

Western Australia

Supreme Court Act 1935
Corporations (Ancillary Provisions) Act 2001
Corporations Act 2001 of the Commonwealth

Supreme Court (Corporations) (WA) Rules 2004

Supreme Court (Corporations) (WA) Rules 2004

CONTENTS

Part 1 — Preliminary

1.1	Citation	1
1.2	Commencement	1
1.3	Application of these rules and the Supreme Court Rules	1
1.4	Expressions used in the Corporations Act	2
1.5	Expressions used in these rules	2
1.6	References to rules and forms	3
1.7	Substantial compliance with forms	3
1.8	Court's power to give directions	3
1.9	Calculation of time	4
1.10	Extension and abridgment of time	4

Part 2 — Proceedings generally

2.1	Title of documents in a proceeding — Form 1	5
2.2	Originating process and interlocutory process — Forms 2 and 3	5
2.3	Fixing of hearing	6
2.4	Supporting affidavits	6
2.4A	Application for order setting aside statutory demand (Corporations Act s.459G)	7
2.5	Affidavits made by creditors	7
2.6	Form of affidavits	8
2.7	Service of originating process or interlocutory process and supporting affidavit	8
2.8	Notice of certain applications to be given to Commission	9

Contents

2.9	Notice of appearance (Corporations Act s.465C) — Form 4	10
2.10	Intervention in proceeding by Commission (Corporations Act s.1330) — Form 5	10
2.11	Publication of notices	11
2.12	Proof of publication	11
2.13	Leave to creditor, contributory or officer to be heard	12
2.14	Inquiry in relation to corporation's debts etc.	13
2.15	Meetings ordered by the Court	13

**Part 3 — Compromises and
arrangements in relation to Part
5.1 bodies**

3.1	Application of Part 3	14
3.2	Nomination of chairperson for meeting	14
3.3	Order for meetings to identify proposed scheme	15
3.4	Notice of hearing (Corporations Act s.411(4), s.413(1)) — Form 6	15
3.5	Copy of order approving compromise or arrangement to be lodged with Commission	16

**Part 4 — Receivers and other
controllers of corporation
property (Corporations Act Part
5.2)**

4.1	Inquiry into conduct of controller (Corporations Act s.423)	17
-----	--	----

**Part 5 — Winding-up proceedings
(including oppression
proceedings where winding-up is
sought)**

5.1	Application of Part 5	18
5.2	Affidavit accompanying statutory demand (Corporations Act s.459E(3)) — Form 7	18
5.3	Application for leave to apply for winding-up in insolvency (Corporations Act s.459P(2))	18

5.4	Affidavit in support of application for winding-up (Corporations Act s.459P, s.462 and s.464)	19
5.5	Consent of liquidator (Corporations Act s.532(9)) — Form 8	19
5.6	Notice of application for winding-up — Form 9	20
5.7	Applicant to make copies of documents available	20
5.8	Discontinuance of application for winding-up	21
5.9	Appearance before Principal Registrar	21
5.10	Order substituting plaintiff in application for winding-up (Corporations Act s.465B) — Form 10	21
5.11	Notice of winding-up order and appointment of liquidator — Form 11	21

Part 6 — Provisional liquidators (Corporations Act Part 5.4B)

6.1	Appointment of provisional liquidator (Corporations Act s.472) — Form 8	23
6.2	Notice of appointment of provisional liquidator — Form 12	23

Part 7 — Liquidators

7.1	Resignation of liquidator (Corporations Act s.473(1))	25
7.2	Filling vacancy in office of liquidator (Corporations Act s.473(7) and s.502)	25
7.3	Report to liquidator as to company's affairs (Corporations Act s.475)	25
7.4	Liquidator to file certificate and copy of settled list of contributories (Corporations Act s.478)	26
7.5	Release of liquidator and deregistration of company (Corporations Act s.480(c) and (d))	26
7.6	Objection to release of liquidator — Form 13	29
7.7	Report on accounts of liquidator (Corporations Act s.481)	29
7.8	Application for payment of call (Corporations Act s.483(3)(b)) — Form 14	30
7.9	Distribution of surplus by liquidator with special leave of the Court (Corporations Act s.488(2)) — Form 15	30

Contents

7.10	Powers delegated to liquidator by the Court (Corporations Act s.488)	30
7.11	Inquiry into conduct of liquidator (Corporations Act s.536(1) and (2))	31
Part 8 — Special managers (Corporations Act Part 5.4B)		
8.1	Application for appointment of special manager (Corporations Act s.484)	33
8.2	Security given by special manager (Corporations Act s.484)	33
8.3	Special manager's receipts and payments (Corporations Act s.484)	33
Part 9 — Remuneration of office-holders		
9.1	Remuneration of receiver (Corporations Act s.425(1)) — Form 16	35
9.2.	Determination by Court of remuneration of administrator (Corporations Act s. 449E(1)(c) and (1A)(c)) — Form 16	37
9.2A.	Review of remuneration of administrator (Corporations Act s. 449E(2))	39
9.3	Remuneration of provisional liquidator (Corporations Act s.473(2)) — Form 16	41
9.4	Remuneration of liquidator (Corporations Act s.473(3)) — Form 16	43
9.4A.	Review of remuneration of liquidator (Corporations Act s. 473(5) and (6) and s. 504(1))	45
9.5	Remuneration of special manager (Corporations Act s.484(2)) — Form 16	48
Part 10 — Winding-up generally		
10.1	Determination of value of debts or claims (Corporations Act s.554A(2))	51
10.2	Disclaimer of contract (Corporations Act s.568(1A))	51
10.3	Winding-up Part 5.7 bodies (Corporations Act s.583 and s.585) and registered schemes (Corporations Act s.601ND)	51

**Part 11 — Examinations and orders
(Corporations Act Part 5.9
Divisions 1 and 2)**

11.1	Definition for Part 11	52
11.2	Application for examination or investigation under Corporations Act s.411, s.423 or s.536(3)	52
11.3	Application for examination summons (Corporations Act s.596A and s.596B) — Form 17	53
11.4	Service of examination summons	54
11.5	Discharge of examination summons	54
11.6	Filing of record of examination (Corporations Act s.597(13))	54
11.7	Authentication of transcript of examination (Corporations Act s.597(14))	55
11.8	Inspection of record or transcript of examination or investigation under Corporations Act s.411, s.423 or s.536	55
11.9	Entitlement to record or transcript of examination held in public	55
11.10	Default in relation to examination	56
11.11	Service of application for order in relation to breaches etc. by person concerned with corporation (Corporations Act s.598)	57

**Part 11A — Warrants (Corporations Act s. 486B and Part 5.4B
Division 3 Subdivision B)**

11A.1.	Arrest of person (Corporations Act s. 486B) — Form 17A	58
--------	--	----

**Part 12 — Takeovers, acquisitions or shares, etc. (Corporations Act Chapters 6 to 6D) and financial services and markets
(Corporations Act Chapter 7)**

12.1	Service on Commission in relation to proceedings under Corporations Act Chapter 6, 6A, 6B, 6C, 6D or 7	59
------	--	----

Contents

12.1A	Reference to Court of question of law arising in proceeding before the Takeovers Panel (Corporations Act s.659A)	59
12.1B.	Notification to Court where proceeding is commenced before end of takeover bid period (Corporations Act s. 659B)	59
12.2	Application for summons for appearance of person (Corporations Act s.1092(3)) — Form 18	60
12.3	Application for orders relating to refusal to register transfer or transmission of securities (Corporations Act s.1071F)	60

**Part 14 — Powers of Courts
(Corporations Act Part 9.5)**

14.1	Appeal from act, omission or decision of administrator, receiver or liquidator, etc. (Corporations Act s.554A and s.1321)	61
------	---	----

Part 15 — Proceedings under the ASIC Act

15.1	Reference to Court of question of law arising at hearing of Commission (ASIC Act s.61)	63
15.2	Application for inquiry (ASIC Act s.70, s.201 and s.219)	63

Part 16 — Jurisdiction of Masters

16.1	Jurisdiction of Masters	64
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Schedule 1 — Forms

Schedule 2 — Matters outside the jurisdiction of a Master

Notes to these rules

Notes

Compilation table	96
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Western Australia

Supreme Court Act 1935
Corporations (Ancillary Provisions) Act 2001
Corporations Act 2001 of the Commonwealth

Supreme Court (Corporations) (WA) Rules 2004

Part 1 — Preliminary

1.1 Citation

These rules may be cited as the *Supreme Court (Corporations) (WA) Rules 2004*.

1.2 Commencement

These rules come into operation on 1 June 2004.

1.3 Application of these rules and the Supreme Court Rules

- (1) Unless the Court otherwise orders, these rules apply to a proceeding in the Court under the Corporations Act, or the ASIC Act, that is commenced on or after the day on which these rules came into operation.
- (2) The *Rules of the Supreme Court 1971* apply, so far as they are relevant and not inconsistent with these rules, to a proceeding in the Court under the Corporations Act, or the ASIC Act, that is commenced on or after the day on which these rules came into operation.
- (3) Unless the Court otherwise orders, the rules applying to a proceeding in the Court under the Corporations Act, or the ASIC Act, as in force immediately before the commencement of these rules, continue to apply to a proceeding under the

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Corporations Act, or the ASIC Act, that was commenced before the day on which these rules came into operation.

Note: By virtue of the definitions of “this Act” in the Corporations Act and the ASIC Act, a reference to the Corporations Act or to the ASIC Act includes a reference to the regulations made under that Act.

1.4 Expressions used in the Corporations Act

Unless the contrary intention appears, an expression used in these rules and in the Corporations Act has the same meaning in these rules as it has in the Corporations Act.

1.5 Expressions used in these rules

- (1) In these rules, unless the contrary intention appears —

applicant means a person claiming interlocutory relief in a proceeding;

ASIC Act means the *Australian Securities and Investments Commission Act 2001* of the Commonwealth;

Corporations Act means the *Corporations Act 2001* of the Commonwealth;

Corporations Regulations means the *Corporations Regulations 2001* of the Commonwealth;

defendant means a person against whom relief (except interlocutory relief) is claimed under the Corporations Act or the ASIC Act, whether in an originating process or not;

interlocutory process means an interlocutory process in accordance with Form 3;

originating process means an originating process in accordance with Form 2;

plaintiff means a person claiming relief (except interlocutory relief) under the Corporations Act or the ASIC Act, whether in an originating process or not;

respondent means a person against whom interlocutory relief is claimed in a proceeding.

- (2) Unless the contrary intention appears, an expression used in these rules and in the *Rules of the Supreme Court 1971* has the same meaning in these rules as it has in the *Rules of the Supreme Court 1971*.

[Rule 1.5 amended in Gazette 12 Aug 2008 p. 3537.]

1.6 References to rules and forms

In these rules, unless the contrary intention appears —

- (a) a reference to a rule is a reference to a rule in these rules; and
- (b) a reference to a form followed by a number is a reference to the form so numbered in Schedule 1.

1.7 Substantial compliance with forms

- (1) It is sufficient compliance with these rules in relation to a document that is required to be in accordance with a form in Schedule 1 if the document is substantially in accordance with the form required or has only such variations as the nature of the case requires.
- (2) Without limiting subrule (1), the Principal Registrar must not reject a document for filing only because a term used to describe a party in the document differs from the term used in these rules.

1.8 Court's power to give directions

The Court may give directions in relation to the practice and procedure to be followed in a proceeding if it is satisfied, in the circumstances of the proceeding, that —

- (a) the provisions of the Corporations Act, the ASIC Act, or the rules of this Court do not adequately provide for the practice and procedure to be followed in the proceeding; or
- (b) a difficulty arises, or doubt exists, in relation to the practice and procedure to be followed in the proceeding.

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1.9 Calculation of time

- (1) If, for any purpose, these rules —
 - (a) prohibit, permit or require an act or thing to be done within, by, or before the end of; or
 - (b) otherwise prescribe, allow or provide for,

a period of time before or after a particular day, act or event, the period is to be calculated without counting that day, or the day of the act or event, as the case may be.
- (2) Without limiting subrule (1), in calculating how many days a particular day, act or event is before or after another day, act or event, only the first day, or the day of the first act or event, is to be counted.
- (3) If the last day of any period prescribed or allowed by these rules for an act or thing to be done falls on a day that is not a business day in the place where the act or thing is to be or may be done, the act or thing may be done on the first business day in the place after that day.
- (4) In calculating a period of time for the purposes of these rules, the period beginning on 25 December in a year and ending at the end of 1 January in the next year is not to be counted.

1.10 Extension and abridgment of time

Unless the Corporations Act, the ASIC Act, or these rules otherwise provide, the *Rules of the Supreme Court 1971* that provide for the extension or abridgment of a period of time fixed for the doing of any act or thing in relation to a proceeding apply to a proceeding to which these rules apply.

Part 2 — Proceedings generally

2.1 Title of documents in a proceeding — Form 1

The title of a document filed in a proceeding must be in accordance with Form 1.

2.2 Originating process and interlocutory process — Forms 2 and 3

- (1) Unless these rules otherwise provide, a person must make an application required or permitted by the Corporations Act to be made to the Court —
 - (a) if the application is not made in a proceeding already commenced in the Court — by filing an originating process; and
 - (b) in any other case, and whether or not final or interlocutory relief is claimed — by filing an interlocutory process.
- (2) Unless the Court otherwise directs, a person may make an application to the Court in relation to a proceeding in respect of which final relief has been granted by filing an interlocutory process in that proceeding.
- (3) An originating process must —
 - (a) be in accordance with Form 2; and
 - (b) state —
 - (i) each section of the Corporations Act or the ASIC Act, or each regulation of the Corporations Regulations, under which the proceeding is brought; and
 - (ii) the relief sought.
- (4) An interlocutory process must —
 - (a) be in accordance with Form 3; and
 - (b) state —

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- (i) if appropriate, each section of the Corporations Act or the ASIC Act, or each regulation of the Corporations Regulations, or each rule of Court under which the application is made; and
- (ii) the relief sought.

Note: In an application for winding up in insolvency on the ground that the company has failed to comply with a statutory demand, the applicant should consider completing Part C of Form 2 as shown in Note 1 to these Rules.

[Rule 2.2 amended in Gazette 13 Apr 2007 p. 1671-2.]

2.3 Fixing of hearing

On receiving an originating process or interlocutory process, the Principal Registrar —

- (a) must fix a time, date and place for hearing and endorse those details on the originating process or interlocutory process; and
- (b) may seal a sufficient number of copies for service and proof of service.

2.4 Supporting affidavits

- (1) Unless the Court otherwise directs, an originating process, or interlocutory process, must be supported by an affidavit stating the facts in support of the process.
- (2) Subject to rule 2.4A, an affidavit in support of an originating process must annex a record of a search of the records maintained by ASIC, in relation to the company that is the subject of the application to which the originating process relates, carried out no earlier than 7 days before the originating process is filed.

Note: An example of the affidavit in support of an application for winding-up in insolvency for failure to comply with a statutory demand is shown in Note 2 to these Rules.

[Rule 2.4 amended in Gazette 12 Aug 2008 p. 3548.]

**2.4A Application for order setting aside statutory demand
(Corporations Act s.459G)**

- (1) This rule applies, and rule 2.4(2) does not apply, to an application by a company under section 459G of the Corporations Act for an order setting aside a statutory demand served on the company.
- (2) The plaintiff may file with the originating process seeking the order a copy of the statutory demand and a copy of any affidavit that accompanied the statutory demand.
- (3) The plaintiff must —
 - (a) no earlier than 7 days before the originating process is filed, and no later than the day before the hearing of the application, carry out a search of the records maintained by ASIC in relation to the plaintiff; and
 - (b) either —
 - (i) annex the record of the search to the affidavit in support of the originating process; or
 - (ii) file the record of the search before, or tender it on, the hearing of the application.

[Rule 2.4A amended in Gazette 12 Aug 2008 p. 3548.]

2.5 Affidavits made by creditors

Subject to rule 5.4, an affidavit that is to be made by a creditor may be made —

- (a) if the creditor is a corporation — by a director, secretary, or other principal officer of the corporation, or by a person employed by the corporation who is authorised to make the affidavit on its behalf;
- (b) if the creditor is a company to which a liquidator, provisional liquidator, receiver, administrator or controller has been appointed — by that person; or

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- (c) in any other case — by the creditor or a person authorised by the creditor to make the affidavit on behalf of the creditor.

2.6 Form of affidavits

An affidavit must be in a form that complies with —

- (a) the *Rules of the Supreme Court 1971*;
- (b) the rules of the Supreme Court of the State (if any) or Territory (if any) where the affidavit was sworn or affirmed; or
- (c) the rules of the Federal Court of Australia.

2.7 Service of originating process or interlocutory process and supporting affidavit

- (1) As soon as practicable after filing an originating process and, in any case, at least 5 days before the date fixed for hearing, the plaintiff must serve a copy of the originating process and any supporting affidavit on —
 - (a) each defendant (if any) to the proceeding; and
 - (b) if the corporation to which the proceeding relates is not a party to the proceeding — the corporation.
- (2) As soon as practicable after filing an interlocutory process and, in any case, at least 3 days before the date fixed for hearing, the applicant must serve a copy of the interlocutory process and any supporting affidavit on —
 - (a) each respondent (if any) to the application in the interlocutory process; and
 - (b) if the corporation to which the interlocutory application relates is not a party to the application in the interlocutory process — the corporation.

[Rule 2.7 amended in Gazette 13 Apr 2007 p. 1672.]

2.8 Notice of certain applications to be given to Commission

- (1) This rule has effect in addition to the requirements of the Corporations Act that, in relation to a proceeding, particular documents are to be served on ASIC or notice of particular matters is to be given to ASIC.
- (2) This rule does not apply to a person making an application if the person is ASIC or a person authorised by ASIC.
- (3) Unless the Court otherwise orders, if a person makes an application under a provision of the Corporations Act mentioned in column 2 of the Table to this subrule, the person must serve on ASIC, a reasonable time before the hearing of the application, a copy of the originating process, or interlocutory process, and supporting affidavit in respect of the application.

Table

Item	Provision	Description of application
1.	s. 480	For the release of a liquidator of a company and the deregistration of the company
2.	s. 482(1)	For the stay or termination of a winding-up
3.	s. 509(6)	For the deregistration of a company
4.	s. 536(1)	For an inquiry into the conduct of a liquidator
5.	s. 601AH(2)	To reinstate the registration of a company
6.	s. 601CC(8)	To restore the name of an Australian body to the register
7.	s. 601CL(9)	To restore the name of a foreign company to the register
8.	Ch. 6, 6A, 6B, 6C, 6D or 7	Any application under these Chapters
9.	s. 1317S(2), (4) or (5)	For relief from liability for contravention of a civil penalty provision

[Rule 2.8 amended in Gazette 12 Aug 2008 p. 3537 and 3548.]

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2.9 Notice of appearance (Corporations Act s.465C) — Form 4

- (1) A person who intends to appear before the Court at the hearing of an application must, before appearing —
 - (a) file —
 - (i) a notice of appearance in accordance with Form 4; and
 - (ii) if appropriate — an affidavit stating any facts on which the person intends to rely;
 - and
 - (b) serve on the plaintiff a copy of the notice of appearance and any affidavit not later than —
 - (i) if the person is named in an originating process — 3 days before the date fixed for hearing; or
 - (ii) if the person is named in an interlocutory process — 1 day before the date fixed for hearing.
- (2) If the person intends to appear before the Court to oppose an application for winding-up, the person may include in the notice of appearance the notice of the grounds on which the person opposes the application required by section 465C of the Corporations Act.
- (3) The period prescribed for filing and serving the notice and affidavit required by section 465C of the Corporations Act is the period mentioned in subsection (1)(b)(i).

Note: Under section 465C of the Corporations Act, a person may not, without the leave of the Court, oppose an application for winding-up unless, within the period prescribed by the rules (see subrule (3) of this rule), the person has filed, and served on the plaintiff, notice of the grounds on which the person opposes the application and an affidavit verifying the matters stated in the notice.

2.10 Intervention in proceeding by Commission (Corporations Act s.1330) — Form 5

- (1) If ASIC intends to intervene in a proceeding, ASIC must file a notice of intervention in accordance with Form 5.

- (2) Not later than 3 days before the date fixed for the hearing at which ASIC intends to appear in the proceeding, ASIC must serve a copy of the notice, and any affidavit on which it intends to rely, on the plaintiff and on any other party to the proceeding.

[Rule 2.10 amended in Gazette 12 Aug 2008 p. 3548.]

2.11 Publication of notices

If a rule requires a notice in relation to a body to be published in accordance with these rules, the notice must be published once in a daily newspaper circulating generally in the State or Territory where the body has its principal, or last known, place of business.

Note: Under the Corporations Act, certain notices may also be required to be published in the *Commonwealth of Australia Gazette*. Nothing in this rule is intended to affect the operation of any provision of the Corporations Act that requires publication of a notice in the *Commonwealth of Australia Gazette*.

2.12 Proof of publication

- (1) This rule applies in relation to any matter published in connection with a proceeding.
- (2) Unless these rules otherwise provide, or the Court otherwise orders, the person responsible for the publication of the matter, or the person's legal practitioner, must file —
- (a) an affidavit made by the person, or the person's legal practitioner, that states the date of publication and to which is annexed or exhibited a copy of the published matter; or
 - (b) a memorandum signed by the person, or the person's legal practitioner, that states the date of publication and refers to and annexes a copy of the published matter.
- (3) The affidavit or memorandum is prima facie evidence that the publication took place on the date and otherwise as stated in the affidavit or memorandum.

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2.13 Leave to creditor, contributory or officer to be heard

- (1) The Court may grant leave to any person who is, or who claims to be —
 - (a) a creditor, contributory or officer of a corporation;
 - (b) an officer of a creditor, or contributory, of a corporation; or
 - (c) any other interested person,to be heard in a proceeding without becoming a party to the proceeding.
- (2) If the Court considers that the attendance of a person to whom leave has been granted under subrule (1) has resulted in additional costs for any party, or the corporation, which should be borne by the person to whom leave was granted, the Court may —
 - (a) direct that the person pay the costs; and
 - (b) order that the person not be heard further in the proceeding until the costs are paid or secured to the Court's satisfaction.
- (3) The Court may order that a person who is, or who claims to be, a creditor, contributory or officer of a corporation be added as a defendant to the proceeding.
- (4) The Court may grant leave to a person under subrule (1), or order that a person be added as a defendant to a proceeding under subrule (3) —
 - (a) on application by the person or a party to the proceeding; or
 - (b) on the Court's own initiative.
- (5) The Court may —
 - (a) appoint a creditor or contributory to represent all or any class of the creditors or contributories on any question, or in relation to any proceeding, before the Court, at the expense of the corporation; and

(b) remove any person so appointed.

2.14 Inquiry in relation to corporation's debts etc.

The Court may direct an inquiry in relation to the debts, claims or liabilities, or a class of debts, claims or liabilities, of or affecting a corporation to which a proceeding relates.

2.15 Meetings ordered by the Court

Subject to the Corporations Act, these rules and any direction of the Court to the contrary, regulations 5.6.11 to 5.6.36A of the Corporations Regulations apply to meetings ordered by the Court.

[Rule 2.15 amended in Gazette 12 Aug 2008 p. 3537.]

Part 3 — Compromises and arrangements in relation to Part 5.1 bodies

3.1 Application of Part 3

This Part applies if an application is made to the Court for approval of a compromise or arrangement between a Part 5.1 body and its creditors or members, or any class of its creditors or members.

3.2 Nomination of chairperson for meeting

Before the hearing of an application under section 411(1), (1A) or (1B) of the Corporations Act, the plaintiff must file an affidavit stating —

- (a) the names of the persons who have been nominated to be the chairperson and alternate chairperson of the meeting;
- (b) that each person nominated —
 - (i) is willing to act as chairperson;
 - (ii) has had no previous relationship or dealing with the body, or any other person interested in the proposed compromise or arrangement, except as disclosed in the affidavit; and
 - (iii) has no interest or obligation that may give rise to a conflict of interest or duty if the person were to act as chairperson of the meeting, except as disclosed in the affidavit;
- (c) the name of the person (if any) proposed to be appointed to administer the proposed compromise or arrangement; and
- (d) that the person does not fall within section 411(7)(a) to (f) of the Corporations Act, except as disclosed in the affidavit.

3.3 Order for meetings to identify proposed scheme

- (1) An order under section 411(1) or (1A) of the Corporations Act ordering a meeting or meetings in relation to a proposed compromise or arrangement must set out in a schedule, or otherwise identify, a copy of the proposed compromise or arrangement.
- (2) Unless the Court otherwise orders, a meeting of members ordered under section 411 of the Corporations Act must be convened, held and conducted in accordance with —
 - (a) the provisions of Part 2G.2 of the Corporations Act that apply to the members of a company; and
 - (b) the provisions of the plaintiff's constitution that apply in relation to meetings of members and are not inconsistent with Part 2G.2 of the Corporations Act.
- (3) Unless the Court otherwise orders, a meeting of a class of holders of convertible securities ordered under section 411 of the Corporations Act must be convened, held and conducted as if —
 - (a) the holders were a separate class of members; and
 - (b) the meeting were a meeting of members convened, held and conducted under subrule (2),

but in accordance with, and subject to, the applicable provisions of the instrument under which the securities were issued.

3.4 Notice of hearing (Corporations Act s.411(4), s.413(1)) — Form 6

- (1) This rule applies to —
 - (a) an application, under section 411(4) of the Corporations Act, for an order approving a proposed compromise or arrangement in relation to a Part 5.1 body; and
 - (b) an application, under section 413(1) of the Corporations Act, for an order in relation to the reconstruction of a

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Part 5.1 body, or Part 5.1 bodies, or the amalgamation of 2 or more Part 5.1 bodies.

- (2) Unless the Court otherwise orders, the plaintiff must publish a notice of the hearing of the application.
- (3) The notice must be —
 - (a) in accordance with Form 6; and
 - (b) published in accordance with rule 2.11 at least 5 days before the date fixed for the hearing of the application.

3.5 Copy of order approving compromise or arrangement to be lodged with Commission

If the Court makes an order under section 411(1), (1A) or (4), or 413(1) of the Corporations Act, the plaintiff must, as soon as practicable after the order is made —

- (a) have the order sealed;
- (b) lodge an office copy of the order with ASIC; and
- (c) serve an office copy of the order on any person appointed to administer the compromise or arrangement.

[Rule 3.5 amended in Gazette 12 Aug 2008 p. 3548.]

Part 4 — Receivers and other controllers of corporation property (Corporations Act Part 5.2)

4.1 Inquiry into conduct of controller (Corporations Act s.423)

A complaint to the Court under section 423(1)(b) of the Corporations Act about an act or omission of a receiver, or a controller appointed by the Court, must be made by an originating process seeking an inquiry in relation to the complaint.

**Part 5 — Winding-up proceedings (including
oppression proceedings where winding-up is sought)**

5.1 Application of Part 5

This Part applies to the following applications for the winding-up of a company —

- (a) an application for an order under Part 2F.1 of the Corporations Act;
- (b) an application under Part 5.4 or Part 5.4A of the Corporations Act.

5.2 Affidavit accompanying statutory demand (Corporations Act s.459E(3)) — Form 7

For the purposes of section 459E(3) of the Corporations Act, the affidavit accompanying a statutory demand relating to a debt, or debts, owed by a company must —

- (a) be in accordance with Form 7 and state the matters mentioned in that Form;
- (b) be made by the creditor or by a person with the authority of the creditor or creditors; and
- (c) not state a proceeding number, or refer to a Court proceeding, in any heading or title to the affidavit.

5.3 Application for leave to apply for winding-up in insolvency (Corporations Act s.459P(2))

An application for leave to apply to the Court for an order that a company be wound up in insolvency may be made at the same time as the application for an order that the company be wound up in insolvency is made.

**5.4 Affidavit in support of application for winding-up
(Corporations Act s.459P, s.462 and s.464)**

- (1) The affidavit in support of an originating process seeking an order that a company be wound up must be made by the plaintiff or by a person with the authority of the plaintiff or plaintiffs.
- (2) If the application is made in reliance on a failure by the company to comply with a statutory demand, the affidavit must —
 - (a) verify service of the demand on the company;
 - (b) verify the failure of the company to comply with the demand; and
 - (c) state whether and, if so, to what extent the debt, or each of the debts, to which the demand relates is still due and payable by the company at the date when the affidavit is made.
- (3) If the application is made in reliance on the ground mentioned in section 461(1)(a) of the Corporations Act, the affidavit must —
 - (a) state whether the company is able to pay all its debts as and when they become due and payable; and
 - (b) refer to the company's most recent balance sheet and profit and loss statement as an annexure or exhibit to the affidavit, or explain their absence.
- (4) The affidavit must be made within 7 days before the originating process is filed.

Note: An example of the affidavit in support of an application for winding-up in insolvency for failure to comply with a statutory demand is shown in Note 2 to these Rules.

5.5 Consent of liquidator (Corporations Act s.532(9)) — Form 8

- (1) In this rule —
liquidator does not include a provisional liquidator.

r. 5.6

- (2) For the purposes of section 532(9) of the Corporations Act, the consent of an official liquidator to act as liquidator of a company must be in accordance with Form 8.
- (3) In an application for an order that a company be wound up, the plaintiff must —
 - (a) before the hearing of the application, file the consent mentioned in subrule (2) of an official liquidator who would be entitled to be appointed as liquidator of the company; and
 - (b) serve a copy of the consent on the company at least one day before the hearing.

5.6 Notice of application for winding-up — Form 9

- (1) Unless the Court otherwise orders, the plaintiff must publish a notice of the application for an order that a company be wound up.
- (2) The notice must be —
 - (a) in accordance with Form 9; and
 - (b) published in accordance with rule 2.11 —
 - (i) at least 3 days after the originating process is served on the company; and
 - (ii) at least 7 days before the date fixed for hearing of the application.

5.7 Applicant to make copies of documents available

A copy of any document filed in a proceeding to which this Part applies must be available at the plaintiff's address for service for inspection by a creditor, contributory or officer of the company, or an officer of a creditor or contributory of the company.

5.8 Discontinuance of application for winding-up

An application for an order that a company be wound up may not be discontinued except with the leave of the Court.

5.9 Appearance before Principal Registrar

After filing an originating process seeking an order that a company be wound up, the plaintiff must, if required —

- (a) appear before the Principal Registrar on a date to be appointed by the Principal Registrar; and
- (b) satisfy the Principal Registrar that the plaintiff has complied with the Corporations Act and these rules in relation to applications for a winding-up order.

5.10 Order substituting plaintiff in application for winding-up (Corporations Act s.465B) — Form 10

- (1) If the Court makes an order under section 465B of the Corporations Act, the Court may also order that the substituted plaintiff or plaintiffs publish a notice stating that the substituted plaintiff or plaintiffs intend to apply for an order that the company be wound-up.
- (2) The notice must be —
 - (a) in accordance with Form 10; and
 - (b) published —
 - (i) in accordance with rule 2.11 at least 7 days before the date fixed for the hearing of the application; or
 - (ii) as otherwise directed by the Court.

5.11 Notice of winding-up order and appointment of liquidator — Form 11

- (1) This rule applies if the Court orders that a company be wound up and an official liquidator be appointed as liquidator of the company.

r. 5.11

- (2) Not later than the day after the order is made, the plaintiff must inform the liquidator of the appointment.
- (3) As soon as practicable after being informed of the appointment, the liquidator must publish a notice of the winding-up order and the liquidator's appointment.
- (4) The notice must be —
 - (a) in accordance with Form 11; and
 - (b) published in accordance with rule 2.11.
- (5) In this rule —
liquidator does not include a provisional liquidator.

Part 6 — Provisional liquidators (Corporations Act Part 5.4B)

6.1 Appointment of provisional liquidator (Corporations Act s.472) — Form 8

- (1) An application for an official liquidator to be appointed under the Corporations Act section 472(2) as a provisional liquidator of a company must be accompanied by the written consent of the official liquidator.
- (2) The consent must be in accordance with Form 8.
- (3) If —
 - (a) an order is made appointing a provisional liquidator; and
 - (b) the order provides that the provisional liquidator may take into the provisional liquidator's custody part only of the property of the company,the order must include a short description of the part of the property of the company that the provisional liquidator may take into custody.
- (4) The Court may require the plaintiff to give an undertaking as to damages.

[Rule 6.1 amended in Gazette 13 Apr 2007 p. 1672.]

6.2 Notice of appointment of provisional liquidator — Form 12

- (1) This rule applies if the Court orders that an official liquidator be appointed as a provisional liquidator of a company.
- (2) Not later than the day after the order is made, the plaintiff must —
 - (a) except if the plaintiff is ASIC — lodge an office copy of the order with ASIC;

r. 6.2

- (b) serve an office copy of the order on the company (except if the plaintiff is the company) and on any other person as directed by the Court; and
 - (c) give to the provisional liquidator an office copy of the order and a written statement that the order has been served as required by paragraph (b).
- (3) As soon as practicable after the order is made, the provisional liquidator must publish a notice of the provisional liquidator's appointment.
- (4) The notice must be —
 - (a) in accordance with Form 12; and
 - (b) published in accordance with rule 2.11.

[Rule 6.2 amended in Gazette 12 Aug 2008 p. 3548.]

Part 7 — Liquidators

7.1 Resignation of liquidator (Corporations Act s.473(1))

- (1) A liquidator appointed by the Court who wishes to resign office must file with the Principal Registrar, and lodge with ASIC, a memorandum of resignation.
- (2) The resignation takes effect on the filing and lodging of the memorandum.

[Rule 7.1 amended in Gazette 12 Aug 2008 p. 3548.]

7.2 Filling vacancy in office of liquidator (Corporations Act s.473(7) and s.502)

- (1) If, for any reason, there is no liquidator acting in a winding-up, the Court may —
 - (a) in the case of a winding-up by the Court — appoint another official liquidator whose written consent in accordance with Form 8 has been filed; and
 - (b) in the case of a voluntary winding-up — appoint another registered liquidator whose written consent in accordance with Form 8 has been filed.
- (2) The Court may make the appointment —
 - (a) in any case — on application by ASIC, a creditor or a contributory; or
 - (b) in the case of a winding-up by the Court — on its own initiative.

[Rule 7.2 amended in Gazette 12 Aug 2008 p. 3548.]

7.3 Report to liquidator as to company's affairs (Corporations Act s.475)

- (1) If a person is required under section 475 of the Corporations Act to submit and verify a report as to the affairs of a company, the liquidator must give to the person the appropriate forms and instructions for the preparation of the report.

r. 7.4

- (2) Except by order of the Court, no person is to be allowed out of the property of a company any costs or expenses incurred in relation to the preparation of the report that have not been —
 - (a) sanctioned by the liquidator before being incurred; or
 - (b) taxed or assessed.
- (3) The liquidator must report to the Court any default in complying with the requirements of section 475 of the Corporations Act.
- (4) In this rule —
liquidator includes a provisional liquidator.

7.4 Liquidator to file certificate and copy of settled list of contributories (Corporations Act s.478)

If, in a winding-up by the Court, a liquidator has settled and certified a list, or supplementary list, of contributories, the liquidator must, within 14 days after doing so, file the certificate and a copy of the list.

7.5 Release of liquidator and deregistration of company (Corporations Act s.480(c) and (d))

- (1) This rule applies to an application by the liquidator of a company —
 - (a) for an order that the liquidator be released; or
 - (b) for an order that the liquidator be released and that ASIC deregister the company.
- (2) The interlocutory process seeking the order must include —
 - (a) a notice stating that any objection to the release of the liquidator must be made by filing and serving a notice of objection, in the prescribed form, within 21 days after the date of service of the interlocutory process; and
 - (b) a statement setting out the terms of section 481(3) of the Corporations Act.

Note: Section 481(3) of the Corporations Act provides that an order of the Court releasing a liquidator discharges the liquidator from all liability in respect of any act done or default made by the liquidator in the administration of the affairs of the company, or otherwise in relation to the liquidator's conduct as liquidator, but any such order may be revoked on proof that it was obtained by fraud or by suppression or by concealment of any material fact.

- (3) The supporting affidavit must include details of the following matters —
- (a) whether the whole of the company's property has been realised or whether so much of the company's property has been realised as, in the liquidator's opinion, can be realised without needlessly protracting the winding-up;
 - (b) any calls made on contributories in the course of the winding-up;
 - (c) any dividends paid in the course of the winding-up;
 - (d) whether the committee of inspection (if any) has passed a resolution approving the liquidator's release;
 - (e) whether ASIC has appointed an auditor to report on an account or statement of the position in the winding-up under section 539(2) of the Corporations Act;
 - (f) whether the Court has ordered a report on the accounts of the liquidator to be prepared;
 - (g) whether any objection to the release of the liquidator has been received by the liquidator from —
 - (i) an auditor appointed by ASIC or by the Court; or
 - (ii) any creditor, contributory or other interested person;
 - (h) whether any report has been submitted by the liquidator to ASIC under section 533 of the Corporations Act;
 - (i) whether the liquidator considers it necessary to report on the affairs of the company or any of its officers;
 - (j) any property disclaimed in the course of the winding-up;
 - (k) any remuneration paid or payable to the liquidator and how such remuneration was determined;

r. 7.5

- (l) any costs, charges or expenses payable by the liquidator if the Court grants the liquidator's release;
 - (m) if the application is made under section 480(c) of the Corporations Act — the facts and circumstances by reason of which it is submitted that the company should not be deregistered.
- (4) The liquidator must include in the supporting affidavit the statements set out in paragraphs (a) and (b) of this subrule, including, if appropriate, the words in brackets —
 - (a) “To the best of my belief, there has been no act done or default made by me in the administration of the affairs of the subject corporation or otherwise in relation to my conduct as liquidator which is likely to give rise to any liability to the subject corporation or any creditor or contributory (except as disclosed in this affidavit)”;
 - (b) “I am not aware of any claim made by any person that there has been any such act or default (except as disclosed in this affidavit)”.
- (5) The liquidator must file with, or annex to, the supporting affidavit —
 - (a) a statement of the financial position of the company at the date when the interlocutory process seeking release was filed; and
 - (b) a summary of the liquidator's receipts and payments in winding-up the company.
- (6) Unless the Court otherwise orders, the liquidator must serve by prepaid post, on each creditor who has proved a debt in the course of the winding-up, and on each contributory, a copy of the interlocutory process accompanied by —
 - (a) a copy of the summary of the liquidator's receipts and payments in winding-up the company; and

- (b) a copy of the statement of the financial position of the company at the date when the interlocutory process seeking release was filed.

[Rule 7.5 amended in Gazette 12 Aug 2008 p. 3548.]

7.6 Objection to release of liquidator — Form 13

- (1) A creditor or contributory of a company who wishes to object to the release of the liquidator of the company must, within 21 days after the date of service of the interlocutory process seeking release —
 - (a) file —
 - (i) a notice of objection in accordance with Form 13; and
 - (ii) if appropriate, an affidavit stating any facts relied on;
 - and
 - (b) serve a copy of the notice and the affidavit (if any) on the liquidator.
- (2) If the liquidator is served with a notice of objection by a creditor or contributory, the liquidator must, within 3 days after being served, serve on the creditor or contributory a copy of the affidavit supporting the interlocutory process.

7.7 Report on accounts of liquidator (Corporations Act s.481)

- (1) If the Court orders that a report on the accounts of a liquidator be prepared under section 481(1) of the Corporations Act, the liquidator must give to the auditor appointed to prepare the report all information, books and vouchers required to prepare the report.
- (2) On completing the report, the auditor must —
 - (a) file a copy of the report in a sealed envelope that is marked with the title and number of the proceeding and

r. 7.8

the words “Auditor’s report under section 481(1) of the *Corporations Act 2001*”;

- (b) serve a copy of the report on the liquidator; and
 - (c) lodge a copy of the report with ASIC.
- (3) Except with the leave of the Court, a report is not available for inspection by any person except the liquidator or ASIC.

[Rule 7.7 amended in Gazette 12 Aug 2008 p. 3548.]

7.8 Application for payment of call (Corporations Act s.483(3)(b)) — Form 14

The affidavit in support of an application by the liquidator of a company, under section 483(3)(b) of the Corporations Act, for an order for the payment of a call must be in accordance with Form 14.

7.9 Distribution of surplus by liquidator with special leave of the Court (Corporations Act s.488(2)) — Form 15

- (1) The affidavit in support of an application for special leave to distribute a surplus must state how the liquidator intends to distribute the surplus including the name and address of each person to whom the liquidator intends to distribute any part of the surplus.
- (2) At least 14 days before the date fixed for hearing of the application, the liquidator must publish a notice of the application.
- (3) The notice must be —
 - (a) in accordance with Form 15; and
 - (b) published in accordance with rule 2.11.

7.10 Powers delegated to liquidator by the Court (Corporations Act s.488)

Subject to the Corporations Act, the Corporations Regulations, these rules, and any order of the Court, the powers and duties conferred or imposed on the Court by Part 5.4B of the

Corporations Act in respect of the matters mentioned in section 488(1) of that Act may be exercised or performed by a liquidator appointed by the Court as an officer of the Court and subject to the control of the Court.

7.11 Inquiry into conduct of liquidator (Corporations Act s.536(1) and (2))

- (1) A complaint to the Court under section 536(1)(b) of the Corporations Act must be made —
 - (a) in the case of a winding-up by the Court — by an interlocutory process seeking an inquiry; and
 - (b) in the case of a voluntary winding-up — by an originating process seeking an inquiry.
- (2) A report to the Court by ASIC under section 536(2) of the Corporations Act must be made —
 - (a) in the case of a winding-up by the Court — by filing —
 - (i) an interlocutory process seeking orders under the subsection; and
 - (ii) a written report in a sealed envelope that is marked with the title and number of the proceeding;and
 - (b) in the case of a voluntary winding-up — by filing —
 - (i) an originating process seeking orders under the subsection; and
 - (ii) a written report in a sealed envelope that is marked with the title of the proceeding and provision for its number.
- (3) The contents of a report filed under subrule (2) need not, at the time of filing, be verified by an affidavit.

r. 7.11

- (4) Except with the leave of the Court, a report made under section 536(2) of the Corporations Act is not available for inspection by any person except the liquidator or ASIC.
- (5) In this rule —
liquidator includes a provisional liquidator.

[Rule 7.11 amended in Gazette 12 Aug 2008 p. 3548.]

Part 8 — Special managers (Corporations Act Part 5.4B)

8.1 Application for appointment of special manager (Corporations Act s.484)

- (1) An application by a liquidator for the appointment of a special manager in relation to a company must state the powers which, in the liquidator's opinion, should be entrusted by the Court to the special manager.
- (2) The supporting affidavit must state —
 - (a) the circumstances making it proper that a special manager be appointed;
 - (b) details of the remuneration proposed to be paid to the special manager; and
 - (c) whether any committee of inspection in the winding-up, or a meeting of creditors, has approved the appointment of a special manager.

8.2 Security given by special manager (Corporations Act s.484)

- (1) The Court may, from time to time, direct that the amount of security given by a special manager be varied.
- (2) Unless the Court otherwise directs, the costs of furnishing the security given by a special manager in respect of a particular winding-up —
 - (a) are the personal expenses of the special manager; and
 - (b) must not be charged against the property of the company as an expense incurred in the winding-up.

8.3 Special manager's receipts and payments (Corporations Act s.484)

- (1) A special manager must give to the liquidator —
 - (a) an account of the special manager's receipts and payments; and

r. 8.3

- (b) a statutory declaration verifying the account.
- (2) If the liquidator approves the account, the liquidator must include the total amounts of the special manager's receipts and payments in the liquidator's accounts.

Part 9 — Remuneration of office-holders

9.1 Remuneration of receiver (Corporations Act s.425(1)) — Form 16

- (1) This rule applies to an application by a receiver of property of a corporation for an order under section 425(1) of the Corporations Act fixing the receiver's remuneration.

Note 1: Under the Corporations Act s. 425(2)(b), the Court may exercise its power to make an order fixing the remuneration of a receiver appointed under an instrument even if the receiver has died, or has ceased to act, before the making of the order or the application for the order.

Note 2: The amendment to the Corporations Act s. 425 made by the *Corporations Amendment (Insolvency) Act 2007* of the Commonwealth applies in relation to a receiver appointed on or after 31 December 2007 — see Corporations Act s. 1480(5).

- (2) At least 21 days before filing an originating process, or interlocutory process, seeking the order, the receiver must serve a notice in accordance with Form 16 of the receiver's intention to apply for the order, and a copy of any affidavit on which the receiver intends to rely, on the following persons —
- (a) the person who appointed the receiver;
 - (b) any creditor holding security over all or any of the same property of the corporation (except if the creditor is the person who appointed the receiver);
 - (c) any administrator, liquidator or provisional liquidator of the corporation;
 - (d) any administrator of a deed of company arrangement executed by the corporation;
 - (e) if there is no person of the kind mentioned in paragraph (c) or (d) —
 - (i) each of the 5 largest (measured by amount of debt) unsecured creditors of the corporation; and

r. 9.1

- (ii) each member of the corporation whose shareholding represents at least 10% of the issued capital of the corporation.
- (3) Within 21 days after the last service of the documents mentioned in subrule (2), any creditor or contributory, or any person mentioned in subrule (2)(c), (d) or (e), may give to the receiver a notice of objection to the remuneration claimed, stating the grounds of objection.
- (4) If the receiver does not receive a notice of objection within the period mentioned in subrule (3) —
 - (a) the receiver may file an affidavit, made after the end of that period, in support of the originating process, or interlocutory process, seeking the order stating —
 - (i) the date, or dates, when the notice and affidavit required to be served under subrule (2) were served; and
 - (ii) that the receiver has not received any notice of objection to the remuneration claimed within the period mentioned in subrule (3);
 - (b) the receiver may endorse the originating process, or interlocutory process, with a request that the application be dealt with in the absence of the public and without any attendance by, or on behalf of, the receiver; and
 - (c) the application may be so dealt with.
- (5) If the receiver receives a notice of objection within the period mentioned in subrule (3), the receiver must serve a copy of the originating process, or interlocutory process, seeking the order on each creditor or contributory, or other person, who has given a notice of objection.
- (6) An affidavit in support of the originating process, or interlocutory process, seeking the order must —
 - (a) include evidence of the matters mentioned in the Corporations Act section 425(8); and

- (b) state the nature of the work performed or likely to be performed by the receiver; and
- (c) state the amount of remuneration claimed; and
- (d) include a summary of the receipts taken and payments made by the receiver; and
- (e) state particulars of any objection of which the receiver has received notice; and
- (f) if the receivership is continuing, give details of any matters delaying the completion of the receivership.

[Rule 9.1 amended in Gazette 12 Aug 2008 p. 3537.]

9.2. Determination by Court of remuneration of administrator (Corporations Act s. 449E(1)(c) and (1A)(c)) — Form 16

- (1) This rule applies to an application by the administrator of a company under administration, or of a deed of company arrangement, for an order under the Corporations Act section 449E(1)(c) or (1A)(c) determining the administrator's remuneration.
- (2) At least 21 days before filing an originating process, or interlocutory process, seeking the order, the administrator must serve a notice in accordance with Form 16 of the administrator's intention to apply for the order, and a copy of any affidavit on which the administrator intends to rely, on the following persons —
 - (a) each creditor who was present, in person or by proxy at any meeting of creditors;
 - (b) each member of any committee of creditors or committee of inspection;
 - (c) if there is no committee of creditors or committee of inspection, and no meeting of creditors has been convened and held, each of the 5 largest (measured by amount of debt) creditors of the company;

r. 9.2

- (d) each member of the company whose shareholding represents at least 10% of the issued capital of the company.
- (3) Within 21 days after the last service of the documents mentioned in subrule (2), any creditor or contributory may give to the administrator a notice of objection to the remuneration claimed, stating the grounds of objection.
- (4) If the administrator does not receive a notice of objection within the period mentioned in subrule (3) —
 - (a) the administrator may file an affidavit, made after the end of that period, in support of the originating process, or interlocutory process, seeking the order stating —
 - (i) the date, or dates, when the notice and affidavit required to be served under subrule (2) were served; and
 - (ii) that the administrator has not received any notice of objection to the remuneration claimed within the period mentioned in subrule (3);and
 - (b) the administrator may endorse the originating process, or interlocutory process, with a request that the application be dealt with in the absence of the public and without any attendance by, or on behalf of, the administrator; and
 - (c) the application may be so dealt with.
- (5) If the administrator receives a notice of objection within the period mentioned in subrule (3), the administrator must serve a copy of the originating process, or interlocutory process, seeking the order on each creditor or contributory who has given a notice of objection.
- (6) An affidavit in support of the originating process, or interlocutory process, seeking the order must —

- (a) include evidence of the matters mentioned in the Corporations Act section 449E(4); and
- (b) state the nature of the work performed or likely to be performed by the administrator; and
- (c) state the amount of remuneration claimed; and
- (d) include a summary of the receipts taken and payments made by the administrator; and
- (e) state particulars of any objection of which the administrator has received notice; and
- (f) if the administration is continuing, give details of any matters delaying the completion of the administration.

[Rule 9.2 inserted in Gazette 12 Aug 2008 p. 3538-9.]

9.2A. Review of remuneration of administrator (Corporations Act s. 449E(2))

- (1) This rule applies to an application for review of the amount of the remuneration of an administrator under the Corporations Act section 449E(2).

Note: The amendment to the Corporations Act s. 449E made by the *Corporations Amendment (Insolvency) Act 2007* of the Commonwealth applies in relation to an administrator appointed on or after 31 December 2007 — see Corporations Act s. 1480(6).

- (2) The application may be made only after the remuneration has been determined under the Corporations Act section 449E(1)(a) or (b) or 449E(1A)(a) or (b).
- (3) At least 21 days before filing the originating process or the interlocutory process applying for a review, the plaintiff or applicant must serve a notice, in accordance with Form 16A, of intention to apply for the review and a copy of any affidavit on which the plaintiff or applicant intends to rely (other than an affidavit required by subrule (9)), on the following persons —
 - (a) if there is a committee of creditors or a committee of inspection, each member of the committee;

r. 9.2A

- (b) if the remuneration of the administrator was determined by the creditors, each creditor who was present, in person or by proxy, at the meeting of creditors at which the remuneration was determined;
 - (c) each member of the company whose shareholding represents at least 10% of the issued capital of the company.
- (4) Within 21 days after the last service of the documents mentioned in subrule (3), any person on whom the notice has been served may serve on the plaintiff or applicant a notice —
 - (a) stating the person's intention to appear at the hearing of the applicant for review, and
 - (b) setting out the issues that the person seeks to raise before the Court.
- (5) A person mentioned in subrule (3) is entitled to be heard on the application for review, but only (unless the Court otherwise orders) if the person has served on the plaintiff or applicant a notice in accordance with subrule (4).
- (6) If the plaintiff or applicant is served with a notice in accordance with subrule (4), the plaintiff or applicant must serve a copy of the originating process or interlocutory process applying for the review on each person who has served such a notice.
- (7) The administrator must file an affidavit stating the following matters —
 - (a) the matters mentioned in the Corporations Act section 449E(4);
 - (b) the nature of the work performed or likely to be performed by the administrator;
 - (c) the amount of remuneration claimed by the administrator if that amount is different from the amount of remuneration that has been determined;
 - (d) a summary of the receipts taken and payments made by the administrator;

- (e) particulars of any objection to the remuneration as determined, of which the administrator has received notice;
 - (f) if the administration is continuing — details of any matters delaying the completion of the administration.
- (8) The affidavit mentioned in subrule (7) must annex a copy of the report that the administrator was required to prepare before remuneration was determined.
- (9) The plaintiff or applicant must —
 - (a) file an affidavit stating whether any notice or notices under subrule (4) has or have been served; and
 - (b) annex or exhibit to the affidavit a copy of any such notice.

[Rule 9.2A inserted in Gazette 12 Aug 2008 p. 3539-41.]

9.3 Remuneration of provisional liquidator (Corporations Act s.473(2)) — Form 16

- (1) This rule applies to an application by a provisional liquidator of a company for an order under section 473(2) of the Corporations Act determining the provisional liquidator's remuneration.
- (2) The application must be made by interlocutory process in the winding-up proceeding.
- (3) At least 21 days before filing the interlocutory process seeking the order, the provisional liquidator must serve a notice in accordance with Form 16 of the provisional liquidator's intention to apply for the order, and a copy of any affidavit on which the provisional liquidator intends to rely, on the following persons —
 - (a) any liquidator (except the provisional liquidator) of the company;
 - (b) each member of any committee of inspection or, if there is no committee of inspection, each of the 5 largest (measured by amount of debt) creditors of the company;

r. 9.3

- (c) each member of the company whose shareholding represents at least 10% of the issued capital of the company.
- (4) Within 21 days after the last service of the documents mentioned in subrule (3), the liquidator, or any creditor or contributory, may give to the provisional liquidator a notice of objection to the remuneration claimed, stating the grounds of objection.
- (5) If the provisional liquidator does not receive a notice of objection within the period mentioned in subrule (4) —
 - (a) the provisional liquidator may file an affidavit, made after the end of that period, in support of the interlocutory process seeking the order stating —
 - (i) the date, or dates, when the notice and affidavit required to be served under subrule (3) were served; and
 - (ii) that the provisional liquidator has not received any notice of objection to the remuneration claimed within the period mentioned in subrule (4);
 - (b) the provisional liquidator may endorse the interlocutory process with a request that the application be dealt with in the absence of the public and without any attendance by, or on behalf of, the provisional liquidator; and
 - (c) the application may be so dealt with.
- (6) If the provisional liquidator receives a notice of objection within the period mentioned in subrule (4), the provisional liquidator must serve a copy of the interlocutory process seeking the order —
 - (a) on each creditor or contributory who has given a notice of objection; and
 - (b) on the liquidator (if any).
- (7) An affidavit in support of the interlocutory process seeking the order must —

- (a) state the nature of the work performed or likely to be performed by the provisional liquidator;
 - (b) state the amount of remuneration claimed;
 - (c) include a summary of the receipts taken and payments made by the provisional liquidator;
 - (d) state particulars of any objection of which the provisional liquidator has received notice; and
 - (e) if the winding-up proceeding has not been determined — give details of —
 - (i) any reasons known to the provisional liquidator why the winding-up proceeding has not been determined; and
 - (ii) any reasons why the provisional liquidator's remuneration should be determined before the determination of the winding-up proceeding.
- (8) The affidavit must also provide evidence of the matters mentioned in the Corporations Act section 473(10) —
- (a) to the extent that they may be relevant to a provisional liquidator; and
 - (b) as if references in that subsection to “liquidator” were references to “provisional liquidator”.

[Rule 9.3 amended in Gazette 12 Aug 2008 p. 3541.]

9.4 Remuneration of liquidator (Corporations Act s.473(3)) — Form 16

- (1) This rule applies to an application by a liquidator of a company for an order under section 473(3)(b)(ii) of the Corporations Act determining the liquidator's remuneration.

Note: The amendment to the Corporations Act s. 473 made by the *Corporations Amendment (Insolvency) Act 2007* of the Commonwealth applies in relation to a liquidator appointed on or after 31 December 2007 — see Corporations Act s. 1480(7).

- (2) The application —

r. 9.4

- (a) must be made by interlocutory process in the winding-up proceeding; and
 - (b) must not be made until after the date of the meeting of creditors mentioned in section 473(4) of the Corporations Act.
- (3) At least 21 days before filing the interlocutory process seeking the order, the liquidator must serve a notice in accordance with Form 16 of the liquidator's intention to apply for the order, and a copy of any affidavit on which the liquidator intends to rely, on the following persons —
 - (a) each creditor who was present, in person or by proxy, at any meeting of creditors at which the remuneration of the liquidator was considered;
 - (b) each member of any committee of inspection;
 - (c) if there is no committee of inspection, and no meeting of creditors has been convened and held, each of the 5 largest (measured by amount of debt) creditors of the company;
 - (d) each member of the company whose shareholding represents at least 10% of the issued capital of the company.
- (4) Within 21 days after the last service of the documents mentioned in subrule (3), any creditor or contributory may give to the liquidator a notice of objection to the remuneration claimed, stating the grounds of objection.
- (5) If the liquidator does not receive a notice of objection within the period mentioned in subrule (4) —
 - (a) the liquidator may file an affidavit, made after the end of that period, in support of the interlocutory process seeking the order stating —
 - (i) the date, or dates, when the notice and affidavit required to be served under subrule (3) were served; and

- (ii) that the liquidator has not received any notice of objection to the remuneration claimed within the period mentioned in subrule (4);
 - (b) the liquidator may endorse the interlocutory process with a request that the application be dealt with in the absence of the public and without any attendance by, or on behalf of, the liquidator; and
 - (c) the application may be so dealt with.
- (6) If the liquidator receives a notice of objection within the period mentioned in subrule (4), the liquidator must serve a copy of the interlocutory process seeking the order on each creditor or contributory who has given a notice of objection.
- (7) An affidavit in support of the interlocutory process seeking the order must —
 - (a) include evidence of the matters mentioned in the Corporations Act section 473(10); and
 - (b) state the nature of the work performed or likely to be performed by the liquidator; and
 - (c) state the amount of remuneration claimed; and
 - (d) include a summary of the receipts taken and payments made by the liquidator; and
 - (e) state particulars of any objection of which the liquidator has received notice; and
 - (f) if the winding up is continuing, give details of any matters delaying the completion of the winding up.

[Rule 9.4 amended in Gazette 12 Aug 2008 p. 3541-2.]

9.4A. Review of remuneration of liquidator (Corporations Act s. 473(5) and (6) and s. 504(1))

- (1) This rule applies to an application for review of the amount of the remuneration of a liquidator under the Corporations Act section 473(5) or (6) or 504(1).

r. 9.4A

Note: The amendment to the Corporations Act s. 504 made by the *Corporations Amendment (Insolvency) Act 2007* of the Commonwealth applies in relation to a liquidator appointed on or after 31 December 2007 — see Corporations Act s. 1480(7).

- (2) The application may only be made after remuneration has been determined under section 473(3)(a) or (b)(i), or fixed under section 495(1) or 499(3), of the Corporations Act.
- (3) At least 21 days before filing the originating process or interlocutory process applying for a review, the plaintiff or applicant must serve a notice, in accordance with Form 16A, of intention to apply for the review and a copy of any affidavit on which the plaintiff or applicant intends to rely (other than an affidavit required by subrule (9)), on the following persons —
 - (a) if there is a committee of inspection — each member of the committee;
 - (b) if the remuneration of the liquidator was determined or fixed by the creditors — each creditor who was present, in person or by proxy, at the meeting of creditors at which the remuneration was determined or fixed;
 - (c) each member of the company whose shareholding represents at least 10% of the issued capital of the company.
- (4) Within 21 days after the last service of the documents mentioned in subrule (3), any person on whom the notice has been served may serve on the plaintiff or applicant a notice —
 - (a) stating the person's intention to appear at the hearing of the application for review; and
 - (b) setting out the issues that the person seeks to raise before the Court.
- (5) A person mentioned in subrule (3) is entitled to be heard on the application for review, but only (unless the Court otherwise orders) if the person has served on the plaintiff or applicant a notice in accordance with subrule (4).

- (6) If the plaintiff or applicant is served with a notice in accordance with subrule (4), the plaintiff or applicant must serve a copy of the originating process or interlocutory process applying for the review on each person who has served such a notice.
- (7) The liquidator must file an affidavit stating the following matters —
- (a) for an application under the Corporations Act section 473(5) or (6) — the matters mentioned in the Corporations Act section 473(10);
 - (b) for an application under the Corporations Act section 504(1) — the matters mentioned in the Corporations Act section 504(2);
 - (c) the nature of the work performed or likely to be performed by the liquidator;
 - (d) the amount of remuneration claimed by the liquidator if the amount is different from the amount of remuneration that has been determined or fixed;
 - (e) a summary of the receipts taken and payments made by the liquidator;
 - (f) particulars of any objection to the remuneration as determined or fixed of which the liquidator has received notice;
 - (g) if the winding up is continuing — details of any matters delaying the completion of the winding up.
- (8) The affidavit under subrule (7) must annex a copy of the report that the liquidator was required to prepare before remuneration was determined or fixed.
- Note: For the requirement to prepare a report, see Corporations Act s. 473(11), 473(12), 495(5), 499(6) and 499(7).
- (9) The plaintiff or applicant must —
- (a) file an affidavit stating whether any notice or notices under subrule (4) has or have been served; and

r. 9.5

- (b) annex or exhibit to the affidavit a copy of any such notice.

[Rule 9.4A inserted in Gazette 12 Aug 2008 p. 3543-4.]

9.5 Remuneration of special manager (Corporations Act s.484(2)) — Form 16

- (1) This rule applies to an application by a special manager of the property or business of a company for an order under section 484(2) of the Corporations Act fixing the special manager's remuneration.
- (2) The application must be made by interlocutory process in the winding-up proceeding.
- (3) At least 21 days before filing the interlocutory process seeking the order, the special manager must serve a notice in accordance with Form 16 of the special manager's intention to apply for the order, and a copy of any affidavit on which the special manager intends to rely, on the following persons —
 - (a) the liquidator of the company;
 - (b) each member of any committee of creditors or committee of inspection or, if there is no committee of creditors or committee of inspection, each of the 5 largest (measured by amount of debt) creditors of the company; and
 - (c) each member of the company whose shareholding represents at least 10% of the issued capital of the company.
- (4) Within 21 days after the last service of the documents mentioned in subrule (3), the liquidator, or any creditor or contributory, may give to the special manager a notice of objection to the remuneration claimed, stating the grounds of objection.

- (5) If the special manager does not receive a notice of objection within the period mentioned in subrule (4) —
 - (a) the special manager may file an affidavit, made after the end of that period, in support of the interlocutory process seeking the order stating —
 - (i) the date, or dates, when the notice and affidavit required to be served under subrule (3) were served; and
 - (ii) that the special manager has not received any notice of objection to the remuneration claimed within the period mentioned in subrule (4);
 - (b) the special manager may endorse the interlocutory process with a request that the application be dealt with in the absence of the public and without any attendance by, or on behalf of, the special manager; and
 - (c) the application may be so dealt with.
- (6) If the special manager receives a notice of objection within the period mentioned in subrule (4), the special manager must serve a copy of the interlocutory process seeking the order —
 - (a) on each creditor or contributory who has given a notice of objection; and
 - (b) on the liquidator.
- (7) The affidavit in support of the interlocutory process seeking the order must —
 - (a) state the nature of the work performed or likely to be performed by the special manager;
 - (b) state the amount of remuneration claimed;
 - (c) include a summary of the receipts taken and payments made by the special manager;
 - (d) state particulars of any objection of which the special manager has received notice; and

r. 9.5

- (e) if the special management is continuing — give details of any matters delaying the completion of the special management.

[Rule 9.5 amended in Gazette 12 Aug 2008 p. 3544-5.]

Part 10 — Winding-up generally

10.1 Determination of value of debts or claims (Corporations Act s.554A(2))

A reference to the Court by a liquidator of a company under section 554A(2)(b) of the Corporations Act must be made —

- (a) in the case of a winding-up by the Court — by filing an interlocutory process seeking an order estimating, or determining a method for working out, the value of the debt or claim; and
- (b) in the case of a voluntary winding-up — by filing an originating process seeking an order estimating, or determining a method for working out, the value of the debt or claim.

10.2 Disclaimer of contract (Corporations Act s.568(1A))

- (1) The affidavit in support of an application by a liquidator, under section 568(1A) of the Corporations Act, for leave to disclaim a contract in relation to a company must —
 - (a) specify the persons interested, and their interests, under the contract; and
 - (b) state the facts on which it is submitted that the contract should be disclaimed.
- (2) The liquidator must serve the affidavit on each party to the contract (except the company) and on any person interested in the contract.

10.3 Winding-up Part 5.7 bodies (Corporations Act s.583 and s.585) and registered schemes (Corporations Act s.601ND)

These rules apply, with any necessary adaptations, and in the same way as they apply to a company, in relation to the winding-up of a Part 5.7 body or a registered scheme.

r. 11.1

**Part 11 — Examinations and orders (Corporations Act
Part 5.9 Divisions 1 and 2)**

11.1 Definition for Part 11

In this Part —

examination summons means a summons under section 596A or 596B of the Corporations Act for the examination of a person about a corporation's examinable affairs.

11.2 Application for examination or investigation under Corporations Act s.411, s.423 or s.536(3)

- (1) An application for an order for the examination or investigation of a person under section 411(9)(b), 423 or 536(3) of the Corporations Act may be made by —
 - (a) ASIC;
 - (b) a person authorised by ASIC;
 - (c) a creditor or contributory; or
 - (d) any other person aggrieved by the conduct of —
 - (i) a person appointed to administer a compromise or arrangement;
 - (ii) a controller; or
 - (iii) a liquidator or provisional liquidator.
- (2) The application may be made without notice to any person.
- (3) The provisions of this Part that apply to an examination under Division 1 of Part 5.9 of the Corporations Act apply, with any necessary adaptations, to an examination or an investigation under section 411(9)(b), 423 or 536(3) of the Corporations Act.

[Rule 11.2 amended in Gazette 12 Aug 2008 p. 3548.]

11.3 Application for examination summons (Corporations Act s.596A and s.596B) — Form 17

- (1) An application for the issue of an examination summons must be made by filing an interlocutory process or an originating process, as the case requires.
- (2) The application may be made without notice to any person.
- (3) The originating process, or interlocutory process, seeking the issue of the examination summons must be —
 - (a) supported by an affidavit stating the facts in support of the process; and
 - (b) accompanied by a draft examination summons.
- (4) The originating process, or interlocutory process, and supporting affidavit must be filed in a sealed envelope marked, as appropriate —
 - (a) “Application and supporting affidavit for issue of summons for examination under section 596A of the *Corporations Act 2001*”; or
 - (b) “Application and supporting affidavit for issue of summons for examination under section 596B of the *Corporations Act 2001*”.
- (5) If the application is not made by the liquidator, the liquidator must be given notice of the application and, if required by the liquidator, served with a copy of the originating process, or interlocutory process, and the supporting affidavit.
- (6) If the application is not made by ASIC, ASIC must be given notice of the application and, if required by ASIC, served with a copy of the originating process, or interlocutory process, and the supporting affidavit.
- (7) Unless the Court otherwise orders, an affidavit in support of an application for an examination summons is not available for inspection by any person.

r. 11.4

- (8) An examination summons must be in accordance with Form 17.
[Rule 11.3 amended in Gazette 12 Aug 2008 p. 3548.]

11.4 Service of examination summons

An examination summons issued by the Court must be personally served, or served in any other manner as the Court may direct, on the person who is to be examined at least 8 days before the date fixed for the examination.

11.5 Discharge of examination summons

- (1) This rule applies if a person is served with an examination summons.
- (2) Within 3 days after the person is served with the examination summons, the person may apply to the Court for an order discharging the summons by filing —
- (a) an interlocutory process seeking an order discharging the summons; and
 - (b) an affidavit stating the facts in support of the interlocutory process.
- (3) As soon as practicable after filing the interlocutory process seeking the order and the supporting affidavit, the person must serve a copy of the interlocutory process and the supporting affidavit on —
- (a) the person who applied for the examination; and
 - (b) unless that person is ASIC or a person authorised by ASIC — ASIC.

[Rule 11.5 amended in Gazette 12 Aug 2008 p. 3548.]

11.6 Filing of record of examination (Corporations Act s.597(13))

If the Court makes an order in relation to an examination under section 597(13) of the Corporations Act, the Court may give directions for the filing of the written record of the examination.

11.7 Authentication of transcript of examination (Corporations Act s.597(14))

For the purposes of section 597(14) of the Corporations Act, a transcript of an examination may be authenticated —

- (a) by the person, or persons, who prepared the record of examination, or under whose supervision the record was prepared, certifying in writing signed by the person or persons, that the record is a true transcript of the record of examination; or
- (b) by any person present at the examination, or any part of the examination, signing the person's name at the bottom of each page of the written record that records a part of the examination at which the person was present.

11.8 Inspection of record or transcript of examination or investigation under Corporations Act s.411, s.423 or s.536

- (1) A written record or transcript of an examination or investigation under section 411, 423 or 536 of the Corporations Act is not available for inspection by any person except —
 - (a) with the consent of the liquidator (if any) or ASIC; or
 - (b) by leave of the Court.
- (2) This rule does not apply to the liquidator, ASIC or any person authorised by ASIC.

[Rule 11.8 amended in Gazette 12 Aug 2008 p. 3548.]

11.9 Entitlement to record or transcript of examination held in public

- (1) This rule applies if —
 - (a) an examination under section 597 of the Corporations Act is held wholly or partly in public; and
 - (b) a written record or transcript of the examination is filed in the Court.

r. 11.10

- (2) The person examined may apply to the Principal Registrar, within 3 years after the date of completion of the examination, for a copy of the record or transcript of the part of the examination of the person that was held in public.
- (3) On receiving an application from a person under subrule (2), and any applicable fee, the Principal Registrar must give a copy of the record or transcript to the person.

11.10 Default in relation to examination

- (1) This rule applies if a person is summoned or ordered by the Court to attend for examination, and —
 - (a) without reasonable cause, the person —
 - (i) fails to attend at the time and place appointed;
 - (ii) fails to attend from day to day until the conclusion of the examination;
 - (iii) refuses or fails to take an oath or make an affirmation;
 - (iv) refuses or fails to answer a question that the Court directs the person to answer;
 - (v) refuses or fails to produce books that the summons requires the person to produce; or
 - (vi) fails to comply with a requirement by the Court to sign a written record of the examination;
 - or
 - (b) before the day fixed for the examination, the person who applied for the summons or order satisfies the Court that there is reason to believe that the person summoned or ordered to attend for examination has absconded or is about to abscond.
- (2) The Court may —
 - (a) issue a warrant for the arrest of the person summoned or ordered to attend for examination; and

- (b) make any other orders that the Court thinks just or necessary.

11.11 Service of application for order in relation to breaches etc. by person concerned with corporation (Corporations Act s.598)

- (1) This rule applies to a person applying for an order under section 598 of the Corporations Act.
- (2) In addition to complying with rules 2.7 and 2.8, the person must serve a copy of the originating process, or interlocutory process, as the case requires, and the supporting affidavit on any liquidator or provisional liquidator (except if the person is the liquidator or provisional liquidator) of the corporation or body.

Note: Under rule 2.7, a plaintiff must serve a copy of the originating process, and any supporting affidavit, on a defendant to the proceeding and, if necessary, on the corporation to which the proceeding relates; and an applicant must serve a copy of an interlocutory process, and any supporting affidavit, on a respondent to the proceeding and, if necessary, on the corporation to which the proceeding relates. In certain cases, these documents may also be required to be served on ASIC — see rule 2.8.

[Rule 11.11 amended in Gazette 12 Aug 2008 p. 3548.]

r. 11A.1

Part 11A — Warrants (Corporations Act s. 486B and Part 5.4B Division 3 Subdivision B)

[Heading inserted in Gazette 12 Aug 2008 p. 3545.]

11A.1. Arrest of person (Corporations Act s. 486B) — Form 17A

- (1) An application for the issue of a warrant under the Corporations Act section 486B(1) for the arrest of a person must state the grounds for the issue of the warrant.
- (2) The application must be accompanied by an affidavit stating the facts in support of the application.
- (3) The warrant must be in accordance with Form 17A.
- (4) If a person is arrested under the warrant, the person who carried out the arrest must immediately give notice of the arrest to the Principal Registrar.

Note: The Corporations Act s. 489A to 489E, inserted by the *Corporations Amendment (Insolvency) Act 2007* of the Commonwealth, apply in relation to a warrant issued on or after 31 December 2007 — see Corporations Act s. 1481(3).

[Rule 11A.1 inserted in Gazette 12 Aug 2008 p. 3545.]

**Part 12 — Takeovers, acquisitions or shares, etc.
(Corporations Act Chapters 6 to 6D) and financial
services and markets (Corporations Act Chapter 7)**

**12.1 Service on Commission in relation to proceedings under
Corporations Act Chapter 6, 6A, 6B, 6C, 6D or 7**

If ASIC is not a party to an application made under Chapter 6, 6A, 6B, 6C, 6D or 7 of the Corporations Act, the plaintiff must serve a copy of the originating process and the supporting affidavit on ASIC as soon as practicable after filing the originating process.

[Rule 12.1 amended in Gazette 12 Aug 2008 p. 3548.]

**12.1A Reference to Court of question of law arising in proceeding
before the Takeovers Panel (Corporations Act s.659A)**

Order 31 of the *Rules of the Supreme Court 1971* applies, with any necessary adaptations, to a reference of a question of law arising in a proceeding before the Takeovers Panel to the Court under section 659A of the Corporations Act.

**12.1B. Notification to Court where proceeding is commenced
before end of takeover bid period (Corporations Act
s. 659B)**

- (1) This rule applies to a party to a proceeding who suspects or becomes aware that —
 - (a) the proceeding was commenced in relation to a takeover bid, or proposed takeover bid, before the end of the bid period; and
 - (b) the proceeding falls within the definition of court proceedings in relation to a takeover bid or proposed takeover bid in the Corporations Act section 659B(4).
- (2) The party identified in subrule (1) must, immediately on suspecting or becoming aware of the matters mentioned in

r. 12.2

subrule (1), notify any other party to the proceeding and the Court of that suspicion or knowledge.

- (3) The party must comply with subrule (2), unless any other party to the proceeding has given a notice under this rule to the party.

[Rule 12.1B inserted in Gazette 13 Apr 2007 p. 1672.]

12.2 Application for summons for appearance of person (Corporations Act s.1092(3)) — Form 18

- (1) An application for the issue of a summons under section 1071D(4) of the Corporations Act must be made by filing an originating process or an interlocutory process.
- (2) The application may be made ex parte.
- (3) The originating process, or interlocutory process, seeking the issue of the summons must be —
- (a) supported by an affidavit stating the facts in support of the process; and
 - (b) accompanied by a draft summons.
- (4) Unless the Court otherwise orders, a summons issued under this rule is to be in accordance with Form 18.

12.3 Application for orders relating to refusal to register transfer or transmission of securities (Corporations Act s.1071F)

As soon as practicable after filing an originating process under section 1071F of the Corporations Act, the plaintiff must serve a copy of the originating process and the supporting affidavit on —

- (a) the company; and
- (b) any person against whom an order is sought.

Note: Part 13 has not been used so as to be consistent with the *Federal Court (Corporations) Rules 2000*.

Part 14 — Powers of Courts (Corporations Act Part 9.5)

14.1 Appeal from act, omission or decision of administrator, receiver or liquidator, etc. (Corporations Act s.554A and s.1321)

- (1) All appeals to the Court authorised by the Corporations Act must be commenced by an originating process, or interlocutory process, stating —
 - (a) the act, omission or decision complained of;
 - (b) in the case of an appeal against a decision — whether the whole or part only and, if part only, which part of the decision is complained of; and
 - (c) the grounds on which the complaint is based.
- (2) Unless the Corporations Act or the Corporations Regulations otherwise provide, the originating process, or interlocutory process, must be filed within —
 - (a) 21 days after the date of the act, omission or decision appealed against; or
 - (b) any further time allowed by the Court.
- (3) The Court may extend the time for filing the originating process, or interlocutory process, either before or after the time for filing expires and whether or not the application for extension is made before the time expires.
- (4) As soon as practicable after filing the originating process, or interlocutory process, and, in any case, at least 5 days before the date fixed for hearing, the person instituting the appeal must serve a copy of the originating process, or interlocutory process, and any supporting affidavit, on each person directly affected by the appeal.
- (5) As soon as practicable after being served with a copy of the originating process, or interlocutory process, and any supporting affidavit, a person whose act, omission or decision is being appealed against must file an affidavit —

r. 14.1

- (a) stating the basis on which the act, omission or decision was done or made; and
- (b) annexing or exhibiting a copy of all relevant documents that have not been put in evidence by the person instituting the appeal.

Part 15 — Proceedings under the ASIC Act

15.1 Reference to Court of question of law arising at hearing of Commission (ASIC Act s.61)

Order 31 of the *Rules of the Supreme Court 1971* applies, with any necessary adaptations, to a reference of a question of law arising at a hearing by ASIC to the Court under section 61 of the ASIC Act.

[Rule 15.1 amended in Gazette 12 Aug 2008 p. 3548.]

15.2 Application for inquiry (ASIC Act s.70, s.201 and s.219)

An application for an inquiry under section 70(3), 201(3) or 219(7) of the ASIC Act must be made by filing an originating process seeking an inquiry and orders under the relevant subsection.

Part 16 — Jurisdiction of Masters

16.1 Jurisdiction of Masters

- (1) A Master may exercise any of the Court's jurisdiction referred to in these rules but may not hear and determine —
 - (a) an appeal to the Court authorised by the Corporations Act or the ASIC Act;
 - (b) a matter referred to in the Table in Schedule 2; or
 - (c) a complaint for an offence.
- (2) A Master, on his or her own motion or on an application by a party, may refer a matter within his or her jurisdiction for hearing and determination by a Judge if the Master is of the opinion that it should be heard and determined by a Judge.
- (3) A Judge, on his or her own motion or on an application by a party, may refer a matter referred under subrule (2) or referred to in the Table in Schedule 2 for hearing and determination by a Master with any directions the Judge thinks fit.
- (4) In exercising his or her jurisdiction under these rules, a Master may exercise any of the powers conferred on the Court or a Judge.
- (5) This rule does not prevent a Judge from exercising the jurisdiction it confers on a Master.
- (6) A Master may make an order under section 1322 of the Corporations Act if it is incidental to a matter in which the Master otherwise has jurisdiction.
- (7) The descriptions in column 3 of the Table in Schedule 2 are inserted for convenience only and do not affect the operation of these rules.

Schedule 1 — Forms

[rule 1.6]

Form 1

rule 2.1

Document title

IN THE SUPREME COURT

No. of [year]

IN THE MATTER OF [full name of corporation to which the proceeding relates and, if applicable, the words '(in liquidation)', '(receiver appointed)', '(receiver and manager appointed)', '(controller acting)', or '(administrator appointed)']

ACN or ARBN: [insert ACN or ARBN]

AB (and Others)

Plaintiff(s)

[list, in a schedule, any further plaintiffs]

CD (and Others)

Defendant(s)

[list, in a schedule, any further defendants]

*[insert information to comply with Order 69
Rule 2(1)(h) of the Rules of the Supreme Court 1971]*

Form 2

rule 2.2

Originating process

[Title]

A. DETAILS OF APPLICATION

This application is made under *section/*regulation [number] of the
*Corporations Act/*ASIC Act/*Corporations Regulations.

*[State briefly the nature of the proceeding, e.g. application for winding-up on
ground of insolvency; or complaint about a receiver.]*

On the facts stated in the supporting affidavit(s), the plaintiff claims:

1

2

etc.

AND

Date:

.....

*Signature of plaintiff or
plaintiff's legal practitioner*

This application will be heard by at
[address of Court] at *a.m./*p.m. on

B. NOTICE TO DEFENDANT(S) (IF ANY)

TO: *[name and address of each defendant (if any)]*.

If you or your legal practitioner do not appear before the Court at the time
shown above, the application may be dealt with, and an order made, in your
absence. As soon after that time as the business of the Court will allow, any of
the following may happen —

- (a) the application may be heard and final relief given;

- (b) directions may be given for the future conduct of the proceeding;
- (c) any interlocutory application may be heard.

Before appearing before the Court, you must file a notice of appearance, in the prescribed form, in the Registry and serve a copy of it on the plaintiff.

Note: Unless the Court otherwise orders, a defendant that is a corporation must be represented at a hearing by a legal practitioner. It may be represented at a hearing by a director of the corporation only if the Court grants leave.

C. APPLICATION FOR WINDING-UP ON GROUND OF INSOLVENCY

[Complete this section if this originating process is seeking an order that a company be wound up in insolvency on the ground that the company has failed to comply with a statutory demand (see section 459Q of the Corporations Act.)]

[Set out particulars of service of the statutory demand on the company and of the failure to comply with the demand.]

[Attach to this originating process a copy of the statutory demand and, if the demand has been varied by an order made under section 459H(4) of the Corporations Act because of a dispute or offsetting claim, a copy of the order made under that subsection.]

[The affidavit in support of this originating process must —

- (a) verify service of the demand on the company;*
- (b) verify the failure of the company to comply with the demand; and*
- (c) state whether and, if so, to what extent the debt, or each of the debts, to which the demand relates is still due and payable at the date when the affidavit is made.]*

Note 1: In an application for winding-up in insolvency on the ground that the company has failed to comply with a statutory demand, the applicant should consider completing Part C of Form 2 as shown in Note 1 to these Rules.

Note 2: An example of the affidavit in support of an application for winding-up in insolvency for failure to comply with a statutory demand is shown in Note 2 to these Rules.

Schedule 1 Forms

D. FILING

Date of filing: *[date of filing to be entered by Principal Registrar]*

.....
Principal Registrar

This originating process is filed by *[name]* for the plaintiff.

E. SERVICE

The plaintiff's address for service is *[address of plaintiff's legal practitioner or of plaintiff]*.

*It is not intended to serve a copy of this originating process on any person.

OR

*It is intended to serve a copy of this originating process on each defendant and on any person listed below —

[name of defendant and any other person on whom a copy of the originating process is to be served].

[Complete the following section if the time for service has been abridged.]

The time by which a copy of this originating process is to be served has been abridged by order made by *[name of Judge or other Court officer]* on *[date]* to *[time and date]*.

* *Omit if not applicable*

Form 3

rule 2.2

Interlocutory process

[Title]

A. DETAILS OF APPLICATION

*This application is made under *section/*regulation [number] of the
*Corporations Act/*ASIC Act/*Corporations Regulations.

On the facts stated in the supporting affidavit(s), the applicant, [name], applies
for the following relief —

1

2

etc.

AND

Date:

.....

*Signature of applicant making this application or
applicant's legal practitioner*

This application will be heard by at [address of
Court] at *a.m./*p.m. on

B. NOTICE TO RESPONDENT(S) (IF ANY)

TO: [name and address of each respondent to this interlocutory process (if any).
If applicable, also state the respondent's address for service.]

If you or your legal practitioner do not appear before the Court at the time
shown above, the application may be dealt with, and an order made, in your
absence.

Before appearing before the Court, you must, except if you have already done
so or you are the plaintiff in this proceeding, file a notice of appearance, in the
prescribed form, in the Registry and serve a copy of it on the plaintiff in the
originating process.

Schedule 1 Forms

Note: Unless the Court otherwise orders, a defendant that is a corporation must be represented at a hearing by a legal practitioner. It may be represented at a hearing by a director of the corporation only if the Court grants leave.

C. FILING

This interlocutory process is filed by *[name]* for the applicant.

D. SERVICE

The applicant's address for service is *[address of applicant's legal practitioner or of applicant]*.

*It is not intended to serve a copy of this interlocutory process on any person.

OR

*It is intended to serve a copy of this interlocutory process on each respondent and on any person listed below —

[name of respondent and any other person on whom a copy of the interlocutory process is to be served].

[Complete the following section if the time for service has been abridged.]

The time by which a copy of this interlocutory process is to be served has been abridged by order made by *[name of Judge or other Court officer]* on *[date]* to *[time and date]*.

* *Omit if not applicable*

[Form 3 amended in Gazette 13 Apr 2007 p. 1673.]

Form 4

rule 2.9

Notice of appearance

[Title]

A. DETAILS OF PERSON INTENDING TO APPEAR

Notice is given that [state full name and address], [briefly state your interest in the proceeding, e.g. a creditor for \$ (amount), or a contributory, of the corporation] intends to appear before the Court at the hearing of the application to be heard at [name of Court and address] on [date] and, if applicable, to *oppose/*support the application.

Note: Unless the Court otherwise orders, a defendant that is a corporation must be represented at a hearing by a legal practitioner. It may be represented at a hearing by a director of the corporation only if the Court grants leave.

B. GROUNDS OF OPPOSITION TO WINDING-UP

[Complete this section only if you are opposing an application to wind-up a company.]

The grounds on which I oppose the application for winding-up are —

1

2

etc.

C. SERVICE

[This section must be completed]

The address for service of the person giving this notice is [address of person's legal practitioner or of person].

.....
Signature of person giving notice
or of person's legal practitioner

* Omit if not applicable

Form 5

rule 2.10

Notice of intervention by ASIC

[*Title*]

The Australian Securities and Investments Commission, whose address for service is [*address*], intervenes in this proceeding.

Date:

.....
Signed on behalf of ASIC

Name of signatory: [*name*].

Capacity of signatory: [*capacity*].

[Form 5 amended in Gazette 12 Aug 2008 p. 3548.]

Form 6

rule 3.4

Notice of hearing to approve compromise or arrangement

TO all the creditors and members of [*name of company*].

TAKE NOTICE that at *a.m./*p.m. on, the
at [*address of Court*] will hear an application by [*name of plaintiff*] seeking the
approval of a compromise or arrangement between the abovenamed company
and its *members/*creditors as proposed by a resolution passed by the meeting
of the *members/*creditors of the company held on [*date*].

[Complete this section if applicable]

The proposed compromise or arrangement as passed by the meeting was
amended from the form of compromise or arrangement previously sent to you in
the following respects —

[*Set out the details of any amendment made at the meeting.*]

If you wish to oppose the approval of the compromise or arrangement, you must
file and serve on the plaintiff a notice of appearance, in the prescribed form,
together with any affidavit on which you wish to rely at the hearing. The notice
of appearance and affidavit must be served on the plaintiff at its address for
service at least one day before the date fixed for the hearing of the application.

[This section must be completed]

The address for service of the plaintiff is [*address of plaintiff's legal
practitioner or of plaintiff*].

Name of person giving notice or of person's legal practitioner [*name*].

* *Omit if not applicable*

Form 7

rule 5.2

Affidavit accompanying statutory demand

[*Name of creditor(s)*]

Creditor(s)

[*Name of debtor company*]

Debtor company

I, [*name*] of [*address and occupation*], *say on oath/*affirm [*or* *make oath and say/*solemnly and sincerely declare and affirm] —

- 1 I am [*state deponent's relationship to the creditor(s), e.g., 'the creditor', '(name), one of the creditors', 'a director of the creditor', 'a director of (name), one of the creditors'*] in respect of *a debt of \$[*amount*]/*debts totalling \$[*amount*] owed by [*name of debtor company*] to *it/*them relating to [*state nature of debt, or debts, ensuring that what is stated corresponds with the description of the debt, or debts, to be given in the proposed statutory demand with which this affidavit is to be served on the debtor company*].
- 2 [*If the deponent is not the creditor, state the facts entitling the deponent to make the affidavit, e.g. 'I am authorised by the creditor(s) to make this affidavit on its/their behalf*].
- 3 [*State the source of the deponent's knowledge of the matters stated in the affidavit in relation to the debt or each of the debts, e.g. 'I am the person who, on behalf of the creditor(s), had the dealings with the debtor company that gave rise to the debt', 'I have inspected the business records of the creditor in relation to the debtor company's account with the creditor'*].
- 4 The *debt/*total amount of the debts mentioned in paragraph 1 of this affidavit is due and payable by the debtor company.
- 5 I believe that there is no genuine dispute about the existence or amount of the *debt/*any of the debts.

*Sworn/*affirmed at: [*place of swearing or affirmation*] on [*date*]

OR

*Sworn/*affirmed by the abovenamed deponent at: [*place of swearing or affirmation*] this day of [*month*] [*year*]

.....
Signature of deponent

Before me:

.....
*Signature and designation of
person before whom deponent
swears or affirms affidavit*

* *Omit if not applicable*

Note: The form of the opening words and the jurat of this affidavit may be changed to conform to the form of affidavit used in a particular State or Territory — see rule 2.6.

Form 8

rules 5.5 and 6.1

Consent of liquidator/provisional liquidator

[Title]

I, [name], of [address], an official liquidator, consent to be appointed by the Court and to act as the *liquidator/*provisional liquidator of [name of company].

I am not aware of any conflict of interest or duty that would make it improper for me to act as *liquidator/*provisional liquidator of the company.

EITHER

I am not aware of any relevant relationship mentioned in section 60(2) of the *Corporations Act 2001* of the Commonwealth.

OR

I have, or have had within the preceding 24 months, the following relevant relationships mentioned in section 60(2) of the *Corporations Act 2001* of the Commonwealth.

[Set out all relevant relationships.]

The hourly rates currently charged in respect of work done as *liquidator/*provisional liquidator by me, and by my partners and employees who may perform work in this administration, are set out below or in the Schedule which is attached to this Consent. I acknowledge that my appointment by the Court does not constitute an express or implied approval by the Court of these hourly rates.

Note: The requirement to disclose hourly rates should not be taken to imply that remuneration on an hourly basis is the most desirable or appropriate arrangement in every case. The Corporations Act acknowledges that another method of calculating remuneration may be appropriate (see, for example, s. 473(2) and (3)).

Date:

.....
Signature of official liquidator

* Omit if not applicable

Schedule

[description of hourly rate(s)]

[Form 8 amended in Gazette 12 Aug 2008 p. 3545-6]

Form 9

rule 5.6

Notice of application for winding-up order

IN THE [*name of Court*]

No. of [*year*]

[*Name of company*]

ACN: [*ACN of company to which proceeding relates*]

- 1 A proceeding for the winding-up of [*name of company*] was commenced by the plaintiff, [*name of plaintiff*], on [*date of filing of originating process*] and will be heard by at [*address of Court*] at *a.m./*p.m. on Copies of documents filed may be obtained from the plaintiff's address for service.
- 2 The plaintiff's address for service is [*address of plaintiff's legal practitioner or of plaintiff*].
- 3 Any person intending to appear at the hearing must file a notice of appearance, in accordance with the prescribed form, together with any affidavit on which the person intends to rely, and serve a copy of the notice and any affidavit on the plaintiff at the plaintiff's address for service at least 3 days before the date fixed for the hearing.

Date:

Name of plaintiff or plaintiff's legal practitioner: [*name*]

* *Omit if not applicable*

Form 10

rule 5.10

Notice of application for winding-up order by substituted plaintiff

IN THE [*name of Court*]

No. of [*year*]

[*Name of company*]

ACN: [*ACN of company to which proceeding relates*]

- 1 [*Name of substituted plaintiff*], who was, by order of the [*name of Court*], substituted as a plaintiff, will apply to the Court at *a.m./*p.m. on at [*address of Court*] for an order that the above company be wound up.
- 2 The address for service of the substituted plaintiff is [*address of substituted plaintiff's legal practitioner or of substituted plaintiff*].
- 3 Any person intending to appear at the hearing must file a notice of appearance, in accordance with the prescribed form, together with any affidavit on which the person intends to rely, and serve a copy of the notice and any affidavit on the substituted plaintiff at its address for service at least 3 days before the date fixed for the hearing.

Date:

Name of substituted plaintiff or substituted plaintiff's legal practitioner: [*name*]

* *Omit if not applicable*

Form 11

rule 5.11

Notice of winding-up order and of appointment of liquidator

IN THE [*name of Court*]

AT [*location of Court*]

IN THE MATTER OF [*name of company to which the proceeding relates*]

ACN: [*ACN of company to which proceeding relates*]

On [*date*], the [*name of Court*] in Proceeding No. of [*year*], ordered the winding-up of [*name of company*] and I was appointed as liquidator of the company.

Date:

Name and address of liquidator: [*name and address*]

Form 12

rule 6.2

Notice of appointment of provisional liquidator

IN THE [*name of Court*]

AT [*location of Court*]

IN THE MATTER OF [*name of company to which the proceeding relates*]

ACN: [*ACN of company to which proceeding relates*]

On [*date*], in Proceeding No. of [*year*], heard by the [*name of Court*], I was appointed as the provisional liquidator of the above company.

Date:

Name and address of provisional liquidator: [*name and address*]

Form 13

rule 7.6

**Notice by creditor or contributory of objection to release
of liquidator**

[*Title*]

[*Name of creditor/contributory*] of [*address of creditor/contributory*], a creditor of [*name of company*] for \$[*amount*], or a contributory of [*name of company*] holding [*number*] shares in the company, objects to the grant of a release to [*name of liquidator*] of [*address of liquidator*], who is the liquidator of [*name of company*], on the following grounds —

[*set out the grounds upon which the objection is made*]

Date:

.....
*Signature of objector
or objector's legal practitioner*

Name of objector or objector's legal practitioner: [*name*].

The objector's address for service is [*address of objector or objector's legal practitioner*].

Form 14

rule 7.8

Affidavit in support of application for order for payment of call

[*Title*]

I, [*name*] of [*address*], liquidator, *say on oath/*affirm [*or* *make oath and say/*solemnly and sincerely declare and affirm]:

- 1 I am the liquidator of [*name of company*] (the company).
- 2 On [*date*] I made a call of \$[*amount*] per share on all the contributories of the company [*or specify the class of contributories on whom the call was made*]. *Annexed/*Exhibited and marked **A** is a copy of the notice of the call. Each contributory whose name is shown in the Schedule marked **B** was duly served with notice of the call in the form annexed or exhibited and marked **A**.
- 3 Each contributory of the company whose name is set out in column 2 of the Schedule marked **B** has not paid, or caused to be paid, to me the sum specified opposite the contributory's name in column 5 of the Schedule, which is due from that contributory under the call.
- 4 The amount set out opposite the name of each contributory in column 6 of the Schedule is an estimate of the amount due by that contributory in respect of the costs of applying for and giving effect to the order for payment of the call. The estimate of the amounts so due by the several contributories has been reached by apportioning the costs among the contributories who have not paid the call according to the liability of the respective contributories to contribute.
- 5 The amount set out opposite the name of each contributory in column 7 of the Schedule is the total of the amount due by that contributory in respect of the call as set out in column 5 and the amount due in respect of costs as set out in column 6.

*Sworn/*affirmed at: [*place of swearing or affirmation*] on [*date*]

OR

Schedule 1 Forms

*Sworn/*affirmed by the abovenamed deponent at: *[place of swearing or affirmation]* this day of *[month]* *[year]*.

.....
Signature of deponent

Before me:

.....
*Signature and designation of
person before whom deponent
swears or affirms affidavit*

* *Omit if not applicable*

Note: The form of the opening words and the jurat of this affidavit may be changed to conform to the form of affidavit used in a particular State or Territory — see rule 2.6.

Schedule B

Number on list of contributories	Name	Address	Character in which included in the list	Unpaid amount of call	Proportion of costs of application	Total amount payable
--	------	---------	--	-----------------------------	--	----------------------------

Form 15

rule 7.9

Notice of application for leave to distribute a surplus

IN THE [*name of Court and address*]

APPLICATION NO:

IN THE MATTER OF [*company name*]

ACN: [*ACN of company to which proceeding relates*]

On at, the will
hear an application by the liquidator of [*name of company*] in Proceeding No.
of [*year*] for leave to distribute a surplus in respect of the liquidation of the
company.

Any person intending to appear at the hearing must file a notice of appearance,
in accordance with the prescribed form, together with any affidavit on which the
person intends to rely, and serve a copy of the notice and affidavit on the
liquidator at the address shown below at least 3 days before the date fixed for
the hearing.

Name of liquidator: [*name*].

The liquidator's address for service is [*address*].

.....
Signature of liquidator

Form 16

rules 9.1, 9.2, 9.3, 9.4 and 9.5

Notice of intention to apply for remuneration

IN THE MATTER OF [*company name*]

ACN: [*ACN of company to which proceeding relates*]

TO: [*name and address of person to whom notice is given*]

TAKE NOTICE that, not less than 21 days after this notice is served on you, I, [*name and address*], the *receiver/*administrator/*liquidator/*provisional liquidator/*special manager of the above company, intend to apply to the Court to determine my remuneration.

If you object to my application, you must, within 21 days after being served with this notice, serve on me a notice of objection stating the grounds of objection to the remuneration claimed.

Date:

.....
*Signature of *receiver/*administrator/*liquidator/
*provisional liquidator/*special manager*

* Omit if not applicable

Form 16A

rules 9.2A, 9.4A

Notice of intention to apply for review of remuneration

IN THE MATTER OF [*company name*]

ACN or ABN: [*ACN or ABN of company to which proceeding relates*]

TO: [*name and address of person to whom notice is given*]

TAKE NOTICE that, not less than 21 days after this notice is served on you, I, [*name and address of proposed plaintiff or applicant*], the *[*administrator/*liquidator of the above company,] intend to apply to the Court to review *the remuneration of/*my remuneration as the *administrator/*liquidator of the company.

The amount of the remuneration that has been determined or fixed is [*state the amount*]. The remuneration was determined or fixed by [*state who determined or fixed the remuneration*] on [*state the date when the remuneration was determined or fixed*].

I intend to apply for an order to *confirm/*increase/*reduce the remuneration.

[*Set out the grounds upon which an order or orders will be sought. If an order to increase or reduce the remuneration is sought, set out the amount by which the remuneration is sought to be increased or reduced.*]

If you wish to appear at the hearing of the application, in order to raise any issues before the Court, you must, within 21 days after being served with this notice, serve on me a notice under rule *9.2A(4)/ *9.4A(4) of the *Supreme Court (Corporations) (WA) Rules 2004*, stating your intention to appear at the hearing and setting out the issues that you seek to raise before the Court.

Date:

.....
Signature of proposed plaintiff or applicant

* *Omit if not applicable*

[Form 16A inserted in Gazette 12 Aug 2008 p. 3546.]

Form 17

rule 11.3

Summons for examination

[Title]

A. DETAILS OF SUMMONS

TO: [name and address of person to be examined]

You are summoned under *section 596A/*section 596B of the Corporations Act to:

- (a) attend before at [address of Court]
at *a.m./*p.m. on, and from day to day until
excused by the Court, to be examined on oath or affirmation about
the examinable affairs of [name of corporation]; and
- (b) *to produce at the examination the following books [specify
books — include in a schedule if necessary].

Date:

.....
Principal Registrar

B. NOTICE TO PERSON TO BE EXAMINED

The Court may order that the questions put to you and the answers given by you at the examination are to be recorded in writing and signed by you.

If you do not attend the examination in accordance with this summons, without reasonable cause, you may be arrested and imprisoned without further notice.

This summons is issued at the request of [name] whose address for service is [address of person's legal practitioner or person].

* Omit if not applicable

Form 17A

Corporations Act 2001 (Cth) s. 486B and
Supreme Court (Corporations) (WA) Rules 2004 r. 11A.1

Arrest warrant

[Title]

TO: All members and special members of the Australian Federal Police and to all officers of the police force of the State or Territory in which [name of person] is found, and to the Sheriff of that State or Territory and all of that Sheriff's officers.

WHEREAS:

- * [name of company] (the Company) is being wound up in insolvency* or
- * [name of company] (the Company) is being wound up by the Court* or
- * an application has been made for [name of company] (the Company) to be wound up*

AND THE COURT IS SATISFIED THAT [name of person]:

- (a) is about to leave Australia in order to avoid:
 - (i) paying money to the company* or
 - (ii) being examined about the company's affairs* or
 - (iii) complying with an order of the Court, or some other obligation, under Chapter 5 of the *Corporations Act 2001* (Cth) in connection with the winding up* or
- (b) has concealed or removed property of the Company in order to prevent or delay the taking of the property into the liquidator's custody or control* or
- (c) has destroyed, concealed or removed books of the Company or is about to do so,*

THIS WARRANT THEREFORE requires and authorises you to take [name of person] and to bring *him/*her before the Court at [address of court] and to keep *him/*her there pending the making of a further order by the Court.

Schedule 1 Forms

THIS WARRANT ALSO requires and authorises you to seize any property or books of the company in the possession of *[name of person]* and to deliver them into the custody of the Registrar of the Court to be kept by that Registrar until the Court makes an order for their disposal.

Note: Section 489A of the *Corporations Act 2001* of the Commonwealth provides that if the Court issues a warrant under section 486B for a person to be arrested and brought before the Court, and the person is not in prison, then the person named in the warrant may be arrested by an officer of the police force of the State or Territory in which the person is found, or the Sheriff of that State or Territory or any of the Sheriff's officers, or a member or special member of the Australian Federal Police.

Date:

.....
Signed
Judge/Registrar

* *Omit if not applicable*

[Form 17A inserted in Gazette 12 Aug 2008 p. 3547-8.]

Form 18

rule 12.2

**Summons for appearance in relation to registration of
transfer of interests**

[*Title*]

TO: [*name and address*]

You are required to appear before the at [*address of Court*]
at *a.m./*p.m. on and show cause why the document(s)
specified in the Schedule should not be *delivered up/*produced at the office of
[*name of company*] at [*address of company*] within [*period as ordered*], as
required by the attached notice.

The address for service of the person applying for this summons is [*address of
person's legal practitioner or of person*].

Date:

.....
Principal Registrar

* *Omit if not applicable*

Schedule

[*description of document(s)*]

Schedule 2 — Matters outside the jurisdiction of a Master

[r. 16.1]

Item	Provision	Description of matter
Matters under the ASIC Act		
1.	s. 61	Reference by ASIC to the Court of a question of Corporations Act arising at a hearing of ASIC
2.	s. 70	Request by ASIC for the Court to inquire into non-compliance by a person with an investigation
3.	s. 201	Request by Takeovers Panel for the Court to inquire into non-compliance by a person before the Panel
4.	s. 219	Request by the Companies Auditors and Liquidators Disciplinary Board for the Court to inquire into non-compliance by a person before the Board
Matters under the Corporations Act		
5.	ss. 206C, 206D and 206E	Application for order prohibiting a person from managing a corporation
6.	Part 5.1	Relating to arrangements and reconstructions (ss. 410-415A)
7.	s. 423	Supervising controller of property of a corporation
8.	s. 536	Supervising liquidator
9.	s. 598	Application for order against person concerned with corporation
10.	Chapter 6	Relating to acquisition of shares (ss. 602-742)
11.	Part 9.4B	Relating to civil consequences of contravening civil penalty provisions (ss. 1317DA-1317S)
12.	Part 9.5 except ss. 1318, 1319, 1322 and 1325	Relating to powers of courts (ss. 1318-1327)

[Schedule 2 amended in Gazette 12 Aug 2008 p. 3548.]

Notes to these rules

Note 1 to these rules — see rule 2.2 (Form 2 Part C)

C. APPLICATION FOR WINDING-UP ON GROUND OF INSOLVENCY

1. The plaintiff relies on failure by the defendant to comply with a statutory demand. A copy of the demand, marked A, is attached to this originating process.
2. The demand was [*or* The demand and an accompanying affidavit were] served by X.Y. who delivered it [*or* them] to the registered office of the defendant at [*insert address*] on [*insert date*] [*or, if service was by post, who posted *it/*them by ordinary prepaid post to the registered office of the defendant at [*insert address*] on [*insert date*]]. [*If applicable, A copy of the accompanying affidavit, marked B, is attached to this originating process.*]*
3. The defendant failed to pay the amount of the debt demanded [*or* the total of the debts demanded] or to secure or compound for that *amount/*total to the plaintiff's reasonable satisfaction within 21 days after the demand was served on the defendant [*or* within 7 days after [*insert date*] when an application by the defendant under section 459G of the Corporations Act was finally determined or otherwise disposed of] [*or if the period for compliance with the demand was extended by order within the period specified in the order of the [*insert name of Court*] on [*insert date of order or, if more than one order, the date of the last such order*] as the period for compliance with the demand. A copy of the order, marked C, is attached to this originating process.*]

[If the demand was varied by order under subsection 459H(4) of the Corporations Act]
4. The demand was varied by order of the [*insert name of Court*] on [*insert date of order*]. A copy of the order, marked D [*or as the case may be*], is attached to this originating process.

* Omit if not applicable

**Notes to
these rules**

**Note 2 to these rules — see rule 2.4 and subrule 5.4(2)
(Affidavit in support)**

***AFFIDAVIT IN SUPPORT/*AFFIDAVIT IN SUPPORT OF
APPLICATION FOR WINDING-UP IN INSOLVENCY**

I, [name] of [address and occupation], *say on oath/*affirm [*or* *make oath and say/*solemnly and sincerely declare and affirm]:

1. I am the above-named plaintiff [*or if the applicant is a corporation, I am *a/*the director of the above-named plaintiff which is registered or taken to be registered in [specify State or Territory]. I am duly authorised to make this affidavit on its behalf]. Now produced and shown to me and marked A is a copy of the originating process to be filed in the proceeding.*
2. Annexed to this affidavit is a current and historical extract of the records maintained by the Australian Securities and Investments Commission with respect to the defendant.
3. [*Where the defendant is registered or taken to be registered in another State or a Territory, state any facts — apart from the defendant's principal place of business — which bear upon jurisdiction being exercised in Western Australia rather than in another State or Territory.*]
4. The following facts are within my own personal knowledge save as otherwise stated.
5. The defendant was on [*state date of statutory demand or other relevant date*] indebted to the plaintiff in the sum of \$ [*amount*] for [*state concisely the consideration, for example, goods sold and delivered etc.*] which sum was then due and payable.
6. The demand, a copy of which is attached to the originating process, was signed by or on behalf of the plaintiff. I served the demand [*or the demand and the accompanying affidavit*] as referred to in the originating process [*or X.Y. has been instructed to make an affidavit of service of the demand [or the demand and the accompanying affidavit]*].
7. The matters stated in the originating process concerning the demand and failure of the defendant to comply with it are true and correct.

8. The sum demanded remains due and payable by the defendant to me [*or*
the plaintiff].

Sworn, etc.

* *Omit if not applicable*

[Note 2 amended in Gazette 6 Jul 2004 p. 2712.]

Notes

- ¹ This is a compilation of the *Supreme Court (Corporations) (WA) Rules 2004* and includes the amendments made by the other written laws referred to in the following table.

Compilation table

Citation	Gazettal	Commencement
<i>Supreme Court (Corporations) (WA) Rules 2004</i>	21 May 2004 p. 1603-95	1 Jun 2004 (see r. 1.2)
<i>Supreme Court (Corporations) (WA) Amendment Rules 2004</i>	6 Jul 2004 p. 2711-12	6 Jul 2004 (see r. 2)
<i>Supreme Court (Corporations) (WA) Amendment Rules 2007</i>	13 Apr 2007 p. 1671-3	13 Apr 2007
<i>Supreme Court (Corporations) (WA) Amendment Rules 2008</i>	12 Aug 2008 p. 3536-48	r. 1 and 2: 12 Aug 2008 (see r. 2(a)); Regulations other than r. 1 and 2: 13 Aug 2008 (see r. 2(b))