.

Did I meet with the company, the directors or their advisers before I was appointed?

Yes No

I had the following contact with the Director, Andrew Kempson, prior to my appointment:

- On 23 April 2024, I met with the Director to discuss the financial affairs of the Company and its options.
- On 17 September 2024, I met with the Director to discuss the financial affairs of the Company and its options.
- On 17 December 2024, the Director emailed me seeking an urgent Creditors Voluntary Liquidation due to the receipt of Director Penalty Notice's from the Australian Taxation Office which would expire on 23 December 2024.
- On 19 December 2024, I spoke with the Director to confirm the arrangements to effect the liquidation on 20 December 2024.

These meetings and correspondence were for the purpose of:

- providing advice on the financial position of the Company and its options;
- obtaining sufficient information about the Company to advise the Company, its director and legal/business advisers on the solvency of the Company;
- to clarify and explain for the Company and its director the various options available to the Company and the nature and consequences of an insolvency appointment; and
- for me to provide a consent to act.

I received no remuneration for this advice.

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

- the Courts and the ARITA Code of Professional Practice specifically recognise the need for practitioners to provide advice on the insolvency process and the options available and do not consider that such advice results in a conflict or is an impediment to accepting the appointment;
- the nature of the advice provided to the Company is such that it would not be subject to review and challenge during the course of the liquidation; 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 liquidation of the Company in an objective and impartial manner.

I have provided no other information or advice to the Company or its director prior to my appointment beyond that outlined in this DIRRI.

C. Declaration of Relationships

Within the previous two years, I, or my firm, have had a relationship with:	
The Company?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
The director?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Any associates of the Company?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
A former insolvency practitioner appointed to the Company?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
A secured creditor entitled to enforce a security over the whole or substantially the whole of the Company's property?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Do I have any other relationships that I consider are relevant to creditors assessing my independence?	
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	

D. Indemnities and up-front payments

I have not been indemnified in relation to this liquidation, other than any indemnities that I may be entitled to under statute and I have not received any up-front payments in respect of my remuneration or disbursements.

Dated this 2nd day of January 2025

Mark Lieberenz
Liquidator

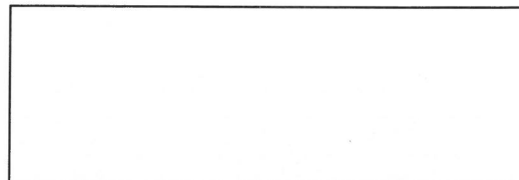
Note:

1. The assessment of independence has been made based on an evaluation of the significance of any threats to independence and in accordance with the requirements of the relevant legislation and professional Standards.
2. If circumstances change, or new information is identified, I am required under the Corporations Act 2001 and ARITA's Code of Professional Practice to update this Declaration and provide a copy to creditors with my 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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Annexure B



Presentation of summary of affairs of a company

Form 509
Corporations Act 2001
497(1)(a)(i)

If there is insufficient space in any section of the form, you may photocopy the relevant page(s) and submit as part of this lodgement

Related forms:

5604 Information about the company's affairs sent to creditors

Company details

Company name

A.J. Kempson Pty Ltd (In Liquidation)

ACN / ABN

007 999 733

Lodgement details

An image of this form will be available as
part of the pulci register

Who should ASIC contact if there is a query about this form?

ASIC registered agent number (if applicable)

25953

Firm/Organisation

Heard Phillips Lieberenz

Contact name/position description

Mark Lieberenz

Telephone Number

(08) 7089 0011

Email address (optional)

mjeffery@hplca.com.au

Postal Address or DX Address

PO Box 3432

Suburb/City

Rundle Mall

State / Territory

SA

Post Code

5000

Summary of assets and liabilities

Date to which summary is made up

Date

20 / 12 / 2024

Continued ... Summary of assets and liabilities

	Valuation (for each entry show whether cost or net book amount) \$	Estimated Realisable Values \$
1. Assets not specifically subject to security interest		
(a) interest in land	0	0
(b) sundry debtors	5,232	5,232
(c) cash on hand	100	100
(d) cash at bank	2,000	2,000
(e) stock	5,000	5,000
(f) work in progress	0	0
(g) plant and equipment	10,000	10,000
(h) other assets	12,000	12,000
Sub total	34,332	34,332
2. Assets subject to specific security interests		
Less amounts owing		
Total assets	(\$ 34,332)	
Total Estimated Realisable Values		(\$ 34,332)
3. Less payable in advance of secured creditor(s) including employee entitlements		106,305
4. Less amounts owing and secured by debenture or circular security interest over assets		
5. Less preferential claims ranking behind secured creditors		
6. Less balances owing to partly secured creditors		
Total Claims (\$		
Security Held (\$		
7. Less creditors (unsecured) Amount claimed		340,684
8. Add contingent assets Estimated to produce		
9. Less Contingent liabilities Estimated to rank		
Estimated Surplus (Deficiency) Subject to costs of the Liquidation		(412,657)
Share capital \$ 2		
Issued \$ 2		
Paid Up \$ 2		

Signature

This form must be signed by a director, secretary or liquidator.


Name of person signing

Andrew John Kempson

Capacity

Director

Signature



Date

20/12/24

Lodgement

If lodging with ASIC, send completed and signed forms to:
Australian Securities and Investments Commission
PO Box 4000, Gippsland Mail Centre VIC 3841.

For help or more information

Web www.asic.gov.au
Need help? www.asic.gov.au/question
Telephone 1300 300 630

Initial Information to Creditors

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Annexure C

A.J. Kempson Pty Ltd (In Liquidation)

ACN 007 999 733

Schedule of Creditor Details

Unrelated Creditor Name	Address	Claim (\$)
ADRAD Pty Ltd	26-50 Howards Road Beverley SA 5009	366.43
Ap Panel Warehouse	25/11-31 Port Wakefield Rd Gepps Cross SA 5094 Australia	192.50
Ashdown & Ingram	1 Pambula Street Regency Park SA 5010 Australia	1,129.28
Australian Taxation Office	PO Box 9003 Penrith NSW 2740 Australia	420,450.00
Baxtersmtq	127-139 Link Rd Melbourne Airport VIC 3045 Australia	1,700.72
Clocksprings Australia	PO Box 1334 Launceston TAS 7250 Australia	63.64
Cool Drive Auto Parts	Unit 1/3 Enterprise Dr Salisbury South SA 5016 Australia	2,833.51
Independent Battery Distributors (IBD)	94 Research Road Pooraka SA 5095 Australia	1,025.76
JAS Oceania	127-139 Link Rd Melbourne Airport VIC 3045 Australia	298.48
Kadina Building Supplies	81 Port Road New Town SA 5554 Australia	15.25
Mazwreck	579 Grand Jct Rd Gepps Cross SA 5094 Australia	310.00
REPCO St Mary's	2/933A Marion Rd Mithcell Park SA 5043 Australia	662.91
Rexel electrical	Level 2 - Building 1 Riverview Business Park 3 Richardson Place North Ryde NSW 2113 Australia	36.59
Stillwell Parts	284 Unley Road Hyde Park SA 5061 Australia	168.55
VACC	650 Victoria Street North Melbourne VIC 3051 Australia	412.23
Volks Torque	6 Ellemtsea Cct Lonsdale SA 5160 Australia	30.00

Initial Information to Creditors

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Annexure D

Creditor Rights in Liquidations

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



Right to request a meeting

In liquidations, no meetings of creditors are held automatically. However, creditors with claims of a certain value can request in writing that the liquidator hold a meeting of creditors.

A meeting may be requested in the first 20 business days in a creditors' voluntary liquidation by $\geq 5\%$ of the value of the debts held by known creditors who are not a related entity of the company.

Otherwise, meetings can be requested at any other time or in a court liquidation by:

- $> 10\%$ but $< 25\%$ of the known value of creditors on the condition that those creditors provide security for the cost of holding the meeting
- $\geq 25\%$ of the known value of creditors
- creditors by resolution, or
- a Committee of Inspection (this is a smaller group of creditors elected by, and to represent, all the creditors).

If a request complies with these requirements and is 'reasonable', the liquidator must hold a meeting of creditors as soon as reasonably practicable.

Right to request information

Liquidators will communicate important information with creditors as required in a liquidation. In addition to the initial notice, you should receive, at a minimum, a report within the first three months on the likelihood of a dividend being paid.

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

A liquidator 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 liquidator 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:

Both meetings and information:

- (a) complying with the request would prejudice the interests of one or more creditors or a third party
- (b) there is not sufficient available property to comply with the request
- (c) the request is vexatious

Meeting requests only:

- (d) a meeting of creditors dealing with the same matters has been held, or will be held within 15 business days

Information requests only:

- (e) the information requested would be privileged from production in legal proceedings
- (f) disclosure would found an action for breach of confidence
- (g) the information has already been provided
- (h) the information is required to be provided under law within 20 business days of the request

If a request is not reasonable due to (b), (d), (g) or (h) above, the liquidator must comply with the request if the creditor meets the cost of complying with the request.

Otherwise, a liquidator must inform a creditor if their meeting or information request is not reasonable and the reason why.

Right to give directions to liquidator

Creditors, by resolution, may give a liquidator directions in relation to a liquidation. A liquidator must have regard to these directions, but is not required to comply with the directions.

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

An individual creditor cannot provide a direction to a liquidator.

Right to appoint a reviewing liquidator

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

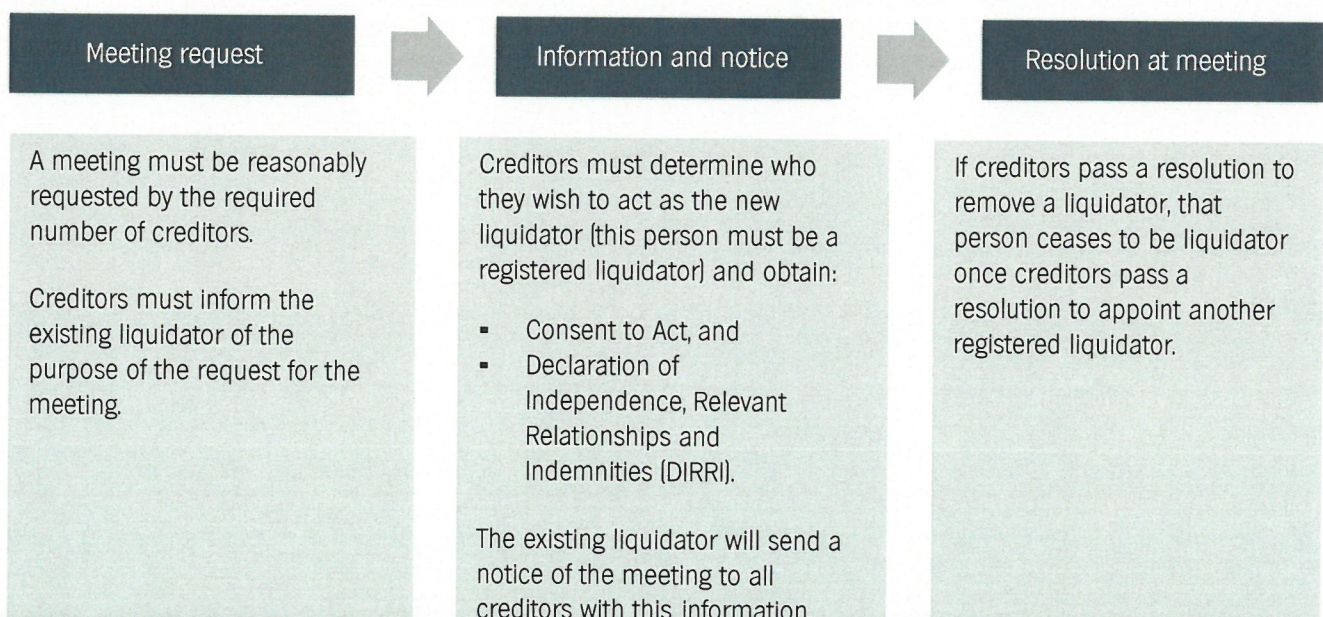
- remuneration approved within the six months prior to the appointment of the reviewing liquidator, and
- expenses incurred in the 12 months prior to the appointment of the reviewing liquidator.

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

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

Right to replace liquidator

Creditors, by resolution, have the right to remove a liquidator and appoint another registered liquidator. For this to happen, there are certain requirements that must be complied with:



For more information, go to www.arita.com.au/creditors

Initial Information to Creditors

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Annexure E

FORM 535

Subregulation 5.6.49(2)
Corporations Act 2001

FORMAL PROOF OF DEBT OR CLAIM (GENERAL FORM)

To the Liquidator of A.J. Kempson Pty Ltd ACN 007 999 733 ("the Company")

1. This is to state that the Company was on 20 December 2024, 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:

(Please attach any supporting documents you wish to rely on)

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:.....		

Initial Information to Creditors

A.J. Kempson Pty Ltd (In Liquidation)
ACN 007 999 733

Annexure F

Initial Remuneration Notice

A.J. Kempson Pty Ltd (In Liquidation)
ACN 007 999 733

The purpose of the Initial Remuneration Notice is to provide you with information about how I propose my remuneration for undertaking the liquidation will be set.

1. Remuneration Methods

There are four basis methods that can be used to calculate the remuneration charged by an Insolvency Practitioner in a liquidation. They are:

- a. Time based or 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 asset realisations.
- d. Contingency – The practitioner's fee is structured to be contingent on a particular outcome being achieved.

2. Method Chosen

Given the nature of this liquidation, I propose that my remuneration be calculated on time based/hourly rates. I believe this method to be appropriate because it fairly reflects the necessary work performed taking into consideration the various levels of expertise to be applied and is consistent with the charging methodology and timesheet recording policy adopted by my firm.

3. Explanation of Hourly Rates

The rates for my remuneration calculation are set out in Annexure G with a general guide showing the qualifications and experience of staff engaged in the liquidation and the role they take in the liquidation. The hourly rates charged encompass the total cost of providing professional services and should not be compared to an hourly wage.

4. Estimated Remuneration

I estimate that this liquidation will cost between \$15,000 and \$50,000 to complete, subject to the following variables which may have a significant effect on this estimate that I am unable to determine at this stage of the liquidation:

- If books and records are not provided or are incomplete or misleading.
- If there are difficulties securing and realising assets.
- If there are time consuming retention of title claims, protracted secured creditor and landlord negotiations or other unexpected 3rd party claims.
- If investigations reveal legal recoveries that may be brought for the benefit of creditors or to pursue the prosecution of offences.

Prior to my appointment, I provided an estimate of the cost of the administration to the director(s). This estimate is consistent with the estimate provided to the director(s) prior to my appointment.

5. 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.

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

I am 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 my disbursements prior to these disbursements being paid from the administration.

Details of my disbursement policy are included with the attached Heard Phillips Lieberenz schedule of rates for the 2025 Financial Year, enclosed at Annexure G.

6. Further information

ARITA have produced an information sheet "Approving remuneration of an external administrator". This information is available at https://www.arita.com.au/ARITA/Insolvency_help/Insolvency_explained/Insolvency_and_creditors.aspx alternatively, a copy can be obtained from my office on request.

Should you have any further queries or wish to discuss my remuneration, please contact this office.

Dated this 2nd day of January 2025



Mark Lieberenz
Liquidator

Contact: Matthew Jeffery
Email: mjeffery@hplca.com.au

Initial Information to Creditors

A.J. Kempson Pty Ltd (In Liquidation)
ACN 007 999 733

Annexure G

Hourly Rates and Guide to Staff Experience

This scale of fees is effective for non-Court appointed assignments from 1 July 2024 to 30 June 2025

Title	Description	2024/2025 Rates
Appointee/Director	Registered Liquidator or Registered Trustee, controlling all facets of the administration and bringing his or her specialist skills to the insolvency administration.	590
Associate Director	10 + years' insolvency experience, may be a Registered Liquidator or Registered Trustee, controlling all facets of the administration and bringing his or her specialist skills to the insolvency administration.	575
Senior Manager	7 + years' insolvency experience, degree and post graduate qualifications achieved, controlling medium sized matters and managing staff.	525
Manager	6 + years' insolvency experience, degree and post graduate qualifications achieved, controlling medium sized matters and managing staff.	475
Supervisor	4 + years' insolvency experience, degree typically with post graduate qualifications achieved, managing medium sized matters and controlling the work of more junior staff.	400
Senior Accountant	An experienced accountant with 3 + years' insolvency administration experience. Assists with control of small to medium sized jobs as well as performing some of the more difficult work on larger jobs.	350
Administration Manager	An experienced clerk with 5 + years' administration experience. Prepares and manages all statutory obligations associated with appointments.	350
Accountant	A qualified accountant with 1 + years' experience and undertaking further study. Required to assist in day-to-day fieldwork under supervision of more senior staff.	300
Graduate Accountant	A graduate accountant with less than 1 years' experience. Required to assist in day-to-day fieldwork under supervision of more senior staff.	250
Undergraduate	An undergraduate accountant required to assist in the day-to-day fieldwork under supervision of more senior staff	180
Administration Assistant	Non-qualified person with appropriate skills. Prepares and manages all statutory obligations associated with appointments under supervision of Administration Manager. Role can include secretarial matters, filing, rounds, banking, account openings etc.	180
Administration Clerk	Non-qualified person required to assist with secretarial matters, filing, rounds, banking, account openings etc. under supervision of more senior staff.	135

Heard Phillips Lieberenz Pty Ltd
 Level 12, 50 Pirie St, Adelaide SA 5000
 PO Box 3432 Rundle Mall SA 5000
 T 08 7089 0011
 ABN 97 169 172 983
 hplca.com.au.

Schedule of Disbursements

Disbursement	Rates (GST Exclusive)
Accommodation	At Cost
Advertising (non-ASIC)	At Cost
ASIC Fees	Disbursement recovery rate
Courier	At Cost
Photocopies	Disbursement recovery rate
Postage	Disbursement recovery rate
Search Fees	Disbursement recovery rate
Stationery	Disbursement recovery rate
Folders	
File Index	
Archive Box	
Storage & Destruction of Books & Records	Disbursement recovery rate
Storage	
Destruction	
Transport to/from archives & other collection costs	
Staff vehicle use	Per ATO guidelines
Transport (e.g. taxicab and ride-hailing services)	At Cost
Travel Allowance for overnight stay	Per TD2024/3

Disbursement Recovery Rate – a flat fee of 4% of approved and drawn remuneration to cover internal disbursements