

Your Ref:  
Our Ref: HAM:MQ:TP:emplcirc(geers)

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Melbourne Victoria 3004

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ACN 005 222 775  
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## CIRCULAR TO EMPLOYEES

Dear Sir/Madam

**RE: SPORTS ALIVE PTY LTD  
(IN LIQUIDATION)  
ACN 069 087 332 - ABN 49 069 087 332 ("the company")  
Formerly Trading At Level 1, Thoroughbred Park Canberra Racecourse,  
Randwick Road, LYNEHAM ACT 2602 and  
Level 1, 552 City Road, SOUTH MELBOURNE VIC 3205**

I advise that the company was placed in liquidation on the 26th August 2011 and Keith Sutherland and I were appointed joint and several Liquidators.

Due to our appointment the company has ceased trading and your employment is hereby terminated as at the date of liquidation.

The Department of Education, Employment and Workplace Relations ("the Department") manages a scheme known as the General Employee Entitlements and Redundancy Scheme ("GEERS"). GEERS was established to advance funds, if necessary, to allow for the outstanding employee entitlements of an insolvent employer to be paid.

Enclosed is an information sheet titled "How to claim for GEERS assistance".

Online lodgement is the Departments preferred method for submission of claim forms. However please contact this office to request a claim form should you wish to lodge your claim by post or fax. Claim forms can be downloaded from [www.dewr.gov.au/geers](http://www.dewr.gov.au/geers).

Please note that unpaid superannuation is not covered by GEERS, however it is afforded priority in a liquidation and may be paid in priority to other creditors in the event that funds are available. At this stage I expect there will be sufficient monies in the liquidation to pay the outstanding superannuation, and other employee entitlements, however the advance from the Department will result in you being paid earlier.

To assist with the claims process and reporting to GEERS of the outstanding monies owed to you, I request that you also complete the enclosed Employee Entitlements Statement of Claim (yellow form) and return it to this office promptly.

Should you have any queries please do not hesitate to contact Brad Shi of this office or myself.

DATED this 30th day of August 2011.

  
HAMISH MACKINNON  
JOINT LIQUIDATOR  
Encl

**Australian Government**  
**Department of Education, Employment and Workplace Relations**  
**General Employee Entitlements & Redundancy Scheme (GEERS)**

**How to claim for GEERS assistance — information sheet**

**BEFORE YOU BEGIN**

Before starting your application for assistance under GEERS you should read the GEERS Operational Arrangements, which can be accessed at [deewr.gov.au/geers](http://deewr.gov.au/geers).

The Department of Education, Employment and Workplace Relations uses the GEERS Operational Arrangements to work out if you are eligible and the amount of any GEERS advance.

To get further information on eligibility for GEERS and the claim process:

- contact the insolvency practitioner managing your former employer's business affairs
- telephone the GEERS Hotline on 1300 135 040
- visit [deewr.gov.au/geers](http://deewr.gov.au/geers)
- send an email to [GEERS@deewr.gov.au](mailto:GEERS@deewr.gov.au).

**WHAT IS GEERS?**

GEERS is a basic payment scheme established to assist employees who have lost their employment due to the insolvency of their employer, and who are owed certain employee entitlements.

By carefully completing all of this form, you will help the Department of Education, Employment and Workplace Relations assess your claim as quickly as possible.

**WHAT GEERS COVERS**

You may be eligible to receive assistance under GEERS for the following employee entitlements:

- unpaid and underpaid wages
- unpaid annual leave
- unpaid long service leave
- unpaid payment in lieu of notice and
- unpaid redundancy pay.

**WHAT YOU NEED TO PROVIDE**

To claim for GEERS assistance, the Department of Education, Employment and Workplace Relations requires the following information:

- Your former employer's business name and address
- Have you made any previous GEERS claims
- Your personal details including:
  - Full name
  - Date of Birth
  - Australian citizenship or residency status
  - Address
  - Contact details
- Which state or territory were you employed, what industry you worked in, your job title, duties, employment type
- Were you a company director or the relationship, if any, to director or owner/principal
- When you started and finished work with your former employer and how your employment ended
- If applicable, sale or transfer of business, or transfer of employment details

- Any employee entitlements received or expected to receive
- Whether you are owed employee entitlements
- Any changes in employment conditions
- Any employee entitlements received from other sources.

**Important: It is in your interest to include the ABN or ACN of your former employer. This will assist the Department in processing your claim for GEERS assistance as soon as possible.**

## **HOW TO MAKE A CLAIM**

You can lodge a GEERS claim online, by post, by fax or by email.

### **Lodge online**

- visit [deewr.gov.au/geers](http://deewr.gov.au/geers)

### **Lodge by post**

- Send copies of supporting documents, not originals. Write your name and date of birth on any copies of supporting documents you include.
- Post your completed form, together with copies of your supporting documents to:  
**Department of Education, Employment and Workplace Relations**  
**Employee Entitlements Branch**  
**GPO 9880**  
**CANBERRA ACT 2601**

Make sure your GEERS claim form is completed and signed before sending it to us. We may return unsigned forms, as we can't begin assessing your claim without the necessary information and your permission.

### **Lodge by fax**

- Write your name and date of birth on any copies of supporting documents you include.
- Fax your completed and signed form, together with your supporting documents to 02 6276 8717

### **Lodge by email**

- Write your name and date of birth on any copies of supporting documents you include.
- Send your completed and signed form, together with your supporting documents to [GEERS@deewr.gov.au](mailto:GEERS@deewr.gov.au)

## **LANGUAGE assistance for non-English speakers**

This claim form is to be completed by employees who have had their employment terminated due to the insolvency of their employer and are owed entitlements. Instructions on how to fill out this form are located beside the questions. For more information and assistance call the GEERS Hotline on 1300 135 040. If you need language assistance to complete this form call the Translating and Interpreting Service on 131 450.



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**EMPLOYEE ENTITLEMENTS STATEMENT OF CLAIM**

**SPORTS ALIVE PTY LTD (IN LIQUIDATION)**  
**ACN 069 087 332 - ABN 49 069 087 332**

Name: \_\_\_\_\_

Address: \_\_\_\_\_ Postcode: \_\_\_\_\_

Home Phone Number: \_\_\_\_\_ Mobile Number: \_\_\_\_\_

Are you an Australian citizen or do you reside permanently in Australia ? Yes  No

Date of birth: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Tax File Number: \_\_\_\_\_

What industry did you work in ? \_\_\_\_\_

What was your job title ? \_\_\_\_\_

List the most common duties and tasks you did in your job \_\_\_\_\_

Are you a relative of the director(s) ? Yes  No

If yes, state who you were related to as well as your relationship with that person \_\_\_\_\_

Award or Agreement under which you were employed (if known) \_\_\_\_\_

Did you have a contract of employment ? Yes  (if yes, please provide a copy) No

What was your working relationship with the employer ?

Employee  Apprentice  Trainee  (Sub)Contractor

Under what arrangement were you employed ?  Full-Time (permanent)  Part-Time (permanent)  Casual

What was your first day of work ? \_\_\_\_ / \_\_\_\_ / \_\_\_\_ What was your last day of work ? \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Ordinary gross weekly wage: \$ \_\_\_\_\_; Hourly rate before tax: \$ \_\_\_\_\_;

How many hours per week did you work on average ? \_\_\_\_\_

Were you told in advance that your employment was being terminated ? Yes  No

If so, when and how were you advised (if in writing, please provide a copy) \_\_\_\_\_

Did you resign from your employment ? Yes  No

Who terminated your employment ?  Insolvency Practitioner  Employer  Resigned

What was the reason given for your termination ? \_\_\_\_\_

Has your former employer's business been sold ? Yes  No

If yes, were you re-employed by the new owners ? Yes  No

If yes, what date did you start work with the new owners ? \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Are the terms and conditions the same as per your previous employment ? Yes  No

**WHAT ARE YOU OWED ?**

	Number of Weeks Owed	Amount Before Tax
Wages		\$
Commission/Regular Allowances		\$
Annual Leave		\$
Annual Leave Loading		\$
Payment in Lieu of Notice		\$
Redundancy		\$
Long Service Leave		\$
<b>TOTAL</b>		\$

If you received commissions or a regular allowance, please indicate how often this payment was received, eg: monthly:-

I am owed superannuation by the company: Yes  No

If yes to the above questions, please complete the following:-

Superannuation for the year ended:-

		Superannuation Guarantee Percentage
- 1st July 2002 to 30th June 2003	\$ _____ : _____	9%
- 1st July 2003 to 30th June 2004	\$ _____ : _____	9%
- 1st July 2004 to 30th June 2005	\$ _____ : _____	9%
- 1st July 2005 to 30th June 2006	\$ _____ : _____	9%
- 1st July 2006 to 30th June 2007	\$ _____ : _____	9%
- 1st July 2007 to 30th June 2008	\$ _____ : _____	9%
- 1st July 2008 to 30th June 2009	\$ _____ : _____	9%
- 1st July 2009 to 30th June 2010	\$ _____ : _____	9%
- 1st July 2010 to 30th June 2011	\$ _____ : _____	9%
- 1st July 2011 to 26th August 2011	\$ _____ : _____	9%

TOTAL CLAIM: \$ \_\_\_\_\_

Signed: \_\_\_\_\_

Dated: \_\_\_\_ / \_\_\_\_ / \_\_\_\_