



Notice of Meeting

Waco Business Services Pty Ltd ACN 688 765 764
(Administrators Appointed)
(Waco Business Services)

NOTICE OF MEETING OF CREDITORS OF COMPANIES UNDER EXTERNAL ADMINISTRATION

1. Notice is now given that the meeting of the creditors of Waco Business Services will be held virtually only on **Tuesday, 28 April 2026 at 3:00 pm (AEST)**. The notional location for the meeting is Level 12, 44 Martin Place, Sydney NSW 2000 (provided for compliance purposes only – please do not attend in person).
2. The meeting will be held **virtually using online video conferencing**. Please use the following Microsoft Teams information to attend the meeting:
 - <https://teams.microsoft.com/join/49458481946333?p=Wrsir2jATl21DEDMxq>
 - Meeting ID: 494 584 819 463 33
 - Passcode: Bs2iA9Qs
3. The online video conference can be joined from a computer (preferred) or telephone. Questions can be typed or asked verbally during the meeting.
4. Should you wish to attend, or nominate someone to attend by proxy or attorney on your behalf, please ensure you or your proxy register via the link provided above. For any further queries, please contact the voluntary administrators by email at wacoaustralasia@mcgrathnicol.com or telephone at +61 2 6222 1424.
5. The purpose of the meeting is to consider whether:
 - a. a committee of inspection should be formed and if so, who are to be the committee members; and
 - b. Damien Pasfield, Melissa Smith and Jason Preston should be replaced as voluntary administrators by an alternative administrator(s).
6. The effect of Insolvency Practice Rules (Corporations) section 75-85 (entitlement to vote as a creditor at the meeting of creditors) is:
 - a. A person other than a creditor (or the creditor's proxy or attorney) is not entitled to vote at the meeting of creditors.
 - b. Subject to subsections (c) and (d), each creditor is entitled to vote and has one vote.
 - c. A person is not entitled to vote as a creditor at the meeting of creditors unless:
 - i. his or her debt or claim has been admitted wholly or in part by the external administrator; or
 - ii. he or she has lodged, with the person presiding at the meeting, or with the person named in the notice convening the meeting as the person who may receive particulars of the debt or claim:
 - those particulars; or
 - if required—a formal proof of the debt or claim.
 - d. A creditor must not vote in respect of:



- i. an unliquidated debt; or
 - ii. a contingent debt; or
 - iii. an unliquidated or a contingent claim; or
 - iv. a debt the value of which is not established;
- unless a just estimate of its value has been made.

7. Proofs of debt and proxy forms, if applicable, must be submitted by **4:00PM (AEST) on Monday, 27 April 2026** to the Administrators via the secure webforms:

- [Form 535 – Proof of Debt](#) (not required for employees); and
- [Proxy Form](#) (if applicable).

If you have any queries, please contact us on +61 2 6222 1424 or via email at wacoaustralasia@mcgrathnicol.com.

Dated: 20 April 2026

Melissa Smith

Administrator

McGrathNicol

GPO Box 9986
Sydney NSW 2001

+61 2 9338 2600