

12 March 2025

**Circular to all creditors and suppliers to:  
Libelle Group Limited (In Liquidation) (Company or Libelle)**

On 11 March 2025, David Webb and Robert Campbell were appointed Liquidators of Libelle Group Limited (In Liquidation) by resolution of the shareholders.

According to the records of the Company, you are, or have been, a supplier of goods and/or services to the Company.

**Current status**

As Liquidators, our role is to take possession of, protect and realise the Company's assets and distribute the proceeds to its creditors, in order of preference, as set down by the Companies Act 1993.

You will be aware that the Company provides a wide range of services, including essential services to the school children of New Zealand under the Ka Ora Ka Ako programme.

We very shortly anticipate granting Compass Group New Zealand Limited, who currently partners with Libelle to deliver under the Ka Ora Ka Ako programme, an operational services agreement. This means that until further notice, they will manage the business of Libelle to ensure ongoing continuity.

**Effective immediately please contact Compass Group New Zealand Limited for further supplies and orders.**

Any orders made (whether directly by Compass Group New Zealand Limited or under Libelle's name) should be authorised by a Compass Group New Zealand Limited representative and the Liquidators do not authorise any orders made only by Libelle. We understand Compass Group New Zealand Limited will likely be in touch with you if supply is required however any queries around orders can be made to Compass Group New Zealand Limited at [administration@compass-group.co.nz](mailto:administration@compass-group.co.nz).

The Liquidators are working with Management and undertaking an urgent review of all areas of Libelle's business and are speaking to interested parties who have a serious interest in acquiring the business (in whole or in part). We are hopeful that this will result in a sale and continuance of the business but in the interim we have put the above measures in place to ensure the Ka Ora Ka Ako programme continues.

**Unpaid invoices**

If you have not been fully paid for goods/services supplied to the Company, you will rank as an unsecured creditor of the Company. Please complete the unsecured creditor claim form (attached as **Appendix A**) and email this to us at [nzlibellegroup@deloitte.co.nz](mailto:nzlibellegroup@deloitte.co.nz) by **4 April 2025** to enable us to register your debt.

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## Security interests (including purchase money security interests (PMSI) and retention of title claims)

If you have not been fully paid for goods supplied to the Company and consider that you have been granted a security interest in any of the Company's assets or that you have retained title to the goods supplied, please:

1. Telephone Lily Choun **immediately** on +64 9 3064431 to advise us of your security interest.
2. Complete the secured creditor's valuation and claim form (attached as **Appendix B**) and provide us with:
  - a. Copies of documents relating to the creation and registration of any security interest claimed by you in relation to the Companies.
  - b. Copies of documentation relating to the debt secured including that which shows the amount required to be paid for the continuing use of the asset by the Companies.
  - c. A statement of account showing the amount required to be paid to satisfy the debt secured by the security interest.

Please email these to [nzlibellegroup@deloitte.co.nz](mailto:nzlibellegroup@deloitte.co.nz) by **14 March 2025** to enable us to assess your security interest.

## Services placed prior to our appointment as Liquidators

If you have supplied services to the Company prior to our appointment and the services have not been paid for or completed, the orders should **not** be completed unless you obtain written confirmation from us that the services are still required by the Company. If any such orders exist, please email us **urgently** at [nzlibellegroup@deloitte.co.nz](mailto:nzlibellegroup@deloitte.co.nz) to let us know.

Yours faithfully

**Libelle Group Limited (In Liquidation)**



**Robert Campbell**  
Liquidator

## Libelle Group Limited (In Liquidation)

### UNSECURED CREDITOR'S CLAIM

#### *Companies Act 1993*

<p>Name of creditor: _____</p> <p>Postal address: _____          _____          _____</p> <p>Phone no: _____</p> <p>Email: _____</p> <p>Reference (if applicable): _____</p>	<p>* Any personal information collected is for the purpose of administering the liquidation in accordance with the Companies Act 1993. The information will be used and retained by the liquidators and will be released to other parties only with your authorisation or in compliance with the Privacy Act 2020. Under section 304(1) of the Companies Act 1993 any claim by an unsecured creditor against a company in liquidation must be made in this prescribed form and must -</p> <p>(a) Contain full particulars of the claim; and</p> <p>(b) Identify any documents that evidence or substantiate the claim.</p> <p>You may have access to and request correction of any personal information.</p> <p>(* Not applicable if creditor is not an individual within the meaning of the Privacy Act 2020).</p>																		
<b>Libelle Group Limited (In Liquidation)</b>																			
<p>I, _____ [If claim is made on behalf of a creditor, specify relationship to creditor and authority] claim that the company was at the date it was put into liquidation indebted to the above named creditor for the sum of:</p> <p style="text-align: right; margin-right: 100px;">\$ _____</p> <p style="text-align: center;">             _____ (amount in words)                      _____ (amount in figures)           </p> <p>Full particulars of the claim are set out, and any supporting documents that substantiate the claim are identified, on the reverse of this form. <b>Note:</b> The liquidators may require the production of documents. You are not required to attach any supporting documents at this stage, but you may attach them now, if you think it would expedite the processing of the claim.</p> <p>I hold no security for the amount claimed / I surrender my security and I am claiming as an unsecured creditor <span style="background-color: yellow;">[delete one]</span>.</p> <p>The above named creditor is /is <u>not</u> <span style="background-color: yellow;">[delete one]</span> a related entity of the company in liquidation (see 245A(3) of the Companies Act 1993 for definition).</p> <p>The above named creditor consents/does <u>not</u> consent <span style="background-color: yellow;">[delete one]</span> to receive documents by electronic means at the address of communication specified above.</p>																			
<b>Signed:</b> _____	<b>Date:</b> /                      /																		
<b>WARNING -</b>	<p><b>It is an offence under section 304(6) of the Companies Act 1993 to:</b></p> <p><b>(a) Make, or authorise the making of, a claim that is false or misleading in a material particular knowing it to be false or misleading; or</b></p> <p><b>(b) Omit, or authorise the omission, from a claim of any matter knowing that the omission makes the claim false or misleading in a material particular.</b></p>																		
<b>Received</b> (Date Stamp)	<p><b>Reserved For Office Use:</b></p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">Claim admitted for voting purposes:</td> <td style="width: 25%;">Signed:</td> <td style="width: 25%;">Date:</td> </tr> <tr> <td>Claim rejected for voting purposes:</td> <td>Signed:</td> <td>Date:</td> </tr> <tr> <td>Claim rejected for payment:</td> <td>Signed:</td> <td>Date:</td> </tr> </table> <table style="width: 100%; border: none;"> <tr> <td style="width: 33%;">Preferential claim admitted:</td> <td style="width: 33%;">Non-preferential/ordinary claim admitted:</td> <td style="width: 33%;">Deferred claim:</td> </tr> <tr> <td>\$ _____</td> <td>\$ _____</td> <td>\$ _____</td> </tr> <tr> <td>Signed by Liquidator:</td> <td>Signed:</td> <td>Date:</td> </tr> </table> <p><b>Note:</b> If the decision to admit or reject a claim is amended, regulation 8 of the Companies Act 1993 Liquidation Regulations 1994 require that it be recorded in writing.</p>	Claim admitted for voting purposes:	Signed:	Date:	Claim rejected for voting purposes:	Signed:	Date:	Claim rejected for payment:	Signed:	Date:	Preferential claim admitted:	Non-preferential/ordinary claim admitted:	Deferred claim:	\$ _____	\$ _____	\$ _____	Signed by Liquidator:	Signed:	Date:
Claim admitted for voting purposes:	Signed:	Date:																	
Claim rejected for voting purposes:	Signed:	Date:																	
Claim rejected for payment:	Signed:	Date:																	
Preferential claim admitted:	Non-preferential/ordinary claim admitted:	Deferred claim:																	
\$ _____	\$ _____	\$ _____																	
Signed by Liquidator:	Signed:	Date:																	

## PARTICULARS OF CLAIM

Date	Details of claim and identification of documents that evidence or substantiate the claim	Amount \$
If applicable, less Retention of Title claim for goods supplied by creditor to the company [describe goods]		
If applicable, less debts owed by creditor to the company [describe debts]		

If applicable, please record here your GST Registration number       -       -  
and total GST included in your claim       \$

<p>Name and postal address of creditor in full:</p> <p>Email: .....</p> <p>Telephone No. (.....).....</p> <p>My Reference is: (if applicable) .....</p>		<p>* Any personal information collected is for the purpose of administering the liquidation in accordance with the Companies Act 1993. The information will be used and retained by the liquidators and will be released to other parties only with your authorisation or in compliance with the Privacy Act 2020.</p> <p>Under section 305(4) of the Companies Act 1993 the valuation and claim made by a secured creditor claiming as an unsecured creditor against a company in liquidation for the balance due must be in this prescribed form and must -</p> <p>(a) Contain full particulars of the valuation and any claim; and</p> <p>(b) Contain full particulars of the charge including the date on which it was given; and</p> <p>(c) Identify any documents that evidence or substantiate the claim.</p> <p>You may have access to and request correction of any personal information.</p> <p>(* Not applicable if creditor is not an individual within the meaning of the Privacy Act 2020).</p>	
<p><b>Libelle Group Limited (In Liquidation)</b></p>			
<p>I, ..... [If claim is made on behalf of a creditor who is an unsecured creditor of the company please specify relationship to creditor and authority] claim that after valuing the security as at the date the company was put into liquidation, the abovenamed creditor is <b>UNSECURED</b> for the sum of [Amount in words and figures]:</p> <p style="text-align: right;">\$.....</p>			
<p>Full particulars of the valuation, claim, and charge, are set out, and any supporting documents that substantiate the claim and the charge are identified, on the <u>reverse of this form</u>.</p> <p>(The liquidators may require the production of documents. You are not required to attach any supporting documents at this stage, but you may attach them now, if you think it would expedite the processing of the claim).</p>			
<p>Signed: .....</p>		<p>Date: ..... / ..... / .....</p>	
<p><b>WARNING -</b></p>		<p><b>It is an offence to:</b></p> <p><b>(a) Make, or authorise the making of, a claim that is false or misleading in a material particular knowing it to be false or misleading; or</b></p> <p><b>(b) Omit, or authorise the omission, from a claim of any matter knowing that the omission makes the claim false or misleading in a material particular.</b></p>	
<p><b>Received</b> (Date Stamp)</p>		<p><b>Reserved For Office Use:</b></p> <p>Claim admitted for voting purposes: Signed: ..... Date: .....</p> <p>Claim rejected for voting purposes: Signed: ..... Date: .....</p> <p>Claim rejected for payment: Signed: ..... Date: .....</p> <p><u>Claim admitted for payment:</u> Preferential Claim for: Ordinary Claim for:</p> <p style="text-align: center;">\$ ..... \$ .....</p> <p>Signed Liquidator: ..... Date: .....</p> <p><b>Note:</b> If the decision to admit or reject a claim is amended, the Liquidation Regulations 1994 require that it be recorded in writing.</p>	

**VALUATION OF SECURITY**

**Particulars of the Charge:**

Description of charge:

Description and location of property subject to charge:

Date charge given [*or date of acquisition of property subject to the charge*]

If applicable, details of registration (including date)

**Particulars of the Valuation:**

Amount of security valued at: \$

Particulars of valuation

**Identification of any documents that substantiate the claim and the charge**

*[if not already supplied in either of above boxes]*