



FAQ9: Do I need to complete every field when drafting a notice?

No. Some forms contain fields that are not relevant to the notice type, and do not appear in the published notice. If the irrelevant field is mandatory for the form (marked with a red *), simply fill in any data – it will not appear in the published notice.

When drafting notices you may see instructions about what fields need to be completed or ignored. Please follow the instruction in those messages.

Step 2 - Hints

What is company status and what do I do if there is more than one?

For your information, if the company is in more than one form of external administration then:

Status:	Refers to your appointment.
Secondary Status:	Refers to another external administrator's appointment.

If a third company status is applicable, that status needs to be inserted in the 'Company Name' box. Still use the 'Secondary Status' box to insert the secondary status.

Example

Company Name:	A.C.N. 000 000 001 Pty Ltd (Receiver Appointed)
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For group appointments where different companies within the group have varying or no secondary statuses, enter all secondary statuses into the 'Company Name' field for each relevant company. You will still have to insert the status that refers to your appointment in the 'Status' box.

Example

Company Name:	Company One Pty Ltd (Receiver Appointed)
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Company Name:	Company Two Pty Ltd (Receiver & Manager Appointed)
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Company Name:	Company Three Pty Ltd
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Where do I enter former company names?

Where a former name is applicable it needs to be inserted in the 'Company Name' box after the current company name.

Example

Company Name:	A.C.N. 000 000 001 Pty Ltd, Formerly known as Insolvent Company Pty Ltd
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Step 3 - Hints

How do I format addresses and locations in text boxes?

You can have multiple lines in the text boxes used for addresses and locations. Press Enter to start a new line.

Example

Level 5 100 Market Street Sydney NSW 2000

How do I add additional information to locations and contact addresses?

You can add additional information, such as your firm's name and website address, in the 'Contact Address' box. Alternatively, to save time, you can prefill the additional information in the 'Contact Address' box on the 'My Profile' page. Contact address details from the 'My Profile' page automatically prefill in each new notice.

Example

The Insolvency Firm Level 5 100 Market Street Sydney NSW 2000 www.theinsolvencyfirm.com.au
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Can I reorder and format selectable agenda items under 'Other Agenda Items'?

Yes. You can use the 'Other Agenda Items' text box to reorder the optional agenda items if you are not happy with the fixed order that they appear in. Simply highlight and copy the agenda items into the text box and reorder and number them as you choose.

Please note there is no way to remove or reorder the fixed agenda items. Always preview the notice before publishing to view the fixed agenda items.

Do I have to include the conference password?

No. If you do not want the conference password to appear in the notice, just insert the details of how the conference password can be obtained in the 'Password' text box. Alternatively, you can insert the message in the 'Special Instructions' text box.

Example

Password:	Please telephone Joe Bloggs on 02 9999 9999 to obtain the conference password.
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What do I do if I have multiple meetings with different start times?

For group appointments with multiple meeting and start times, insert the details for each additional meeting in the 'Special Instructions' text box.



Do I have to add joint appointees to the notice sign off?

No. You do not need to add the joint appointees to the notice sign off. If you would like to add the joint appointees, the following options are available:

Example 1

List all appointees and their role in the 'Sign Off Person' box. Then choose 'Not Applicable' in the 'Role' box. Leave the 'Joint Appointees' box blank.

Sign Off Person:	Joe Bloggs and Michael Smith – Joint Liquidators
Role:	Not applicable
Joint Appointees:	(leave blank)

The notice sign off will appear as follows:

Date of Notice:	1 July 2012
Joe Bloggs and Michael Smith – Joint Liquidators	

Example 2

Fill in 'Sign Off Person', 'Role', and 'Joint Appointees' boxes as below:

Sign Off Person:	Joe Bloggs
Role:	Joint Liquidator
Joint Appointees:	Michael Smith

The notice sign off will appear as follows:

Date of Notice:	1 July 2012
Joe Bloggs Joint Liquidator	
Michael Smith Joint Appointees	