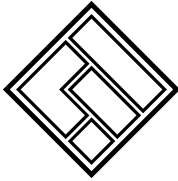


ASIC registered agent number \_\_\_\_\_  
lodging party or agent name \_\_\_\_\_  
address \_\_\_\_\_  
\_\_\_\_\_ postcode \_\_\_\_\_  
telephone ( ) \_\_\_\_\_  
facsimile ( ) \_\_\_\_\_  
DX number \_\_\_\_\_ suburb/city \_\_\_\_\_

	ASS. <input type="checkbox"/>	REQ-A <input type="checkbox"/>
	CASH. <input type="checkbox"/>	REQ-P <input type="checkbox"/>
	PROC. <input type="checkbox"/>	



Australian Securities & Investments Commission

Presentation of  
**summary of affairs of a company**

form **509**

Corporations Act 2001  
**497(2)(b)(i)**

company name \_\_\_\_\_

A.C.N. \_\_\_\_\_

## Summary of assets and liabilities

date to which summary is made up (d/m/y)    /    /

	valuation (show whether cost or net book amount)	estimated realisable values
1 assets not specifically charged		
(a) interest in land		
(b) sundry debtors		
(c) cash on hand		
(d) cash at bank		
(e) stock as detailed in inventory		
(f) work in progress as detailed in inventory		
(g) plant and machinery as detailed in inventory		
(h) other assets		
2 Assets subject to specific charges		
less amounts owing		
<b>TOTAL assets</b>		
<b>TOTAL estimated realisable values</b>		
3 less preferential creditors entitled to priority over the holders of debentures under any floating charge		
4 less amounts owing and secured by debenture or floating charge over company's assets to:		
5 less preferential creditors		
estimated amount available for unsecured creditors		
6 creditors (unsecured)		
amount claimed		
7 balances owing to partly secured creditors		
total claims		
security held		
8 contingent assets		
estimated to produce		
9 contingent liabilities		
estimated to rank for		
estimated deficiency/surplus		
(subject to costs of administration/liquidation)		
share capital            issued		
paid up		

---

**Signature**

print name \_\_\_\_\_

capacity \_\_\_\_\_

**sign here**

date     /     /

---

Small Business (less than 20 employees), please provide an estimate of the time taken to complete this form

***Include***

- The time actually spent reading the instructions, working on the question and obtaining the information
- The time spent by all employees in collecting and providing this information

                 hrs                    mins

# GUIDE

**This guide does not form part of the prescribed form and is included by ASIC to assist you in completing and lodging form 509.**

<b>Signature</b>	This form must be signed by a director or secretary.		
<b>Lodging period</b>	7 days prior to the holding of the meeting of creditors.		
<b>Lodging Fee</b>	Nil if lodged within the prescribed lodging period. Late fees will apply thereafter	1 month	\$60
		More than 1 month	\$240
	A receipt will not be issued unless requested.		
<b>Other forms to be completed</b>	This form should be lodged with Form 529 - Regulation 5.6.12(6)		
<b>Additional information</b>	<p>The date given as 'date to which summary is made up' must not be earlier than the date of the declaration by a majority of the directors under subsection 494(1)</p> <p>If this summary of affairs is sent out to creditors in accordance with subparagraph 497(2)(b)(i), it must be made up to the latest practicable date before the notices are sent.</p>		
<b>Send to</b>	<p>Australian Securities and Investments Commission          PO Box 4000          Gippsland Mail Centre VIC 3841</p>		
<b>Annexures</b>	<p>To make any annexure conform to the regulations, you must</p> <ol style="list-style-type: none"> <li>1 use A4 size paper of white or light pastel colour with a margin of at least 10mm on all sides</li> <li>2 show the corporation name and A.C.N. or A.R.B.N.</li> <li>3 number the pages consecutively</li> <li>4 print or type in BLOCK letters in dark blue or black ink so that the document is clearly legible when photocopied</li> <li>5 identify the annexure with a mark such as A, B, C, etc</li> <li>6 endorse the annexure with the words:  <i>This is annexure (mark) of (number) pages referred to in form (form number and title)</i></li> <li>7 sign and date the annexure            The annexure must be signed by the same person(s) who signed the form.</li> </ol>		