The Native Plant Nursery Limited (In Receivership & Liquidation) Liquidator's First Report to Creditors and Shareholders

20 May 2019

1. Background

The Native Plant Nursery Limited (In Receivership & Liquidation) ("the Company") was placed into liquidation by the High Court at Auckland on the 16th day of April 2019 at 10:00am. Kim Scott Thompson and Thomas Lee Rodewald, Insolvency Specialists of Hamilton and Tauranga were appointed as Joint Liquidators of the company.



Kim S Thompson

Accountant

7th Floor Norris Ward McKinnon House 711 Victoria Street P O Box 1027 Hamilton 3240 New Zealand

kthompson@ksta.co.nz

Phone: Mobile: 07 834 6813 021 668 074 07 834 6104

2. Disclaimer

This report is not intended for general circulation, nor is it to be reproduced or used for any purpose other than that outlined above without written permission in each specific instance. The Liquidator does not accept any responsibility or liability for any damage or loss occasioned to any party as a result of the circulation, publication, reproduction or use of this report. In particular the Liquidator takes no responsibility for any misinformation contained therein that has been supplied by the company, its officers or any other person. The report is also based upon information available at this date, and the Liquidator therefore reserves the right to review, and if necessary, amend the report.

3. Declaration of Independence, Relevant Relationships and Indemnities

Attached as *Appendix 1* is the Declaration of Independence, Relevant Relationships and Indemnities.

4. Company Information

Date of Incorporation:

11 Nov 1991

Type of business:

Plant Nursery

Receivers appointed:

30 April 2018

Shareholders:

CLAPSHAW, Peter Francis

LYON, Clifford Stuart

) No of Shares 129,085

THOMLINSON, Michael Thomas

BECA, John Samuel

BECA, Richard James) No of Shares 101,526

FERNER, Eleanor Joan

FERNER, Martin Harold) No of Shares 94,709 NUTHALL, Terence Graham)

STAFFORD-BUSH, Christopher Ian

STAFFORD-BUSH, Julie Elizabeth) No of Shares: 78,740

STAFFORD-BUSH, Stephen David) NELSON, Alison Ann NELSON, Peter Robert Thurlow) No of Shares 67,620 PEACOCK, Warwick Dartnell KINGSTON, David Stewart WILLS, Joanne Mary) No of Shares 56,669 WILLS, Robert Bruce Rob Wills Trustee Services Limited WALKER, Dinah Louise) No of Shares 56,669 WALKER, Mark Andrew NH Trustees No.4 Limited TURNER, Donald Harvey) No of Shares 40,769 PG & JEE Smith Holdings Limited) No of Shares 35,959 FERNER, Martin Harold) No of Shares 12,282

Directors:

BECA, Richard James
FERNER, Martin Harold
FERNER, Raymond Matthew
LYON, Clifford Stuart
SMITH, Philip Graeme
STAFFORD-BUSH, Christopher Ian

TURNER, Donald Harvey WALKER, Dinah Louise WILLS, Joanne Mary

5. Events Leading to Appointment of Liquidators

The Directors of the company have advised the reason for the failure of the Company is due to a lack of profitability.

6. Statement of Affairs

We attach as *Appendix 2* a statement of the Company's affairs as at the date of our appointment.

This has been prepared from information provided by the Receivers of the Company and the Liquidators are not yet able to express an opinion on the validity of that information.

Also attached as Appendix 3 is a list of known creditors as at the date of appointment.

7. Proposals for Conducting the Liquidation

The Liquidators will review the Company's books and records to establish if there are any potentially voidable transactions, any potential shareholder current account issues and ensure

the Directors have complied with the duties and obligations imposed on them under the Companies Act 1993.

8. Estimated Date of Completion of Liquidation and Notice As To Further Reports

It is not practicable to estimate the date of the completion of the liquidation at this stage. Further reports will be issued six monthly, with a final report at the conclusion of the liquidation.

9. Creditors Meeting

Having regard to the assets and liabilities of the company, the likely result of the liquidation and other relevant matters, the Liquidators consider in accordance with section 245 of the Companies Act 1993 that no such meeting should be held.

A meeting will not be called unless within 10 working days after receiving this notice a creditor gives notice in writing to the Liquidators requiring a meeting to be called.

The Liquidators dispense with holding a creditors meeting pursuant to Section 243 of the Companies Act 1993 as the dividend is expected to be nil or very small.

In accordance with Section 314 of the Companies Act 1993 a creditor or shareholder may request the Liquidators call a meeting of creditors or shareholders at any time in the course of the Liquidation to vote on a proposal that a Liquidation Committee be appointed to act with the Liquidators. This request must be in writing.

The Liquidators may decline a request by a creditor or a shareholder to call a meeting on the grounds that:

- a) the request is frivolous or vexatious; or
- b) the request was not made in good faith; or
- c) the costs of calling the meeting would be out of proportion to the value of the company's assets.

The decision to decline a request may be reviewed by the Court on the application of any creditor or shareholder.

10. Creditors Claims

If your terms of trade with the company include reservation of title of goods supplied please contact Carol Cullen by email carolc@rodewaldconsulting.co.nz.

Please complete and return the enclosed Unsecured Creditors Claim form by 21 June 2019 to the above email address. If you believe that you are a secured creditor please contact Carol Cullen by email as above and the appropriate forms will be sent to you.

Completion of your claim should be given your urgent attention. If creditors do not lodge a claim with the Liquidators, the creditor is not entitled to share in any distribution to creditors that may be made by the Liquidators.

11. Further Information

If you require any further information or if you have any information that will be of assistance to the Liquidators please contact Carol Cullen as above.

Kim Scott Thompson Joint Liquidator

Thomas Lee Rodewald Joint Liquidator

Declaration of Independence, Relevant Relationships and Indemnities

THE NATIVE PLANT NURSERY LIMITED (IN RECEIVERSHIP & IN LIQUIDATION) Reg No: 530179 ("COMPANY")

This document requires the Practitioners appointed to an insolvent entity to make declarations as to:

- A. their independence generally;
- B. relationships, including
 - i the circumstances of the appointment;
 - ii any relationships with the Company and others within the previous 24 months;
 - iii any prior professional services for the Company within the previous 24 months;
 - iv that there are no other relationships to declare; and
- C. any indemnities given, or up-front payments made, to the Practitioner.

This declaration is made in respect of Kim S Thompson Accountants & Rodewald Consulting Limited.

A. Independence

We, Kim Scott Thompson and Thomas Lee Rodewald, of Kim S Thompson Accountants and Rodewald Consulting Limited respectively, have undertaken a proper assessment of the risks to our independence prior to accepting the appointment as Joint Liquidators of the Company in accordance with the law, RITANZ Code of Conduct and applicable professional standards. This assessment identified no real or potential risks to our independence. We have evaluated the significance of any real or potential risk to Independence and taken such action as is necessary to preserve the Practitioners' Independence. In all cases, we are not otherwise aware of any reasons that would prevent us from accepting this appointment.

B. Declaration of Relationships

i Circumstances of appointment

At the recommendation of the Company's Receivers Kim Thompson and Thomas Rodewald were approached to accept appointment as Voluntary Liquidators, however only 74% of Shareholders were in a position to execute liquidation resolutions, hence the Receivers were required to file for liquidation via the High Court.

Kim Thompson and Thomas Rodewald had both phone and email discussions with the Company's Receivers. No discussions were held with any Director or Shareholder of the Company.

We believe that this referral does not result in a conflict of interest or duty because:

 It is recognised there is a need for practitioners to provide advice on an insolvency process and the options available for the Company. It is not considered that such advice results in a conflict or is an impediment to accepting the appointment;

- We did not charge any fees for the advice given;
- The nature of the advice provided is such that it would not be subject to review and challenge during the course of our appointment; and
- The pre-appointment advice will not influence our ability to be able to fully comply with the statutory and fiduciary obligations associated with our appointment in an objective and impartial manner.

ii Relevant Relationships (excluding Professional Services to the Insolvent)

Other than disclosed herein, neither we, nor Rodewald Consulting Limited, have, or have had within the preceding 24 months, any relationships with the Company, an associate of the Company or any person or entity that has security over on the whole or substantially whole of the Company's property except that we have a normal banking relationship with Westpac New Zealand Limited who have loaned money to the Company.

There are no other prior professional or personal relationships that should be disclosed.

iii Prior Professional Services to the Insolvent

Neither we, nor Rodewald Consulting Limited, have provided any professional services to the Company in the previous 24 months, other than those outlined herein.

iv No other relevant relationships to disclose

There are no other known relevant relationships, including personal, business and professional relationships, from the previous 24 months with the Company, an associate of the Company, a former insolvency practitioner appointed to The Native Plant Nursery Limited or any person or entity that has a valid and enforceable security interest on the whole or substantially the whole of the Company's property that should be disclosed.

C. Indemnities and up-front payments

We have not been indemnified in relation to this liquidation and we have not received any up-front payments in respect of our remuneration or disbursements.

Dated: 16 April 2019

KIM SCOTT THOMPSON

Joint and Several Liquidator

THOMAS LEE RODEWALD

Joint and Several Liquidator

The Native Plant Nursery Limited (In Receivership & Liquidation) Statement of Affairs as at the 16th April 2019

	Notes	Estimated to realise
Assets		\$
Debtors	1	50,000
Cash held by Receivers	-	173,505
		223,505
Less Secured Creditors:		
Westpac New Zealand Limited		75
Fletcher Steel Limited		Nil
TNZ Growing Products Limited		Nil
Smartpay Rental Services Limited		207
Fleetpartners NZ		Unknown
Finance Now Limited		Unknown
Evergreen Landcare Limited		Unknown
Ahipara Land co Limited		Unknown
Clifford Stuart Lyon	2	Unknown
	-	
		282
Less Preferential Creditors		
Employee Claims		Nil
IRD - GST & PAYE	-	Nil
		Nil
	-	
Surplus before unsecured creditors	-	223,223
Unsecured creditors:		
Employees Unsecured Claims		92,940
IRD - penalties & Interest		24,443
Trade Creditors - excluding PPSR charges		396,978
Share Holder Current Accounts		780,304
	-	
		1,201,725
	-	н
Estimated deficit (subject to costs of Liquidation)	:	(978,502)

Note 1: Book Value \$74,027.

Note 2: This was a late registration by one of the Directors.

The Receivers rejected his security claim.

Disclaimer

This statement should be read in conjunction with the disclaimer on page one of the above Liquidator's report and Rodewald Consulting Limited have not audited the report and they, their directors or employees accept no liability to any other party in relying on the information presented. The purpose of the report is to give creditors of the company an indication of the financial position of the company as at the date of appointment of the Liquidator.

Rodewald Consulting Limited

The Native Plant Nursery Limited (In Receivership & Liquidation) Schedule of Creditors as at 16th April 2019

Name	Address 1	Address 2	Address 3
Ace Payroll	PO Box 2864	CMC	Christchurch 8140
Adminsoft	PO Box 76-239,	Manukau City,	Auckland 2241
Ahipara Land Co Limited	C/- BECA & Co	Level 1, 75 Queen Street	Auckland 1010
Alison Ann Nelson	11 Leys Crescent	Remuera	Auckland 1050
Alliance Media	424 Crane Road	RD 1	Kamo 0185
Amanda Jane Boivin			
Annton Nursery	1896 State Highway 1		Cambridge 3492
Aon New Zealand	PO Box 305019	Triton Plaza	Auckland 0757
Asmuss-Brooking Ltd	PO Box 1341		Taupo 3351
Basilio, Jacquiline Baday	30 CO		
Belinda White			
Bloomz New Zealand Ltd	421 Joyce Road	RD 3	Tauranga 3173
BOC Gases	Private Bag 93 300	Otahuhu	Auckland 1640
Bridgestone	PO Box 344		Taupo 3351
Bruce Thomas Grant			
Bruntwood Nurseries	Narrows Road	RD 2	Hamilton 3282
Bunnings Ltd	PO Box 14436	Panmure	Auckland 1741
Business Plus One	PO Box 711	Tulliful	Pukekohe 2340
Calnar Business Equipment	PO Box 14194		Tauranga 3144
Canterbury Landscape Supplies Ltd	PO Box 275		Kaiapoi 7644
Christopher Ian Stafford-Bush	170 Orakei Road	Remuera	Auckland 1050
Clifford Stuart Lyon	PO Box 538	Kenidera	Waiuku 2341
CPB Contractors Pty Limited	PO Box 50740	Porirua	Wellington 5240
Daltons Ltd	PO Box 397	Formula	Matamata 3440
	PO Box 337		Taupo 3351
Darryl August Motorcycles	37 Park Rise	Campbells Bay	Auckland 0630
David Stewart Kingston Dinah Louise Walker	63 Martin Avenue	Mount Albert	Auckland 1025
	PO Box 10420	Mount Albert	Wellington 6143
DOC - Taupo Rates		Nouthooto	Auckland 0627
Donald Harvey Turner	51 Sylvan Avenue	Northcote	
Dudley Mechanical & PartsLtd	PO Box 883		Taupo 3351
Earth Art Pottery	15 Kensington Place		Taupo 3330
Easy Big Trees	241 North Road	Waikiwi	Invercargill 9810
Egmont Commercial Ltd	PO Box 37326	Halswell	Christchurch 8245
Eleanor Joan Ferner	29 Hobson Crescent	Thorndon	Wellington 6011
Ena Barkovic			
Evandale Plant Productio ns Ltd	126 Boxall Street	Tisbury	Invercargill 9812
Evergreen Landcare Limited	PO Box 445		Taupo 3351
Fairfax Media	Private Bag 4906	CMC	Christchurch 8140
Fastway Christchurch	PO Box 16977	Hornby	Christchurch 8441
Fastway Couriers	PO Box 1720		Taupo 3351
Fern Factor Ltd	394 Newtons Road	RD 5	Christchurch 7675
Finance Now Limited	PO Box 41335	St Lukes	Auckland 1346
Fleetpartners NZ	PO Box 98899	Manukau City	Auckland 2241
Fletcher Steel Limited	Private Bag 92058	Victoria Street West	Auckland 1142
Gary Michael Hanley			

Graeme Robinson			
Horticentre	PO Box 79034	Royal Heights	Auckland 0656
lan Lindsay Laidlaw			
Initial	Private Bag 92 905	Onehunga	Auckland 1643
Innovative Document Solutions	PO Box 14-111		Tauranga 3144
J J Richards	PO Box 76-647	Manukau City	Auckland 2241
Janet Christine Hart			
Jasco Distributing	PO Box 3010		Taupo 3352
Joanne Mary Wills	10 Dilworth Avenue	Remuera	Auckland 1050
Jodi Walworth			
John Samuel Beca	2 Upton Street	Herne Bay	Auckland 1011
Joy Plants	78 Jericho Road	RD 2	Pukekohe 2677
Julie Elizabeth Stafford-Bush	51 Combes Road	Remuera	Auckland 1050
Juliette Claire Curry			
Kathy Cohen			,
Kaylene Moana M Wiwarena			
Keith William Nixon			1
Kilmarnock Nurseries	PO Box 33		Ashhurst 4847
Kiwi Plants	PO Box 37263	Stokes Valley	Lower Hutt 5141
Kpac Ltd	PO Box 13-916	Onehunga	Auckland 1643
Kylie Denise Clifford			
Lawrence Graeme Pook			
Leafland	1 Roberts Line	Kelvin Grove	Palmerston North 4414
Living Herbs Limited	12B Croft Lane	RD 3	Albany 0793
Louise Beverley McHardy			,
Lynley Jean Atchinson			
Lynnette Groundwater			
Mark Andrew Walker	20 Lovelock Avenue	Mount Eden	Auckland 1024
Martin Harold Ferner	29 Hobson Crescent	Thorndon	Wellington 6011
Matthew Jackman			11.01111.011
Media Works	PO Box 393		Taupo 3351
Meriam Cosep	TO DON'OBO		, aupo odoż
Michael John Fraser			
Michael Thomas Thomlinson	297 Tamaki Drive	Kohimarama	Auckland 1071
Michelle Gorissen	257 Tullian Dilve	Kommurumu	/dekidifd 1071
Millfield Nursery	32 Te Arei Road East	RD 3	New Plymouth 4373
Mission Bush Orchard Ltd	RD1	TIO 3	Waiuku 2681
Nancy Simpson	ND1		Waldku 2001
Navman Wireless	7-11 Kawana Street	Northcote	Auckland 0627
Neil Ross Duncan	7-11 Kawana Street	Northcote	Aucklatiu 0027
Nga Rakau Nursery	2 Mudgeways Road	Massey	Auckland 0614
NH Trustees No.4 Limited	400 Lake Road	Takapuna	North Shore 0622
Nicholas Spiro Pavletich	TOO Lake Nodu	ιακαμαιία	NOTHI SHOTE UUZZ
Norwood CBNorwd Pukekohe	9 Massay Ava		Pukekohe 1800
NZ Farm Source RD1	8 Massey Ave Private Bag 92241	Victoria Street West	Auckland 1142
NZ Farm Source RD1 Office Max		victoria Street West	
DE ADMINISTRAÇÃO MARINAS PARA	Private Bag 92831		Auckland 1642
Olivia Watts	DO D 400	14/	1111/2 20.42
OnGas Limited	PO Box 486	Waikato Mail Centre	Hamilton 3240
OPD Action Office Product	16 Bowen Street		Waiuku 2123
OPD Taupo Office Products	23 Oruanui Street		Taupo 3330

Permaclean Drycleaning	15 Oruanui Street		Taupo 3330
Peter Francis Clapshaw	297 Tamaki Drive	Kohimarama	Auckland 1071
Peter Robert Nelson	Flat 602, 8 Middleton Road	Remuera	Auckland 1050
PG & JEE Smith Holdings Limited	C/- Beker Findlay Allen Limited	109 Tuwharetoa Street	Taupo 3378
PGG Wrightson	Private Bag 1961		Dunedin 9054
Philip Graeme Smith	155 Centennial Drive	RD2	Taupo 3378
PWG Plant Wholesalers Group	105 Crawford Road	RD1	Tauranga 3171
Quality Print Ltd	PO Box 911		Taupo 3351
Raymond Matthew Ferner	26 Mount Hobson Road	Remuera	Auckland 1050
Reachmedia	PO Box 132065	Sylvia Park	Auckland 1644
Repco	1 Oruanui Street		Taupo 3330
Reuben Pirimona Taia			
Rhonda Cheryl Whittaker			
Richard James Beca	8 Malvern Road	Morningside	Auckland 1022
Riverside Horticulture	75 Boys Road		Rangiora 7400
Rob Wills Trustee Services Limited	Level 14, Auckland Club Tower	34 Shortland Street	Auckland 1140
Robert Bruce Wills	10 Dilworth Avenue	Remuera	Auckland 1050
Robinsons Nursery	59 - 61 Ngaumutawa Road		Masterton 5810
Rockeater Truck	227 Waitohu Valley Road	RD 1	Otaki 5583
Sandra Joye Tomlinson			
Smartpay EFTPOS	PO Box 100490	North Shore	Auckland 0745
Smartpay Rental Services Limited	PO Box 100490	NSMC	Auckland 0745
Sonja Mamairoa Lind			
South Pacific Roses 2011 Ltd	780 Shands Road	RD 6	Christchurch 7676
Star Box Ltd	PO Box 13 070	Onehunga	Auckland 1643
Stephen David Staford-Bush	51 Combes Road	Remuera	Auckland 1050
Stuart Eric Maxwell	02 00200 11000	1101110010	
Super Cheap Autos	PO Box 97059	SAMC	Auckland 2241
Tania Jean Reddy			
Tania Ngaire Johnstone			
Taupo Hire Ltd	108 Miro Street		Taupo 3378
Taupo Plants	9 Boundary Road		Taupo 3330
Taylor Built	PO Box 466		Silverdale 0944
Te Horo Ornamentals	87 Settlement Road	Te Horo RD 2	Otaki 5582
Terence Graham Nuthall	C/- 29 Hobson Crescent	Thorndon	Wellington 6011
Terrain	PO Box 853	Monigon	Taupo 3351
Terrys Tyres	PO Box 753		Taupo 3351
Tharfield Nursery Ltd	60 Lockington Road	RD 4	Katikati 3181
Think Water Pukekohe	148 Manukau Road	THE T	Pukekohe 2120
Think Water Pukekone Think Water Taupo	38 Runanga Street		Taupo 3330
Tiffany Cavanaugh	So Mulialiga Street		Ταυρο 3330
Titahi Bay Community Group Inc	titahibaycommunitygroup@gmai	l com	
TNZ Growing Products Limited	PO Box 542	ii.com	Invercargill 9840
Tranzplants Ltd	PO Box 542 PO Box 15223		Tauranga 3144
	382 Trents Road		Prebbleton 7604
Trents Nursery (2011) Ltd			
Tui Products	PO Box 4404		Mount Maunganui 315
Ursula Rameka			
Vera McIvor	150 Malares Chinash	Croorte	Tours 22 2112
Vision Packaging	159 Maleme Street	Greerton	Tauranga 3112

Vodafone New Zealand Ltd	PO Box 39092	WMC	Lower Hutt 5045
Wallis Nurseries	76 Riccarton Road West	RD 2	Mosgiel 9092
Warwick Dartnell Peacock	20 Bassett Road	Remuera	Auckland 1050
Waste Management NZ Ltd	PO Box 356		Rotorua 3040
Water Supply Products	P O Box 76-278		Manukau 2241
Westpac New Zealand Limited	Westpac Legal	16 Takutai Square	Auckland 1010
Woodend Nurseries	PO Box 7		Woodend 7641

CREDITORS CLAIM FORM

(Also for use by Preferential Creditors)
Section 304 (1) Companies Act 1993

	Section 304 (1) Co		
Name and postal address of		*Any personal information coll administering the liquidation Companies Act 1993.Kim Thom released to other parties only compliance with the Privacy Act	in accordance with the pson Accountant and will be with your authorization or in

		Under section 304(1) of the Companies Act 1993 any claim by an unsecured creditor against a company in liquidation must be in this prescribed form and must -	
	•••••	(a) Contain full particulars of t	the claim: and
		(b) Identify any documents the claim.	nat evidence or substantiate
My reference is:(if applicable)		You may have access to, and personal information. (*Not applicable, if creditor is	not an individual within the
E-mail address:		meaning of the Privacy Act 1993	3.)
 I consent to receiving fu company by email 	ture information about the		
The Na	tive Plant Nursery Limite	d (In Receivership & Liq	uidation)
	nd authority) claim that the compar the sum of [amount in words and fig	y was at the date it was put int	n behalf of creditor, specify o liquidation indebted to the
6717U6 0F 61 1U			\$
STATUS OF CLAIM			TICK
 I am an unsecured 			
	the security I hold and I am claiming		
I am making a pref	erential claim (refer details of rever	se)	
4. I am claiming reser	vation of title rights pursuant to righ	nts held by me	
(Refer details on re	everse)		
	aim are set out, and any supporting	documents that substantiate the	e claim are identified on the
	ase include copies of all unpaid inv		
Signed:		Date:	
Jigiica.		Pate.	
WARNING:-	It is an offence under section 304(6) of the Companies Act 1993 to:-	
	Make, or authorize the making of		ding in a material particular
	knowing it to be false or misleading	; or	
		,	
	Omit, or authorize the omission, fr	om a claim of any matter knowing	that the omission makes the
	claim false or misleading in a mate	ial particular	g that the offission makes the
Received	Reserved for Office Use		
(Date Stamp)	Reserved for office osc	•	
(bate stamp)	Claim admitted for voti	ng purposes: Signed:	Date:
	Stam dameted for for	ng parpososi Digitoti	2.12.
	Claim rejected for votin	ng purposes: Signed:	Date:
	Claim rejected for payr	nent: Signed:	Date:
	Preferential claim for: \$	Ordinary Claim for: \$	Deferred Claim for: \$
	Signed		
	Liquidator:	ī	Dated:
			#
		admit or reject a claim is amendo uidation Regulations 1994 require	

Please return this form to: carolc@rodewaldconsulting.co.nz

PARTICULARS OF CLAIM

Date	Details of claim and Identification of Documents that Evidence or Substantiate the Claim (i.e., unpaid invoices)	Amount \$
	Substantiate the Claim (i.e., unpaid invoices)	7
		e e
*		
		2
		× .
	*	
1	*	
		×
	*	
	*	
	*	
	ar and a second a second and a second a second and a second a second and a second a second a second a second and a second and a second a second a second a second a second a second a secon	
	RETENTION OF TITLE CLAIMANTS ONLY	
*	Please provide details of the basis of your retention of title claim and furnish a copy of the documentation showing that such reservation of	
	title clause is a condition of contract.	
	1	
		Yes/No
		\$
	, and the second se	Ş
	PREFERENTIAL CLAIMANTS ONLY	
	 Are you claiming the full amount of your claim as preferential? If no, what part of the claim is preferential? 	
	3. Why do you believe you are a preferential creditor?	
	(E.g. employee, GST etc)	
	(E.S. disployee, dat etc)	
	4. Details of your claim	
	*	
		No.
If applicable, please red	cord your GST registration number:	

Total GST included in your claim