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**Report as to Affairs**

**Please note:**

The Office of Consumer and Business Affairs (OCBA) undertakes the administration of the Act on behalf of the Corporate Affairs Commission.

Name of Co-operative \_\_\_\_\_

Registration Number \_\_\_\_\_

Name of person by whom or on whose behalf the form is lodged \_\_\_\_\_

Residential address \_\_\_\_\_

Postal address (optional) \_\_\_\_\_

Contact telephone number \_\_\_\_\_ Facsimile number \_\_\_\_\_

**Annexure**

(For the purposes of the statement required under clause 21 (1) of Schedule 4 to the Act ONLY)

This is the annexure of \_\_\_\_\_ pages marked "A" referred to in the Statement Verifying Report (Form 42A) signed by me\* / us\* and dated \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ (d/m/y) \*delete one

(Signature/s of each person/s who sign/s Verifying Statement)

\_\_\_\_\_

**Reason for Report**

**(tick one box)**

- managing controller clause 12 (1) Schedule 4 to the Act
- appointment of controller clause 20 (2) (b) Schedule 4 to the Act
- appointment of controller clause 21 (1) Schedule 4 to the Act

**Assets and Liabilities**

Date specified under the relevant clause as the date of the report (see directions) \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ (d/m/y)

	<b>Valuation</b> (for each entry show whether cost or net book amount) \$	<b>Estimated</b> Realisable Value \$
<b>1. Assets not specifically charged</b>		
(a) Interest in land as detailed in Schedule A	_____	_____
(b) Sundry debtors as detailed in Schedule B	_____	_____
(c) Cash on hand	_____	_____
(d) Cash at bank	_____	_____
(e) Stock as detailed in annexed inventory	_____	_____
(f) Work in progress as detailed in annexed inventory	_____	_____
(g) Plant and equipment as detailed in annexed inventory	_____	_____
(h) Other assets as detailed in Schedule C	_____	_____
<hr/>		
<b>Sub Total</b>	_____	_____
<hr/>		
2. Assets subject to specific charges, as detailed in Schedule D	_____	_____
Less amounts owing as detailed in Schedule D	_____	_____
Total Assets	_____	_____
<hr/>		
<b>Total estimated realisable values</b>		
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3. Less payable in advance of secured creditor/s	_____	_____
Amounts owing for tax instalment deductions and prescribed payments tax	_____	_____
Amounts owing for employee entitlements as detailed in Schedule E	_____	_____
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4. Less amounts owing and secured by debenture or floating charge over assets	_____	_____
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5. Less preferential claims ranking behind secured creditors, as detailed in Schedule F	_____	_____
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6. Balances owing to partly secured creditors as detailed in Schedule G	_____	_____
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Total claims (\$ )	_____	_____
Security held (\$ )	_____	_____
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7. Creditors (unsecured) as detailed in Schedule H	_____	_____
Amount claimed (\$ )	_____	_____
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8. Contingent assets (\$ \_\_\_\_\_ ) \_\_\_\_\_

Estimated to produce as detailed in Schedule I \_\_\_\_\_

9. Contingent liabilities (\$ \_\_\_\_\_ ) \_\_\_\_\_

Estimated to rank as detailed in Schedule J

- Estimated deficiency or
- Estimated surplus
- Subject to costs of administration or
- Subject to costs of liquidation

Share capital \_\_\_\_\_

Issued \_\_\_\_\_

Paid Up \_\_\_\_\_

**Schedules**

**SCHEDULE A INTERESTS IN LAND**

Address and description of property	(1) Valuation \$	Estimated realisable value \$	Valuation for rating purposes \$	Particulars of tenancy	Where possession of deeds may be obtained	Short particulars of title
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**Schedule B SUNDRY DEBTORS (INCLUDING LOAN DEBTORS)**

Name and address of debtor	Amount owing \$	Amount realisable \$	Deficiency \$	Particulars of security(if any) held	Explanation of deficiency
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**Schedule C OTHER ASSETS**

Description of deposit or investment	Cost \$	Amount realisable \$
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Deposits

Investments

**Schedule D ASSETS SUBJECT TO SPECIFIC CHARGES**

Description of asset	Date charge given	Description of charge	Holder of charge	Terms of repayment	Valuation (1) \$	Estimated realisable value \$	Amount owing under charge \$
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**Schedule E CLAIMS BY EMPLOYEES**

Employee's name and address	Wages \$	Holiday pay \$	Long service leave \$	Estimated liability \$
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**Schedule F PREFERENTIAL CREDITORS (other than those detailed in Schedule E)**

Name and address of preferential creditor	Description of amount owing	Amount owing \$
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**Schedule G PARTLY SECURED CREDITORS**

Name and address of creditor	Particulars of security held	Nature of security	Estimated value of security \$	Amount owing to creditor \$	Amount estimated to rank as unsecured \$
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**Schedule H UNSECURED CREDITORS**

Name and address of creditor	Amount claimed to creditor \$	Amount admitted as owing \$	Reasons for difference between amount claimed and admitted (if any)
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**Schedule I CONTINGENT ASSETS**

Description of asset	Gross asset \$	Estimated to produce \$
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**Schedule J CONTINGENT LIABILITIES**

Name and address of creditor	Nature of liability	Gross liability \$	Estimated rank for \$
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**Certification**

I certify that the particulars contained in the above report as to affairs are true to the best of my knowledge and belief.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_

Signature \_\_\_\_\_

## Directions

1. This report is to be made as at the following dates:
  - (a) where prepared by the managing controller under clause 12 (1) of Schedule 4 to the Act - a day not later than 28 days before the day when it is prepared
  - (b) where submitted to a controller under clause 20 (2) (b) of Schedule 4 to the Act - the control day
  - (c) where submitted to the controller under clause 21 (1) of Schedule 4 to the Act - the date specified by the controller by notice.
2. Where this report is required under clause 21 (1) of Schedule 4 to the Act, the report is to be verified by a statement in writing, in accordance with Form 42A, by a person referred to in that clause.
3. When a copy of this report is lodged with OCBA pursuant to clause 20 (2) (c) of Schedule 4 to the Act, the report must be certified by the controller of the property of the Co-operative as a true copy of the original report.

## Additional Requirements

Purpose for lodging of copy of report (tick appropriate box and complete date)

by the managing controller of property under clause 12(2) of Schedule 4 to the Act (to be lodged within 2 months after the control day)

if a receiver and manager - date of appointment (d/m/y)            /            /

if a person who is in possession, or has control, of the property for the purpose of enforcing a charge, the day on which the person entered into possession, or took control, of the property (d/m/y)            /            /

by the controller of property under clause 20 (2) (c) of Schedule 4 to the Act (to be lodged within 28 days after the receipt of the report)

date of receipt of report (d/m/y)            /            /

## Prescribed fees

Where the report as to affairs (or a copy thereof) is required to be lodged, no fee applies if lodged within the prescribed time. Late fees apply if lodged after the prescribed time. Late fees are set out in Schedule 5 of the Co-operatives Regulations.

Further information, Forms, Fee details and Circulars are available from:

Office of Consumer and Business Affairs  
Business and Occupational Services  
Tel 1300 138 918  
[www.ocba.sa.gov.au](http://www.ocba.sa.gov.au)

The Legislation can be purchased from:

Service SA Government Legislation Outlet  
108 North Terrace  
Adelaide SA 5000  
Telephone 13 23 24  
or download from [www.legislation.sa.gov.au](http://www.legislation.sa.gov.au)