

# BURRABROOK PTY LTD

## PROCEDURES & CHECKLIST

Attended  
To  
"√"



- ♦ Read the attached Information Schedule titled:

- ❖ Solvency Resolution by Company



- ♦ Review the attached Annual Company Statement and ensure the information is correct and that there have been no changes to the information contained therein.

A "√" beside each item on this Statement indicates that we have verified this information with our Electronic Corporate Records.



- ♦ Advise us if any corrections are required so that we can prepare the forms to lodge with ASIC.



- ♦ If you are of the opinion the Company is **not Solvent** please advise us **as soon as possible** so that we can forward the necessary documentation to you for completion and lodgement with ASIC.



- ♦ If you are of the opinion the Company is solvent:

- **Sign this page below AND the enclosed Trust Account Authority and return either the original OR email a copy of each form to our office.**

***PLEASE NOTE: We are unable to pay the Company's Annual Fee to ASIC until the signed Trust Account Authority has been returned to our office.***

- Kindly arrange for payment of \$345.00 by either **cheque** (made payable to Marsh Tincknell Pty Ltd - Trust Account) **OR direct deposit** (to cover the costs of the review of the company's affairs and ASIC Annual Fees) by **12 March 2018**.
- **Please keep the enclosed copy of the Annual Company Statement and Solvency Resolution/Minute for your records.**

The director/s of the company declare that the company is solvent

Signature: **SIGN** 

Date: 27/02/18

**Company Name:** BURRABROOK PTY LTD  
**ACN/ARBN:** 610 594 851  
**Address:** LEVEL 1, 1454 LOGAN ROAD, MOUNT GRAVATT, QLD, 4122  
**Date:** 22 FEBRUARY 2018  
**Document Type:** MINUTES OF A MEETING OF THE DIRECTORS

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Present: ALAN RAYMOND BROWN  
MARGARET JOY BROWN  
RAYMOND EDWARD BROWN (CHAIRPERSON)  
LEANNE MARGARET MCMASTER

Election of Chairperson: RAYMOND EDWARD BROWN was elected chairperson of the meeting.

Solvency: The directors of the company met to specifically review the "Solvency" status of the company.

It was resolved after reviewing the result of the company for the previous year, reviewing the cash flow budgets for the ensuing year and considering the ability of the company to realise assets, that the company would be able to pay its debts as and when they fall due and therefore, the directors are of the opinion that the company is solvent.

Closure: There being no further business the meeting was closed.



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RAYMOND EDWARD BROWN  
Chairperson