

Retva Limited (Administrators Appointed)
formerly Postie Plus Group Limited (Administrators Appointed)

Notes on meeting and completing forms

Creditors' Claim Form

We encourage all creditors to submit a creditors' claim form (to the extent they have not done so already or otherwise if the amount claimed has changed from that as previously submitted).

Whilst the Administrator may accept the value of your creditors' claim for voting at a meeting of creditors, this does not constitute acceptance of your claim for the purposes of ranking in a distribution should a deed of company arrangement be executed. The Administrator may also estimate the value of your claim for the purposes of voting in the meeting only. The Administrators reserve all rights to further scrutinise and admit claims for the purpose of a distribution or call for new claims to be filed if they require.

Proxy form

You must complete a proxy form if you wish to vote at the meeting but you are unable to attend and wish for somebody else to attend and vote on your behalf.

The proxy is valid only for the meeting indicated and any adjournment of that meeting.

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.

If you are unable to attend the meeting and you do not have a representative who can attend on your behalf, you may appoint the **Chairperson of the Meeting** as your proxy. As above, the Chairman can either be appointed as a general proxy or a special proxy.

Proxy forms **must be received** no later than **2 working days prior** to the commencement of the meeting being 11.00am Thursday 4 September 2014. Any forms received after this time will be invalid for the meeting.

Postal Vote Form

Should you be unable to attend the meeting or wish to vote prior to the meeting you can complete a postal vote. A completed creditors' claim form must be included together with your postal vote form if you have not previously submitted a claim form or otherwise if the amount claimed has changed from that as previously submitted. If your claim form (as submitted with your postal vote form or which has been submitted previously) is admitted by the administrator for the purposes of voting at a meeting then you will be entitled to vote at the meeting for that amount.

Postal votes **must be received** no later than **2 working days prior** to the commencement of the meeting. Any postal vote received after this time will be invalid for the meeting.

Voting

Creditors' Claims that are admitted for the purposes of voting at a meeting of creditors are admitted for only that purpose and not for ranking in a distribution.

Should you attend the meeting when signing in you will receive a voting form.

In the first instance voting may be by way of voices or hands; if a major creditor or several creditors vote against the resolution then a ballot should be conducted.

A resolution is adopted if a majority in number representing 75% in value of the creditor or class of creditors voting, or by proxy vote or by postal vote, vote in favour of the resolution.

If voting according to number and value results in a deadlock, the chairperson may exercise a casting vote.