

16 March 2018

Our Ref: PYP_457365.0003rx

CIRCULAR TO SUBORDINATE CLAIMANTS
SURFSTITCH GROUP LIMITED (ADMINISTRATORS APPOINTED) ACN 602 288 004 (“COMPANY”) (ASX: SRF)

John Park, Quentin Olde and Joseph Hansell were appointed Administrators of SurfStitch Group Limited and SurfStitch Holdings Pty Limited on 24 August 2017 pursuant to Section 436A of the *Corporations Act 2001 (Cth)* (the Act).

SECOND MEETING OF CREDITORS

In accordance with Section 439A of the Corporations Act (Cth) 2001, the Administrators of the Company have convened a Second Meeting of Creditors of SurfStitch Group Limited at **1:00pm (AEST) Wednesday, 4 April 2018** at The Ionic Room, SMC Conference & Function Centre, 66 Goulburn Street, Sydney NSW 2000. Registration for the meeting will commence at 12:30pm (AEST).

Creditor documentation for the meeting must be submitted to Link Insolvency Solutions (**Link**) by no later than **2:00pm Thursday, 29 March 2018**. Details of how to lodge your claim with Link is provided on the following page.

MEETING DOCUMENTS

***Attached** are the following meeting documents:

- Notice for the Second Meeting of Creditors of SurfStitch Group Limited (Administrators Appointed);
- Link Informal Proof of Debt Form (**Link POD**); and
- Link Appointment of Proxy Form (**Link Proxy**).

The Link POD and Link Proxy includes a unique code for each Group Member Claimant for identification purposes. In lodging the claim, Group Member Claimants must ensure they complete the Link POD and Link Proxy issued to them. Details on how to complete the Link Proxy is contained at the back of the form.

A copy of our Report. “*Administrators Report for Second Meeting of Creditors*” issued pursuant to Section 439A of Act (**Report**) and our Remuneration Approval Report can be downloaded from our website, as follows:

Website: <http://www.fticonsulting-asia.com/creditors/surfstitch-group-limited>
Password: **457365.SGL**

FTI Consulting (Australia) Pty Limited
ABN 49 160 397 811 | ACN 160 397 811
Level 15 | 50 Pitt Street | Sydney NSW 2000 | Australia
Postal Address | PO Box R367 | Royal Exchange NSW 1225 | Australia
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LODGING CLAIMS FOR THE PURPOSES OF VOTING AT THE SECOND MEETING

To be eligible to vote at the Second Meeting, Group Member Claimants must lodge a:

1. Link POD, providing particulars and material evidencing your claim; and
2. Link Proxy (if applicable),

with Link by no later than **2:00pm Thursday, 29 March 2018**. Lodgement can be made as follows:

Email: srf@linkmarketservices.com.au

Address: PO Box 3185, Rhodes NSW 2138

Fax: (02) 9287 0309

ADDITIONAL COMMENTS

In accordance with the Court Order dated 22 February 2018, the Report and any material made available to creditors is available for inspection at SGL's head office at Burleigh Heads or the Administrators' office located at Level 15 Pitt Street Sydney 2000. If you wish to inspect the documents at these locations please contact Link Insolvency Solutions on srf@linkmarketservices.com.au or 1300 853 809 so that arrangements can be made.

If you have any queries in relation to the meeting, the enclosed documents or the administration generally, please contact Link Market Services on 1300 853 809 or srf@linkmarketservices.com.au.

Yours faithfully

SurfStitch Group Limited (Administrators Appointed)



Joseph Ronald Hansell

Joint and Several Administrator

GUIDANCE NOTES FOR COMPLETING PROXY AND PROOF OF DEBT OR CLAIM FORMS

APPOINTMENT OF PROXY

A person can appoint another person to attend the meeting on their behalf by completing the Form of proxy.

If the creditor is a company or a firm, a person needs to be appointed to represent the company.

This representative needs to be appointed by completing the Form of proxy in accordance with section 127 of the Act. Alternatively, the appointed person must be authorised to act as a representative for the company per section 250D of the Act.

The Form of proxy is valid only for the meeting indicated (or any adjournment).

You may appoint either a general proxy (a person who may vote at their discretion on motions at the meeting) or a special proxy (who must vote according to your directions). If you appoint a special proxy, you should indicate on the form what directions you have given. In many instances, there will be a box or section on the proxy form where you can mark how you want your proxy to vote for you.

If you are unable to attend the meeting and you do not have a representative who can attend on your behalf, you may if you wish appoint the Chairman of the Meeting as your proxy. The Chairman can be appointed as a general proxy or a special proxy. This is entirely your choice.

INFORMAL PROOF OF DEBT OR CLAIM FORM

The proof of debt submitted during an Administration is informal in that it does not mean that the Administrator has agreed with your proof for the purpose of making a distribution.

It is used for voting purposes at any meetings of creditors and to help establish the overall level of creditor claims in the administration. If there are monies to be distributed to creditors in the future, you will need to submit a Formal Proof of Debt or Claim form.

You should include a description of how your debt/claim arose and how you have quantified it, if you need more space, you can attach any additional details you wish to include – just make sure that you mention this on the Form so we know what you have attached and how many pages.

You should provide supporting documents that substantiate what you are owed by the Company. This may include things like account statements, proof of ownership, transaction records, registry details, unpaid invoices and their corresponding purchase orders, PPSR registration, agreements/terms of trade, contracts, lease or hire agreements, court order or judgment, guarantee or loan document, emails/other correspondence with the Company.

If you need help in completing the forms or if you are uncertain what information you should attach, please email or telephone Link on 1300 853 809.