McGrathNicol

VIQ Australia Group (Administrators Appointed)

VIQ Australia Pty Ltd ACN 094 750 679
VIQ Pty Ltd ACN 654 143 932
VIQ Solutions Pty Ltd ACN 007 916 056
VIQ Australia Services Pty Ltd ACN 654 144 206
VIQ Solutions Australia Pty Ltd ACN 008 711 877

(Administrators appointed to All)
(each a **Company** and collectively, **VIQ Australia Group** or the **Companies**)

Administrators' report to creditors pursuant to section 75-225 of the Insolvency Practice Rules (Corporations) 2016

22 July 2026

Contents

Appendices

Defined terms

In this Report, unless otherwise provided, refer to the following definitions and abbreviations.

Term	Definition
$	Australian dollars
$'000	Australian dollars (thousands)
$'m	Australian dollars (millions)
ACN	Australian Company Number
Act	Corporations Act 2001 (Cth)
Administration	The voluntary administration of VIQ Australia Group
Administrators	Robert Smith and Keith Crawford
AEST	Australian Eastern Standard Time
AllPAAP	All present and after-acquired property
Appointment Date or Appointment	Being 16 March 2026, the day that Robert Smith and Keith Crawford were appointed Administrators
ARITA	Australian Restructuring Insolvency and Turnaround Association
ARITA Code	ARITA Code of Professional Practice
ASIC	Australian Securities and Investments Commission
ASX	Australian Securities Exchange
ATO	Australian Taxation Office
Auscript	Auscript Australasia Pty Ltd
BAS	Business Activity Statement
Beedie Capital or Beedie	Beedie Investments Ltd.
BSA	Business Sale Agreement
c.	Circa
c/$	Cents in the dollar
CIC	Commercial in Confidence
COI	Committee of Inspection
Companies	All the companies in VIQ Australia Group
CT	Creditors' Trust
Court	Supreme Court of Victoria
CSV	Court Services Victoria
Data Incident	Data security incident involving unauthorised access by an overseas-based contractor organisation in India to certain Australian court and tribunal transcription files
DWX	Dataworx Systems Australia Pty Ltd
Deed Administrators	Robert Smith and Keith Crawford of McGrathNicol in their capacity as joint and several deed administrators (if resolved by creditors)
Directors	Alexie Bovier Edwards and Kerry John Douglas Little
DIRRI	Declaration of Independence, Relevant Relationships and Indemnities
DOCA	Deed of Company Arrangement
e24	e24 Technologies, an overseas contractor organisation located in India
EBIT	Earnings Before Interest and Tax
EBITDA	Earnings Before Interest, Tax, Depreciation and Amortisation

Term	Definition
EOI	Expressions of Interest
ERV	Estimated Realisable Value
EST	Eastern Standard Time in the United States of America and Canada
FBO	Final Binding Offer
FCA	Federal Court of Australia
FCFCOA	Federal Circuit and Family Court of Australia
FEG	Commonwealth Government Fair Entitlements Guarantee Scheme
First Meeting of Creditors	First statutory meeting of creditors of VIQ Australia Group held on Thursday 26 March 2026 in accordance with section 436E of the Act
FWC	Fair Work Commission
FYXX	Financial year ending 31 December 20XX
General Security Deed	General Security Deed dated 22 February 2023 entered into by the Grantors in favour of Beedie Investments Ltd.
GIC	General Interest Charge
Grantors	VIQ Australia Pty Ltd, VIQ Solutions Australia Pty Ltd and VIQ Solutions Pty Ltd
GST	Goods and Services Tax
IPR	Insolvency Practice Rules (Corporations) 2016
k	Thousands
Liquidators	Robert Smith and Keith Crawford of McGrathNicol in their capacity as joint and several Liquidators (if resolved by creditors)
m	Millions
NBIO	Non-Binding Indicative Offer
NEA	National Enterprise Agreement
NetScribe	Transcription Platform developed and operated by VIC Solutions Inc
P&L	Profit and Loss
Parent	VIQ Solutions Inc.
PAYG	Pay as You Go Withholding
PILN	Pay in Lieu of Notice
PMSI	Purchase Money Security Interest
POD	Proof of Debt
PP&E	Property, Plant and Equipment
PPSA	Personal Property Securities Act 2009
PPSR	Personal Property Securities Register
Prioritised bidder	Following Phase II of the sales process, on 11 May 2026 one party was selected as the prioritised bidder and progressed to Phase III.
Q&A	Questions and answers
QDoJ	Queensland Department of Justice
RSB	NSW Reporting Services Branch
Relation back period	Six months prior to the date of appointment, 16 March 2026, therefore the period from 16 September 2025
Report	This report dated 22 July 2026
ROCAP	Report on Company Activities and Property

Term	Definition
ROT	Retention of Title
Second Meeting of Creditors	Second statutory meeting of creditors of VIQ Australia Group convened for 29 July 2026 in accordance with section 439A of the Act
SGC	Superannuation Guarantee Charge
STP	Single Touch Payroll
VA	Voluntary Administration
VICPol	Victora Police
VIQ	VIQ Pty Ltd
VIQ Australia	VIQ Australia Pty Ltd
VIQ Australia Group	VIQ Australia Pty Ltd VIQ Pty Ltd VIQ Solutions Pty Ltd VIQ Australia Services Pty Ltd VIQ Solutions Australia Pty Ltd
VIQ Australia Services	VIQ Australia Services Pty Ltd
VIQ Group	VIQ Solutions Inc. and all its subsidiaries
VIQ Solutions	VIQ Solutions Pty Ltd
VIQ Solutions Australia	VIQ Solutions Australia Pty Ltd
VIQ Solutions Inc.	Canadian-based parent entity of VIQ Australia Group and provider of digital recording, speech-to-text and transcription technology globally, including the NetScribe platform
VIQ Solutions UK	VIQ Solutions UK Ltd.
WADoJ	Western Australia Department of Justice
WAPol	Western Australia Police
WHS	Work Health & Safety
YTD	28 February 2026

1 Executive summary

This section aims to provide answers to key questions in relation to the Administration, the Administrators' findings and the contents of this Report.

1.1 Key questions and answers

Question	Answer
Why am I receiving this Report?	Robert Smith and Keith Crawford were appointed Administrators (**Administrators**) of VIQ Australia Group on 16 March 2026. The books and records of VIQ Australia Group indicate that you may have a claim against the company.
What is the purpose of this Report?	This Report provides creditors with details of the business, property, affairs and financial circumstances of VIQ Australia Group in preparation for the Second Meeting of Creditors. This Report also informs creditors about the investigations undertaken by the Administrators to date, and the Administrators' opinion and recommendation regarding each of the options available to creditors to vote on at the Second Meeting of Creditors.
What happens at the Second Meeting of Creditors?	At the Second Meeting of Creditors, the creditors decide the future of VIQ Australia Group. The options available for creditors to vote on are whether VIQ Australia Group: ▪ enters into a Deed of Company Arrangement (**DOCA**); ▪ should be returned to the control of the Directors; or ▪ enters into liquidation.
What is a Committee of Inspection and what is its role?	A Committee of Inspection (**COI**) is a small group of creditors, or their representatives, appointed by the creditors if the creditors resolve to place VIQ Australia Group into Liquidation. If appointed, a COI would provide the liquidators with a sounding board in relation to creditors' views on any contentious issues and may approve certain matters (for example compromises of claims or the liquidators' remuneration). Refer to Section 2.1 for further information.
Which option do the Administrators recommend creditors vote for at the Second Meeting of Creditors and why?	The Administrators recommend creditors resolve to place VIQ Australia Group into liquidation at the Second Meeting of Creditors as no Deed of Company Arrangement has been proposed.
Where and when is the Second Meeting of Creditors?	The Second Meeting of Creditors of VIQ Australia Group has been convened to be held on **Wednesday, 29 July 2026 at 12:00 PM (AEST).** The meeting will be hosted virtually using online video conferencing on Zoom. The online video conferencing can be joined from a computer/tablet/smart phone (preferred) or telephone.
What do I need to do if I want to attend the meeting?	Creditors wishing to vote at the meeting must submit a correctly completed Proof of Debt (**POD**) by **2:00 PM (AEST) on Tuesday, 28 July 2026** to VIQ@mcgrathnicol.com Creditors who have already lodged a POD **do not** need to complete a new form. Employees **do not** need to lodge a POD to attend. We will accept your claim based on VIQ Australia Group's records for the purposes of voting at the meeting.

	Creditors and employees can either attend by video conference or appoint a proxy to attend on their behalf. Creditors and employees who intend to appoint another person to attend and act on their behalf at the meeting, or are a corporate creditor, please complete and return the proxy form no later than 2:00 PM (AEST) on Tuesday, 28 July 2026 to VIQ@mcgrathnicol.com. Creditors and employees (or their proxies) planning on attending the Second Meeting of Creditors should register their intention to do so with Daniel Shannon at VIQ@mcgrathnicol.com by 2:00 PM (AEST) on Tuesday, 28 July 2026 and you will be provided with a link to join. Creditors and employees who have not registered, or have not provided the required documents by 2:00 PM (AEST) on Tuesday, 28 July 2026, may not be able to attend and/or vote at the meeting. Observers may attend the meeting but cannot vote or ask questions. Observers should register their intention to attend following the process set out above.
What did VIQ Australia Group do?	VIQ Australia Group has provided transcription and records management services to courts, tribunals, specialist agencies and law enforcement agencies across Australia for more than 30 years. At the Appointment Date it maintained an operating presence in Melbourne, Sydney, Brisbane and Perth. The group is owned by parent entity VIQ Solutions Inc. (**Parent**), a Canadian based global provider of digital recording, speech to text, and transcription services. VIQ Australia Group supported 20 core customers across WA, NSW, QLD, SA and VIC and employed approximately 240 staff and 270 contractors at the Appointment date. VIQ Australia Group reported $33.0 million in revenue in FY25.
What were the key events leading to the appointment of Administrators?	The Administrators have identified the following as the key events leading to the appointment of the Administrators: ▪ recurring losses were incurred throughout FY23, FY24, and FY25; ▪ a workforce reduction implemented in late 2024 resulted in workforce concerns and strained relationships between the Parent, employees and union representatives; ▪ workforce productivity, service delivery, and operational challenges impacted financial performance; ▪ customer abatements and financial penalties totalled $3.2 million across FY24 and FY25; ▪ a restructuring of the Australian operations from August 2025 did not achieve the intended improvement in operating performance and increased reliance on Parent personnel and systems; ▪ the FY24 audited financial report disclosed a material uncertainty regarding going concern; ▪ the Data Incident identified in February 2026 adversely affected customer confidence, workflow volumes and tender opportunities; ▪ shortly prior to Appointment, the Parent determined it could no longer continue providing the financial and operational support upon which the Australian operations had historically relied; and ▪ the Administrators were appointed on 16 March 2026. Further details of the key events leading to the appointment of Administrators are outlined in Section 4.5 of this report.

What was the Data Incident?	The data incident involved overseas contractor personnel being added to Australian NetScribe workpools, providing them access to Australian court transcription work within the NetScribe platform. The access was limited to e24 Technologies (**e24**), an overseas contractor organisation located in India and five individual contractors employed by e24. Of those contractors, three individuals are understood to have performed work. The Parent took immediate steps to remove access when the Data Incident was identified. We understand that the Parent maintains an ongoing contractual relationship with e24 in relation to their broader global operations. The incident resulted in significant media, customer, regulator and parliamentary attention which impacted financial performance of VIQ Australia Group. Further details regarding the Data Incident are set out in Section 10.4 of this Report.
What do the Directors of VIQ Australia Group attribute the failure of the business to?	The Directors did not identify any specific causes of failure in their ROCAP. However, VIQ Solutions Inc. publicly stated that the appointment of Administrators followed a review of the Australian operations and reflected the challenging Australian operating environment, the impact of the Australian operations on the broader group, the Parent's strategic decision to focus on its North American and United Kingdom businesses, and difficulties implementing its global operating model within Australia.
Why do the Administrators believe VIQ Australia Group failed?	The Administrators believe that VIQ Australia Group failed due to the following reasons: ▪ an operating model that was not financially sustainable on a standalone basis; ▪ a reduction in local management presence from August 2025; ▪ the deterioration of the relationship between the Parent and the Australian workforce; ▪ deficiencies in controls relating to systems access, onboarding processes and workforce clearance management; ▪ the Data Incident which occurred prior to the appointment date; and ▪ a loss of confidence in the ability to turnaround VIQ Australia Group operation by the Parent. Further details on the Administrators’ opinion about reason for failure are provided at Section 10.3. The Administrators’ preliminary investigations indicate that VIQ Australia Group was likely insolvent from on or around 15 March 2026, but this remains subject to further investigation.
What actions have the Administrators taken to date?	Since their appointment, the Administrators have: ▪ stabilised operations; ▪ secured funding from customers to support continued trading; ▪ conducted investigations into the Companies' affairs; ▪ undertaken a sale and recapitalisation process; ▪ engaged with customers, employees, creditors and other stakeholders; ▪ managed regulatory, customer and employee matters; and

	▪ overseen the orderly wind-down of operations and customer transition arrangements, resulting in the ultimate closure of the business on 17 July 2026. Further details on the Administrators actions to date are provided in Section 5.3 and Appendix B.
What sale process has the Administrators undertaken?	The Administrators undertook an expedited sale campaign, which included publishing advertisements in print and online media, hosting a virtual data room and negotiating with interested parties. The campaign resulted in engaging with 130 potential interested parties. Of these parties, 22 executed confidentiality deeds and were granted access to the virtual data room, and six submitted non-binding indicative offers (**NBIO**). The Administrators received three final offers by 7 May 2026. However, following completion of Phase III due diligence, the Administrators did not receive a Final Binding Offer (**FBO**) with conditions capable of completion within a reasonable timeframe by the 29 May 2026 deadline. Further details regarding the sales process are set out in Section 6 of this Report.
What is a DOCA?	A DOCA is a binding arrangement between a company and its creditors about how the company's affairs will be dealt with. Entering a DOCA is one of the options available for creditors to vote on (if a DOCA is proposed) at the conclusion of a voluntary administration.
Has a DOCA been proposed and, if so, what does it involve?	At the date of this Report, no DOCA has been proposed. The Administrators do not expect any DOCA proposals to be received for creditors to consider at the Second Meeting of Creditors.
What investigations have been undertaken?	The Administrators conducted preliminary investigations in relation to VIQ Australia Group, the conduct of the Directors and other parties, and whether there are any amounts that could be recovered in a liquidation. Details of those investigations are set out in Section 11 of this Report, however, further investigations may be required if VIQ Australia Group is wound up, including a commercial assessment of the merits and likelihood of any recoveries from pursuing any claim.
What is the potential date of insolvency	The Administrators' preliminary investigations indicate that VIQ Australia Group became insolvent from 15 March 2026. A liquidator, if appointed, would undertake additional work to confirm more precisely the date that VIQ Australia Group became insolvent.
What claims have the Administrators identified that may be available to a liquidator?	Based on the Administrators' preliminary investigations, it appears unlikely that material recoveries will arise from insolvent trading or voidable transaction claims. The Administrators have, however, identified matters that may warrant further investigation by a liquidator, including potential claims relating to breaches of directors' duties and other possible causes of action. The existence, merits and value of any such claims remain subject to further investigation. A liquidator, if appointed, would conduct further investigations. Further details are included at Section 11.
Will major secured creditors be repaid?	The following major secured creditors have registered their security against all present and after-acquired property of VIQ Australia Group (**ALLPAP**) on the Personal Property Securities Register (**PPSR**): ▪ Beedie Investments Ltd (**Beedie**). The security has been registered under guarantor arrangements as part of VIQ Solutions Inc. credit facility agreements. Beedie has lodged a POD for $30.3 million as at Appointment Date.

	The final return to Beedie will depend on whether the: ▪ assets and liabilities are pooled; ▪ final true employer determination; ▪ quantum and treatment of the net trading position; ▪ value realised from secured assets; and ▪ costs incurred in the Administrations and any subsequent liquidations. The Administrators currently estimate the return to Beedie to be between nil and 2 cents in the dollar.
Will employees be paid their outstanding entitlements?	In a liquidation, most employees can claim a significant portion of their entitlements through the Fair Entitlements Guarantee scheme (**FEG**), a government-funded compensation scheme. FEG does not cover outstanding superannuation and FEG assistance is not available to non-Australian residents. Various caps apply and payments can take up to six months to be processed. The Administrators estimate the return to employees to be between 15 and 21 cents in the dollar on estimated priority claims of $4.0 million to $4.2 million. However, the extent of additional recoveries available to employees in respect of outstanding entitlement claims will depend on whether the: ▪ assets and liabilities are pooled; ▪ final true employer determination; ▪ quantum and treatment of the net trading position; and ▪ outcome of any recovery actions pursued by the Liquidators. During the Administration, the Administrators also paid approximately $315,000 in pre-appointment wages.
Will unsecured creditors be paid a dividend?	Based on VIQ Australia Group's books and records and PODs received at the date of this report, the Administrators estimate unsecured claims to be between $1.3 million and $1.5 million, excluding intercompany debts owed to the Parent. Based on the assets of VIQ Australia Group, but excluding any potential recoveries from insolvent trading, breaches of directors' duties, or voidable transactions, the Administrators estimate there will be no return to unsecured creditors in a liquidation scenario. Any dividend to unsecured creditors is subject to the outcome of recovery actions that may be available to the Liquidators (refer to Section 11), which remain uncertain.
Why is a single consolidated Estimated Outcome Statement presented when there are five entities over which the Administrators are appointed?	The Administrators have presented a single consolidated Estimated Outcome Statement because: ▪ VIQ Australia Group operated as a highly integrated business for the benefit of all entities; ▪ the Administrators intend to pursue pooling of the entities if appointed liquidators; ▪ presenting outcomes on a consolidated basis more accurately reflects the economic reality of the Group's operations; and ▪ this provides creditors with a more practical and equitable estimate of likely returns than presenting outcomes on an entity-by-entity basis.
What is "pooling" and why do the Administrators believe this is an appropriate action?	Pooling allows the assets and liabilities of related companies to be combined and administered as a single group, rather than on an entity-by-entity basis. The Administrators consider pooling appropriate because VIQ Australia Group operated

	as a highly integrated business with shared management, employees, systems, funding arrangements and intercompany transactions. In the Administrators' view, pooling is likely to provide a fairer and more equitable outcome for creditors, while reducing the cost and complexity of administering the estates separately.
What is a "true employer" determination?	A "true employer" determination considers whether the entity recorded as the employer reflects the practical reality of the employment relationship. While employees of VIQ Australia Group were employed by VIQ Australia Services Pty Ltd, many performed services for the operating entities responsible for generating revenue, including VIQ Solutions Pty Ltd. Given the integrated nature of the Group's operations, a liquidator may need to consider whether employee-related liabilities are attributable to entities other than, or in addition to, VIQ Australia Services Pty Ltd. If a pooling determination or pooling order is implemented, the practical significance of a true employer determination is substantially reduced, as employee claims and recoveries would be dealt with on a pooled basis rather than by reference to the specific entity ultimately determined to be the employer.
Where can I get more information?	Creditors who require further information should refer to the McGrathNicol website https://www.mcgrathnicol.com/creditors/viq-australia-group/ or email Daniel Shannon at VIQ@mcgrathnicol.com

2 Introduction

This section outlines the statutory details regarding the Administrators' appointment, the details of the First and Second Meetings of Creditors, and the purpose and content of this Report.

2.1 Appointment

The Administrators were appointed Joint and Several Administrators of VIQ Australia Group on 16 March 2026 by the Directors pursuant to section 436A of the *Corporations Act 2001 (Cth)* (**Act**).

In an administration, administrators are granted authority by the Act to take control of an insolvent company, or a company at risk of becoming insolvent. They replace the company's directors to manage its affairs and deal with its assets for the benefit of creditors.

The objective of a voluntary administration is to maximise the prospects of a company continuing in existence (in whole or in part) or, if that is not possible, to achieve a better return to creditors than would be achieved by the immediate liquidation of the company. During an administration, there is a moratorium (i.e. a freeze) over most pre-administration creditor claims.

Administrators are required to investigate the company's affairs and report to creditors with their opinion as to which outcome of the administration process is in the creditors' best interests. This report aims to inform and assist creditors before they vote at the second meeting of creditors.

2.2 First Meeting of Creditors

The Administrators must convene a first meeting of creditors within eight business days of being appointed pursuant to section 436E of the Act. The only business capable of being conducted by creditors at this meeting is to appoint alternative administrators (if relevant) and/or a COI.

The first meeting of creditors of VIQ Australia Group was held on 26 March 2026 (**First Meeting**). The minutes of the First Meeting were lodged with the Australian Securities and Investments Commission (**ASIC**) on 21 April 2026, and creditors may obtain a copy from ASIC, the McGrathNicol website or by contacting this office.

There were no nominations to appoint an alternative administrator to VIQ Australia Group at the First Meeting of Creditors.

Creditors also resolved at the First Meeting to appoint a Committee of Inspection (**COI**) to certain companies in the VIQ Australia Group. Details of the members of the COI are available in the minutes of the First Meeting.

2.3 Second Meeting of Creditors

The Administrators must convene a Second Meeting of Creditors (**Second Meeting**) within 20 business days (or 25 business days in certain circumstances) of being appointed pursuant to section 439A of the Act. This is referred to as the "convening period". The Second Meeting is to be held within 5 business days before or after the end of the convening period. Five business days' notice must be given to creditors ahead of the meeting being held.

For VIQ Australia Group, the second meeting of creditors was originally due to be held on or before 29 April 2026. On 22 April 2026 the Supreme Court of Victoria (**Court**) made an order extending the convening period to 22 July 2026. Further details regarding the extension of the convening period are set out in section 2.3.1.

The Second Meeting for VIQ Australia Group has been convened to be held virtually via Zoom on **Wednesday, 29 July 2026 at 12:00 PM (AEST).**

The official notice of meeting (Form 529A) is appended to the Circular to Creditors, together with this Report, Form 535 "Formal Proof of Debt" (**POD**) and Form 532 "Appointment of Proxy". An information sheet "General information for Attending and Voting at Meetings of Creditors" has also been provided.

Creditors who have already lodged a POD do not need to complete a new POD.

The proxy forms lodged by creditors for the First Meeting of Creditors cannot be used for the Second Meeting of Creditors. Accordingly, creditors who are unable to attend the meeting and wish to be represented should ensure that a proxy form, power of attorney or evidence of appointment of a company representative is completed.

Documents may be lodged with the Administrators' office by **2:00 PM (AEST) on Tuesday, 28 July 2026**. Minutes of the Second Meeting of Creditors will be lodged with ASIC within ten business days of the meeting.

The purpose of the Second Meeting is for creditors to:

- decide on the future of VIQ Australia Group, with the options available to creditors being whether the companies should:
  - be returned to the control of the Directors; or
  - enter into liquidation.
- consider and, if thought fit, approve the remuneration of the Administrators;
- if creditors resolve that the companies should enter liquidation:
  - consider and, if thought fit, approve the liquidators' future remuneration;
  - consider the appointment of a COI (for the purposes of a liquidation);
  - consider authorising the liquidators to compromise debts of VIQ Australia Group pursuant to section 477(2A) of the Act; and
  - consider authorising the liquidators to enter into agreements that may take longer than three months to complete under section 477(2B) of the Act.

2.3.1 Extension to convening period

Noting the size and complexity of the Administration, and the importance of the transcription and recording services provided by VIQ Australia Group to the administration of justice and the public interest, on 14 April 2026, the Administrators filed an application with the Court pursuant to sections 439A and 447A of the Act, for orders granting a three-month extension of the convening period for the second meeting of creditors. An extension of three months was subsequently granted, in order to provide further time for the Administrators to:

- continue to trade VIQ Australia Group while pursuing a sale process for all, or part, of the business;
- investigate the affairs of VIQ Australia Group and prepare this Report; and
- seek proposals for a DOCA.

On 22 April 2026, the Court granted the requested extension of the convening period to 22 July 2026 meaning that the second meeting of creditors of VIQ Australia Group must be held on or before 29 July 2026 (five business days thereafter).

2.3.2 Committee of Inspection

If creditors resolve that VIQ Australia Group be wound up, the Act provides that a COI may be formed. An information sheet about committees of inspection is available from the ARITA website (www.arita.com.au) and is included as an appendix to the Circular to Creditors.

If appointed, a COI would provide the liquidators with a sounding board in relation to creditors' views on any contentious issues and may approve certain matters (for example compromises of claims and the liquidators' remuneration).

As noted at section 2.2 the creditors of VIQ Australia Services and VIQ resolved to appoint a COI at the First Meeting.

At the Second Meeting, if VIQ Australia Group is placed in liquidation, creditors will be invited to consider whether a COI should be formed, and, if so, which creditors should be on the committee.

2.4 Purpose of this Report

Section 75-225 of the *Insolvency Practice Rules (Corporations) 2016* (**IPR**) requires an administrator to provide a report to creditors ahead of the second meeting of creditors in an administration, containing:

- details about the business, property, affairs and financial circumstances of the entities under administration;
- if a DOCA is proposed, details about the DOCA;

- details regarding the investigations undertaken by the administrator; and
- the administrator's opinion about each of the options available to creditors, and the course of action the administrator recommends is in creditors' best interests.

The purpose of this report is to therefore provide creditors with these details in preparation for the upcoming Second Meeting.

2.5 Limitations of this Report

This Report and the statements within are based on the Administrators' preliminary investigations of VIQ Australia Group's affairs. The investigations have been undertaken from available books and records, as well as information provided by VIQ Australia Group's officers including its management, employees, and from the Administrators' own enquiries.

The statements and opinions in this Report are given in good faith and, while the Administrators have no reason to doubt any information contained in this Report, the Administrators reserve the right to alter their conclusions if the underlying information proves to be inaccurate or materially changes after the date of this Report.

If the Administrators become aware of new information after issuing this Report that could help creditors decide how to vote at the Second Meeting, the Administrators may include this information in a further report or present it at the Second Meeting.

In considering the options available to creditors and formulating their recommendation to creditors, the Administrators have necessarily made forecasts of asset realisations and the total value of creditors. These forecasts and estimates may change as asset realisations progress and claims are received from creditors and are adjudicated. While the forecasts and estimates are the result of the Administrators' best assessment in the circumstances, creditors should note that the ultimate outcome for creditors may differ from the information provided in this Report.

The assessment of potential claims in this Report has been performed on a preliminary basis, based on information available to the Administrators at the time of completion of this Report. As a consequence, the Administrators reserve their rights to alter their assessment if further relevant information is provided after the date of this Report or as a consequence of further investigations.

3 Administrators' prior involvement

This section provides creditors with details regarding any involvement the Administrators had with VIQ Australia Group prior to our appointment as Administrators. The section also outlines any indemnities and/or upfront payments the Administrators received in connection with our appointment.

3.1 Declaration of Independence, Relevant Relationships and Indemnities

In accordance with section 436DA of the Act and the Australian Restructuring, Insolvency and Turnaround Association (**ARITA**) Code of Professional Practice, a Declaration of Independence, Relevant Relationships and Indemnities (**DIRRI**) was appended to the Administrators' first communication to creditors and tabled at the First Meeting. The DIRRI is available on the McGrathNicol website at https://www.mcgrathnicol.com/creditors/viq-australia-group/.

The DIRRI discloses information regarding the Administrators' independence, prior personal or professional relationships with VIQ Australia Group, or related parties and any indemnities received in relation to our appointment.

Pursuant to the Act and the ARITA Code of Professional Practice (**ARITA Code**), if circumstances change or new information is identified, the Administrators are required to update the DIRRI and provide it to creditors with their next communication, and table a copy of the replacement DIRRI at the next meeting of creditors. There have not been any additional circumstances that require an updated DIRRI. The Administrators remain of the view that our prior professional interactions as outlined in the DIRRI do not create or give rise to any conflict of interest.

4 Background and statutory information

This section provides creditors with details regarding the circumstances leading to the Administrators' Appointment to VIQ Australia Group, together with statutory details regarding the Companies, their Directors, shareholders and other statutory information.

4.1 Background

VIQ Australia Group comprises five companies incorporated in Australia. The ultimate parent company of the group is VIQ Solutions Inc. (**Parent**), a Canadian based global provider of digital recording, speech to text and transcription services.

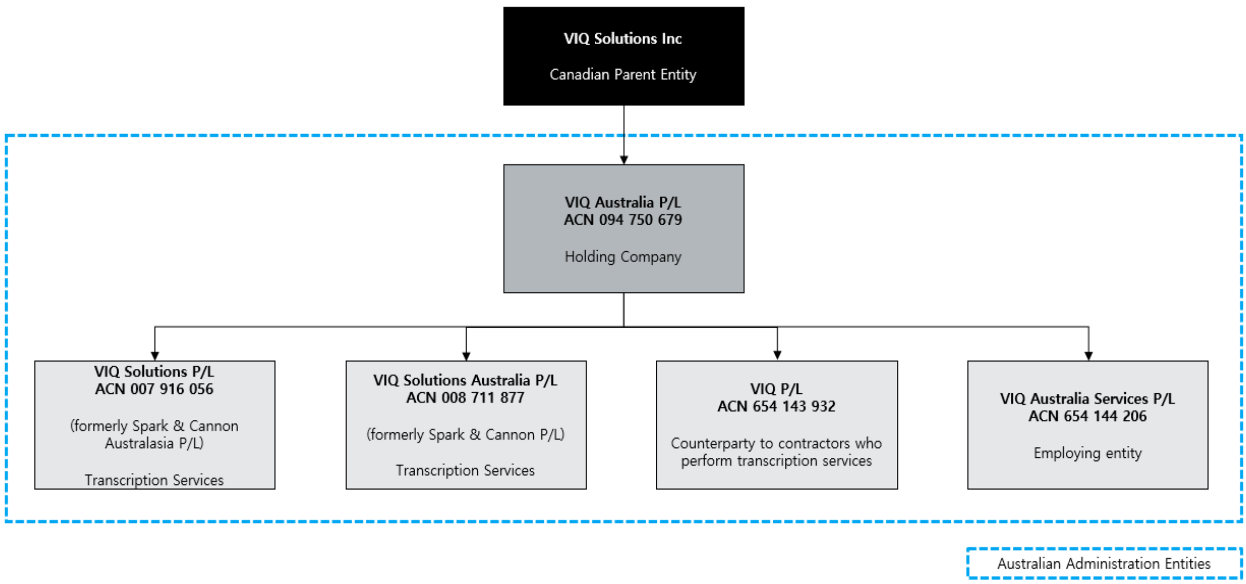
For more than 30 years, VIQ Australia Group, and its predecessor entities, have delivered transcription and records management services to courts, tribunals, specialist agencies and law enforcement agencies across Australia. VIQ Australia Group is the primary provider of transcription services to the Federal Court of Australia, the Federal Circuit and Family Court of Australia, and their end-users, with a large skilled workforce to perform these services.

At the appointment date VIQ Australia Group employed over 240 staff and 270 contractors with offices based in Victoria, New South Wales, Queensland and Western Australia.

4.2 Corporate structure

An overview of the corporate structure of VIQ Australia Group at the Appointment Date is set out below:

Figure 1: Corporate structure



Source: McGrathNicol

A summary of the functions of each of the five entities within VIQ Australia Group to which the Administrators were appointed is set out below.

Table 1: VIQ Australia Group entities and operations

Entity	Function	Key contracts / customers
VIQ Australia Pty Ltd (**VIQ Australia**)	▪ Holding company for VIQ Australia Group. ▪ VIQ Australia does not trade or employ personnel.	▪ VIQ Australia does not hold any material customer-facing trading contracts.
VIQ Solutions Pty Ltd (**VIQ Solutions**)	▪ Primary trading entity providing transcription and records management services, including services to courts, tribunals,	▪ At the Appointment Date, VIQ Solutions held contracts with the following key customers:

Entity	Function	Key contracts / customers
	specialist agencies, law enforcement and government clients, as well as real-time recording and transcription services.	– Queensland Department of Justice (**QDoJ**) – Western Australia Department of Justice (**WADoJ**) – Victora Police (**VICPol**) – Court Services Victoria (**CSV**) – Recording Services Branch (**RSB**) – Western Australia Police (**WAPol**) ▪ At the appointment date VIQ Solutions was the lessee under lease agreements in place for the following properties: – Suite 15.04, 323 Castlereagh Street, Sydney, NSW 2000; – Suite 303 233 Adelaide Terrace, Perth, WA 6000; and – Suite 1, Level 1, 355 Spencer Street, West Melbourne VIC 3003.
VIQ Solutions Australia Pty Ltd (**VIQ Solutions Australia**)	▪ Second trading entity within the group.	▪ VIQ Solutions Australia held contracts with the following key customers: – Federal Court of Australia (**FCA**) – Federal Circuit and Family Court of Australia (**FCFCOA**) ▪ At the appointment date VIQ Solutions Australia was the lessee under lease agreements for the following properties: – 102 Adelaide Street, Brisbane City, QLD 4000.
VIQ Pty Ltd (**VIQ**)	▪ Entity for independent contractors engaged to perform transcription services.	▪ Independent contractor agreements and related contractor engagement arrangements for approximately 270 contractors.
VIQ Australia Services Pty Ltd (**VIQ Australia Services**)	▪ Employing entity responsible for employing approximately 240 personnel.	▪ Employment contracts, payroll-related arrangements and other personnel engagement documentation.

Source: McGrathNicol

4.3 Trading activities and business operations

VIQ Australia Group operates an end-to-end transcription production workflow supported by a combination of proprietary and third-party technology platforms. These systems facilitate the intake, allocation, processing, quality assurance and delivery of transcription services.

The Group's transcription workflow is principally supported by NetScribe, a proprietary transcription management platform developed, operated, and licensed by VIQ Solutions Inc., which functions as the primary workflow system for the allocation, processing and management of transcription assignments. Cortex, an internally developed application hosted on the Salesforce platform, is also utilised in the production workflow for certain customers.

VIQ Australia Group operates within a hybrid information technology environment comprising Australian-hosted infrastructure, shared Microsoft 365 services and certain systems controlled and operated by VIQ Solutions Inc.

A summary of the stages of the end-to-end transcription workflow and IT systems used is set out below.

Table 2: Summary of production workflow

Stage	Process description	Key activities
Client Services (Intake)	▪ Initial engagement with the client to scope transcription requirements.	▪ Client enquiry via VIQ Australia Group platforms. ▪ Order creation (hearing date, segments, scope) as well confirmation of pricing and payment.
Recording & Monitoring	▪ Capture, monitoring and management of court, tribunal and other proceedings to create source audio records for transcription services. Recording activities are undertaken for the FCA, FCFCOA, QDOJ, WADoJ, and SAET customers while for others the Group receives audio files directly from the customer.	▪ Monitoring of courtrooms, tribunals and hearing environments during proceedings. ▪ Operation and oversight of recording equipment and audio capture systems. ▪ Real-time monitoring of audio quality and recording integrity. ▪ Management of recording incidents, equipment faults and technical troubleshooting. ▪ Secure transfer and storage of audio recordings for subsequent transcription processing. ▪ Receipt and validation of customer-supplied audio files where recording services are not provided by VIQ Australia Group.
Annotations (Pre-production)	▪ Preparation of audio files for transcription.	▪ Audio verification and validation ▪ Creation of logs and metadata
Workflow Allocation	▪ Distribution of work to transcription resources.	▪ Allocation of audio segments to typists. ▪ Synchronisation of files into workflow system.
Typing (Production)	▪ Completion of transcription services.	▪ Typing and transcription of audio files. ▪ Production of draft transcripts.
Review and Merging (Quality Control)	▪ Quality assurance and preparation for delivery.	▪ Review of transcripts. ▪ Merging and formatting outputs. ▪ Finalisation of transcript.
Delivery	▪ Final delivery of completed transcript.	▪ Preparation of final output. ▪ Delivery of transcript to client in accordance with requirements.

Source: McGrathNicol

4.4 Statutory details

Appendix A contains the statutory details (incorporation details, description of each Company's activities, directors and officers, shareholders and security registrations) for each Company within VIQ Australia Group as at the Appointment Date (unless otherwise stated).

4.5 Timeline of key events

Below is a timeline of key events leading to the appointment of the Administrators.

Table 3: Timeline of key events

Date	Event(s)
December 2021	▪ VIQ Solutions Inc. acquired Auscript Australasia Pty Ltd (**Auscript**), a long-standing Australian provider of court recording and transcription services.

Date	Event(s)
2023 to 2024	▪ VIQ Australia Group faced ongoing profitability challenges arising from a combination of legacy customer contracts, increasing costs and a highly labour-intensive operating model. – Price increases and operational improvement initiatives were insufficient to offset cost pressures and satisfy contractual service obligations. – Productivity and workforce management challenges continued, culminating in customer abatements and financial penalties totalling $0.7 million in FY24 and $2.5 million in FY25. ▪ These factors contributed to recurring net losses of $4.3 million in FY23 and $4.7 million in FY24 and were a key driver of the restructuring initiatives implemented from August 2025.
October - December 2024	▪ A headcount reduction was implemented, with approximately 27 employees being terminated. ▪ The manner in which the terminations were implemented contributed to a deterioration in the relationship between the Parent and the workforce.
July 2025	▪ The Parent sought to engage with the union and workforce representatives to address productivity challenges. However, little progress was made prior to the end of August 2025.
August 2025	▪ Restructuring plan approved by the Parent to improve operations and profitability.
From August 2025	▪ Restructure of VIQ Australia Group operations commenced. – Several Australian management positions, including the Head of Finance, Head of Operations, Head of Human Resources, Head of Information Technology and Head of Client Experience, as well as other management positions, were eliminated or consolidated as part of this restructuring process. ▪ The Australian operations became increasingly reliant on Parent management and support functions.
December 2025	▪ The FY24 audit, finalised in December 2025, disclosed a material uncertainty regarding going concern due to recurring losses, negative equity and reliance on Parent support. ▪ Elected not to tender for the NSW Police contract renewal, representing approximately $1.2 million in annual revenue. ▪ FY25 impairment testing resulted in write-off of P&E and intangible assets.
February 2026	▪ Identified a data security incident involving unauthorised offshore access to Australian transcription files (**Data Incident**). – The Data Incident adversely impacted customer confidence relationships and operations. – Court Services Victoria (**CSV**) and the NSW Reporting Services Branch (**RSB**) ceased transcript orders, representing approximately $3.6 million in annual revenue. ▪ The Data Incident is covered in further detail in section 10.4 of this Report.
March 2026	▪ Management changes and the Data Incident contributed to operational disruption, order delays and increased customer complaints.
6 March 2026	▪ Mr Keith Crawford of McGrathNicol was contacted by Beedie Capital, in respect of a potential administration of VIQ Australia Group, a subsidiary of VIQ Solutions Inc.
16 March 2026	▪ The Administrators' appointment commenced at 12:00 PM AEST and the Administrators assumed control of VIQ Australia Group.

Source: McGrathNicol

4.6 Security interests

A search of the Personal Property Securities Register (**PPSR**) on the Appointment Date revealed 13 registered security interests against VIQ Australia Group, as detailed in Appendix A.5A and summarised in the Table 4 below.

Table 4: Summary of security interests

Security interests	
Collateral class	**No. of registrations**
AllPAAP	3
Other	10
Total	**13**

Source: Personal Property Securities Register

4.6.1 AllPAAP

Beedie holds first-ranking All Present and After Acquired Property (**AllPAAP**) security interests over the assets of VIQ Australia Pty Ltd, VIQ Solutions Australia Pty Ltd and VIQ Solutions Pty Ltd (collectively, the **Grantors**). The security interests secure a loan facility provided by Beedie with an outstanding balance of approximately $30.3 million as at the Appointment Date. The balance has been converted to Australian dollars using the spot exchange rate applicable on 16 March 2026.

The Grantors were not borrowers under the relevant credit facility. Rather, the security interests arose pursuant to a General Security Deed granted by the Grantors in favour of Beedie to secure obligations owed under the broader facility arrangements. Beedie's loan facility supports VIQ Global's business and operations.

The final recovery to Beedie will depend on whether the:

- assets and liabilities are pooled;
- final true employer determination;
- quantum and treatment of the net trading position;
- value realised from secured assets; and
- costs incurred in the Administrations and any subsequent liquidations.

The Administrators currently estimate the return to Beedie to be between nil and 2 cents in the dollar.

4.6.2 Other

Other PPSR registrations against VIQ Australia Group comprise:

- operating leases relating to office equipment;
- Retention of Title (**ROT**) claims from trade creditors; and
- other registrations relevant to the VIQ Australia Group transcription services.

Enclosed at Appendix A.5 is a summary of all PPS registrations against VIQ Australia Group.

All registered security interest parties were contacted for information concerning their registration shortly after the Appointment Date. The Administrators sought clarification on all registered interests, validating and/or challenging the registration, where necessary.

The Administrators' investigations in relation to the balance of the registered security interests are ongoing.

5 Administrators' actions to date

This section provides details of the activities undertaken by the Administrators throughout the course of the administration, including information with respect to the realisation and trading strategy being pursued by the Administrators.

5.1 Administration strategy

5.1.1 Assessment of Administration options

The primary object of a voluntary administration under the Act is to:

- maximise the chance of the company, or as much as possible of its business, continuing in existence; or
- obtaining a better return to the company's creditors and members than would result from an immediate winding up.

In the immediate period following the Administrators' appointment, the Administrators conducted an urgent assessment of VIQ Australia Group's affairs, financial position and potential Administration strategies with regard to:

- administrator duties and obligations pursuant to the Act;
- the near-term expiration of certain key customer contracts;
- funding options available to continue operations and run a post-appointment sale campaign; and
- the forecast financial performance and position of VIQ Australia Group.

5.2 Administrators' strategy

Based on their assessment, the Administrators determined that continuing to trade the business and retaining the vast majority of employees was the strategy most likely to preserve business value and maximise potential returns to creditors via an expedited sale and/or recapitalisation process. The trade on was facilitated by funding support from various customers.

The alternative of an immediate cessation of trading was likely to result in significant job losses, substantial disruption to transcription and related services provided to several federal and state courts and tribunals, and a substantial reduction in the value of assets and recoveries available to creditors (including debtor balances).

The sale and recapitalisation process did not result in a binding offer capable of completion within a reasonable timeframe. Further details of the process and its outcome are provided in Section 6 of this Report. Accordingly, on 3 June 2026, the Administrators announced an orderly wind-down of VIQ Australia Group.

The wind-down process focused on completing outstanding work, facilitating customer transitions and transferring customer data where required. Additional funding support provided by key customers enabled the Administrators to implement an orderly wind-down while preserving value for creditors and minimising disruption to customers. Further details of the wind-down and its outcome are provided in Section 5.3.7 of this Report

VIQ Australia Group ceased providing transcription services to all customers on 17 July 2026. Whilst the wind-down of operations was substantially completed prior to the Second Meeting of Creditors, residual transition and closure activities are expected to continue beyond that date.

5.3 Key actions taken

The following sections summarise the principal actions undertaken by the Administrators in implementing their strategy and managing the Administration.

5.3.1 Immediate stabilisation of the business

Due to the critical nature of VIQ Australia Group's services to the Australian courts, judicial and law enforcement organisations, the Administrators' immediate priority was to gain control of and stabilise the local operations. This involved:

- securing a payment of $250,000 from the Parent into McGrathNicol's trust account prior to the appointment, as well as an additional $160,000 of cash in VIQ Australia Group on appointment to fund the continuing operations of VIQ Australia Group while an urgent sale process was conducted;
- close collaboration with VIQ Solutions Inc to ensure that systems, processes and workflows could continue largely uninterrupted;
- accelerating debtor receipts from major customers to provide immediate liquidity to the Administration (in addition to the $250,000 made available to the Administrators pre-appointment); and
- paying employees $315,000 and contractors $305,000 in pre-appointment wages and earnings on time in the days following the Appointment.

5.3.2 Funding

At the date of appointment, the Administration was under-funded. Following an initial assessment of the Companies' financial position and funding requirements, the Administrators determined that additional funding would be required to support the continued trading of the business and to facilitate a sale and/or recapitalisation process.

The Administrators engaged with key contracted customers at various times during the Administration to seek funding support for our strategy.

The Administrators secured approximately $3.8 million of funding support from major contracted customers through temporary pricing adjustments ($1.4 million), abatement and financial penalty relief ($1.1 million), and retainer arrangements ($1.3 million). Further funding will be provided for certain transition out customer requirements in due course.

This support enabled VIQ Australia Group to continue trading while the Administrators pursued restructuring and sale opportunities, and then subsequently facilitated an orderly wind-down of operations. This funding support was ultimately sufficient to fund the continuity of service provided to the customers and the costs of the Administration.

5.3.3 IT System access and co-operation with VIQ Solutions Inc.

Throughout the Administration, VIQ Solutions Inc. continued to provide access to key systems and technology platforms utilised by VIQ Australia Group and assisted the Administrators with the sale process, information requests, and operational matters. This support was important in facilitating the continued trading of the business during the sale process and subsequent wind-down period.

Due to the integration of VIQ Australia Group's operations and systems with those of the Parent, the Administrators required ongoing access to certain key systems following their appointment. Continued access to the NetScribe platform was necessary to enable the business to continue delivering transcription services to key customers, thereby generating revenue to fund operations. VIQ Solutions Inc. agreed to provide access to these systems on a cost-recovery basis throughout the Administration.

5.3.4 Operations and workforce stabilisation

The absence of senior Australian-based management personnel, required the Administrators and their staff to become more closely involved in the day-to-day management of the business than would ordinarily be necessary.

The Administrators also identified a need to stabilise employee and independent contractor engagement. Given the workforce was critical to maintaining service delivery and addressing the backlog of transcription work existing at appointment, the Administrators devoted significant time and resources to local workforce communication, stakeholder engagement and operational support.

In addition, the Administrators engaged extensively with employees and union stakeholders to support constructive engagement throughout the Administration and to facilitate the continued operation of the business while sale and recapitalisation opportunities were pursued.

5.3.5 Pre-appointment Data Incident

The pre-appointment Data Incident, discussed further in Section 10.4, had a significant impact on VIQ Australia Group. Among other consequences, the incident contributed to reduced workflow volumes from certain customers, the loss of tender opportunities, increased regulatory and public scrutiny, and a substantial volume of ongoing information requests and assurance activities from major customers.

Since the Appointment, the Administrators have:

- taken control of VIQ Australia Group's operations and local technology environment;
- undertaken a review of data handling and access controls within systems under their control; and
- taken steps to ensure that personal information is handled in accordance with applicable obligations and laws.

The Administrators implemented several measures to provide oversight of the Companies' data security and privacy compliance framework, including:

- instructed McGrathNicol's Cyber and Technology specialists to review key systems and access controls;
- reviewed user access permissions and authorisation processes across critical platforms;
- validated controls governing access to Australian customer data and transcription work; and
- monitored compliance with applicable privacy, data handling and information security obligations.

We note that our review concluded the data security measures in place at VIQ Australia Group are in accordance with the ISO 27001 and SOC2 certifications held by the Parent and enforced across its global operations.

5.3.6 Sale/recapitalisation process

Details of the sale and recapitalisation process undertaken by the Administrators, and its outcome, are set out in Section 6 of this Report.

5.3.7 Orderly wind-down and customer transition

From 3 June 2026 to 17 July 2026, the Administrators implemented an orderly wind-down of VIQ Australia Group's operations. Key actions undertaken included:

- retaining support for ongoing operational and system assistance from VIQ Solutions Inc;
- securing additional funding support from key customers as required;
- overseeing customer transition and service continuity arrangements with key stakeholders;
- managing the controlled cessation of trading activities;
- preserving value through the completion of work in progress and collection of associated revenue;
- coordinating customer data transition and contractual handover requirements; and
- supporting workforce transition and stakeholder engagement initiatives.

While the substantive wind-down of operations is expected to be completed prior to the Second Meeting of Creditors, residual transition and closure activities are expected to continue thereafter, including:

- billing and debtor collection activities;
- overseeing customer data transfer and transition requirements; and
- coordinating the completion of finance, accounting, payroll, IT and other operational close-out activities.

5.3.8 Customer data transfer

The FCA and FCFCOA required recording data held by VIQ Australia Group to be transferred into their control. This involved establishing a live data link and transferring a significant volume of data. The associated costs were incurred on a cost-recovery basis.

5.3.9 Fair Work Commission (**FWC**)

Several former employees whose employment was terminated as part of the pre-appointment restructure, and certain contractors whose access to work was deactivated as part of the Parent's response to the Data Incident, commenced proceedings in the FWC.

As these proceedings are not subject to the statutory moratorium that applies during a voluntary administration, the Administrators were required to respond to and manage the claims throughout the Administration.

As at the date of this Report, all but one of the proceedings have been resolved. The remaining matter has been adjourned pending the outcome of the Second Meeting of Creditors.

5.3.10 Additional detail

Please refer to Appendix B for details regarding the specific tasks undertaken by the Administrators and our team in relation to trade-on management, asset realisation strategy, employees and creditors as well as statutory obligations, administrative and other tasks.

6 Sale of business

This section of the Report provides an outline of the sale of business undertaken by the Administrators and summarises the current position.

6.1 Overview

Having regard to the Companies' funding requirements and the limited remaining term of certain key customer contracts, the Administrators conducted an expedited sale and recapitalisation process. The timeline of the process is summarised in Section 6.2 of this Report.

To maximise market participation, the Administrators adopted a broad marketing approach, engaging with approximately 130 potential interested parties. Additional parties were introduced by VIQ Solutions Inc. and Beedie Capital. Of these parties, 22 executed confidentiality deeds and were granted access to the virtual data room, six submitted non-binding indicative offers by 23 April 2026 (each a **NBIO**, collectively the **NBIO Parties**), and five progressed to Phase II of the process.

Phase II involved further due diligence and the submission of revised or confirmed proposals. Following assessment of those proposals, on 11 May 2026 one party was selected as the prioritised bidder (**Prioritised Bidder**) and progressed to Phase III of due diligence, stakeholder engagement and transaction negotiations.

While bidder engagement remained strong throughout the process, the sale and recapitalisation campaign did not ultimately result in a binding offer capable of completion within a timeframe acceptable to the Administrators or on conditions capable of acceptance. Having regard to the Companies' funding position, the conditionality of the final bids and the absence of sufficient certainty that a transaction would complete, the Administrators did not consider it appropriate to incur further costs associated with continuing the sale process.

6.2 Sale timetable

A summary of the key milestones as part of the sale timetable is set out below:

Table 5: Sale timetable

Milestone	Date
Expressions of Interest Close	Thursday 2 April 2026 (5:00pm AEDT)
Phase I commences	Tuesday 7 April 2026
Submission of non-binding indicative offers (**NBIOs**)	Thursday 23 April 2026 (5:00pm AEST) (or earlier as noted below)
Phase II commences	Monday 27 April 2026
Submission of updated/confirmed non-binding indicative offers (**NBIOs**)	Thursday 7 May 2026 (5:00pm AEST)
Phase III commences	Monday 11 May 2026
Final binding offer (**FBO**) deadline	Friday 29 May 2026 (5:00pm AEST)
Commencement of the orderly wind down	Wednesday 3 June 2026

Source: McGrathNicol

6.3 Commencement of sale campaign

Following our appointment, the Administrators:

- developed and implemented a public marketing campaign and strategy for the sale and/or recapitalisation of VIQ Australia Group;
- advertised the sale opportunity in the *Australian Financial Review*;
- prepared a sale process letter with an indicative timetable and offer considerations for interested parties;
- prepared due diligence materials for inclusion in a data room to be accessed by interested parties; and

- engaged with approximately 130 potentially interested parties identified by the Administrators, the Parent, and Beedie Capital as having interest in the legal transcription industry.

6.4 Expressions of interest

To obtain expressions of interest, the Administrators:

- contacted and liaised with potential interested parties in consultation with the Parent;
- followed up EOIs and maintained an EOI register;
- prepared and issued confidentiality deeds to 24 interested parties;
- prepared initial briefing pack for 22 interested parties who executed confidentiality deeds; and
- responded to queries and facilitated due diligence requirements from interested parties.

6.5 Diligence phases

Given the commercially sensitive nature of the information involved, the participation of several industry competitors in the sale process, and the importance of maintaining customer confidence and business continuity, the Administrators adopted a phased approach to due diligence and information disclosure. As interested parties progressed through the process and demonstrated a higher level of commitment, they were provided access to increasingly detailed operational, commercial and financial information.

Table 6: Diligence phases

Phase	Purpose
Phase I	Preliminary due diligence based on anonymised commercial, financial and operational information.
Phase II	Detailed due diligence for shortlisted bidders, including additional operational and financial information.
Phase III	Confirmatory due diligence for the prioritised bidder, including customer engagement and management discussions

Source: McGrathNicol

The sale process involved significant engagement between the Administrators, their staff and interested parties. In addition to managing the phased due diligence process, the Administrators responded to more than 130 bidder queries and information requests, facilitated numerous management and diligence discussions, coordinated stakeholder engagement activities and supported confirmatory due diligence processes. These activities were undertaken to assist interested parties in assessing the opportunity, to maximise the prospects of achieving a sale or recapitalisation outcome and preserving the business for the benefit of employees and customers.

6.6 Offers received

6.6.1 Non-binding indicative offers (**NBIOs**)

Following the completion of Phases I and II of the due diligence process, the Administrators received six non-binding indicative offers (NBIOs) from a range of domestic and international parties, including both strategic and financial purchasers. The Administrators received three final offers.

Most NBIOs contemplated a sale of the business and assets of VIQ Australia Group, with several bidders indicating an intention to retain a substantial proportion of the workforce and continue servicing existing customers.

The Administrators assessed each proposal having regard to, among other matters, transaction structure, funding capacity, execution risk, stakeholder outcomes, workforce continuity and the likelihood of completion. Following this assessment, the Administrators determined that one proposal warranted progression to the final phase of the process.

In reaching this conclusion, the Administrators had regard to the bidder's demonstrated funding capacity, Australian operating presence, proposed approach to workforce transition and service continuity, and the level of consideration offered relative to the additional time and costs associated with progressing the transaction.

The Administrators ultimately concluded that only one proposal demonstrated a sufficient level of transaction certainty to justify progressing to the final stage of the process and incurring the additional costs associated with continued diligence and transaction execution.

6.6.2 Final binding offer (**FBOs**)

Following completion of Phase III due diligence, the provision of additional information and responses to bidder enquiries, and a series of meetings with the Prioritised Bidder, the Administrators did not receive a FBOF by the 29 May 2026 deadline.

6.7 Assessment and outcome

Notwithstanding this level of engagement, the sale and recapitalisation process did not result in a binding offer that provided sufficient certainty of completion to justify the further expenditure of stakeholder funding and transaction costs required to continue the process.

7 Recent financial information

This section sets out historical financial information for VIQ Australia Group and provides comments about the key drivers of the reported results.

7.1 Background

As at the Appointment Date, VIQ Australia Group had prepared unaudited financial statements to 31 December 2025 on a consolidated basis.

The financial information has been presented on a consolidated basis to reflect the integrated manner in which VIQ Australia Group operated. Given the significant intercompany transactions, shared resources and common management structure, entity-level financial information would not, in the Administrators' view, provide creditors with a meaningful understanding of VIQ Australia Group's financial performance or financial position and may create confusion.

The information contained in this section of the Report is based on the financial information of VIQ Australia Group provided to the Administrators. The Administrators have not carried out an audit or verified the financial information presented in this section the Report.

7.2 Financial performance

A summary of VIQ Australia Group's statement of financial performance is set out below:

Table 7: Statement of financial performance

Consolidated statement of financial performance			
$'000	**FY24**	**FY25**	**FY26 YTD**
Transcription services	33,334	31,373	3,794
Software sales	499	275	17
Other income	1,363	1,334	135
Total revenue	**35,196**	**32,981**	**3,945**
Cost of sales	(24,073)	(21,727)	(2,766)
Gross profit	**11,159**	**11,254**	**1,179**
Gross profit margin	*32%*	*33%*	*30%*
Expenses			
Employees and contractors	(7,340)	(6,368)	(808)
Subscription and software licence expense	(1,449)	(1,233)	(240)
Occupancy, distribution, administration and selling expenses	(816)	(782)	(146)
Professional Service fees	(206)	(147)	(130)
Intercompany expense	(1,712)	(3,916)	(56)
Corporate allocation	(1,082)	(1,503)	-
Total expenses	**(12,605)**	**(13,949)**	**(1,267)**
EBITDA	**(1,446)**	**(3,144)**	**(88)**
Depreciation and amortisation expense	(1,459)	(1,561)	(14)
Finance costs	(166)	(202)	(25)
Foreign exchange gains / (losses)	(1,646)	1,367	1,262
Asset impairments / profit (loss) on disposal	-	(11,702)	-
Income tax benefit	31	-	-
Net profit/(Loss)	**(4,685)**	**(15,242)**	**1,136**

Source: Management accounts

Key points:

- VIQ Australia Group generated revenue of $35.2 million in FY24 and $33.0 million in FY25. While revenue declined over the period, gross profit remained relatively stable at approximately $11.2 million, with gross profit margins improving slightly from 32% in FY24 to 33% in FY25.
- Transcription revenue is reported net of contractual abatements and financial penalties, the structure of which varies by customer contract. Abatements and financial penalties reduced reported revenue by approximately $0.7 million in FY24 and $2.5 million in FY25, reflecting increased service delivery challenges during FY25 and contributing to the decline in operating performance.
- The FY26 YTD reported net profit of approximately $1.1 million and gross margin of 30% excludes intercompany charges and cost of sales adjustments typically processed by the Parent at the end of each financial quarter. As a result, the FY26 YTD result is unlikely to be representative of VIQ Australia Group's underlying profitability on a comparable basis.
- VIQ Australia Group’s reported financial performance was materially impacted by significant increases in intercompany expenses and allocations across FY24 and FY25. Significant intercompany expenses, primarily related to NetScribe licence fees, and corporate allocations, for IT and finance systems, data storage, and hosting charges, were recorded throughout FY24 and FY25, demonstrating that the Australian operations were closely integrated with and financially and operationally dependent on the Parent.
- Foreign exchange movements primarily reflected realised gains and losses arising on the settlement of foreign currency denominated transactions, together with periodic unrealised currency revaluation adjustments recorded at reporting dates. VIQ Australia Group recognised a foreign exchange loss of $1.6 million in FY24, followed by gains of $1.4 million in FY25 and $1.3 million in FY26 YTD. While these movements contributed to volatility in reported net profit/(loss), they primarily related to foreign currency transactions and revaluation adjustments and were not a primary driver of VIQ Australia Group's underlying operating performance.
- FY25 financial performance was materially impacted by impairment and asset write-down charges of approximately $11.7 million. These non-cash accounting adjustments related to the reassessment of the recoverable value of VIQ Australia Group assets (primarily P&E, goodwill, and other intangible assets) and contributed significantly to the deterioration in VIQ Australia Group's reported net asset position and FY25 loss.
- Overall, the available financial records indicate that while VIQ Australia Group’s core operations generated positive gross profit margins, the business was not profitable as a standalone operation. VIQ Australia Group incurred recurring operating losses, remained dependant on intercompany arrangements and funding and operational support, and lacked financial resilience to operate independently following the withdrawal of support from the Parent.

7.3 Financial position

A summary of VIQ Australia Group's balance sheet is set out below:

Table 8: Statement of financial position

Consolidated statement of financial position			
$'000	**31-Dec-24**	**31-Dec-25**	**28-Feb-26**
Cash and cash equivalents	973	1,473	1,192
Trade and other receivables	1,227	1,410	1,032
Work in progress	1,096	1,189	1,431
Other assets	855	654	541
Current assets	**4,122**	**4,726**	**4,195**
Fixed assets	1,177	-	-
Right-of-use-assets	185	-	71
Intangible assets	9,746	-	-
Intercompany loan	358	369	378
Investments	1,665	1,665	1,665
Non-current assets	**13,132**	**2,034**	**2,114**
Total assets	**17,253**	**6,761**	**6,309**
Trade and other payables	(602)	(436)	(330)
Short term lease liabilities	(244)	(577)	(625)
Current tax liability	(580)	(300)	(196)
Deferred revenue	(280)	(172)	(119)
Other liabilities	(1,387)	(1,488)	(1,458)
Current liabilities	**(3,093)**	**(2,972)**	**(2,728)**
Intercompany loan payable	(22,724)	(26,940)	(25,906)
Employee entitlements	(2,143)	(1,686)	(1,440)
Other loans	(248)	(248)	(248)
Lease liabilities	-	(1,112)	(1,050)
Non-current liabilities	**(25,116)**	**(29,986)**	**(28,643)**
Total liabilities	**(28,209)**	**(32,959)**	**(31,372)**
Net asset surplus / (deficit)	**(10,956)**	**(26,198)**	**(25,062)**
Equity			
Equity	768	768	768
Retained earnings	(11,724)	(26,966)	(26,966)
Net Income	-	-	1,136
Total equity	**(10,956)**	**(26,198)**	**(25,062)**

Source: Management accounts

Key points:

- VIQ Australia Group's statement of financial position was significantly influenced by intercompany funding and trading arrangements with the Parent. As at 28 February 2026, the management accounts disclosed gross intercompany receivable and payable balances of $312.7 million and $338.7 million, respectively. For the purposes of the statement of financial position above, these balances have been netted off to avoid overstating the assets and liabilities of VIQ Australia Group and to provide a more meaningful representation of VIQ Australia Group's financial position.
- After netting intercompany balances, VIQ Australia Group remained in a substantial net payable position to related entities throughout the review period, increasing from approximately $22.7 million at 31 December 2024 to $26.9 million at 31 December 2025 and reducing moderately to $25.5 million as at 28 February 2026. The growth in the net intercompany liability position reflects the extent to which the Australian operations relied on ongoing financial and operational support from VIQ Solutions Inc.
- During 2025, VIQ Australia Group recognised $11.7 million of impairment charges and reduced the carrying value of intangible assets, fixed assets and right-of-use assets. These impairments contributed materially to the increase in VIQ Australia Group's net asset deficiency.
- VIQ Australia Group non-current assets included investments in legacy entities with a carrying value of approximately $1.7 million. These balances arose from historical acquisition accounting entries recorded in connection with an acquisition in 2020. While this investment contributed to the VIQ Australia Group's reported net asset position, it is inherently illiquid in nature. As the underlying subsidiary was consolidated into VIQ Australia Group, the Administrators do not consider the investment is likely to give rise to recoveries for creditors.
- Despite reporting total gross assets of approximately $319.0 million at 28 February 2026, prior to netting off intercompany receivables and payables balances, cash balances were approximately $1.2 million and trade receivables and WIP were approximately $2.4 million. This highlights the limited pool of assets available to support creditor recoveries compared to the headline asset position presented in the management accounts.
- VIQ Australia Group remained in a net liability position throughout 2024, 2025 and 2026. The financial position recorded a net asset deficiency of $11.0 million at 31 December 2024, increasing to $26.2 million at 31 December 2025 and reducing to $25.1 million at 28 February 2026. The persistence of this deficiency, together with recurring operating losses and material reliance on related-party balances, supports the conclusion that VIQ Australia Group lacked financial resilience and was dependent on continued support from the Parent.

8 Report on Company Activities and Property

This section sets out the information provided by the Directors about their view of the financial position of VIQ Australia Group as at the Appointment Date, and the Administrators' comments about the reasonableness of that information.

8.1 Background

The Directors were requested to provide a Report on Company Activities and Property (**ROCAP**) on 17 March 2026, pursuant to section 438B(2) of the Act. A ROCAP is a report summarising the directors' understanding of the financial position of a company as at the appointment date, as well as their view on the reasons for the company's financial failure. The Directors provided one ROCAP for the entire VIQ Australia Group. This is consistent with its operation pre-Appointment as a highly integrated group.

Set out below is a summary of VIQ Australia Group's asset and liability position based on:

- the Directors' ROCAPs submitted on 20 March 2026; and
- information provided by VIQ Australia Group's Directors and searches undertaken by the Administrators.

The Administrators' opinion as to the gross estimated realisable values (**ERV**) of the assets and liabilities is contained in Section 9.

8.2 ROCAP

Table 9: Directors' and Administrators' estimate of VIQ Australia Group's assets and liabilities as at the Appointment Date

ROCAP	
$'000	**ROCAP**
Assets	
Cash at bank	293
Debtors	1,594
Plant & equipment	787
Intercompany loans receivable	-
Total assets	**2,673**
Liabilities	
Secured creditors	-
Priority (employee) creditors	(1,850)
Trade creditors	(342)
Intercompany loans payable	-
Total liabilities	**2,192**
Net assets position	**481**

Source: Directors ROCAP dated 20 March 2026

While the ROCAP presents a positive surplus, it excluded the $30.3 million owed to the secured creditor, Beedie Capital. The Administrators' comments regarding the assets and liabilities are set out below in Section 9.

9 Administrators' estimated realisable value of assets and liabilities

This section of the report provides the Administrators' estimate of the assets and liabilities of VIQ Australia Group at the Appointment Date.

9.1 Administrators' summary of estimated realisable value of assets and liabilities

Set out below is the Administrators' summary of the ERV of VIQ Australia Group's assets and liabilities:

Table 10: Summary of Administrators' ERV of VIQ Australia Group's assets and liabilities

Administrators' estimate as at the Appointment Date				
			Administrators' ERV	
$'000	Reference	Book value	Low	High
Assets				
Cash at bank	A	410	410	410
Restricted cash	B	406	Nil	203
Debtors	C	2,536	2,097	2,133
WIP (estimated)	D	831	821	831
Plant & equipment	E	-	Nil	Nil
Intercompany loans receivable	F	313,125	Nil	Nil
Total assets		**317,308**	**3,328**	**3,577**
Liabilities				
Secured creditors	G	(30,271)	(30,271)	(30,271)
Priority (employee) creditors	H	(1,440)	(4,235)	(4,043)
Trade creditors	I	(1,027)	(1,541)	(1,284)
Intercompany loans payable	F	(338,653)	Nil	Nil
Total liabilities		**(371,391)**	**(36,047)**	**(35,498)**
Net asset position		**(54,083)**	**(32,719)**	**(32,021)**

Source: VIQ Australia Group books and records, McGrathNicol analysis

9.2 Administrators' comments on realisable value of assets and liabilities

Set out below are the Administrators' comments in relation to the estimated realisable value (**ERV**) of VIQ Australia Group's assets and liabilities:

Table 11: Comments on Administrators' ERV of VIQ Australia Group's assets and liabilities

<table>
<tr><th>Account ($'m)</th><th>ERV (low)</th><th>ERV (high)</th><th>Administrators' comments</th></tr>
<tr><td>A. Cash at bank</td><td>410</td><td>410</td><td>

- Total cash at bank on the Appointment Date was approximately $160,000 held across multiple Westpac bank accounts. A summary of the cash balances held are provided below.
- Shortly prior to Appointment, $250,000 was transferred into McGrathNicol's trust account to ensure sufficient funds were available to meet payroll obligations due shortly after Appointment. The funds were subsequently transferred to the post-appointment trading accounts following Appointment.

Table 12: cash held on appointment
<table>
<tr><th>Account name</th><th>Account number</th><th>Balance ($)</th></tr>
<tr><td>VIQ Solutions</td><td>XXX-007</td><td>51,025</td></tr>
<tr><td>VIQ Solutions</td><td>XXX-883</td><td>28,182</td></tr>
<tr><td>VIQ Solutions Australia</td><td>XXX-709</td><td>68,486</td></tr>
<tr><td>VIQ</td><td>XXX-696</td><td>5,536</td></tr>
<tr><td>VIQ Australia Services</td><td>XXX-776</td><td>6,925</td></tr>
<tr><td>Subtotal – WBC accounts</td><td></td><td>160,154</td></tr>
<tr><td>McGrathNicol trust account</td><td></td><td>250,000</td></tr>
<tr><td>Total</td><td></td><td>410,154</td></tr>
</table>
Source: VIQ Australia Group bank statements and McGrathNicol records
</td></tr>
<tr><td>B. Restricted cash</td><td>Nil</td><td>203</td><td>

- At the Appointment Date, VIQ Australia Group held $406,000 in security deposits or restricted accounts as coverage for bank guarantees provided to lessors in respect of properties leased by VIQ Australia Group.
- In the low scenario, we have assumed that funds held on deposit or in restricted accounts are not recoverable on the basis landlord claims exceed the value of bank guarantees, however, this remains subject to ongoing review.
- The high side reflects a 50% recovery of restricted cash.
</td></tr>
<tr><td>C. Debtors</td><td>2,097</td><td>2,133</td><td>

- As at the Appointment Date, the consolidated VIQ Australia Group accounts receivable ledger totalled approximately $2.5 million.
- The Administrators assessed the accounts receivable ledger and treated materially overdue balances as unlikely to be recoverable. On that basis, the estimated recoverable value of the debtor balances was $2.1 million.
- As at the date of this report, the Administrators have recovered $2.1 million of pre-appointment debtor receipts and estimate receiving a further $36,000 of collections. The remaining balance of pre-appointment debt has been adjusted for rebates, credits and bad debts.
</td></tr>
<tr><td>D. WIP</td><td>821</td><td>831</td><td>

- The Administrators estimated WIP of approximately $0.8 million at the Appointment Date.
- WIP comprises of unbilled client work undertaken by VIQ Australia Group prior to the Appointment Date.
- The recorded balance represents management's estimate of the value of services performed but not yet invoiced at the Appointment Date.
- All WIP was invoiced after the Appointment Date. The low scenario represents outstanding invoices relating to the WIP still owed to VIQ Australia Group at the date of this report. The high scenario assumes amounts are recovered in full.
</td></tr>
</table>

<table>
<thead>
<tr><th>Account ($'m)</th><th>ERV (low)</th><th>ERV (high)</th><th>Administrators' comments</th></tr>
</thead>
<tbody>
<tr><td>E. Plant & equipment</td><td>Nil</td><td>Nil</td><td>

The Administrators' investigations of VIQ Australia Group's books and records indicate that all plant and equipment was fully written down at 31 December 2025.
Although VIQ Australia Group invested significantly in recording equipment installed within FCA and FCFCOA courtrooms, the equipment is predominantly more than five years old, and the relevant customers have indicated that they do not require its ongoing use.
Other P&E comprises miscellaneous office furniture and IT equipment.
The Administrators consider that the costs of decommissioning, removal and sale are likely to exceed any potential realisation. Accordingly, no recovery has been assumed.

</td></tr>
<tr><td>F. Intercompany loans receivables and payables</td><td>Nil</td><td>Nil</td><td>

The Administrators' investigations of VIQ Australia Group's books and records indicate the following intercompany receivables and payables with related entities at the Appointment Date.
A summary of the intercompany transactions is provided below which result in a net payable of $25.5 million by VIQ Australia Group.

Table 13: intercompany receivables and loans with related entities
<table>
<tr><th>($'000)
Entity</th><th>Receivable balance</th><th>Payable balance</th><th>Net receivable / (payable) balance</th></tr>
<tr><td>VIQ Solutions Inc.</td><td>1,156</td><td>(26,388)</td><td>(25,232)</td></tr>
<tr><td>VIQ Solutions</td><td>109,256</td><td>(110,551)</td><td>(1,295)</td></tr>
<tr><td>VIQ Australia</td><td>275</td><td>-</td><td>275</td></tr>
<tr><td>VIQ Solutions Australia</td><td>74,582</td><td>(75,586)</td><td>(1,004)</td></tr>
<tr><td>VIQ</td><td>26,002</td><td>(25,338)</td><td>664</td></tr>
<tr><td>VIQ Australia Services</td><td>98,418</td><td>(96,958)</td><td>1,460</td></tr>
<tr><td>DWX</td><td>3,262</td><td>(3,756)</td><td>(494)</td></tr>
<tr><td>VIQ Solutions UK</td><td>37</td><td>(40)</td><td>(3)</td></tr>
<tr><td>Other</td><td>137</td><td>(37)</td><td>100</td></tr>
<tr><td>Total</td><td>313,125</td><td>(338,654)</td><td>(25,529)</td></tr>
</table>
Source: VIQ Australia Group books and records
</td></tr>
<tr><td>G. Secured creditors</td><td>(30,271)</td><td>(30,271)</td><td>

Beedie has lodged a POD for $30.3 million as at Appointment Date.
The security is registered under guarantor arrangements as part of the Parent's credit facility agreements.
The final recovery to Beedie will depend on whether the:

assets and liabilities are pooled;
final true employer determination;
quantum and treatment of the net trading position;
value realised from secured assets; and
costs incurred in the Administrations and any subsequent liquidations.

At the date of this report, the Administrators estimate the return to Beedie to be between nil and 2 cents in the dollar. This is reflected in the Administrators estimated outcome statement at section 12.6.

</td></tr>
</tbody>
</table>

<table>
<tr><th>Account ($'m)</th><th>ERV (low)</th><th>ERV (high)</th><th>Administrators' comments</th></tr>
<tr><td>H. Priority creditors (employees)</td><td>(4,235)</td><td>(4,043)</td><td>

Based on the Administrators' preliminary analysis, pre-appointment entitlements are likely to total approximately $4.0 million on the Appointment Date. This balance is comprised of:

Wages and superannuation amounts; and
annual leave, long service leave, pay in lieu of notice (PILN) and redundancy.

During the Voluntary Administration, the Administrators also paid approximately $315,000 in pre-appointment wages, to secure the continued support of the workforce.
The Administrators understand that all superannuation contributions which were due and payable prior to Appointment were paid. However, superannuation contributions relating to employee wages paid before Appointment had not yet been remitted to employees' nominated superannuation funds where the statutory due date for payment had not yet arisen.
A breakdown of the Administrators' estimated pre-appointment entitlements position is provided below.

Table 14: estimated pre-appointment entitlements
<table>
<tr><th>Category</th><th>Balance ($'000)</th></tr>
<tr><td>Superannuation</td><td>191</td></tr>
<tr><td>Wages</td><td>1</td></tr>
<tr><td>Annual leave (incl. leave loading)</td><td>597</td></tr>
<tr><td>Long service leave</td><td>595</td></tr>
<tr><td>Redundancy</td><td>1,843</td></tr>
<tr><td>Payment in lieu of notice (PILN) (incl. allowances)</td><td>729</td></tr>
<tr><td>Super on PILN</td><td>87</td></tr>
<tr><td>Total</td><td>4,043</td></tr>
</table>
Source: VIQ Australia Group books and records

The low scenario represents a 5% increase to leave, PILN, and redundancy against the high scenario to reflect the potential increase in claims.

</td></tr>
<tr><td>I. Trade creditors</td><td>(1,541)</td><td>(1,284)</td><td>

VIQ Australia Group's books and records at the Appointment Date and PODs received during the administration of VIQ presently indicate that there are 47 unsecured creditors with debts totalling $0.6 million.
The Administrators estimate an additional $0.8 million owed to 745 customers for refunds relating to transactions occurring in the pre-appointment period.
During the Voluntary Administration, the Administrators paid approximately $305,000 in pre-appointment contractor invoices to support the continued provision of services and operational continuity.
The Administrators have not adjudicated all claims, and this presents a preliminary view only.
Additional claims may arise during the Administration and any subsequent liquidation.
Formal adjudication of all unsecured creditor claims for dividend purposes is generally only undertaken where sufficient funds are available to support a distribution to unsecured creditors.

</td></tr>
</table>

Source: McGrathNicol

10 Explanations for the company's failure

This section provides the Directors' and the Administrators' views about the underlying causes contributing to the failure of VIQ Australia Group.

10.1 Directors' reasons for failure

The Directors did not attribute any specific factors to VIQ Australia Group's failure in their ROCAP.

10.2 Parent's reasons for appointing administrators

In its public announcement on 15 March 2026, regarding the appointment of the Administrators, VIQ Solutions Inc. stated that the decision followed a review of the Australian operations and reflected the challenging operating environment in Australia, the impact of the Australian operations on the financial performance of the broader group, and the Parent's strategic decision to focus management attention and capital resources on its North American and United Kingdom businesses. The Parent also stated that it had been unable to successfully implement its global operating model within the Australian business.

10.3 Administrators' opinion about reasons for failure

The Administrators note that the Parent publicly stated that the Appointment was driven by a combination of strategic considerations, the challenging operating environment in Australia and the financial performance of the Australian operations. Based on the Administrators' preliminary investigations, the contributing factors to VIQ Australia Group's failure include:

- an unsustainable operating model in which earnings generated by the Australian operations were insufficient to support the broader cost structure allocated to it;
- the regulatory, structural and contractual constraints within the Australian market reduced the Parent's ability to implement operating model changes that had improved profitability in its North American and United Kingdom operations;
- the discovery of the pre-appointment Data Incident in February 2026, discussed further in Section 10.4 of this Report, which adversely affected customer confidence and retention, tender opportunities and revenue generation; and
- a reduction in local management capability and oversight, together with deficiencies in governance, operational controls, management information and transition planning, contributed to operational disruption and reduced organisational effectiveness.

10.4 Pre-appointment Data Incident

10.4.1 Background

The Data Incident has been the subject of significant public attention, including media reporting and parliamentary scrutiny. Given its prominence and its impact on the business, the Administrators have considered the Data Incident as part of their preliminary investigations into the business, affairs and financial circumstances of VIQ Australia Group.

10.4.2 Summary of the Data Incident

Prior to the Administrators' appointment, VIQ Australia Group identified a data security incident involving overseas contractors engaged by e24 Technologies, an India-based service provider engaged by the Parent, accessing Federal Court transcription work through the NetScribe platform. The Data Incident is understood to have been in breach of certain customer contractual requirements relating to the handling and security of customer information. The access was limited to five contractor accounts, of which three individuals are understood to have performed typing work. The information accessible through the platform included audio recordings of court proceedings and information typically contained within Australian court transcripts. Based on the information presently available to the Administrators, all Australian data remained stored within a Microsoft Azure tenancy located in Sydney, Australia.

The Administrators understand that, following identification of the incident, the Parent disabled the relevant overseas user access, removed access to Australian transcription work and reviewed access control settings within NetScribe.

10.4.3 Impact on VIQ Australia Group's failure

The Data Incident had a significant impact on VIQ Australia Group through media reporting causing reputational damage, increased customer scrutiny, regulatory engagement and ongoing information requests from regulators and major customers. The Administrators also understand that certain customers reduced the volume of work provided to VIQ Australia Group and that the Data Incident adversely affected VIQ Australia Group's ability to participate in, and secure, certain tender opportunities.

Based on the Administrators' preliminary investigations to date, the Data Incident appears to have been a contributing factor to the failure of VIQ Australia Group.

10.4.4 Relevance to the Administration

The relevance of the Data Incident to the Administration is principally in the context of the Administrators' investigations into the causes of the Companies' failure and any potential claims that may be available to the Companies in a potential liquidation. It has been considered further in the Administrators' preliminary investigations into potential breaches of directors' duties at Section 11.8.

The Administrators have cooperated with customer and regulatory enquiries relating to the Data Incident and have provided information available to them. However, certain information relevant to those enquiries is held by the Parent and is not within the possession or control of the Administrators. The Administrators understand that the Parent has cooperated with customer and regulatory enquiries directed to it in relation to the Data Incident.

Further information regarding the Administrators' preliminary investigations is provided in Section 11 of this Report.

11 Administrators' investigations and potential avenues for recovery

This section informs creditors about the investigations undertaken by the Administrators to date and sets out whether any potential recovery actions have been identified that may be available to a liquidator to pursue for the benefit of creditors.

11.1 Overview

The Administrators are required to investigate and report on whether there are any potential recoveries or actions available in a liquidation, whereby a liquidator (if appointed) may be able to recover money or property for the benefit of creditors.

ARITA has issued an information sheet titled "Offences, Recoverable Transactions and Insolvent Trading", which provides general information for creditors about insolvent trading and voidable transactions. This information sheet is available from the ARITA website (www.arita.com.au) and is included at Appendix 9 of the Circular to Creditors. This information sheet defines and sets out background information in relation to:

- insolvent trading; and
- transactions that may be recoverable by a liquidator (known as voidable transactions), including preferences, uncommercial transactions, unfair loans, arrangements to avoid employee entitlements, unreasonable payments to directors, voidable charges and creditor defeating dispositions.

The Administrators' investigations regarding potential recoveries from insolvent trading and voidable transactions enable the Administrators to form an opinion about each of the three possible options available to creditors at the Second Meeting of Creditors, including an opinion as to which of the three options is in the best interests of creditors in accordance with section 75-225(3)(b) of the IPR.

An administrator is also required, in circumstances that include where it appears to the administrator that a past or present officer of the company may have been guilty of an offence in relation to the company, to complete and lodge a report pursuant to section 438D of the Act with ASIC.

Given the investigations are undertaken in a relatively short timeframe, the work undertaken and conclusions reached are preliminary in nature. Further work will be undertaken if VIQ Australia Group is wound up.

The findings of the Administrators' investigations, together with details of the types of recovery actions that may be available to a liquidator, are provided in this section of the Report.

11.2 Investigations undertaken

The Administrators have investigated VIQ Australia Group's business, property, affairs and financial circumstances in accordance with section 75-225(3) of the IPR.

The investigations undertaken include, but are not limited to:

- a review and analysis of VIQ Australia Group's available financial accounting information and other books and records;
- discussions with key stakeholders regarding the affairs of VIQ Australia Group;
- a review and analysis of VIQ Australia Group's accounting software;
- a high-level analysis of intercompany loan facilities and other financing arrangements;
- consideration of cash and funding available to VIQ Australia Group at the Appointment Date, and in the six months prior;
- a review of statutory payments and accrued employee entitlements; and
- analysis of ASIC and PPSR searches, and searches of other databases available to the Administrators.

11.3 Books and records

The Administrators obtained and reviewed the books and records of VIQ Australia Group for the purpose of conducting preliminary investigations. The Administrators are required to provide an opinion as to whether VIQ

Australia Group's books and records were maintained in accordance with section 286 of the Act. This section of the Act requires a company must keep written financial records that:

- correctly record and explain its transactions, financial position and performance; and
- would enable true and fair financial statements to be prepared and audited.

If a company does not keep its books and records according to section 286 of the Act, it is assumed to be insolvent. This assumption can be used by a liquidator when seeking compensation for insolvent trading and other recoveries from directors or related parties pursuant to the Act.

Having regard to the overall records maintained, the Administrators are of the opinion that VIQ Australia Group complied with the material aspects of the requirements set out at section 286 of the Act. The books and records appear to correctly record and explain VIQ Australia Group's transactions, financial position and financial performance. Consequently, there would be no presumption of insolvency argument available to a liquidator due to a lack of compliance with section 286 of the Act.

11.4 Determining the date of insolvency

A crucial element of many statutory recovery actions available to liquidators is to establish the date when the entity subject to their appointment became insolvent.

In determining the solvency of VIQ Australia Group, the Administrators have considered:

- the definition of insolvency contained in section 95A of the Act;
- case law and ASIC guidance on indicators of insolvency; and
- VIQ Australia Group's maintenance of its books and records in accordance with section 286 of the Act.

The following range of tests and indicators were considered when determining if and when VIQ Australia Group became insolvent.

11.4.1 Tests of insolvency

Section 95A of the Act states:

- "95A(1) – A person is solvent if, and only if, the person is able to pay all the person's debts, as and when they become due and payable.
- 95A(2) – A person who is not solvent is insolvent."
- "Person" includes corporations and individuals pursuant to section 2C of the Acts Interpretation Act 1901 (Cth).

There are two generally accepted financial tests to determine whether a company is insolvent:

- the balance sheet test, which indicates an entity is solvent so long as it has positive net assets and can eventually meet its liabilities from its assets. The balance sheet test has no regard to the timing of the payment of debts; and
- the cash flow test, which involves an assessment of whether an entity's immediately available (or readily realisable) assets are sufficient to meet its due and payable debts.

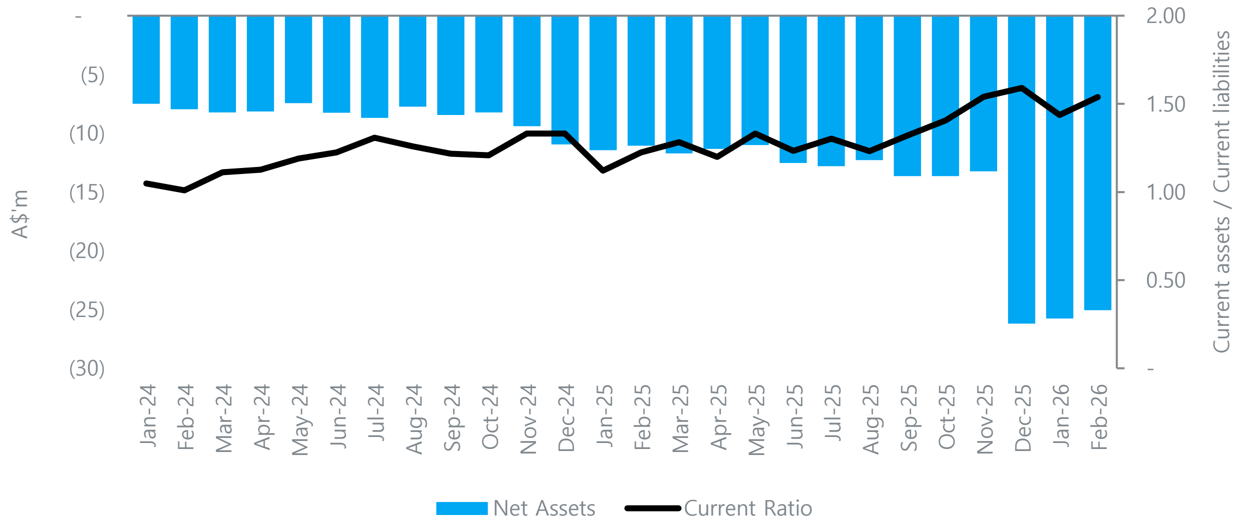
The cash flow test is considered to better address the requirements of section 95A of the Act. However, the balance sheet test is useful in providing context for overall financial position. Accordingly, the Administrators have considered both tests in assessing the point of insolvency for VIQ Australia Group as detailed in the following sections.

(a) Balance sheet test

The balance sheet test specifies that a company is or may be insolvent if its total liabilities exceed the value of its total assets, i.e. there are insufficient assets to discharge its liabilities at a point in time.

Set out below is an illustration of VIQ Australia Group's net asset position from 30 June 2024 to 28 February 2026 based on VIQ Australia Group's management accounts:

Figure 2: Monthly financial position of VIQ Australia Group Jan-24 to Feb-26



Source: VIQ Australia Group Management accounts

The Administrators make the following comments in relation to VIQ Australia Group's financial position:

Table 15: Balance sheet test

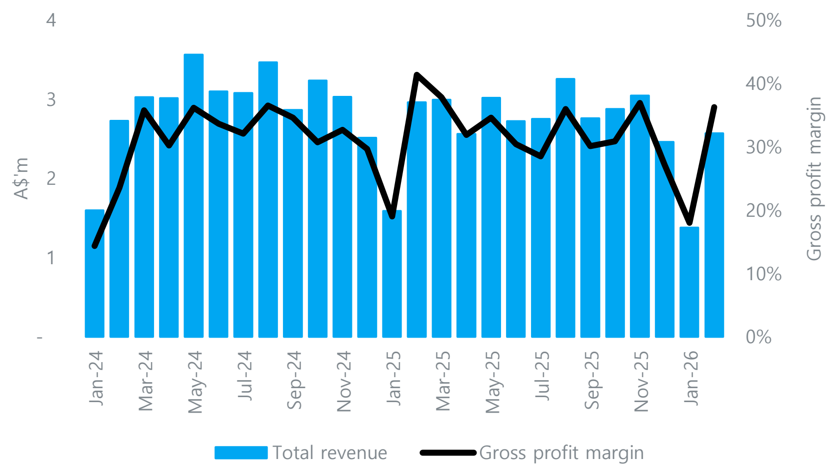
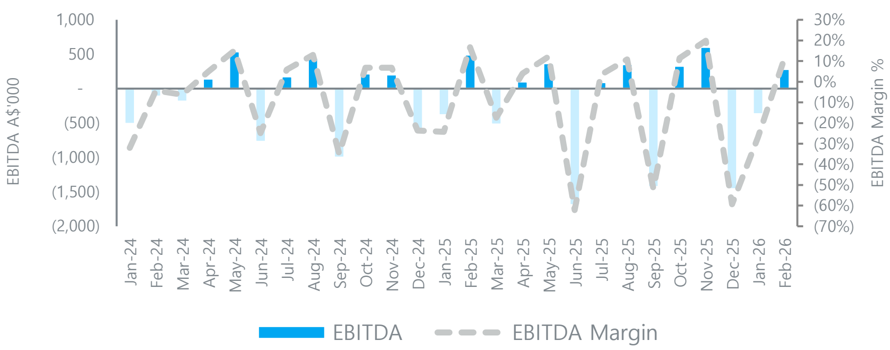
Matter	Comments
Net asset position	▪ VIQ Australia Group reported a net asset deficiency, with net liabilities increasing from approximately $11.0 million at FY24 to $26.2 million at FY25 and remaining at approximately $25.1 million as at 28 February 2026. ▪ A significant proportion of VIQ Australia Group's reported assets comprised of intercompany receivables from related entities. While these balances supported the accounting presentation of the balance sheet, they were not readily realisable assets available to satisfy external creditors. ▪ Following the netting of intercompany receivables and payables, VIQ Australia Group remained in a substantial net intercompany payable position throughout the review period, increasing from approximately $22.7 million at 31 December 2024 to $26.9 million at 31 December 2025, before reducing modestly to approximately $25.5 million at 28 February 2026. ▪ The persistence of a material net asset deficiency indicates that the Australian operations were not generating sufficient retained earnings to restore equity and remained dependent on ongoing financial support from related entities. ▪ VIQ Australia Group reported a positive net current asset position throughout the review period, with current assets exceeding current liabilities at each reporting date. Current assets were largely comprised of cash, trade receivables and work in progress, while liabilities included employee entitlements, lease obligations and other operating liabilities. This represents a positive indicator of solvency and liquidity.
Leverage and gearing ratios, analysis or trends	▪ VIQ Australia Group's current ratio increased from 1.33 in FY24 to 1.59 in FY25 indicating that VIQ Australia Group maintained sufficient current assets to meet its current liabilities. The positive working capital position should however be considered in conjunction with VIQ Australia Group's ongoing operating losses and reliance on financial support from the Parent.
Impairments or write-downs	▪ The deterioration in VIQ Australia Group's net asset position at the beginning of FY26 was largely attributable to impairment charges recognised as part of the annual group audit process. Impairment testing requires management to assess whether the carrying value of assets remains supportable by the forecast financial performance of the business. ▪ Following this assessment, goodwill, intangible assets and certain fixed assets were written down to reflect their revised recoverable value. These non-cash accounting adjustments materially reduced the Group's reported net asset position and contributed to the increase in its net asset deficiency.

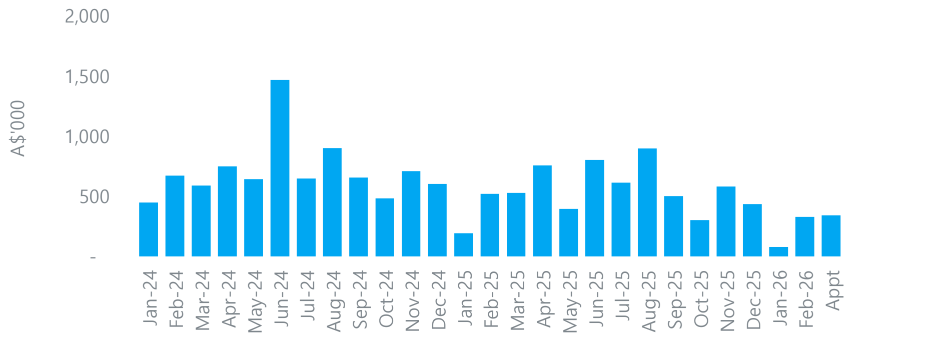
Source: McGrathNicol

(b) Cash flow test

The cash flow test is an assessment of a company's solvency position on a cash flow basis which requires a review of the company's ability to meet its ongoing liabilities from its available cash and/or other resources.

Table 16: Cash flow test

Matter	Comments
Reported EBITDA losses	▪ Historically, VIQ Australia Group generated positive gross margins of approximately 30% to 40%. However, these margins were insufficient to absorb the broader operating cost base, including intercompany charges and corporate allocations. ▪ Gross margins were also impacted by seasonal fluctuations, with January and December typically experiencing lower workflow volumes while certain cost of sales components, including employee salaries and NetScribe licence fees, remained relatively fixed. *Figure 3: Monthly revenue and gross margin for January 2024 to February 2026*  *Source: VIQ Australia Group books and records* ▪ VIQ Australia Group reported EBITDA losses of approximately $1.4 million in FY24 and $3.1 million in FY25. ▪ While VIQ Australia Group generated revenue and maintained positive gross profit margins, earnings were insufficient to support its operating cost base on a standalone basis. *Figure 4: Monthly EBITDA and EBITDA margin for January 2024 to February 2026*  *Source: VIQ Australia Group books and records* ▪ The reported FY26 YTD EBITDA does not reflect historical intercompany charges and corporate allocations which would significantly impact the underlying performance of VIQ Australia Group.

Matter	Comments
Cash holdings	▪ Cash balances remained modest throughout the review period, ranging from approximately \$1.0 million to \$1.5 million during FY25. ▪ As at 28 February 2026, cash holdings totalled approximately \$1.2 million. While sufficient to support short-term operations, cash reserves were relatively low compared to the scale of VIQ Australia Group's operations and liabilities, limiting financial flexibility in the absence of ongoing support from related entities.
Short term assets that may be convertible to cash	▪ VIQ Australia Group maintained current assets comprising cash on hand, trade receivables, and WIP. As at FY26 YTD, trade receivables, including WIP, totalled approximately \$2.5 million. ▪ These assets provided a source of short-term liquidity; however, the value of readily realisable assets was modest relative to the overall balance sheet, which was dominated by intercompany balances.
Access to funding lines	▪ VIQ Australia Group was heavily reliant on financial and operational support provided by VIQ Solutions Inc. VIQ Australia Group had no local funding lines. ▪ The withdrawal of support from VIQ Solutions Inc immediately prior to Appointment materially impacted VIQ Australia Group's ability to continue trading.
Creditor payments within terms	*Figure 5: Monthly accounts payable analysis*  *Source: VIQ Australia Group books and records* ▪ The Administrators have not identified evidence that suppliers had imposed cash-on-delivery terms, ceased supply arrangements, or taken enforcement action due to non-payment. ▪ The available information indicates that VIQ Australia Group generally continued to meet its external trade and statutory creditor obligations as they fell due prior to Appointment.
Compliance with statutory payment obligations	▪ The Administrators' investigations indicate that statutory obligations, including employee entitlements, taxation obligations and superannuation contributions due and payable at the Appointment Date, were substantially up to date. ▪ The absence of significant statutory arrears is inconsistent with the indicators typically observed in prolonged insolvency situations.
Liquidity ratios, analysis or trends including working capital deficiency and metrics	▪ VIQ Australia Group reported a positive net current asset position throughout the review period. However, the reported liquidity position was influenced by significant intercompany balances and the availability of ongoing parent company support. As a result, traditional liquidity metrics may overstate VIQ Australia Group's ability to meet its obligations independently of continued support from the Parent.

Source: McGrathNicol

11.4.2 Indicators of insolvency

ASIC issued *"Regulatory Guide 217 – Duty to prevent insolvent trading: Guide for directors"* lists indicators of potential insolvency that a reasonable person would consider when determining whether a company is insolvent. ASIC has also issued *Information Sheet 42 titled "Insolvency: A Guide for Directors"*, which sets out several insolvency indicators.

The Administrators have considered the generally accepted indicators of insolvency with reference to VIQ Australia Group and note the following:

Table 17: Indicators of insolvency

Test of insolvency	Indicator of insolvency present	Administrators' comments
History of ongoing trading losses	Yes	▪ Section 7.2 of this Report details the recurring trading losses incurred by VIQ Australia Group. ▪ While the Australian operations continued to generate revenue and positive gross margins, those margins were insufficient to cover the corporate allocations and intercompany recharges associated with the broader global operating model.
Poor cashflow	Yes	▪ VIQ Australia Group maintained short-term cash flow forecasts and actively monitored liquidity requirements. While operating cash inflows appear to have been sufficient to meet many of the costs incurred directly by the Australian operations, they were insufficient to support the broader cost base allocated to the Australian business through the global operating model. ▪ Accordingly, the Australian operations were unable to generate sufficient cash flow to operate on a fully self-sustaining basis and remained reliant on intercompany funding and support arrangements within the Parent.
Problems selling stock or collecting debts	No	▪ The Administrators have not identified evidence that VIQ Australia Group experienced material difficulties in collecting legitimate customer debts. ▪ At Appointment, debtors greater than 90 days past due totalled approximately $185,000, representing approximately 10% of total trade receivables. However, the Administrators note that a significant proportion of these aged balances comprised a large number of low-value receivables, many of which related to individual litigants. ▪ In many instances, the likely cost of recovery would have exceeded the value of the outstanding debt. Further, the relevant transcription services had generally already been provided, limiting the practical options available to VIQ Australia Group to encourage payment. ▪ Accordingly, while the age profile of certain receivables was extended, the Administrators do not consider this to be indicative of a systemic inability to collect debts or a significant contributor to the Companies' financial difficulties.
Liquidity ratio is less than 1	No	▪ As detailed in Section 11.4.1 of this Report, VIQ Australia Group's current ratio increased from 1.33 times in FY24 to 1.59 times in FY25. This suggests a positive working capital position and does not present as an indication of insolvency.
Suppliers placing the company on cash on delivery terms and/or collecting stock	No	▪ The Administrators have not identified evidence of creditors implementing special payment terms or ceasing supply/terminating agreements due to non-payment of invoices.
Overdue taxes and superannuation liabilities	No	▪ VIQ Australia Group payment obligations to the ATO, employees and other statutory authorities were up to date as at Appointment.
Lawyers' letters, demands and other judgements	No	▪ The Administrators are not aware of any legal proceedings on demands against VIQ Australia Group as at Appointment. However, the Data Incident was the subject of customer, Australian Senate, and regulatory scrutiny.
Special arrangements with creditors	No	▪ The Administrators are not aware of any special arrangements with creditors as at Appointment.
Seeking alternative credit arrangements	No	▪ The Administrators are not aware of VIQ Australia Group seeking alternative credit arrangements.

Test of insolvency	Indicator of insolvency present	Administrators' comments
Increasing debt, overdraft limit reached, increased monitoring by financier and inability to obtain finance	No	▪ VIQ Australia Group did not maintain material third-party borrowings in its own right. The Australian entities were party to secured guarantee arrangements in favour of Beedie Capital, however the related debt was not recognised in the books and records of the Australian entities. ▪ The Administrators have not identified evidence of exceeded borrowing limits, increased financier scrutiny, lender enforcement action or unsuccessful attempts by VIQ Australia Group to obtain external finance. The Australian operations appear to have relied primarily upon parent company funding and support arrangements. ▪ We note that the Parent publicly disclosed that Beedie Capital had agreed to forbear from enforcing covenant defaults and accelerating the debt until 30 April 2026, subject to compliance with revised covenants.
VIQ Australia Group defaulted or is likely to default, on its agreements with its financier	No	▪ The Administrators are not aware of any defaults, or likely defaults, under material agreements entered into directly by VIQ Australia Group entities. ▪ The Australian entities did not maintain material third-party borrowings in their own right, however certain entities were grantors under security arrangements in favour of Beedie Capital. The underlying debt was not recognised in the books and records of the Australian entities. ▪ The Parent publicly disclosed that Beedie Capital had agreed to forbear from enforcing certain covenant breaches and accelerating the debt facility until 30 April 2026, subject to compliance with revised covenants. While the Australian entities were not borrowers under the facility, the forbearance reduced the risk of enforcement action being taken against assets subject to the security arrangements.
No further support available from related entities	Yes	▪ Shortly prior to Appointment, the Parent informed the directors of VIQ Australia Group that it was unable to continue providing the financial and operational support upon which the Australian operations had historically relied.
Company unable to produce accurate financial records and reliable financial forecasts	No	▪ The Administrators were provided with detailed historical financial information, management accounts, cash flow forecasts and annual budgets. ▪ While actual trading performance differed from forecast outcomes, particularly following the Data Incident, the Administrators consider this divergence to be attributable to changing operating circumstances rather than deficiencies in the underlying financial reporting process. ▪ Accordingly, the Administrators do not consider the quality or reliability of the Companies' financial records and forecasting processes to be an indicator of insolvency.
Board disputes, director resignations and/or loss of management personnel citing concerns about VIQ Australia Group's financial position or ability to produce accurate financial information	No	▪ The Administrators are not presently aware of any director resignations or documented board disputes relating to the financial position of VIQ Australia Group or its ability to produce accurate financial information. ▪ Over the period from July 2025 to January 2026, 10 Australian management personnel, including the Head of Finance, Head of Operations, Head of Human Resources, Head of Information Technology and Head of Client Experience, ceased employment with the VIQ Australia Group as part of restructuring and operational change initiatives. As discussed in Section 10.1 of this Report, the loss of local management personnel contributed to concerns regarding the ongoing support available to the

Test of insolvency	Indicator of insolvency present	Administrators' comments
		Australian operations and reduced local management capability prior to Appointment. ▪ The Companies did not maintain separate board minutes that would enable the Administrators to assess whether disputes arose at a board level regarding matters affecting the Australian operations. As VIQ Australia Group formed part of a broader international group headed by the Parent, the Administrators were advised that matters relating to the Australian operations were discussed at Parent board level. ▪ Based on the information reviewed to date, the Administrators have not identified material deficiencies in the preparation of the Companies' financial records. ▪ The Parent is a publicly listed company and is subject to applicable continuous disclosure and financial reporting requirements in its jurisdiction of incorporation and listing. The Administrators are not presently aware of any allegations suggesting that the Parent failed to comply with those obligations.
Loss of key customers	Yes	▪ Certain major customers, such as Court Services Victoria (**CSV**) and the NSW Reporting Services Branch (**RSB**) reduced the volume of work provided to VIQ Australia Group and that the Data Incident adversely affected the Group's ability to participate in, and secure, certain tender opportunities.

Source: McGrathNicol

11.5 Administrators' conclusions regarding solvency

In considering the matters identified from the Administrators' investigations as outlined above, the Administrators consider that VIQ Australia Group was solvent up until or near the Appointment Date. The Parent informing the directors of VIQ Australia Group that it was unable to continue providing the financial and operational support upon which the Australian operations had historically relied, led to the Administration of VIQ Australia Group within a short timeframe. With ongoing parent support and funding, VIQ Australia Group may have remained solvent on a cash flow basis.

In considering the matters identified from the Administrators' preliminary investigations into its financial position as outlined above, the Administrators consider VIQ Australia Group was insolvent from at least 15 March 2026.

While further investigations by an appointed liquidator would establish the actual date that VIQ Australia Group became insolvent, the Administrators note the following:

- the Australian operations were heavily integrated with, and dependent upon, the broader VIQ group. While the Administrators have not identified a formal funding agreement under which the Parent was obliged to provide ongoing financial support, the evidence reviewed to date indicates that the Australian operations historically received ongoing financial, operational and technology support from the Parent. In assessing solvency, it is therefore necessary to consider not only the standalone financial position of the Australian entities, but also the extent to which continued Parent support was available in practice. The communication of the intended withdrawal of that support on or about 15 March 2026 was a significant factor leading to the appointment of the Administrators;
- although the business generated revenue and gross profit, it could not operate on a self-sustaining basis within the broader group cost structure; and
- without parent support there was no realistic alternative source of funding available.

11.6 Insolvent trading

After due consideration of all of the relevant issues, including that VIQ Australia Group was likely solvent up until or near to the Appointment Date, the Administrators' preliminary assessment is that, on balance, a liquidator would not be likely to have reasonable prospects of pursuing an insolvent trading claim.

However, if VIQ Australia Group is wound up, a liquidator would be required to conduct further investigations to determine the actual date of insolvency and quantify any potential insolvent trading claim. The prospects of successfully recovering an insolvent trading claim depend on the merits of the evidence, the costs of pursuing such a claim and the potential quantum of recoveries (taking into account the Directors' financial position and whether the Directors and Officers Insurance policy currently in place would respond to such a claim).

The Directors have not advised they intend to rely on the Safe Harbour provisions pursuant to section 588GA of the Act and/or any of the other statutory defences in section 588H of the Act available to the Directors with respect to any potential insolvent trading claim.

11.6.1 Directors' liability

Pursuant to section 588G of the Act, a director of a company has a duty to ensure the company does not incur debts it is unable to pay (i.e. a duty to not trade while insolvent). If a company is placed into liquidation, and insolvent trading is found to have occurred, the directors are personally liable for the debts incurred during that time, which remain unpaid as at the Appointment Date.

Before a court will order a person pay compensation in respect of insolvent trading, the liquidators must establish:

- the person was a director of the company at the time the company incurred the debt, which is the subject of the claim;
- the company was insolvent at that time, or became insolvent by incurring the debt;
- at that time, there were reasonable grounds for suspecting the company was insolvent, or would become insolvent by incurring the debt; and
- the debt, which is the subject of the claim, was wholly or partly unsecured and the creditors with outstanding amounts suffered loss and damage.

A liquidator would be required to consider the likelihood of successfully prosecuting any claims, and the cost of doing so, against the potential recoveries from such claims. This would include considering the director's financial position and whether a Directors and Officers Insurance policy is currently in place to respond to such a claim.

11.6.2 Statutory defences

There are various statutory defences available to directors in response to an insolvent trading claim, as set out in section 588H of the Act. In summary, these are that the director:

- had reasonable grounds to expect that the company was solvent at the time the debt was incurred;
- had reasonable grounds to believe, and did believe, that a competent, reliable person was responsible for providing adequate information about the company's solvency and that person fulfilled that responsibility. Based on such information, the director believed at the time the debt was incurred, and considering the other debts existing at that time, the company was solvent and remained solvent;
- was ill (and therefore did not take part in management) at the time the debt was incurred; and
- took reasonable steps to prevent the debts being incurred.

11.6.3 Safe Harbour

In addition to statutory defences, section 588GA of the Act, provides protection for directors against insolvent trading claims, in certain circumstances. The Safe Harbour legislation aims to encourage directors of companies facing financial challenges to formulate and take a course of action that it is expected to result in a better outcome than the immediate appointment of an administrator or liquidator.

The protection is available in circumstances where, as soon as the director suspected the company was or could become insolvent, they engaged in activities that were reasonably likely to lead to a "better outcome" for the company. If this is done, the directors will not be exposed to personal liability for any new debts incurred from that time that were directly or indirectly related to those activities. To be eligible to rely upon the safe harbour provisions, the company must have all employee entitlements paid up to date and taxation lodgements cannot be in arrears.

If the Administrators are appointed Liquidators, the Liquidators will further investigate the matter of insolvent trading and the safe harbour defence.

11.7 Voidable transactions

Pursuant to Part 5.7B of the Act, certain transactions that occurred prior to the Appointment Date may be recovered by a liquidator for the benefit of creditors.

This may result in a requirement for a third party to return property and/or money, increasing the assets available to the liquidators for distribution to creditors. These transactions are known as voidable transactions.

Section 75-225 of the IPR requires an administrator to specify whether there are any transactions that appear to the administrator to be voidable transactions in respect of which money, property or other benefits may be recoverable by the subsequently appointed liquidator under Part 5.7B of the Act.

It is important to note that most voidable transactions can only be recovered if the company in question is proven to have been insolvent at the time of the transaction.

The main voidable transactions that require insolvency to be established are:

- **unfair preferences**: transactions between the insolvent entity and a creditor in the period commencing six months prior to the date of appointment resulting in the creditor receiving from the insolvent entity, in relation to an unsecured debt owed to the creditor, a greater amount than the creditor would have received had it proved for that debt in a winding up of the company;
- **uncommercial transactions**: transactions which a reasonable person in the place of the insolvent entity would not have entered into, taking into account the benefits and the detriment to the insolvent entity and the respective benefits to the other parties involved; and
- **creditor defeating dispositions:** transactions involving a disposal of company property that prevents, hinders or significantly delays that property from becoming available for the benefit of creditors in the winding up of the company.

The Administrators' investigations did not reveal any indicators of these types of voidable transactions and given the preliminary conclusion as to the date of insolvency, none of these claims are likely to be available to a liquidator.

Other voidable transactions which may be claimed regardless of solvency are:

- **unfair loans**: a loan agreement where the interest or charges are considered to be extortionate. Unfair loans made to the entity any time prior to the Appointment Date may potentially be overturned by a subsequently appointed liquidator, whether or not the entity was insolvent at the time the loan was entered into;
- **unreasonable director related transactions**: transactions with a director or a related entity of the director which a reasonable person in the place of the entity would not have entered into, taking into account the benefits and the detriment to the entity, the respective benefits to the other parties involved and any other related matters; and
- **security interests created within six months of the relation back day**: these may be unenforceable under certain circumstances.

The Administrators have not identified any voidable transactions.

11.8 Breach of Directors' duties

Pursuant to section 438D of the Act, the Administrators must lodge a report with ASIC if it appears that:

- a past or present officer or employee or a member may have been guilty of an offence; or
- a person who has taken part in the formation, promotion, administration, management or winding up:
  - may have misapplied or retained or may have become liable or accountable for money or property; or
  - may have been guilty of negligence, default, breach of duty or breach of trust.

Sections 180 to 184 of the Act set out the duties, obligations and responsibilities imposed on directors, which are designed to promote good governance and ensure directors act in the best interest of a company. These duties include:

- duty of care and diligence;

- duty of good faith;
- duty not to make improper use of position; and
- duty not to make improper use of information.

The Administrators’ preliminary investigations indicate that the Directors may have breached the duties set out in sections 180 to 184 of the Act by virtue of:

- Directors of VIQ Australia Group not acting with care and diligence.

There are a range of matters that may be relevant to any assessment of the Directors' conduct and the availability of any defences, including:

- the extent to which the Directors relied on information, reports and recommendations provided by Parent management, Australian management, employees and external advisers;
- the extent to which operational, financial and technology-related decisions were made, directed or influenced by personnel employed by the Parent;
- the information available to the Directors, including information relating to the performance of the Australian operations, workforce productivity, customer service levels and the financial impact of intercompany arrangements;
- whether the Directors took reasonable steps to obtain appropriate information and monitor the impact of the August 2025 restructure, including changes to the local management structure;
- the extent to which the Directors were aware, or ought reasonably to have been aware, of operational, governance, access management and service delivery issues affecting the Australian operations;
- whether the Directors reasonably relied on the Parent's assessment of the commerciality of the NetScribe Licence Agreement, corporate allocations and other intercompany arrangements;
- the extent to which the Directors were involved in managing or responding to the Data Incident and any resulting customer, regulatory or operational consequences; and
- whether the Directors' actions and decisions were reasonable having regard to their role, responsibilities, the information available to them and the circumstances existing at the time.

The applicability of any such matters would require further investigation by a liquidator, having regard to the merits of any claim, available defences, recoverability and the commerciality of pursuing any action.

11.8.1 Directors’ and Officers’ insurance

The Administrators have confirmed that Directors' and Officers' (**D&O**) insurance is currently in place. The policy is understood to be maintained by the Parent and, based on information available to the Administrators, provides cover for the directors of VIQ Australia Group entities.

The Administrators have not been provided with a copy of the D&O policy and consider that any further investigation of this matter would more appropriately be undertaken by a liquidator, if appointed.

11.9 Funding to pursue insolvent trading and voidable transactions

Insolvent trading and voidable transactions can only be pursued in a liquidation. Further investigation and any subsequent proceedings may incur significant costs.

Funding may be required from external sources such as litigation funders if the Company is wound up, viable claims are subsequently identified, and the Liquidators seek to commence such action.

12 Anticipated return to creditors

This section outlines the estimated return to Creditors from the liquidation of VIQ Australia Group.

12.1 Background

The Act prescribes a strict order of priority for the distribution of funds realised through the administration and any subsequent DOCA or liquidation process. In summary, proceeds received from asset realisations are utilised as follows:

- firstly, to fund the costs and expenses of the administration and subsequent deed administration or liquidation process, including the Administrators', and the appointed deed administrators' or liquidators', fees and expenses (subject to approval);
- then, priority creditors (i.e. employees) who are entitled to receive a priority distribution against net circulating asset realisations, such as recoveries from stock (excluding stock subject to valid ROT claims), work in progress and debtors;
- then, secured creditors who rank ahead of unsecured creditors against surplus circulating assets. However, secured creditors rank ahead of priority and unsecured creditors against net non-circulating asset realisations, such as recoveries from plant and equipment and goodwill; and
- unsecured creditors (and lastly shareholders) who rank behind priority creditors and secured creditors.

This section of the Report provides an estimated return to creditors of VIQ Australia Group, having regard to the order of priority as set out in the Act.

12.2 Basis of preparation

The Administrators have prepared an estimated return to creditors of VIQ Australia Group on the basis that creditors resolve at the second meeting to wind up VIQ Australia Group (given that no DOCA has been proposed at this time).

The estimated return to creditors has been prepared based on the assumptions below:

- the costs of the administration and liquidation are based on estimates made by the Administrators having regard to their experience in undertaking administrations and liquidations of a similar size and complexity;
- the assumption that, if appointed liquidators, the Administrators will obtain pooling orders under section 579E of the Act. This allows the assets and liabilities of VIQ Australia Group to be combined and administered as a single pooled group for the purposes of a liquidation;
- creditor claims are based on the PODs that have been received to date and there will be no material additional claims made against VIQ Australia Group; and
- recoveries from voidable transactions are estimated at nil. All creditors, not only secured creditors, may participate in voidable transaction recoveries.

Creditors should note that the estimates provided in this section are preliminary only and are subject to change as remaining asset recoveries are made, creditor claims are considered and adjudicated, and the realisations and costs of the Administration becomes clearer. Other sources of funds, for example from insolvent trading or voidable transaction recoveries, may increase the return to unsecured creditors. No warranty as to the accuracy or reliability of the estimates is provided.

12.3 Pooling

If appointed liquidators, the Administrators intend to seek pooling orders under section 579E of the *Corporations Act 2001 (Cth)*. Such orders permit the assets and liabilities of related companies to be combined and administered as a single pooled group.

The Administrators' preliminary investigations indicate that VIQ Australia Group operated as a highly integrated business, including shared management, employees, systems, funding arrangements and intercompany transactions. Having regard to that level of integration, the Administrators consider there is a reasonable basis to seek pooling orders, although any determination will ultimately be made by the Court after considering the interests of creditors and other affected stakeholders.

12.4 True employer

The Administrators note that employees were employed by VIQ Australia Services Pty Ltd (**VIQ Australia Services**), which was responsible for payroll, PAYG withholding, superannuation and other employment-related obligations.

The Administrators have, however, identified matters which may be relevant to any future assessment of the entity or entities that were the substantive or "true" employer of certain employees. In particular, employees provided services across multiple entities within VIQ Australia Group, and the operating model involved a high degree of integration between personnel, management and business activities. It is therefore possible that a liquidator may be required to consider whether employee-related liabilities are more appropriately attributable, in whole or in part, to entities other than VIQ Australia Services.

The determination of the true employer is a fact-specific issue that requires consideration of the circumstances of each employment relationship and the application of relevant legal principles. The Administrators have not undertaken sufficient investigations to reach a concluded view on this issue and consider that any further assessment would be a matter for a liquidator. However, preliminary investigations indicate there is a reasonable basis for a liquidator to consider whether employee liabilities may be attributable, in whole or part, to entities other than VIQ Australia Services.

For the purposes of this Report, the Administrators have presented a single Estimated Outcome Statement (**EOS**) on the basis that, if the Companies enter liquidation, the liquidators will seek to pool the assets and liabilities of the VIQ Australia Group. If the assets and liabilities are pooled, the True Employer determination is not relevant as the pooling order would have the same impact as the reallocation of employee liabilities.

12.5 Treatment of net trading position

For the purposes of the EOS, the Administrators have treated the post-appointment net trading position as a non-circulating asset recovery. This treatment reflects the Administrators' preliminary assessment of the operation of the security arrangements and the circumstances in which the net trading position was generated. The net trading position relates solely to profits generated from post-appointment trading activities and excludes recoveries from cash, debtors and work in progress existing at the date of Appointment, which have been separately identified and treated as circulating asset recoveries.

The Administrators note that the characterisation of the net trading position is a legally complex issue that may depend on the interaction between the *Personal Property Securities Act 2009 (Cth)*, the security arrangements in favour of Beedie Capital and the specific facts relevant to the trading period. The business ceased trading on 17 July 2026, and the Administrators have not yet had sufficient opportunity to undertake a detailed review of these issues or obtain comprehensive legal advice.

Accordingly, the treatment adopted in the EOS is preliminary only. A liquidator may, following further investigation and legal advice, determine that an alternative treatment is appropriate. Depending on the circumstances, the issue may ultimately require determination by the Court.

12.6 Estimated return to creditors

12.6.1 Estimated return

Below is a summary of the estimated return to creditors:

Table 18: Estimated return to creditors

VIQ Australia Group | Estimated outcome statement			
		Liquidation	
$'m	**Note**	**Low**	**High**
Circulating asset realisations			
Opening cash	A	0.4	0.4
Restricted cash	B	-	0.2
Pre-appointment debtors	C	2.1	2.1
WIP	D	0.8	0.8
Less:			
Administrators' fees and disbursements (actual & forecast)	F	(2.1)	(2.0)
Liquidators' fees and disbursements	L	(0.3)	(0.3)
Legal and other advisor fees and disbursements (actual & forecast)	G	(0.4)	(0.4)
Estimated circulating assets available for priority creditors		**0.6**	**0.9**
Wages & Super	H	(0.2)	(0.2)
Leave	H	(1.3)	(1.2)
Retrenchment	H	(2.8)	(2.7)
Estimated priority claims		**(4.2)**	**(4.0)**
Estimated surplus / (shortfall) to priority creditors		**(3.6)**	**(3.2)**
Estimated circulating assets available for secured creditors		**-**	**-**
Non-circulating asset realisations			
Court recording and audio equipment	I	-	-
Net trading position	E	2.4	2.9
Less:			
Administrators' fees and disbursements (actual & forecast)	F	(1.9)	(1.8)
Liquidators' fees and disbursements	L	(0.2)	(0.3)
Legal and other advisor fees and disbursements (actual & forecast)	G	(0.3)	(0.3)
Estimated non-circulating assets available for secured creditors		**(0.0)**	**0.5**
Secured creditors	J	(30.3)	(30.3)
Surplus / (Shortfall) to the secured creditors		**(30.3)**	**(29.8)**
Unsecured Creditor estate			
Liquidation recoveries	K	-	CIC
Less:			
Surplus / (shortfall) to priority claims		(4.0)	(2.7)
Estimated amount available for unsecured creditors		**-**	**-**
Unsecured creditor claims (excluding intercompany)	M	(1.5)	(1.3)

Estimated returns to creditors	**Low**	**High**
Estimated return to secured creditors (c/$)	Nil	2
Estimated return to priority creditors (c/$)	15	21
Estimated return to unsecured creditors (c/$)	Nil	Nil

Source: McGrathNicol

12.6.2 Key assumptions and comments

Key assumptions

Table 19: Estimated return to creditors – key assumptions and comments

Note	Comments and assumptions
A - Cash	▪ On the Appointment Date, VIQ Australia Group's cash and cash equivalents comprised: – $161,000 in VIQ's pre-appointment bank accounts; and – $250,000 transferred to McGrathNicol's trust account immediately prior to the Appointment Date, which was subsequently transferred to the Administrators' bank account. ▪ Funds held in operating bank accounts and McGrathNicol's trust account totalling $410,000 were secured by the Administrators on the Appointment Date.
B – Restricted Cash	▪ At the Appointment Date, VIQ Australia Group held $406,000 in security deposits or restricted accounts as coverage for bank guarantees provided to lessors in respect of properties leased by VIQ Australia Group. ▪ In the low scenario, we have assumed that funds held on deposit or in restricted accounts are not recoverable on the basis landlord claims exceed the value of bank guarantees, however, this remains subject to ongoing review. ▪ The high side reflects a 50% recovery of restricted cash.
C – Pre-appointment debtors	▪ As at the Appointment Date, the consolidated VIQ Australia Group accounts receivable ledger totalled approximately $2.5 million. ▪ The Administrators assessed the accounts receivable ledger and treated materially overdue balances as unlikely to be recoverable. On that basis, the estimated recoverable value of the debtor balances was $2.1 million. ▪ The low case scenario reflects pre-appointment debtor collections received to date, while the high case assumes all the recoverable debtors are collected in full.
D - WIP	▪ The Administrators estimated WIP of approximately $0.8 million at the Appointment Date. ▪ WIP comprises of unbilled client work undertaken by VIQ Australia Group prior to the Appointment Date. ▪ The recorded balance represents management's estimate of the value of services performed but not yet invoiced at the Appointment Date. ▪ All WIP was invoiced after the appointment date. The low scenario represents outstanding invoices relating to the WIP still owed to VIQ Australia Group at the date of this Report (approximately $10,000). The high scenario assumes amounts are recovered in full.
E – Net trading position	▪ The Administrators forecast a net trading position of $2.6 million, based on actual revenue and costs to 17 July 2026, and forecast costs to 31 July 2026. This excludes the Administrators' remuneration and external legal costs incurred. ▪ To support the analysis of the Administrators' trading position, we have maintained detailed records and cash flow forecasts during the Administration period. We currently estimate a net trading position of between $2.4 million and $2.9 million. This included approximately $3.8m of financial assistance provided by the major customers. ▪ The final position will become known following the wind down of VIQ Australia Group's operations, including the cash inflows of post-appointment debtors and cash outflows of liabilities incurred during the Administration period (and subsequent liquidation). ▪ Further commentary regarding the Administrators' treatment of the net trading position is provided in Section 12.5 of this report.
F – Administrators' fees	▪ Administrators' fees reflect the remuneration sought in the remuneration report issued to creditors with this Report. ▪ Administrators' fees have been allocated on a preliminary basis between circulating and non-circulating asset recoveries by reference to the relative value of estimated realisations. The allocation remains subject to further review as realisations and costs are finalised. ▪ The low scenario reflects a 2% contingency for increased time costs.
G – Legal and other advisor fees	▪ Administration legal and other advisor fees are based on the actual costs incurred to 17 July 2026 and forecast costs for the remainder of the administration period. ▪ The low scenario reflects a 2% contingency.

Note	Comments and assumptions
H – Priority creditors	▪ Priority creditors relate to the amounts for employee entitlements as detailed in Section 9.2 of this Report. ▪ The current estimate of priority creditor amounts has been calculated on the Appointment Date. ▪ We recognise the final crystalised value of entitlements may increase given changes in circumstances between the Appointment Date and the date of redundancy, including length of service, ongoing review of the entitlements position and verification of claims with employees, including the position with respect to long service leave contributions. ▪ The low scenario represents a 5% increase to leave, PILN, and redundancy against the high scenario to reflect the potential increase in claims. ▪ The extent of additional recoveries available to employees in respect of outstanding entitlement claims will depend on whether the: – assets and liabilities are pooled; – final true employer determination; – quantum and treatment of the net trading position; and – outcome of any recovery actions pursued by the Liquidators.
I – Plant and equipment	▪ Refer to Table 11, note E in this Report.
J – Secured creditor	▪ Secured creditors rank ahead of priority and unsecured creditors against net non-circulating asset realisations and ahead of unsecured creditors only against surplus circulating assets. ▪ Amounts represent Beedie Capital secured debt as detailed in Section 4.6 of this Report. ▪ The final recovery to Beedie will depend on whether the: – assets and liabilities are pooled; – final true employer determination; – quantum and treatment of the net trading position; – value realised from secured assets; and – costs incurred in the Administrations and any subsequent liquidations.
K – Liquidator recoveries	▪ The appointed liquidator will be responsible for investigating the potential recovery actions outlined in Section 11.6 to 11.8. ▪ The Administrators' preliminary investigations have identified matters that may warrant further investigation by a liquidator in the context of potential breaches of directors' duties. Further information is set out in Section 11.8 of this Report. ▪ Any assessment of potential claims would require further investigation by a liquidator, including consideration of the relevant facts, merits, available defences, recoverability and the likely quantum of any recovery. Accordingly, no value has been included in the EOS in respect of these matters.
L – Liquidators' fees	▪ Liquidation costs are based on the Administrators' estimate of costs involved in fulfilling their statutory obligations, including, investigating and pursuing recovery actions in respect of recovery actions. ▪ Liquidation costs have been allocated on a preliminary basis between circulating and non-circulating asset recoveries by reference to the relative value of estimated realisations. The allocation remains subject to further review as realisations and costs are finalised. ▪ Details of the exact nature of the work to be carried out is set out in the remuneration report at Appendix D.
M – Unsecured creditors	▪ Amounts are based on VIQ Australia Group's books and records and Proof of Debts received. ▪ The low and high case includes assumptions for increased volume of unsecured creditor claims as a result of potential liabilities that may crystalise on liquidation, including contractual breaches, customer refunds, and other liabilities. ▪ The range of outcomes reflects sensitivity to the final unsecured creditor claim pool, with the low case assuming unsecured claims are 25% higher than the Administrators' current estimate and the high case assuming unsecured claims are in line with current estimates. ▪ Based on current estimates, no return to unsecured creditors is anticipated.

Source: McGrathNicol

12.6.3 Effect on priority creditors

Employees rank as priority creditors with respect to net circulating asset realisations.

In a liquidation, employees may be entitled to claim a portion of their entitlements through the FEG scheme, a government-funded compensation scheme that assists employees of companies that are being wound up. Outstanding superannuation contributions are not covered by FEG and FEG assistance is not available to non-Australian resident employees. Certain other caps also apply. FEG payments can take up to six months to be processed, depending on the circumstances. FEG is generally only available to employees in situations where a company is in liquidation.

13 Options available to creditors

This section provides creditors with a statement of the Administrators' opinion regarding each course of action creditors are entitled to vote for at the Second Meeting of Creditors.

The Administrators must provide creditors with their opinion on each of the below courses of action that creditors are entitled to vote on at the Second Meeting of Creditors:

- the Administration to end with control of VIQ Australia Group reverting to the Directors; or
- VIQ Australia Group to enter into a DOCA; or
- VIQ Australia Group to enter liquidation and be wound up.

Creditors are also entitled to vote to adjourn the Second Meeting of Creditors for up to 45 business days.

13.1 Administration to end

Creditors may consider ending the Administration and returning the control of VIQ Australia Group to the Directors. This would only be appropriate in circumstances where VIQ Australia Group was solvent.

The Administrators do not consider this is a viable option, noting that VIQ Australia Group remains insolvent and has no access to funding. It would not be appropriate to return control of an insolvent company to its directors.

In the Administrators' opinion, it is not in the best interests of creditors of VIQ Australia Group to vote for the Administration to end.

13.2 DOCA

A DOCA is a binding arrangement between a company and its creditors governing how the company's affairs will be dealt with. It aims to maximise the chances of the company, or as much as possible of its business, continuing, or to provide a better return to creditors than an immediate winding up. A DOCA binds all unsecured creditors, even if they voted against the proposal.

There has been no DOCA proposal submitted for VIQ Australia Group and the Administrators are not aware of any party that intends to propose a DOCA prior to the Second Meeting of Creditors.

In the absence of a DOCA proposal for VIQ Australia Group, the Administrators cannot recommend nor propose a resolution that would result in VIQ Australia Group entering into a DOCA.

13.3 VIQ Australia Group to be wound up

An Administrator would usually recommend that creditors vote for the winding up of a company that is insolvent or likely to become insolvent in the absence of an acceptable DOCA proposal. An Administrator would also recommend liquidation in preference to a DOCA if there is a strong likelihood that recoveries in a liquidation (for example, voidable transaction recoveries) will improve the return to creditors in comparison to the return expected under a DOCA.

The liquidation of VIQ Australia Group would involve:

- the completion of a more detailed investigation into the affairs of VIQ Australia Group and the conduct of the Directors;
- further enquiries regarding potential insolvent trading and voidable transaction actions;
- reporting to ASIC in relation to offences (if any) committed by the Directors; and
- adjudicating creditor claims and payment of any dividends.

The costs of administering the liquidation would depend largely on the nature of any further investigations in respect of potential voidable transactions and other recovery actions.

In the Administrators' opinion, in the absence of a DOCA proposal for VIQ Australia Group, it is in the best interests of creditors to vote for the winding up of VIQ Australia Group.

13.4 Administrators' recommendation

For the reasons set out above, the Administrators, at the time of writing this Report, recommend that creditors resolve that VIQ Australia Group be wound up.

The table below summarises the estimated outcomes for creditors. Based on the assumptions set out above and the information currently available to the Administrators.

Table 20: Estimated outcome in a liquidation

Estimated outcome in a liquidation

Estimated outcome		
c/$	**Liquidation**	
Class of creditor	**Low**	**High**
Secured claims	Nil	2
Employee claims	15	21
Unsecured creditors	Nil	Nil

Source: McGrathNicol

14 Creditor information about remuneration

An administrator's remuneration can only be fixed by resolution of a COI, a company's creditors or by application to the Court.

In accordance with section 449E of the Act and the ARITA Code, a Schedule of Remuneration Methods and Hourly Rates was provided to creditors with the Administrators' Initial Circular to Creditors dated 19 March 2026. The Administrators' remuneration to date has been calculated based on hourly rates and time spent by the Administrators and their staff.

The Administrators' Remuneration Approval Report with respect to VIQ Australia Group is appended to the Circular to Creditors. This report deals with the remuneration incurred to date and future remuneration required to deal with the remainder of the Administration and the future of VIQ Australia Group (depending on the outcome of the Second Meeting of Creditors). The "time based/hourly rates" method of remuneration will continue to be used if the Administrators are appointed Deed Administrators or Liquidators at the Second Meeting of Creditors.

At the Second Meeting of Creditors, creditors will be asked to consider, and if thought fit, approve remuneration for these periods:

- the retrospective remuneration of the Administrators of VIQ Australia Group for the period 16 March 2026 to 17 July 2026 (based on actual time incurred);
- the prospective remuneration of the Administrators of VIQ Australia Group for the period 18 July 2026 to 29 July 2026; and
- the prospective remuneration of the Liquidators of VIQ Australia Group for the period 29 July 2026 to the finalisation of the liquidation, if creditors resolve that VIQ Australia Group should enter liquidation and the Administrators be appointed as Liquidators.

The total remuneration being sought is subject to the decision creditors make at the Second Meeting of Creditors and is summarised in the table below:

Table 21: Combined remuneration resolutions sought

Total remuneration request	
	Amount ($ ex GST)
Voluntary Administration	
Actual remuneration for the period 16 March 2026 to 17 July 2026	3,580,252.50
Estimated remuneration from 18 July 2026 to 29 July 2026	274,000.00
Future work – Liquidation	
Estimated remuneration from the finalisation of the administration to the finalisation of liquidation	600,000.00
Total approval sought – if VIQ Australia Group enters liquidation	**4,454,252.50**

Source: McGrathNicol

Please refer to the Remuneration Report at Appendix D for the remuneration resolutions for which we request approval.

ARITA has issued an "Approving remuneration of an external administrator" information sheet providing general information for creditors on the approval of an External Administrator's fees in a liquidation, voluntary administration or DOCA. This information sheet is available from ARITA's website (www.arita.com.au) and is included at Appendix C

15 Contact

Please refer to the McGrathNicol website at https://www.mcgrathnicol.com/creditors/viq-australia-group/ for further information regarding this administration. If you have any queries, please contact Daniel Shannon via email at VIQ@mcgrathnicol.com.

Dated: 22 July 2026

Robert Smith
Joint and Several Administrator

Appendices:

Appendix A – Statutory Details

Appendix B – Administrators' actions to date

Appendix C – ASIC and ARITA information sheets

Appendix D – Remuneration report

A Statutory Details

A.1 Key statutory information

Table 22: Key statutory information

Key statutory information – VIQ Australia Pty Ltd	
Information Type	**Details**
Company name	VIQ Australia Pty Ltd
ACN	094 750 679
Registered office	Level 1 355 Spencer Street West Melbourne VIC 3000
Incorporation date	13/10/2000

Key statutory information – VIQ Solutions Pty Ltd	
Information Type	**Details**
Company name	VIQ Solutions Pty Ltd
ACN	007 916 056
Registered office	Level 1 355 Spencer Street West Melbourne VIC 3000
Incorporation date	31/01/1980

Key statutory information – VIQ Solutions Australia Pty Ltd	
Information Type	**Details**
Company name	VIQ Solutions Australia Pty Ltd
ACN	008 711 877
Registered office	Level 1 355 Spencer Street West Melbourne VIC 3000
Incorporation date	1/07/1968

Key statutory information – VIQ Pty Ltd	
Information Type	**Details**
Company name	VIQ Pty Ltd
ACN	654 143 932
Registered office	Level 1 355 Spencer Street West Melbourne VIC 3000
Incorporation date	30/09/2021

Key statutory information – VIQ Australia Services Pty Ltd	
Information Type	**Details**
Company name	VIQ Australia Services Pty Ltd
ACN	654 144 206
Registered office	Level 1 355 Spencer Street West Melbourne VIC 3000
Incorporation date	30/09/2021

Source: ASIC registry

A.2 Directors and officers

Table 23: Directors and officers

Directors and officers - VIQ Australia Group			
Name	**Role**	**Appointment date**	**Resignation date**
Alexie Bovier Edwards	Director	20/12/2022	20/03/2026
Kerry John Douglas Little	Director	31/03/2023	N/A

Source: ASIC registry

A.3 Shareholders

Table 24: Shareholders

Shareholders - VIQ Australia Pty Ltd			
Rank	**Name**	**Number held**	**% total**
Ordinary	VIQ Solutions Inc	200	100
Total shares on issue		**200**	**100**

Shareholders - VIQ Solutions Pty Ltd			
Rank	**Name**	**Number held**	**% total**
Ordinary	VIQ Australia Pty Ltd	2	100
Total shares on issue		**2**	**100**

Shareholders - VIQ Solutions Australia Pty Ltd			
Rank	**Name**	**Number held**	**% total**
C Class shares	VIQ Australia Pty Ltd	300	38
D Class ordinary shares	VIQ Australia Pty Ltd	200	25
Ordinary	VIQ Australia Pty Ltd	300	38
Total shares on issue		**800**	**100**

Shareholders - VIQ Pty Ltd			
Rank	**Name**	**Number held**	**% total**
A	VIQ Australia Pty Ltd	2	100
Total shares on issue		**2**	**100**

Shareholders - VIQ Australia Services Pty Ltd			
Rank	**Name**	**Number held**	**% total**
A	VIQ Australia Pty Ltd	2	100
Total shares on issue		**2**	**100**

Source: ASIC registry

A.4 Security Interests

Table 25: Summary of PPS registrations

Security interests	
Collateral class	**No. of registrations**
AllPAAP	3
Other	10
Total	**13**

Source: Personal Property Securities Register

A.5 PPSR Listing

Table 26: Summary of PPS registrations

Security Interests – VIQ Australia Pty Ltd			
Registration	**Collateral class**	**Secured party**	**Registration date**
202302220013082	All PAP	Beedie Capital Lending Limited	22/02/2023
202302220013478	Investment Instrument	Beedie Capital Lending Limited	22/02/2023
202302220013612	General Intangible	Beedie Capital Lending Limited	22/02/2023
202302220013855	Intermediated Security	Beedie Capital Lending Limited	22/02/2023

Security Interests – VIQ Solutions Pty Ltd			
Registration	**Collateral class**	**Secured party**	**Registration date**
202302220014029	All PAP	Beedie Capital Lending Limited	22/02/2023
202503270104781	Other Goods	DATA#3 LIMITED. ACN 010 545 267	27/03/2025

Security Interests – VIQ Solutions Australia Pty Ltd			
Registration	**Collateral class**	**Secured party**	**Registration date**
202202040054334	Other Goods	FUJIFILM LEASING AUSTRALIA LTD; FUJIFILM BUSINESS INNOVATION AUSTRALIA PTY LTD	4/02/2022
202112200004144	Other Goods	DATA#3 LIMITED. ACN 010 545 267	20/12/2021
202202040054334	Other Goods	FUJIFILM LEASING AUSTRALIA LTD; FUJIFILM BUSINESS INNOVATION AUSTRALIA PTY LTD	4/02/2022
202205100029672	Other Goods	QUADIENT FINANCE AUSTRALIA PTY LTD ACN 154 889 068	10/05/2022
202302220014174	All PAP	Beedie Capital Lending Limited	22/02/2023
202409010003268	Negotiable Instrument	The Trustee for Jones, Benjamin Kyle ABN 77 914 761 316	1/09/2024
202202040054334	Other Goods	FUJIFILM LEASING AUSTRALIA LTD; FUJIFILM BUSINESS INNOVATION AUSTRALIA PTY LTD	4/02/2022

Source: PPSR searches undertaken on 7 April 2026

B Administrators actions to date

B.1 Statutory obligations, administration and other

The Administrators complied with the following immediate statutory obligations:

- Notified major financial institutions of the appointment and established control of VIQ Australia Group.
- Corresponded with banks regarding statements and account matters and established a new Administrators' bank account.
- Informed ASIC, the ATO and the various state revenue offices of the appointment and attended to various statutory lodgements.
- Issued requests to the Directors to complete a ROCAP and deliver the books and records of VIQ Australia Group to the Administrators.
- Secured VIQ Australia Group's books and records including electronic accounting records.
- Reviewed the books and records and undertook preliminary investigations to ascertain VIQ Australia Group's financial position, director conduct and transactions that may be recoverable by a liquidator.
- Made an application to extend the convening period and obtained a convening period extension to 22 July 2026.
- Preparation of this Report and related analyses.
- Attended to other general and statutory requirements.

B.2 Trade-on management

Following the appointment, the Administrators undertook an initial assessment of VIQ Australia Group's operations, liquidity position (including with reference to the available funding), having regard to our statutory obligations under section 438A of the Act. The key trading activities that have been performed by the Administrators and their team include the following:

- Held meetings with Management and key stakeholders to understand the background, operating structure and financial performance of VIQ Australia Group and to explain the Administration process.
- Engaged with critical suppliers in relation to ongoing operations to stabilise the business and take control of all operational matters. Suppliers were issued with formal trading circulars confirming post-appointment trading arrangements, payment terms and purchase order requirements.
- Engaged with customers to secure funding support in return for continuity of service, and ultimately transition out services.
- Engaged regularly with the Parent to ensure continuity of support services in Australia.
- Continued to service customers, including continuing to collect both pre-appointment and post-appointment debtors.
- Set up financial control processes for payments and purchase orders
- Reviewed pre-appointment insurance cover and worked with brokers to ensure appropriate post-appointment coverage.
- Reviewed key financial information to monitor the ongoing trading position, including reconciled cash accounts, cash flow forecasts and timing of key cash inflows and outflows.
- Prepared and monitored the Administrators' cash flow forecast.
- Assessed the validity of various PPSR claims against the stock and assets of VIQ Australia Group.

B.2.1 Transcript backlog management

Overdue orders were treated as a priority throughout the administration period, with the Administrators seeking to maintain compliance with customer contractual agreements. The key backlog activities that have been performed by the Administrators and their team include the following:

- Reviewed and analysed daily backlog data to tracked movements in on-time and overdue orders for the FCF, FCFCOA, QDOJ, WADoJ, and other work pools to assist with workflow prioritisation.
- Reviewed and analysed daily new order data to identify trends in the number of new orders, total audio minutes and turnaround time for delivery to assist with workflow prioritisation.
- Prepared and monitored the reports on a consolidated basis, daily.
- Reviewed the data against prior periods to understand trends and pain points.
- Consulted with key VIQ staff bi-weekly to address areas of concern, upcoming initiatives and seasonal trends. This included members of the Delivery and Merging teams, who have experience in managing workflow.
- Approved overtime and incentives for employees and contractors, respectively, directing resourcing to areas of concern, including initiatives over the weekend and public holidays where necessary.
- Issued correspondence to the Commonwealth Court, QDOJ and WADoJ periodically, advising on initiatives implemented and key milestones.

The Administrators became familiar with the process through the Administration, continually directing and deploying the VIQ Australia Group workforce to deficient areas. Once advised of VIQ Australia Group's wind-down, the Administrators consulted bi-weekly with key customers to step-out a transition out plan which considered the reduction and re-allocation of orders.

The Administrators consider the initiatives a success, with customer contractual agreements being adhered.

B.2.2 Data and security review

- Undertaken a review of VIQ Australia Group's IT systems, operating environments and supporting infrastructure to obtain an understanding of the technology platforms underpinning the business and ongoing service delivery.
- Identified and reviewed key information security certifications and compliance materials, including ISO 9001, ISO 27001 and SOC 2, confirming the current certification status and relevant audit timing.
- Reviewed customer contracts to identify information security, governance and regulatory obligations.
- Assessed workforce security clearance and police check requirements under customer contracts and internal procedures, documenting those requirements to support a broader clearance validation process for staff and contractors.
- Assessed existing systems and controls to ensure they align with contractual and regulatory security requirements, including identifying areas requiring further review or remediation.
- Conducted a review of the data breach incident that occurred in February 2026, prior to Appointment Date.
- Considered the findings of the internal investigation following the data breach to ensure appropriate action was taken and to ensure that access for the relevant overseas contractors has been disabled.
- Dealing data transfer requests from customers.

B.2.3 Productivity monitoring

- Obtained and analysed daily productivity reports from Parent, including jobs completed, word counts, job duration and editing times for each typist to enable performance assessment across all employees and support workforce optimisation decisions
- Held discussions with key personnel to better understand workflows, data inputs and discrepancies in reported productivity.
- Assessed operational factors impacting productivity data, including onboarding, training constraints, workflow transitions (e.g. NetScribe), and backlog pressures.

B.2.4 Transition-out / operational wind-down

- Held regular sessions with key customers to set expectations for the delivery of backlog orders.
- Reviewed backlog and new order data daily, identifying trends and build-up, directing the workforce to prioritise key matters raised by the customers.

- Worked with key customers to re-allocate orders to other transcription providers.
- Navigated key milestones with key customers, both via written and oral communications.
- Determined to undertake a reduction in force plan at key milestones of delivery, with the workforce advised on 3 July 2026, 10 July 2026, and 17 July 2026.
- Considered electronic data stored on local, in-court and remote devices, and proposed a plan to transfer and purge the data without incurring significant costs.
- Attended the four VIQ Australia Group offices to conduct a stocktake and analyse data stored.

B.3 Employees

As a critical stakeholder from both a trading and sale of business perspective, the Administrators and their team spent a lot of time with VIQ Australia Group's employees, including in relation to the following items:

- Briefed employees regularly, including through townhall meetings, employee circulars and other communications, and ensured they were aware of their rights and obligations and how the administration process affects their entitlements.
- Reviewed employee files, contracts and payroll records to understand employment details and calculate entitlements.
- Considered the pre-appointment employee entitlements position, including post-appointment entitlement matters.
- Reviewed and reconciled employee entitlement calculations, including resolving payroll discrepancies and responding to employee-specific entitlement queries.
- Held meetings with FEG regarding the administration and the potential liability owed by VIQ Australia Group to employees.
- Corresponded with employees to advise of their outstanding entitlements balance and responded to any queries.
- Assessed ongoing workforce requirements to support continued trading, the sale process and the orderly wind-down of the business.
- Assessed on-going employment requirements employee payments post appointment.
- Corresponded with government agencies such as Child Support, WorkCover, Centrelink, DEWR and the Department of Jobs and Small Business as required.
- Issued termination notices to employees and liaised with payroll staff to process payments.
- Prepared post-appointment entitlement calculations and processed termination payments for employees terminated during the administration.
- Liaised with payroll staff regarding payroll processing, Single Touch Payroll (STP) reporting, superannuation, PAYG and payroll tax obligations.
- Prepared employee information and supporting materials for the sale process and bidder due diligence.
- Managed multiple rounds of workforce reductions, including liaising with payroll, IT, relevant unions and government agencies in relation to employee terminations and associated compliance requirements.

B.4 Creditors

Administrators have equal obligations to all creditors in an administration. They key tasks undertaken by the Administrators and their team in relation to creditors included the following

- Reviewed VIQ Australia Group's records to identify potential creditors.
- Issued notices of appointment and initial circular to creditors convening the First Meeting of Creditors held on 26 March 2026.
- Prepared and lodged the minutes of the First Meeting of Creditors with ASIC.

- Prepared this Report and prepared for the convening of the Second Meeting of Creditors.
- Facilitated the formation of a Committee of Inspection.
- Attended to the extension of the convening period.
- Reviewed the books and records of VIQ Australia Group and proofs of debt received to estimate the value of creditor claims.
- Dealt with creditor queries.
- Assessed the validity of various PPSR claims
- Provided regular updates on the progress of the administration and sale process to the Secured Creditor including attending meetings, phone calls and dealing with information requests.
- Updated the McGrathNicol website for documents regarding the Administration and general information about the administration process.

B.5 Asset realisation strategy

The Administrators commenced an asset realisation strategy on appointment and have since undertaken the following tasks:

- Contacted banks on appointment to secure pre-appointment bank accounts and establish post-appointment bank facilities.
- Obtained and reviewed a fixed asset register.
- Reviewed work in progress and arranged for invoices to be raised/issued to customers for completed work.
- Reviewed debtors listing and prepared strategy for realisation of debtor accounts and liaised with those debtors.
- Reviewed fixed asset register and performed analysis to assess realisation options.
- Consulted with third-party experts to determine potential realisation options for fixed assets and the associated costs.
- Conducted a comprehensive multi-phase sale of business process. For further detail regarding the sale process refer to Section B.5.1 of this report.

B.5.1 Sale Process

The Administrators commenced a comprehensive multi-phase sale of business process shortly after Appointment and have since undertaken the following tasks:

- Developed and implemented a sale and recapitalisation strategy for VIQ Australia Group.
- Advertised the opportunity in the Australian Financial Review and other targeted channels.
- Prepared and issued sale process materials, including indicative timetable and transaction parameters.
- Established and managed a virtual data room containing financial, operational and commercial information.
- Contacted and engaged with approximately 130 potential strategic and financial investors.
- Maintained an expressions of interest register and managed bidder correspondence.
- Prepared and negotiated confidentiality deeds with interested parties.
- Provided briefing materials and due diligence information to qualified interested parties.
- Implemented a phased due diligence process to manage commercially sensitive information.
- Responded to more than 130 bidder questions and requests for additional information.
- Facilitated management presentations, diligence meetings and stakeholder discussions with interested parties.
- Coordinated customer engagement and confirmatory due diligence activities for shortlisted bidders.
- Received and assessed six non-binding indicative offers from domestic and international parties.

- Evaluated proposals having regard to transaction structure, execution risk, stakeholder outcomes and completion certainty.
- Progressed the preferred bidder through final-stage diligence and transaction discussions.
- Negotiated with the preferred bidder and facilitated access to additional information and stakeholders.
- Assessed the absence of a final binding offer by the prescribed deadline and evaluated alternative options.
- Determined that the sale and recapitalisation process had not produced a transaction with sufficient certainty of completion.

C ASIC and ARITA information sheets

ARITA Information Sheet – Offences, Recoverable Transactions and Insolvent Trading

ARITA Information Sheet – Approving Remuneration of an External Administrator

ARITA Information Sheet – Committees of Inspection

D Remuneration Report

McGrathNicol

Remuneration Approval Report

VIQ Australia Group (Administrators Appointed)

VIQ Australia Pty Ltd ACN 094 750 679
VIQ Pty Ltd ACN 654 143 932
VIQ Solutions Pty Ltd ACN 007 916 056
VIQ Australia Services Pty Ltd ACN 654 144 206
VIQ Solutions Australia Pty Ltd ACN 008 711 877

(Administrators appointed to All)
(each a Company and collectively, **VIQ Australia Group** or **Companies**)

22 July 2026

This remuneration approval report provides you with information to assist you to make an informed decision regarding the approval of our proposed remuneration for undertaking the administration and proposed liquidation of VIQ Australia Group.

The report has the following information:

Contents

Appendices

1 Summary

We, Keith Crawford and Robert Smith, were appointed as joint and several Administrators of the following VIQ Australia Group companies on 16 March 2026:

- VIQ Pty Ltd (Administrators Appointed);
- VIQ Australia Pty Ltd (Administrators Appointed);
- VIQ Australia Services Pty Ltd (Administrators Appointed);
- VIQ Solutions Pty Ltd (Administrators Appointed); and
- VIQ Solutions Australia Pty Ltd (Administrators Appointed).

(collectively, **VIQ Australia Group**)

We are asking creditors to approve the following remuneration and disbursements:

Remuneration sought	Remuneration (ex GST)	Disbursements (ex GST)
Voluntary Administrations – 16 March 2026 to 17 July 2026	3,580,252.50	12,198.01
Voluntary Administrations – 18 July 2026 to 29 July 2026	274,000.00	1,000.00
Liquidation – 29 July 2026 to finalisation of the liquidations	600,000.00	10,000.00
Total	**4,454,252.50**	**23,198.01**

Creditors will be asked to approve our remuneration at the meeting on 29 July 2026.

This is consistent with the previously estimated cost of $3.0 million to $5.0 million for the voluntary administration period, outlined in the Initial Remuneration notice dated 19 March 2026 for the Voluntary Administration of VIQ Australia Group.

While the remuneration approval sought for the Administrations remains within the estimated range, the Administrators note that the complexity and scope of the Administrations resulted in work being performed towards the middle of that range, including:

- Obtained Court orders extending the convening period by three months to allow sufficient time to conduct a comprehensive sale and recapitalisation process and assess restructuring alternatives.
- Conducted an extensive sale and recapitalisation process involving approximately 130 interested parties, multiple diligence phases, extensive stakeholder engagement and the assessment of numerous transaction structures and proposals.
- Continued trading a business providing critical services to Australian courts, tribunals and law enforcement agencies, which enhanced recoveries from pre-appointment work in progress and debtors while preserving the best opportunity to achieve a sale or recapitalisation outcome and maintain employment and contractor engagement.
- Secured approximately $3.8 million of customer funding support through pricing adjustments, abatement relief, penalty relief and retainer arrangements, enabling the business to continue trading during the sale process, to manage a VIQ Australia Group transition out process and then to subsequently wind-down.
- Undertook a complex orderly wind-down involving the completion of substantial transcription backlogs, customer transitions, workforce management and the transfer of sensitive customer data.
- Performed extensive management, operational and stakeholder engagement functions due to the limited availability of Australian-based senior management and the highly integrated nature of the Group's operations with the Parent.
- Managed significant workforce, customer, regulatory and Fair Work Commission matters arising during the Administration while preserving value and facilitating the continuation of services.

The Administrators note that the costs of the Administrations have been substantially funded through the customer support and transition out arrangements secured during the Administrations, including direct funding, pricing adjustments and abatement/penalty relief. Those arrangements enabled the Administrators to pursue a sale process, transition out and orderly wind-down without materially eroding the asset pool otherwise available to creditors.

Details of remuneration and disbursements can be found in sections 3 and 4 of this report.

2 Declaration

We have undertaken an assessment of this remuneration and disbursements claim in accordance with the law and applicable professional standards. We are satisfied that the remuneration and disbursements claimed is necessary and proper.

External Administrators are obliged to seek fee approval from either a resolution of creditors, a COI or the Court. At the upcoming meeting of creditors, we are seeking approval for the Administrators' and Liquidators' fees for VIQ Australia Group.

In preparing this report, we have considered the most appropriate method of presenting the fee information, taking into account:

- The consolidated financial reporting of VIQ Australia Group;
- The separation of specific business elements between the Companies including:
  - Customer and various supplier contracts within VIQ Solutions Pty Ltd.
  - Employment contracts held in VIQ Australia Services Pty Ltd.
  - Independent contractor agreements held in VIQ Pty Ltd.
  - Fixed asset ownership and various supplier contracts held in VIQ Solutions Australia Pty Ltd.
- The objective of providing fee information as clearly and concisely as possible.

We have determined that the most complete insight into the work undertaken would be provided by presenting the information is a combination of ways:

- Providing underlying details of work performed within six of the seven high level categories as recommended by the Australia Restructuring, Insolvency and Turnaround Association (**ARITA**) on a consolidated basis for VIQ Australia Group. We note that for the remuneration period we have only incurred time associated with six of the seven high level categories. We have not yet incurred time to 'Dividend', accordingly it is not shown in the tables.
- Summarised tables showing the work undertaken, detailing hours worked by each level of staff classification under the six high level categories set out at Appendix B.

We have reviewed the work in progress (**WIP**) reports for each of the VIQ Australia Group companies to ensure that remuneration is only being claimed for the necessary and proper work performed and have made the following adjustments:

- Where work was undertaken that was not directly applicable to a particular company, but rather was applicable to each and all of the VIQ Australia Group companies, the time recorded was apportioned an appropriate basis, set out below:
  - tasks relating to our Voluntary Administrator reports as well as the First and Second Meetings of Creditors include a base cost of approximately $105,308.50 to complete these activities. Additional general creditor tasks including dealing with creditor enquiries and general administration have been allocated proportionally based on the value of creditors per entity;
  - time incurred by the Administrators on tasks relating to the sale of business process have been allocated proportionally based on our professional judgement;
  - all time incurred relating to contractors has been allocated to VIQ Pty Ltd;
  - all time incurred relating to employees has been allocated to VIQ Australia Services Pty Ltd; and
  - general trading activities including team meetings, updating and maintaining the VIQ Australia Group's cash flow forecast, and managing common suppliers have been allocated to all trading entities. The split

has been determined by considering each entity's involvement in contracting with and providing services to customers.

- We have written off $108,848.50 (excluding GST) in time costs recording by the Administrators' team (representing approximately 3.0% of the time cost recorded up to 17 July 2026). After the write off, total remuneration for the period 16 March 2026 to 17 July 2026 for the VIQ Australia Group totalled $3,580,252.50 (excluding GST). We have written off time costs for the following matters:
  - general administrative matters, including training and other non-chargeable time;
  - time incurred by staff that we considered was inefficient, or a duplication of efforts by team members; and
  - time incurred reviewing our remuneration.

3 Remuneration sought

The remuneration we are asking creditors to approve is as follows:

3.1 VIQ Australia Pty Limited (Administrators Appointed)

Remuneration for	Period	Amount (ex GST)	Rates to apply	When it will be drawn
Work I have already done – Voluntary Administration	16 March 2026 to 17 July 2026	$95,440.50	Provided in my Initial Remuneration Notice sent to creditors on 19 March 2026	Immediately, when funds are available.
Future work to meeting date – Voluntary Administration	18 July 2026 to 29 July 2026 (meeting of creditors)	$7,000.00	Provided in my Initial Remuneration Notice sent to creditors on 19 March 2026	Immediately, when funds are available.
Voluntary Administration total		**$102,440.60**		
Future work – Liquidation	29 July 2026 to finalisation of liquidation	$16,000.00	Refer to Appendix D	Once the work is undertaken and subject to funds being available.
Liquidation total		**$16,000.00**		

3.2 VIQ Australia Services Pty Ltd (Administrators Appointed)

Remuneration for	Period	Amount (ex GST)	Rates to apply	When it will be drawn
Work I have already done – Voluntary Administration	16 March 2026 to 17 July 2026	$1,012,138.76	Provided in my Initial Remuneration Notice sent to creditors on 19 March 2026	Immediately, when funds are available.
Future work to meeting date – Voluntary Administration	18 July 2026 to 29 July 2026 (meeting of creditors)	$77,000.00	Provided in my Initial Remuneration Notice sent to creditors on 19 March 2026	Immediately, when funds are available.
Voluntary Administration total		**$1,089,138.76**		
Future work – Liquidation	29 July 2026 to finalisation of liquidation	$170,000.00	Refer to Appendix D	Once the work is undertaken and subject to funds being available.
Liquidation total		**$170,000.00**		

3.3 VIQ Pty Ltd (Administrators Appointed)

Remuneration for	Period	Amount (ex GST)	Rates to apply	When it will be drawn
Work I have already done – Voluntary Administration	16 March 2026 to 17 July 2026	$428,152.06	Provided in my Initial Remuneration Notice sent to creditors on 19 March 2026	Immediately, when funds are available.
Future work to meeting date – Voluntary Administration	18 July 2026 to 29 July 2026 (meeting of creditors)	$34,000.00	Provided in my Initial Remuneration Notice sent to creditors on 19 March 2026	Immediately, when funds are available.
Voluntary Administration total		**$462,152.06**		
Future work – Liquidation	29 July 2026 to finalisation of liquidation	$72,000.00	Refer to Appendix D	Once the work is undertaken and subject to funds being available.
Liquidation total		**$72,000.00**		

3.4 VIQ Solutions Australia Pty Ltd (Administrators Appointed)

Remuneration for	Period	Amount (ex GST)	Rates to apply	When it will be drawn
Work I have already done – Voluntary Administration	16 March 2026 to 17 July 2026	$341,014.35	Provided in my Initial Remuneration Notice sent to creditors on 19 March 2026	Immediately, when funds are available.
Future work to meeting date – Voluntary Administration	18 July 2026 to 29 July 2026 (meeting of creditors)	$26,000.00	Provided in my Initial Remuneration Notice sent to creditors on 19 March 2026	Immediately, when funds are available.
Voluntary Administration total		**$367,014.35**		
Future work – Liquidation	29 July 2026 to finalisation of liquidation	$57,000.00	Refer to Appendix D	Once the work is undertaken and subject to funds being available.
Liquidation total		**$57,000.00**		

3.5 VIQ Solutions Pty Ltd (Administrators Appointed)

Remuneration for	Period	Amount (ex GST)	Rates to apply	When it will be drawn
Work I have already done – Voluntary Administration	16 March 2026 to 17 July 2026	$1,703,506.82	Provided in my Initial Remuneration Notice sent to creditors on 19 March 2026	Immediately, when funds are available.
Future work to meeting date – Voluntary Administration	18 July 2026 to 29 July 2026 (meeting of creditors)	$130,000.00	Provided in my Initial Remuneration Notice sent to creditors on 19 March 2026	Immediately, when funds are available.
Voluntary Administration total		**$1,833,506.82**		

Remuneration for	Period	Amount (ex GST)	Rates to apply	When it will be drawn
Future work – Liquidation	29 July 2026 to finalisation of liquidation	$285,000.00	Refer to Appendix D	Once the work is undertaken and subject to funds being available.
Liquidation total		**$285,000.00**		

Details of the work already done and future work that we intend to do for VIQ Australia Group is included at Appendix A.

Appendix B includes a breakdown of time spent by the appointees and staff members on each major task for work we have already done.

Our estimate of the cost of future work for VIQ Australia Group is based on current assumptions regarding the work required in the Liquidation. We are not sure of the extent of work required to complete the liquidation (particularly due to the investigations) and will revert to creditors if further fee approval is required.

In the event actual remuneration for the respective periods is below the amounts approved, the Administrators and/or Liquidators will only draw the fees up to the actual amount of time costs incurred.

4 Resolutions

Actual resolutions to be put to the meeting are detailed below for your information. These resolutions also appear in the proxy form for the meeting provided to you.

4.1 VIQ Australia Pty Limited (Administrators Appointed)

Resolution 1 - Work I have already done: from 16 March 2026 to 17 July 2026

*"That the remuneration of the Administrators of **VIQ Australia Pty Limited** for the period 16 March 2026 to 17 July 2026, calculated at hourly rates as detailed in the Initial Remuneration Notice dated 19 March 2026, is determined in the sum of $95,440.50, exclusive of GST, to be paid immediately when funds are available."*

Resolution 2 - Future work: from 18 July 2026 to 29 July 2026

*"That the future remuneration of the Administrators of **VIQ Australia Pty Limited** from 17 July 2026 to 29 July 2026, calculated at the hourly rates as detailed in the Initial Remuneration Notice dated 19 March 2026, is determined in the sum of $7,000.00, exclusive of GST, to be paid immediately, when funds are available."*

Resolution 3 - Future work: from 29 July to finalisation

*"That the future remuneration of the Liquidators of **VIQ Australia Pty Limited** from 29 July 2026 to finalisation, calculated at the hourly rates as detailed in the Initial Remuneration Notice dated 19 March 2026, is determined in the sum of $16,000.00, exclusive of GST, to be paid once the work is undertaken and subject to funds being available."*

4.2 VIQ Australia Services Pty Ltd (Administrators Appointed)

Resolution 4 - Work I have already done: from 16 March 2026 to 17 July 2026

*"That the remuneration of the Administrators of **VIQ Australia Services Pty Ltd** for the period 16 March 2026 to 17 July 2026, calculated at hourly rates as detailed in the Initial Remuneration Notice dated 19 March 2026, is determined in the sum of $1,012,138.76, exclusive of GST, to be paid immediately when funds are available."*

Resolution 5 - Future work: from 18 July 2026 to 29 July 2026

*"That the future remuneration of the Administrators of **VIQ Australia Services Pty Ltd** from 17 July 2026 to 29 July 2026, calculated at the hourly rates as detailed in the Initial Remuneration Notice dated 19 March 2026, is determined in the sum of $77,000.00, exclusive of GST, to be paid immediately, when funds are available."*

Resolution 6 - Future work: from 29 July to finalisation

"*That the future remuneration of the Liquidators of **VIQ Australia Services Pty Ltd** from 29 July 2026 to finalisation, calculated at the hourly rates as detailed in the Initial Remuneration Notice dated 19 March 2026, is determined in the sum of $170,000.00, exclusive of GST, to be paid once the work is undertaken and subject to funds being available.*"

4.3 VIQ Pty Ltd (Administrators Appointed)

Resolution 7 - Work I have already done: from 16 March 2026 to 17 July 2026

"*That the remuneration of the Administrators of **VIQ Pty Ltd** for the period 16 March 2026 to 17 July 2026, calculated at hourly rates as detailed in the Initial Remuneration Notice dated 19 March 2026, is determined in the sum of $428,152.06, exclusive of GST, to be paid immediately when funds are available.*"

Resolution 8 - Future work: from 18 July 2026 to 29 July 2026

"*That the future remuneration of the Administrators of **VIQ Pty Ltd** from 17 July 2026 to 29 July 2026, calculated at the hourly rates as detailed in the Initial Remuneration Notice dated 19 March 2026, is determined in the sum of $34,000.00, exclusive of GST, to be paid immediately, when funds are available.*"

Resolution 9 - Future work: from 29 July to finalisation

"*That the future remuneration of the Liquidators of **VIQ Pty Ltd** from 29 July 2026 to finalisation, calculated at the hourly rates as detailed in the Initial Remuneration Notice dated 19 March 2026, is determined in the sum of $72,000.00, exclusive of GST, to be paid once the work is undertaken and subject to funds being available.*"

4.4 VIQ Solutions Australia Pty Ltd (Administrators Appointed)

Resolution 10 - Work I have already done: from 16 March 2026 to 17 July 2026

"*That the remuneration of the Administrators of **VIQ Solutions Australia Pty Ltd** for the period 16 March 2026 to 17 July 2026, calculated at hourly rates as detailed in the Initial Remuneration Notice dated 19 March 2026, is determined in the sum of $341,014.35, exclusive of GST, to be paid immediately when funds are available.*"

Resolution 11 - Future work: from 18 July 2026 to 29 July 2026

"*That the future remuneration of the Administrators of **VIQ Solutions Australia Pty Ltd** from 17 July 2026 to 29 July 2026, calculated at the hourly rates as detailed in the Initial Remuneration Notice dated 19 March 2026, is determined in the sum of $26,000.00, exclusive of GST, to be paid immediately, when funds are available.*"

Resolution 12 - Future work: from 29 July to finalisation

"*That the future remuneration of the Liquidators of **VIQ Solutions Australia Pty Ltd** from 29 July 2026 to finalisation, calculated at the hourly rates as detailed in the Initial Remuneration Notice dated 19 March 2026, is determined in the sum of $57,000.00, exclusive of GST, to be paid once the work is undertaken and subject to funds being available.*"

4.5 VIQ Solutions Pty Ltd (Administrators Appointed)

Resolution 13 - Work I have already done: from 16 March 2026 to 17 July 2026

"*That the remuneration of the Administrators of **VIQ Solutions Pty Ltd** for the period 16 March 2026 to 17 July 2026, calculated at hourly rates as detailed in the Initial Remuneration Notice dated 19 March 2026, is determined in the sum of $1,703,506.82, exclusive of GST, to be paid immediately when funds are available.*"

Resolution 14 - Future work: from 18 July 2026 to 29 July 2026

"*That the future remuneration of the Administrators of **VIQ Solutions Pty Ltd** from 17 July 2026 to 29 July 2026, calculated at the hourly rates as detailed in the Initial Remuneration Notice dated 19 March 2026, is determined in the sum of $130,000.00, exclusive of GST, to be paid immediately, when funds are available.*"

Resolution 15 - Future work: from 29 July to finalisation

"*That the future remuneration of the Liquidators of **VIQ Solutions Pty Ltd** from 29 July 2026 to finalisation, calculated at the hourly rates as detailed in the Initial Remuneration Notice dated 19 March 2026, is determined in the sum of $285,000.00, exclusive of GST, to be paid once the work is undertaken and subject to funds being available.*"

5 Disbursements sought

We are not required to seek creditor approval for costs paid to third parties, or where we are recovering a cost incurred on behalf of the Administrations, but we must provide details to creditors. Details of these amounts are included Appendix C.

6 Likely impact on dividends

It is both reasonable and appropriate for a professional service provider to be remunerated for their services. An external administrator is entitled to be remunerated for necessary work that is properly performed. That work generates the funds that may be recovered for the benefit of creditors and other stakeholders.

The impact of the approval of the external administrator's remuneration is that the remuneration will then be paid provided sufficient funds are generated to enable it to be paid. The remuneration will be paid from those funds that are generated prior to the payment of most creditors in the external administration.

It is noted that funds would only be available to any stakeholder as a consequence of the work necessarily undertaken by the external administrator.

If a dividend or distribution is to be paid to stakeholders, there is also necessary work that must be undertaken by the external administrator to properly adjudicate on claims and distribute any available funds.

7 Funding received from customers

At the date of appointment, the Administrations were unfunded. Following an initial assessment of the Companies' financial position and funding requirements, the Administrators determined that additional funding would be required to support the continued trading of the business and facilitate a sale and/or recapitalisation process.

Shortly after their appointment, the Administrators engaged with key contracted customers to seek funding support for this strategy.

The Administrators secured funding support from the major contracted customers of approximately $3.8 million through a combination of temporary pricing adjustments, contractual concessions, and retainer arrangements.

Further funding is currently being secured to support specific customer transition out activities which will occur in liquidation.

As noted in Section 1 of this report, the costs of the Administrations have been substantially funded through these customer support arrangements.

8 Summary of receipts and payments

A summary of the receipts and payments for the Administrations for the period 16 March 2026 to 30 June 2026 are included at Appendix D to this report.

9 Queries

If you have any queries regarding the information in this report, please contact the Administrators on +61 3 9278 1088 or via email at VIQ@mcgrathnicol.com.

You can also access information that may assist you on the following websites:

- ARITA at www.arita.com.au/creditors
- ASIC at www.asic.gov.au (search for "INFO 85").

Further supporting documentation for our remuneration claim can be provided to creditors on request.

Dated: 22 July 2026

Robert Smith
Joint and Several Administrator

Attachments:

Appendix A – Details of work

Appendix B – Time spent by staff on each major task

Appendix C – Disbursements

Appendix D – Schedule of hourly rates

Appendix F – Summary of receipts and payments

A Details of work

		Resolutions 1, 4, 7, 10, and 13 Work already done – Voluntary Administration
Period		16 March 2026 to 17 July 2026
Amount (ex GST)		$3,580,252.50
Task Area	**General Description**	**Tasks**
Assets 660.3 hours $428,153.00	Monies	▪ Wrote to a wide range of Australian banks and secured bank accounts. ▪ Requested regular bank sweeps from pre-appointment to post-appointment bank accounts. ▪ Monitored and reconciled cash balances.
	Sale of Business as a Going Concern	▪ Prepared information memorandum, bidder communications and marketing documents. ▪ Engaged with prospective purchasers to assess interest in the business. ▪ Maintained interested party registers and monitored bidder progression. ▪ Established, maintained and updated virtual data rooms to facilitate due diligence by interested parties. ▪ Reviewed and collated financial, commercial, operational and legal records for potential purchasers and their advisors. ▪ Managed bidder access to information and coordinated the release of approved materials through the virtual data room. ▪ Managed expressions of interest and evaluated information received from potential purchasers. ▪ Coordinated discussions between interested parties, management and advisors regarding VIQ business and operations. ▪ Reviewed and responded to information requests and questions received from bidders and allocated delivery responsibility across management and workstream leaders. ▪ Reviewed operational, commercial and contractual information requested by bidders prior to release. ▪ Coordinated management presentations, bidder meetings and follow-up actions arising from those discussions. ▪ Liaised with legal advisors regarding sale documentation, confidentiality arrangements, and other transaction matters. ▪ Reviewed indicative and non-binding offers received from interested parties and facilitated further due diligence processes. ▪ Communicated regularly with bidders to monitor engagement and progressed diligence workstreams. ▪ Maintained detailed records of bidder interactions, diligence requests, and sale process milestones. ▪ Prepared analysis and supported materials for timely sale process updates to secured creditor and key stakeholders. ▪ Assessed transactions risks identified through the due diligence process and coordinated actions to address identified issues. ▪ Reviewed draft transaction documents. ▪ Monitored critical path items and transactions milestones to support timely progress of the sale process. ▪ Managed confidentiality protocols including preparation, review, and executions of NDAs.
	Plant and Equipment	▪ Reviewed fixed asset registers for each office location to understand asset base. ▪ Complied listings of leased assets and reconciled to relevant contracts. ▪ Liaised with management to assess ongoing requirements for leased equipment. ▪ Co-ordinated the return of leased assets as required across each office location. ▪ Liaised with third-party valuation advisor to assess potential realisations from plant and equipment and associated costs. ▪ Negotiated with the FCA regarding the purchase of VIQ Australia Group recording equipment installed in court rooms.

		Resolutions 1, 4, 7, 10, and 13 Work already done – Voluntary Administration
Period		16 March 2026 to 17 July 2026
Amount (ex GST)		$3,580,252.50
	Assets subject to specific charges and security interests	▪ Searched the Personal Properties Securities Register (**PPSR**) and created schedules of security interest holders. ▪ Issued correspondence to security interest holders and attended to responses. ▪ Reviewed contracts and agreements relating to assets subject to security interests.
	Debtors	▪ Reviewed aged receivables and considered collectability. ▪ Liaised with accounts receivable teams on collection procedures and monitored collections. ▪ Carried out weekly analysis of debtor position to monitor outstanding balances. ▪ Prepared communications to aged debtors to seek timely settlement of overdue amounts.
	Other Assets	▪ Conducted a detailed review of general ledger and supporting schedules to identify additional assets for potential realisation. ▪ Liaised with management regarding other potential assets available for realisation.
	Leasing	▪ Review lease documentation associated with various office locations. ▪ Liaised with lessors to confirm the status of each lease.
Creditors 378.40 hours $258,317.50	Creditor Enquiries, Requests & Directions	▪ Established and managed a dedicated creditor mailbox and hotline for creditor communications. ▪ Received and responded to creditor enquiries via email and phone, providing information on the administration process, status of claims, and next steps. ▪ Maintained and updated creditor request logs and internal tracking tools. ▪ Compiled information requested by creditors. ▪ Reviewed, considered and responded to information requests from the Committees of Inspection. ▪ Facilitated access to information requested by the Committees of Inspection. ▪ Prepared and issued initial and ongoing correspondence to creditors and their representatives. ▪ Uploaded correspondence to McGrathNicol creditor website and director creditors to this.
	Retention of Title (**ROT**) Claims	▪ Notified purchase money security interest (**PMSI**) creditors identified from PPSR register of the appointment. ▪ Received and logged initial notifications of creditors' intention to claim. ▪ Maintained a ROT claim register and corresponded with claimants regarding information requirements and claim status.
	Secured creditor reporting	▪ Conducted searches of the PPSR. ▪ Notified PPSR registered creditors of the appointment. ▪ Respond to secured creditor's queries regarding the status of their security and the administration process. ▪ Conducted and participated in several meetings with the secured creditor to provide updates on the administration process. ▪ Prepared fortnightly WIP updates to the secured creditor to provide information on the work undertaken in each fortnightly period.
	Creditor reports	▪ Prepared and issued Initial Information for Creditors dated 19 March 2026. ▪ Prepared and issued the Declaration of Independence, Relevant Relationships and Indemnities (**DIRRI**) dated 19 March 2026. ▪ Uploaded creditors reports and associated materials to the McGrathNicol creditor website for creditor access. ▪ Prepared the Administrator's Report to Creditors, outlining the background to the appointment, progress of the Administration, investigations, estimated outcomes, and recommendations. ▪ Prepared annexures to the reports, including notices of meetings, proxy forms, proof of debt forms, and statutory information disclosures.

		Resolutions 1, 4, 7, 10, and 13 Work already done – Voluntary Administration
Period		16 March 2026 to 17 July 2026
Amount (ex GST)		$3,580,252.50
	Deal with proofs of debt (**POD**)	▪ Established an online POD submission process to streamline claim lodgement. ▪ Reviewed and maintained register of PODs received. ▪ Corresponded with claimants regarding the status and sufficiency of their claims. ▪ Liaised with claimants to ensure claims were correctly attributed to the appropriate entity. ▪ Prepared and updated summary listings of PODs for meeting and voting purposes.
	Meeting of Creditors	▪ Prepared for and convened the first meeting of creditors. ▪ Prepared for second meeting of creditors. ▪ Issued notices of first meeting to all known creditors. ▪ Reviewed proxy forms and proofs of debt ahead of the first meeting ▪ Maintained attendance register for first meeting of creditors. ▪ Prepared meeting files, presentations, and electronic resources for b meetings. ▪ Chaired first meeting of creditors. ▪ Prepared and lodged minutes of first meeting with Australian Securities and Investments Commission (**ASIC**) ▪ Responded to stakeholder queries and questions following the meeting.
Employees 1,227.80 hours $745,356.00	Employee queries	▪ Provided ongoing updates to employees throughout weekly and bi-weekly employee briefings. ▪ Responded to employee queries regarding ongoing employment, redundancy, entitlements, payroll and leave arrangements. ▪ Set up a monitored dedicated employee and contractor mailbox to manage inbound queries. ▪ Communicated with unions and employee representatives regarding administration progress, redundancies, and employee entitlements. ▪ Reviewed employee access, security clearance and onboarding information across relevant systems. ▪ Liaised with management regarding workforce planning, staffing requirements, and operational impacts.
	Fair Entitlements Guarantee (**FEG**)	▪ Liaised with FEG officers regarding employee entitlement claims and claim administration requirements. ▪ Attended meetings and discussions with FEG representatives to progress outstanding entitlement claim matters. ▪ Investigated and corrected discrepancies identified in FEG claim reviews. ▪ Responded to FEG enquiries concerning employment history, termination arrangements, and entitlement calculations. ▪ Prepared schedules, reconciliations and supporting analysis required for FEG review process.
	Calculation of entitlements	▪ Review employee files and company's books and records ▪ Reconcile superannuation accounts and calculate amounts owed ▪ Established and maintained employee and contractor databases to support administration. ▪ Reviewed employee records and workforce information to identify obligations. ▪ Prepared and updated employee entitlement schedules, including pre and post appointment claims. ▪ Prepare and lodge Superannuation Guarantee Statements with the Australian Taxation Office (**ATO**) to register the claim for superannuation
	Payroll and payments	▪ Managed payroll process activity and reviewed payroll reports for accuracy and completeness. ▪ Prepared payroll tax calculations and supporting payroll tax lodgements. ▪ Ensured timely payment of wages, superannuation and associated payroll taxes.
	Workers compensation claims	▪ Reviewed and responded to Fair Work regarding workers compensation and employee claim matters.

		Resolutions 1, 4, 7, 10, and 13 Work already done – Voluntary Administration
Period		16 March 2026 to 17 July 2026
Amount (ex GST)		$3,580,252.50
		▪ Liaised with insurer regarding works compensation claims and ongoing insurance requirements.
	Other employee issues	▪ Responded to various unfair dismissal claims submitted to the Fair Work Commission, including appearing in conciliations and hearings. ▪ Conducted redundancy planning including preparation of termination notices, supporting FAQs and employee communications. ▪ Workforce analysis to support decision making for customer transition requirements. ▪ Reviewed and approved hiring and retention decisions. ▪ Designed and implemented employee incentive plans. ▪ Ongoing assessment of operational requirements.
Trade on 2,778.50 hours $1,822,093.00	Trade On Management	▪ Monitored day-to-day trading performance and provided oversight to ongoing operations. ▪ Conducted backlog analysis to identify operational priorities and allocate resources effectively. ▪ Reviewed daily order new order report to tracking movements in pending and overdue orders for key customers. ▪ Conducted meetings with key customers to request additional funding for voluntary administration period. ▪ Participated in regular meetings with key customers to provide timely updates on the administration progress. ▪ Analysed productivity and workflow information including daily productivity reports to assist performance assessment and workforce optimisation. ▪ Assessed operational factors impacting productivity to alleviate backlog pressures. ▪ Reviewed operational performance data and implemented prioritisation measures to address services delivery constraints. ▪ Attended daily operational meetings to assess service delivery performance, emerging issues and follow up actions. ▪ Assessed operational dependencies and critical business resources required for continued trade. ▪ Managed contractor communications and co-ordinated operational matters affecting contractor workforce. ▪ Reviewed contractor access requirements and monitored compliance with customer-specific onboarding and clearance requirements. ▪ Investigated and resolved contractor access and onboarding issues impact capacity. ▪ Managed customer enquiries and customer correspondence arising throughout the administration period. ▪ Operated customer and supplier communication channels including dedicated hotline and inbox. ▪ Reviewed and investigated customer refund requests and related claims. ▪ Conducted regular meetings with finance and operational teams with management and key stakeholders. ▪ Reviewed debtor, creditor and banking matters associated with continued trade. ▪ Made ongoing supplier payments to support business continuity. ▪ Responded to suppliers and customer queries regarding trading arrangements, and changes to trading terms. ▪ Managed and resolved issued arising from customer complaints and service issues. ▪ Reviewed and approved purchase orders to support ongoing operations. ▪ Formulated and implemented wind-down and transition plan in consultation with key customers, VIQ Australia Group employees, and the Parent. ▪ Co-ordinated IT wind-down planning and phasing of system shut-down. ▪ Co-ordinated contractor payroll administration and related reporting obligations.

		Resolutions 1, 4, 7, 10, and 13 Work already done – Voluntary Administration
Period		16 March 2026 to 17 July 2026
Amount (ex GST)		$3,580,252.50
		▪ Reviewed VIQ Australia Group's IT systems, operating environments and supporting infrastructure. ▪ Reviewed customer contracts to identify information security, governance and regulatory obligations. ▪ Conducted a review of the data bread incident that occurred in February 2026. ▪ Considered findings of internal investigation following data breach to ensure access for the relevant overseas contractors has been disabled.
	Financial management and reporting	▪ Prepared and maintained cash flow including preparing and updating cash flow forecasts, reviewing receipts and payments, and ensuring sufficient liquidity for trading needs. ▪ Prepared and updated weekly trading reports to monitor performance throughout the administration period. ▪ Monitored financial support requirements and assessed short-term working capital needs. ▪ Reviewed actual trading performance against forecast outcomes and updating assumptions where required. ▪ Monitored daily receipts and payments to ensure adequate liquidity was maintained throughout the administration period. ▪ Monitored forecast variances and investigated material differences. ▪ Reviewed and reconciled trading information obtained from management. ▪ Analysed financial impact of operational initiatives, workforce changes, and backlog reduction. ▪ Reviewed and assessed funding scenarios to determine the level of financial support required to maintain continued trading. ▪ Reviewed intercompany transactions, allocations, and reporting requirements arising during the administration period. ▪ Reviewed and approved payments necessary for continued operations. ▪ Conducted regular meetings with management to review trading performance and emerging financial issues. ▪ Reviewed forecast assumptions, sensitivities and key business drivers affecting trading performance. ▪ Reviewed and analysed business performance information to assess the viability of ongoing trade-on strategies. ▪ Provided oversight of financial controls, cash management procedures, and reporting procedures during the administration period.
Investigation 187.1 hours $141,741.50	Conduct investigations	▪ Sent initial request to directors for Report on Company Activities & Property (**ROCAP**). ▪ Secured and reviewed company books and records, including electronic accounting records and management accounts. ▪ Conducted review of publicly available records and statutory filings. ▪ Obtained and analysed comparative financial statements and historical financial information. ▪ Extracted and analysed transaction listings, bank statements, and supporting documentation. ▪ Liaised with management and directors regarding company history, reasons for failure, and explanations for balances, variances, and movements across key financial statement line items. ▪ Assessed adequacy of books and records and formed an opinion on compliances with statutory requirements.
Statutory & Administration 316.0 hours $184,591.50	Correspondence	▪ Liaised with stakeholders including media, management, landlords, suppliers, customers, secured and unsecured creditors and VIQ Solutions Inc. regarding the appointment and ongoing matters. ▪ Liaised with Westpac in relation to secured control over pre-appointment bank accounts. ▪ Coordinated and attended internal strategy meetings and daily team catch-ups to assign tasks, resolve initial administration issues and provide status updates.

		Resolutions 1, 4, 7, 10, and 13 **Work already done – Voluntary Administration**
Period		16 March 2026 to 17 July 2026
Amount (ex GST)		$3,580,252.50
		▪ Drafted creditor circulars and Day 1 information packs for distribution.
	Document maintenance/file review/checklist	▪ Maintained electronic engagement file. ▪ Monitored responses of appointment notifications issued. ▪ Collated and saved executed documents including insurance confirmations, ASIC forms, and payment schedules. ▪ Collated and saved emails to external parties as required.
	Insurance	▪ Identified potential issues requiring attention of insurance specialists. ▪ Corresponded with insurer regarding initial and ongoing insurance requirements. ▪ Reviewed insurance policies. ▪ Corresponded with management to obtain details of previous broker. ▪ Provided details of pre-appointment insurance policies to broker.
	Bank account administration	▪ Prepared correspondence to open bank accounts. ▪ Request and received access to pre-appointment bank statements. ▪ Retrieved copies of pre-appointment bank account statements. ▪ Corresponded with Westpac regarding specific transfers from pre-appointment to post-appointment bank accounts. ▪ Performed bank account reconciliations
	ASIC forms	▪ Prepared and lodged various forms, including in relation to Administrators' appointment, ROCAPs and DIRRIs. ▪ Prepared notice to be published on the ASIC Published Notices Website.
	ATO and other statutory reporting	▪ Notified ATO of Administrators' appointment. ▪ Notified other statutory authorities of appointments. ▪ Liaised with ATO as to its status as a creditor. ▪ Prepared monthly BAS returns for each VIQ Australia Group entity.
	Planning/Review	▪ Attended team meetings to discuss progress of Administration. ▪ Held strategy meetings and maintained work plans. ▪ Prepared key engagement information. ▪ Established Administration timeline.
	Books and records/storage	▪ Liaised with McGrathNicol Forensic Technology to obtain and secure books and records. ▪ Liaised with management to obtain electronic copies of records.

		Resolution 2, 5, 8, 11, and 14 Future work – Voluntary Administration
Period		18 July 2026 to 29 July 2026
Amount (ex GST)		$274,000
Task Area	**General Description**	**Tasks**
Assets $6,000.00	Monies	▪ Monitor and reconcile cash balances. ▪ Request bank sweeps from pre-appointment to post-appointment bank accounts.
	Debtors	▪ Ongoing review of receivables and considered collectability. ▪ Prepare communications to debtors to seek settlement of amounts owed.
Creditors $93,000	Creditor Enquiries, Requests & Directions	▪ Receive and respond to creditor enquiries via email and phone, providing information on the administration process, status of claims, and next steps. ▪ Maintain and update creditor request logs and internal tracking tools. ▪ Compile information requested by creditors. ▪ Prepare and issue ongoing correspondence to creditors and their representatives. ▪ Upload correspondence to McGrathNicol creditor website and direct creditors to this.
	Secured creditor reporting	▪ Participate in several meetings with the secured creditor. ▪ Prepare fortnightly WIP updates to the secured creditor.
	Creditor reports	▪ Continue to prepare and finalise the Administrator's Report to Creditors, outlining the background to the appointment, progress of the Administration, investigations, estimated outcomes, and recommendations. ▪ Prepare annexures to the reports, including notices of meetings, proxy forms, proof of debt forms, and statutory information disclosures.
	Deal with proofs of debt (**POD**)	▪ Review and maintain register of PODs received. ▪ Correspond with claimants regarding the status and sufficiency of their claims. ▪ Liaise with claimants to ensure claims were correctly attributed to the appropriate entity. ▪ Prepare and update summary listings of PODs for meeting and voting purposes.
	Meeting of Creditors	▪ Continue preparing for the second meeting of creditors. ▪ Issue notice of second meeting to all known creditors. ▪ Maintain attendance register for second meeting. ▪ Prepare meeting files, presentations, and electronic resources for meetings. ▪ Chair second meeting of creditors. ▪ Respond to stakeholder queries and questions following the meeting.
Employees $33,000	Employee queries	▪ Ongoing updates to employees throughout employee briefings. ▪ Respond to employee queries regarding ongoing employment, redundancy, entitlements, payroll and leave arrangements. ▪ Co-ordinate with unions and employee representatives regarding redundancies, and employee entitlements.
	Fair Entitlements Guarantee (**FEG**)	▪ Continued liaison with FEG officers regarding employee entitlement claims and claim administration requirements. ▪ Attend meetings with FEG representatives to progress outstanding entitlement claim matters.
	Calculation of entitlements	▪ Prepare, update, and issue employee entitlement schedules, including pre and post appointment claims.
	Payroll and payments	▪ Manage payroll process activity and review payroll reports for accuracy and completeness. ▪ Prepare payroll tax calculations and supporting payroll tax lodgements. ▪ Ensure timely payment of wages, superannuation and associated payroll taxes.
	Redundancies	▪ Execute workforce reduction strategy in line with wind-down plan. ▪ Consult employees and Unions in relation to redundancies. ▪ Draft and issue termination notices, supporting FAQ documents, and separation certificates to employees.
Trade on $82,000	Financial management and reporting	▪ Continue monitoring the trading performance and updating financial forecasts for the remainder of the Voluntary Administration period.

		Resolution 2, 5, 8, 11, and 14 Future work – Voluntary Administration
Period		18 July 2026 to 29 July 2026
Amount (ex GST)		$274,000
		▪ Monitor receipts and payments to maintain oversight over the financial position. ▪ Maintain oversight of financial controls and cash management procedures.
	Trade On Management	▪ Continue overseeing day-to-day trading activities and operational workstreams. ▪ Finalise service delivery to key customers. ▪ Co-ordinate IT wind-down planning and phasing of system shut-down. ▪ Co-ordinate contractor payroll administration and related reporting obligations. ▪ Continue specific transition out customer requirements. ▪ Consult with contractors regarding termination and issue termination correspondence. ▪ Liaise with suppliers to close post-appointment accounts and issue final invoices. ▪ Follow up outstanding and overdue post-appointment invoices with customers.
Investigations $30,000	Conduct investigations	▪ Review comparative financial statements and historical financial information. ▪ Reviewed transaction listings, bank statements, and supporting documentation. ▪ Liaise with management regarding company history, reasons for failure, and explanations for balances, variances, and movements across key financial statement line items. ▪ Assess potential liquidation claims including estimating the value of debts incurred while insolvent in the pre-appointment period. ▪ Identify potential liquidation claims by reviewing payments to creditors during the related back periods.
Statutory & Administration $30,000	Document maintenance/file review/checklist	▪ Maintain physical electronic engagement file. ▪ Update accounting systems checklists. ▪ Collate and save emails to external parties as required.
	Insurance	▪ Correspond with insurer regarding ongoing insurance requirements. ▪ Review insurance policies.
	Bank account administration	▪ Correspond with Westpac regarding specific transfers from pre-appointment to post-appointment bank accounts. ▪ Perform bank account reconciliations
	ASIC forms	▪ Prepare notices to be published on the ASIC Published Notices Website.
	ATO and other statutory reporting	▪ Liaise with ATO regarding ongoing tax matters. ▪ Prepare monthly BAS returns for each VIQ Australia Group entity.
	Planning/Review	▪ Attend team meetings to discuss finalisation of Administration. ▪ Hold strategy meetings and maintain work plans. ▪ Prepare key engagement information.
	Data transfer	▪ Prepare and action data transfer for key customers.
	Books and records/storage	▪ Liaise with McGrathNicol Forensic Technology to obtain and secure books and records. ▪ Liaise with management to obtain electronic copies of records.

		Resolution 3, 6, 9, 12, and 15 **Future work – Liquidation**
Period		29 July 2026 to finalisation of Liquidation
Amount (ex GST)		$600,000
Task Area	**General Description**	**Tasks**
Assets $53,000	Monies	▪ Monitor and reconcile cash balances. ▪ Request bank sweeps from pre-appointment to post-appointment bank accounts.
	Debtors	▪ Ongoing review of receivables and considered collectability. ▪ Prepare communications to aged debtors to seek settlement of overdue amounts.
Creditors $115,000	Creditor Enquiries, Requests & Directions	▪ Receive and respond to creditor enquiries via email and phone, providing information on the liquidation process, status of claims, and next steps. ▪ Maintain and update creditor request logs and internal tracking tools. ▪ Compile information requested by creditors. ▪ Prepare and issue ongoing correspondence to creditors and their representatives. ▪ Upload correspondence to McGrathNicol creditor website and direct creditors to this.
	Secured creditor reporting	▪ Prepare and issue correspondence to secured creditors where required. ▪ Respond to secured creditors' queries.
	Creditor reports	▪ Prepare and issue Statutory Reports by Liquidator. ▪ Prepare other general reports to creditors where required.
	Deal with proofs of debt (**POD**)	▪ Review and maintain register of PODs received. ▪ Correspond with claimants regarding the status and sufficiency of their claims. ▪ Liaise with claimants to ensure claims were correctly attributed to the appropriate entity. ▪ Update summary listings of PODs for meeting and voting purposes.
	Meeting of Creditors	▪ Prepare and lodge minutes of Second Meeting. ▪ Respond to stakeholder queries following the reconvened second meeting of creditors.
	Proposals to Creditors (where relevant)	▪ Prepare proposal notices and voting forms. ▪ Forward notice of proposal to all known creditors. ▪ Review votes and determine outcome of proposals.
Employees $77,000	Employee correspondence	▪ Prepare and issue circulars to employees regarding the liquidation and entitlements. ▪ Provide ongoing updates to remaining employees. ▪ Respond to employee queries. ▪ Coordinate with unions regarding the progress of the liquidation, redundancies and employee entitlements.
	Fair Entitlements Guarantee (**FEG**)	▪ Continued liaison with FEG officers regarding employee entitlement claims and claim administration requirements. ▪ Attend meetings with FEG representatives to progress outstanding entitlement claim matters. ▪ Prepare verification spreadsheets. ▪ Prepare FEG quotations. ▪ Complete FEG questionnaires.
	Calculation of entitlements	▪ Prepare and update employee entitlement schedules, including pre and post appointment claims. ▪ Address queries and discrepancies raised by employees regarding their initial entitlements and provide supporting documentation as required. ▪ Calculate and pay post-appointment entitlements to employees and staff who resign or who are made redundant.
	Payroll and payments	▪ Manage payroll process activity and review payroll reports for accuracy and completeness. ▪ Prepare payroll tax calculations and supporting payroll tax lodgements. ▪ Ensure timely payment of wages, superannuation and associated payroll taxes.
	Redundancies	▪ Consult employees and Unions in relation to redundancies.

		Resolution 3, 6, 9, 12, and 15 Future work – Liquidation
Period		29 July 2026 to finalisation of Liquidation
Amount (ex GST)		$600,000
		▪ Draft and issue termination notices, supporting FAQ documents, and separation certificates to employees.
	Employee distribution	▪ Correspond with employees regarding distribution. ▪ Receive and adjudicate PODs. ▪ Calculate and prepare distribution. ▪ Prepare PAYG payment summaries following distribution.
Trade on $237,000	Trade on management	▪ Continue overseeing day-to-day trading wind-down activities. ▪ Finalise service delivery to key customers. ▪ Co-ordinate IT wind-down planning and phasing of system shut-down. ▪ Monitor receipts and payments to maintain oversight over the financial position. ▪ Maintain oversight of financial controls and cash management procedures. ▪ Complete specific transition out customer requirements, including in regards to data transfers and knowledge transfer. ▪ Liaise with suppliers to close post-appointment accounts and issue final invoices. ▪ Follow up outstanding and overdue post-appointment invoices with customers. ▪ Monitor collection of post-appointment debtor balances and consider collectability.
Investigation $51,000	Pursue recovery actions	▪ Finalise assessment of potential liquidation claims including estimating the value of debts incurred while insolvent in the pre-appointment period. ▪ Identify potential liquidation claims by reviewing payments to creditors during the related back periods. ▪ Finalise assessment of potential breaches of directors' duties, including failure to exercise care and diligence, act in good faith, and prevent insolvent trading. ▪ Consider next steps in regards to any potential claims.
	ASIC reporting	▪ Prepare reports to ASIC under s533 ▪ Liaise with ASIC
Statutory & Administration $67,000	Document maintenance/file review/checklist	▪ Maintain physical electronic engagement file. ▪ Monitor responses of liquidation appointment notifications issued. ▪ Update accounting systems checklists. ▪ Collate and save emails to external parties as required.
	Insurance	▪ Correspond with insurer regarding ongoing insurance requirements.
	Correspondence	▪ Coordinate and attend internal strategy meetings to assign tasks, resolve issues and provide status updates.
	Bank account administration	▪ Correspond with Westpac regarding specific transfers from pre-appointment to post-appointment bank accounts. ▪ Perform bank account reconciliations ▪ Prepare correspondence to close accounts
	ASIC forms	▪ Prepare and lodge ASIC forms.
	ATO and other statutory reporting	▪ Notify ATO of Liquidators' appointments. ▪ Notify other statutory authorities of appointments. ▪ Liaise with ATO representative as to its status as a creditor.
	Finalisation	▪ Notify ATO of ceasing to act. ▪ Cancel ABN / GST registration. ▪ Complete checklists.
	Planning/Review	▪ Attend team meetings to discuss progress of liquidation. ▪ Hold strategy meetings and maintain work plans.
	Books and records/storage	▪ Deal with records in storage. ▪ Send job files to storage.

B Time spent by staff on each major task (work already done)

B.1 VIQ Australia Pty Limited

B.1.1 Resolution 1: from 16 March 2026 to 17 July 2026

VIQ Australia Pty Limited (Administrators Appointed) - retrospective time costs for the period from 16 March 2026 to 17 July 2026

			Assets		Creditors		Employees		Trade on		Investigation		Statutory & Administration		Total	
Name	Position	Rate ($)	Hours	Fees	Hours	Fees	Hours	Fees	Hours	Fees	Hours	Fees	Hours	Fees	Hours	Fees
Keith Crawford	Appointee	990	0.3	272.3	0.1	100.0	-	-	1.7	1,707.8	-	-	-	-	2.1	2,080.0
Robert Smith	Appointee	990	2.3	2,237.4	0.4	436.5	-	-	6.8	6,761.7	0.3	311.9	0.6	609.3	10.5	10,356.8
Employee 1	Partner	990	-	-	-	-	-	-	0.3	277.2	0.0	39.6	0.1	115.2	0.4	432.0
Employee 2	Partner	990	1.5	1,435.5	-	-	-	-	-	-	-	-	-	-	1.5	1,435.5
Employee 3	Partner	990	0.1	99.0	0.4	424.4	-	-	1.1	1,079.1	0.1	74.3	0.0	15.2	1.7	1,691.9
Employee 4	Partner	990	-	-	0.0	15.2	-	-	-	-	0.0	24.8	-	-	0.0	39.9
Employee 5	Director	815	6.0	4,902.2	0.3	254.6	-	-	7.4	6,018.8	3.1	2,506.1	0.1	87.3	16.9	13,769.0
Employee 6	Director	815	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Employee 7	Director	815	-	-	-	-	-	-	0.4	346.4	0.1	40.8	0.1	62.4	0.6	449.5
Employee 8	Senior Manager	770	-	-	-	-	-	-	1.5	1,143.5	0.1	57.8	0.1	70.7	1.7	1,271.9
Employee 9	Senior Manager	770	2.7	2,109.8	0.0	21.2	-	-	4.4	3,364.9	0.4	284.9	0.1	89.6	7.6	5,870.4
Employee 10	Manager	680	0.2	102.0	0.0	20.8	-	-	1.6	1,054.0	0.0	13.6	0.0	29.2	1.8	1,219.6
Employee 11	Manager	680	-	-	0.6	406.0	-	-	-	-	-	-	-	-	0.6	406.0
Employee 12	Manager	680	-	-	0.6	387.3	-	-	0.6	377.4	0.1	98.6	0.5	337.3	1.8	1,200.6
Employee 13	Manager	680	-	-	1.5	1,086.2	-	-	10.2	7,001.9	3.2	2,335.7	-	-	14.9	10,423.7
Employee 14	Manager	680	-	-	-	-	-	-	0.1	85.0	-	-	0.0	10.4	0.1	95.4
Employee 15	Manager	680	0.2	139.4	1.9	1,293.1	-	-	16.3	11,094.2	0.1	78.2	0.5	362.3	19.1	12,967.2
Employee 16	Assistant Manager	625	0.1	40.6	0.2	151.2	-	-	4.7	2,906.3	-	-	0.2	101.4	5.1	3,199.5
Employee 17	Assistant Manager	625	0.1	37.5	2.0	1,253.5	-	-	1.3	796.9	0.9	581.3	1.3	813.4	5.6	3,482.5
Employee 18	Assistant Manager	625	-	-	1.8	1,133.0	-	-	-	-	-	-	-	-	2.3	1,416.2
Employee 19	Assistant Manager	625	0.4	250.0	0.0	9.6	-	-	0.0	9.4	0.1	87.5	0.0	3.8	0.6	360.3
Employee 20	Senior Analyst	570	0.0	8.6	0.0	5.2	-	-	0.1	71.3	-	-	0.0	24.4	0.2	109.5
Employee 21	Analyst 1	470	-	-	0.4	165.5	-	-	10.3	4,819.9	0.1	23.5	0.2	93.5	10.9	5,102.4
Employee 22	Analyst 1	470	-	-	-	-	-	-	15.1	7,101.7	-	-	8.6	4,039.8	23.7	11,141.5
Employee 23	Analyst 1	470	10.6	4,991.4	0.3	163.0	-	-	1.0	484.1	-	-	-	-	12.0	5,638.5
Employee 24	Admin Level 3	440	-	-	-	-	-	-	1.3	552.2	-	-	0.4	188.1	1.7	740.3
Employee 25	Undergraduate	285	-	-	0.0	2.6	-	-	0.9	242.3	-	-	0.1	15.7	0.9	260.6
Employee 26	Undergraduate	285	-	-	0.1	31.4	-	-	1.3	356.3	0.1	35.6	0.5	139.6	2.0	562.9
Total fees (excl. GST)			**24.4**	**16,625.7**	**10.8**	**7,360.3**	**-**	**-**	**88.1**	**57,651.9**	**8.7**	**6,593.9**	**13.5**	**7,208.8**	**146.0**	**95,723.7**
Average hourly rate (excl. GST)				**682.6**		**680.2**		**-**		**654.1**		**-**		**533.8**		**655.6**

B.2 VIQ Australia Services Pty Ltd (Administrators Appointed)

B.2.1 Resolution 4: from 16 March 2026 to 17 July 2026

VIQ Australia Services Pty Ltd (Administrators Appointed) - retrospective time costs for the period from 16 March 2026 to 17 July 2026

			Assets		Creditors		Employees		Trade on		Investigation		Statutory & Administration		Total	
Name	**Position**	**Rate ($)**	**Hours**	**Fees**	**Hours**	**Fees**	**Hours**	**Fees**	**Hours**	**Fees**	**Hours**	**Fees**	**Hours**	**Fees**	**Hours**	**Fees**
Keith Crawford	Appointee	990	0.6	544.5	0.1	140.9	-	-	3.5	3,415.5	-	-	-	-	4.1	4,100.9
Robert Smith	Appointee	990	4.5	4,474.8	0.6	614.6	15.2	15,048.0	25.5	25,205.4	0.6	623.7	0.9	857.9	47.3	46,824.4
Employee 1	Partner	990	-	-	-	-	-	-	0.6	554.4	0.1	79.2	0.2	162.2	0.8	795.8
Employee 2	Partner	990	2.9	2,871.0	-	-	-	-	-	-	-	-	-	-	2.9	2,871.0
Employee 3	Partner	990	0.2	198.0	0.6	597.6	14.0	13,860.0	2.2	2,158.2	0.2	148.5	0.5	516.3	17.7	17,478.6
Employee 4	Partner	990	-	-	0.0	21.3	-	-	-	-	0.1	49.5	-	-	0.1	70.8
Employee 5	Director	815	15.7	12,820.0	0.9	765.9	140.9	114,833.5	23.9	19,454.1	6.2	5,012.3	0.5	367.5	188.0	153,253.1
Employee 6	Director	815	-	-	-	-	11.5	9,372.5	-	-	-	-	-	-	11.5	9,372.5
Employee 7	Director	815	-	-	-	-	-	-	0.9	692.8	0.1	81.5	0.1	87.8	1.1	862.1
Employee 8	Senior Manager	770	-	-	-	-	-	-	4.0	3,056.9	0.2	115.5	0.1	99.6	4.2	3,272.0
Employee 9	Senior Manager	770	5.5	4,219.6	0.0	29.9	26.6	20,482.0	12.3	9,501.8	1.2	954.8	0.2	126.1	45.9	35,314.2
Employee 10	Manager	680	0.3	204.0	0.0	29.3	0.9	612.0	3.1	2,108.0	0.0	27.2	0.1	41.0	4.4	3,021.6
Employee 11	Manager	680	-	-	0.8	571.7	-	-	-	-	-	-	-	-	0.8	571.7
Employee 12	Manager	680	-	-	1.2	817.3	22.3	15,164.0	6.0	4,086.8	0.3	197.2	7.0	4,758.9	36.8	25,024.2
Employee 13	Manager	680	-	-	2.1	1,529.3	1.0	680.0	27.3	18,695.8	6.4	4,671.3	-	-	36.8	25,576.4
Employee 14	Manager	680	-	-	-	-	22.9	15,572.0	0.3	170.0	-	-	0.0	14.7	23.2	15,756.7
Employee 15	Manager	680	0.4	278.8	2.7	1,820.6	7.1	4,828.0	38.0	25,860.4	0.2	156.4	1.2	782.1	49.6	33,726.3
Employee 16	Assistant Manager	625	0.1	81.3	0.3	212.9	0.4	250.0	20.9	13,062.5	-	-	0.2	142.8	22.0	13,749.4
Employee 17	Assistant Manager	625	0.1	75.0	2.8	1,765.0	6.9	4,312.5	2.6	1,593.8	1.9	1,162.5	1.8	1,145.2	16.1	10,053.9
Employee 18	Assistant Manager	625	-	-	2.6	1,595.2	128.4	80,250.0	-	-	-	-	-	-	131.0	81,845.2
Employee 19	Assistant Manager	625	0.8	500.0	0.6	388.5	383.3	239,562.5	31.6	19,768.8	0.3	175.0	10.1	6,317.9	426.7	266,712.6
Employee 20	Senior Analyst	570	0.0	17.1	0.0	7.4	175.5	100,035.0	7.1	4,018.5	-	-	0.3	148.4	182.9	104,226.4
Employee 21	Analyst 1	470	-	-	0.5	233.0	172.9	81,263.0	22.5	10,579.7	0.1	47.0	1.3	601.7	197.3	92,724.4
Employee 22	Analyst 1	470	-	-	-	-	2.8	1,316.0	32.4	15,237.4	-	-	7.2	3,405.7	42.5	19,959.1
Employee 23	Analyst 1	470	21.2	9,982.8	0.5	229.5	1.3	611.0	2.1	968.2	-	-	-	-	25.1	11,791.5
Employee 24	Admin Level 3	440	-	-	-	-	3.5	1,540.0	5.4	2,380.4	-	-	1.9	853.1	10.8	4,773.5
Employee 25	Undergraduate	285	-	-	0.0	3.7	-	-	1.7	484.5	-	-	0.1	22.1	1.8	510.3
Employee 26	Undergraduate	285	-	-	0.2	44.2	90.4	25,764.0	2.9	826.5	0.3	71.3	4.2	1,194.1	97.9	27,900.1
Total fees (excl. GST)			**52.4**	**36,266.8**	**16.7**	**11,417.7**	**1,227.8**	**745,356.0**	**276.5**	**183,880.2**	**18.0**	**13,572.8**	**37.8**	**21,645.3**	**1,629.2**	**1,012,138.8**
Average hourly rate (excl. GST)				**692.0**		**682.2**		**607.1**		**665.1**		**-**		**572.7**		**621.3**

B.3 VIQ Pty Ltd (Administrators Appointed)

B.3.1 Resolution 7: from 16 March 2026 to 17 July 2026

VIQ Pty Ltd (Administrators Appointed) - retrospective time costs for the period from 16 March 2026 to 17 July 2026

			Assets		Creditors		Employees		Trade on		Investigation		Statutory & Administration		Total	
Name	**Position**	**Rate ($)**	**Hours**	**Fees**	**Hours**	**Fees**	**Hours**	**Fees**	**Hours**	**Fees**	**Hours**	**Fees**	**Hours**	**Fees**	**Hours**	**Fees**
Keith Crawford	Appointee	990	0.6	544.5	0.2	187.0	-	-	3.5	3,415.5	-	-	-	-	4.2	4,147.0
Robert Smith	Appointee	990	4.5	4,474.8	0.8	816.2	-	-	29.8	29,462.4	0.6	623.7	1.2	1,139.3	36.9	36,516.4
Employee 1	Partner	990	-	-	-	-	-	-	0.6	554.4	0.1	79.2	0.2	215.4	0.9	849.0
Employee 2	Partner	990	2.9	2,871.0	-	-	-	-	-	-	-	-	-	-	2.9	2,871.0
Employee 3	Partner	990	0.2	198.0	0.8	793.5	-	-	8.2	8,098.2	0.2	148.5	0.0	28.3	9.4	9,266.6
Employee 4	Partner	990	-	-	0.0	28.3	-	-	-	-	0.1	49.5	-	-	0.1	77.8
Employee 5	Director	815	12.0	9,804.5	0.6	476.0	-	-	49.9	40,644.1	6.2	5,012.3	0.6	489.3	69.2	56,426.0
Employee 6	Director	815	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Employee 7	Director	815	-	-	-	-	-	-	0.9	692.8	0.1	81.5	0.1	116.7	1.1	890.9
Employee 8	Senior Manager	770	-	-	-	-	-	-	3.0	2,286.9	0.2	115.5	0.2	132.3	3.3	2,534.7
Employee 9	Senior Manager	770	5.5	4,219.6	0.1	39.7	-	-	30.2	23,284.8	0.7	569.8	0.2	167.5	36.7	28,281.4
Employee 10	Manager	680	0.3	204.0	0.1	38.9	-	-	3.1	2,108.0	0.0	27.2	0.1	54.5	3.6	2,432.6
Employee 11	Manager	680	-	-	1.1	759.2	-	-	-	-	-	-	-	-	1.1	759.2
Employee 12	Manager	680	-	-	1.1	724.1	-	-	2.4	1,638.8	0.3	197.2	0.9	630.7	4.7	3,190.9
Employee 13	Manager	680	-	-	2.8	2,030.9	-	-	20.4	14,003.8	6.4	4,671.3	-	-	29.6	20,706.0
Employee 14	Manager	680	-	-	-	-	-	-	0.8	510.0	-	-	0.0	19.5	0.8	529.5
Employee 15	Manager	680	0.4	278.8	3.6	2,417.7	-	-	33.9	23,072.4	0.2	156.4	1.3	881.4	39.4	26,806.7
Employee 16	Assistant Manager	625	0.1	81.3	3.1	1,907.7	-	-	59.8	37,375.0	-	-	0.3	189.7	63.3	39,553.6
Employee 17	Assistant Manager	625	0.1	75.0	3.8	2,343.8	-	-	4.1	2,531.3	1.9	1,162.5	2.4	1,520.8	12.2	7,633.4
Employee 18	Assistant Manager	625	-	-	3.4	2,118.4	-	-	-	-	-	-	-	-	3.4	2,118.4
Employee 19	Assistant Manager	625	0.8	500.0	0.0	17.9	-	-	76.0	47,518.8	0.3	175.0	0.0	7.2	77.2	48,218.8
Employee 20	Senior Analyst	570	0.0	17.1	0.0	9.8	-	-	53.8	30,637.5	-	-	0.1	45.7	53.9	30,710.1
Employee 21	Analyst 1	470	-	-	0.7	309.5	-	-	142.9	67,167.7	0.1	47.0	0.4	174.9	144.0	67,699.1
Employee 22	Analyst 1	470	-	-	-	-	-	-	30.2	14,203.4	-	-	6.7	3,141.0	36.9	17,344.4
Employee 23	Analyst 1	470	21.2	9,982.8	0.6	304.8	-	-	2.1	968.2	-	-	-	-	23.9	11,255.8
Employee 24	Admin Level 3	440	-	-	-	-	-	-	6.8	2,996.4	-	-	1.1	462.7	7.9	3,459.1
Employee 25	Undergraduate	285	-	-	0.0	4.9	-	-	1.7	484.5	-	-	0.7	200.4	2.4	689.8
Employee 26	Undergraduate	285	-	-	0.2	58.7	-	-	9.5	2,707.5	0.3	71.3	1.2	346.6	11.2	3,184.1
Total fees (excl. GST)			**48.7**	**33,251.3**	**22.8**	**15,387.1**	**-**	**-**	**573.3**	**356,362.2**	**17.5**	**13,187.8**	**17.7**	**9,963.7**	**680.0**	**428,152.1**
Average hourly rate (excl. GST)				**682.6**		**673.9**		**-**		**621.6**		**-**		**562.4**		**629.6**

B.4 VIQ Solutions Australia Pty Ltd (Administrators Appointed)

B.4.1 Resolution 10: from 16 March 2026 to 17 July 2026

VIQ Solutions Australia Pty Ltd (Administrators Appointed) - retrospective time costs for the period from 16 March 2026 to 17 July 2026																
			Assets		Creditors		Employees		Trade on		Investigation		Statutory & Administration		Total	
Name	**Position**	**Rate ($)**	**Hours**	**Fees**	**Hours**	**Fees**	**Hours**	**Fees**	**Hours**	**Fees**	**Hours**	**Fees**	**Hours**	**Fees**	**Hours**	**Fees**
Keith Crawford	Appointee	990	0.3	272.3	1.3	1,279.6	-	-	1.7	1,707.8	-	-	-	-	3.3	3,259.6
Robert Smith	Appointee	990	5.4	5,338.0	5.6	5,583.7	-	-	6.8	6,761.7	0.3	311.9	7.9	7,794.0	26.0	25,789.2
Employee 1	Partner	990	-	-	-	-	-	-	2.9	2,851.2	0.0	39.6	1.6	1,572.5	4.5	4,463.3
Employee 2	Partner	990	2.8	2,741.0	-	-	-	-	-	-	-	-	-	-	2.8	2,741.0
Employee 3	Partner	990	0.1	99.0	5.5	5,428.6	-	-	1.1	1,079.1	0.1	74.3	0.2	193.9	6.9	6,874.9
Employee 4	Partner	990	-	-	0.2	193.9	-	-	-	-	0.0	24.8	0.7	693.0	0.9	911.6
Employee 5	Director	815	9.0	7,369.6	4.0	3,256.0	-	-	7.4	6,018.8	6.1	4,951.1	3.6	2,910.3	30.1	24,505.8
Employee 6	Director	815	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Employee 7	Director	815	-	-	-	-	-	-	0.4	346.4	0.1	40.8	1.0	798.0	1.5	1,185.2
Employee 8	Senior Manager	770	-	-	-	-	-	-	16.0	12,308.5	0.1	57.8	3.7	2,829.8	19.7	15,196.0
Employee 9	Senior Manager	770	5.0	3,872.4	0.4	271.4	-	-	8.7	6,675.9	0.4	284.9	2.1	1,608.0	16.5	12,712.6
Employee 10	Manager	680	0.2	102.0	0.4	266.3	-	-	1.6	1,054.0	0.0	13.6	0.5	372.9	2.7	1,808.8
Employee 11	Manager	680	-	-	7.6	5,193.6	-	-	-	-	-	-	-	-	7.6	5,193.6
Employee 12	Manager	680	-	-	11.7	7,945.9	-	-	2.5	1,669.4	0.4	302.6	11.9	8,122.7	26.5	18,040.6
Employee 13	Manager	680	-	-	19.3	13,893.5	-	-	10.2	7,001.9	3.2	2,335.7	-	-	32.6	23,231.1
Employee 14	Manager	680	-	-	-	-	-	-	0.1	85.0	-	-	0.2	133.2	0.3	218.2
Employee 15	Manager	680	6.8	4,623.0	24.3	16,539.7	-	-	16.3	11,094.2	0.1	78.2	6.8	4,634.3	54.4	36,969.4
Employee 16	Assistant Manager	625	14.7	9,171.9	8.8	5,496.4	-	-	10.6	6,593.8	-	-	4.5	2,797.4	38.5	24,059.5
Employee 17	Assistant Manager	625	0.4	243.5	25.7	16,034.2	-	-	1.3	796.9	0.9	581.3	16.6	10,403.9	44.9	28,059.8
Employee 18	Assistant Manager	625	-	-	23.2	14,492.0	-	-	-	-	-	-	-	-	23.2	14,492.0
Employee 19	Assistant Manager	625	0.4	250.0	0.2	122.4	-	-	0.0	9.4	0.1	87.5	0.1	49.0	0.8	518.2
Employee 20	Senior Analyst	570	0.0	8.6	0.1	67.0	-	-	0.1	71.3	-	-	0.5	312.6	0.8	459.3
Employee 21	Analyst 1	470	2.9	1,368.7	4.5	2,117.0	-	-	10.3	4,819.9	0.1	23.5	2.5	1,196.6	20.3	9,525.6
Employee 22	Analyst 1	470	2.6	1,239.6	-	-	-	-	24.7	11,613.7	-	-	53.8	25,289.0	81.2	38,142.2
Employee 23	Analyst 1	470	67.8	31,874.8	4.3	2,084.9	-	-	1.0	484.1	-	-	-	-	73.1	34,443.8
Employee 24	Admin Level 3	440	-	-	-	-	-	-	9.5	4,160.2	-	-	1.6	683.1	11.0	4,843.3
Employee 25	Undergraduate	285	-	-	0.1	33.5	-	-	0.9	242.3	-	-	0.7	200.9	1.7	476.7
Employee 26	Undergraduate	285	1.1	313.2	1.4	401.9	-	-	1.3	356.3	0.1	35.6	6.3	1,786.0	10.2	2,893.0
Total fees (excl. GST)			**119.5**	**68,887.5**	**148.5**	**100,701.6**	**-**	**-**	**135.1**	**87,801.4**	**12.0**	**9,242.9**	**126.8**	**74,380.9**	**542.0**	**341,014.3**
Average hourly rate (excl. GST)				**576.5**		**678.0**		**-**		**649.7**		**-**		**586.6**		**629.2**

B.5 VIQ Solutions Pty Ltd (Administrators Appointed)

B.5.1 Resolution 13: from 16 March 2026 to 17 July 2026

VIQ Solutions Pty Ltd (Administrators Appointed) - retrospective time costs for the period from 16 March 2026 to 17 July 2026

			Assets		Creditors		Employees		Trade on		Investigation		Statutory & Administration		Total	
Name	Position	Rate ($)	Hours	Fees	Hours	Fees	Hours	Fees	Hours	Fees	Hours	Fees	Hours	Fees	Hours	Fees
Keith Crawford	Appointee	990	3.9	3,811.5	1.6	1,559.5	-	-	24.2	23,908.5	-	-	-	-	29.6	29,279.5
Robert Smith	Appointee	990	34.2	33,866.0	11.1	10,962.9	-	-	121.1	119,908.8	4.4	4,365.9	9.6	9,498.5	180.4	178,602.1
Employee 1	Partner	990	-	-	-	-	-	-	7.0	6,949.8	0.6	554.4	1.8	1,795.7	9.4	9,299.9
Employee 2	Partner	990	21.4	21,167.5	-	-	-	-	-	-	-	-	-	-	21.4	21,167.5
Employee 3	Partner	990	1.4	1,386.0	6.7	6,615.9	-	-	26.1	25,799.4	1.1	1,039.5	0.2	236.3	35.4	35,077.1
Employee 4	Partner	990	-	-	0.2	236.3	-	-	-	-	0.4	346.5	-	-	0.6	582.8
Employee 5	Director	815	86.3	70,320.2	4.9	3,968.1	-	-	194.3	158,346.4	46.8	38,101.3	2.6	2,095.1	334.8	272,831.0
Employee 6	Director	815	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Employee 7	Director	815	-	-	-	-	-	-	6.0	4,849.3	0.7	570.5	1.2	972.6	7.8	6,392.3
Employee 8	Senior Manager	770	-	-	-	-	-	-	24.0	18,472.3	1.1	808.5	1.4	1,102.6	26.5	20,383.4
Employee 9	Senior Manager	770	39.2	30,161.6	1.7	1,331.8	-	-	138.0	106,244.6	9.8	7,530.6	1.8	1,396.7	190.5	146,665.3
Employee 10	Manager	680	2.7	1,836.0	0.5	324.6	-	-	28.7	19,516.0	0.3	190.4	0.7	454.4	32.8	22,321.4
Employee 11	Manager	680	-	-	9.3	6,329.5	-	-	-	-	-	-	-	-	9.3	6,329.5
Employee 12	Manager	680	-	-	13.3	9,029.3	-	-	9.6	6,507.6	2.4	1,652.4	12.6	8,590.3	37.9	25,779.7
Employee 13	Manager	680	-	-	23.5	16,932.1	-	-	144.5	99,412.6	44.5	32,699.1	-	-	212.5	149,043.8
Employee 14	Manager	680	-	-	-	-	-	-	1.8	1,190.0	-	-	0.2	162.3	2.0	1,352.3
Employee 15	Manager	680	8.3	5,628.0	29.6	20,157.0	-	-	262.4	178,438.8	1.6	1,094.8	8.3	5,647.8	310.2	210,966.4
Employee 16	Assistant Manager	625	10.1	6,312.5	4.7	2,919.3	-	-	207.1	129,437.5	-	-	2.5	1,581.2	224.4	140,250.5
Employee 17	Assistant Manager	625	1.1	694.0	31.3	19,541.0	-	-	17.9	11,156.3	13.0	8,137.5	20.3	12,679.2	83.5	52,207.9
Employee 18	Assistant Manager	625	-	-	28.3	17,661.4	-	-	-	-	-	-	-	-	28.3	17,661.4
Employee 19	Assistant Manager	625	5.6	3,500.0	0.2	149.2	-	-	0.2	131.3	2.0	1,225.0	0.1	59.7	8.1	5,065.1
Employee 20	Senior Analyst	570	0.2	119.7	0.1	81.6	-	-	2.2	1,225.5	-	-	0.7	380.9	3.2	1,807.7
Employee 21	Analyst 1	470	2.4	1,122.3	5.5	2,580.0	-	-	150.6	70,767.9	0.7	329.0	3.1	1,458.3	162.2	76,257.5
Employee 22	Analyst 1	470	2.2	1,016.4	-	-	-	-	287.5	135,143.8	-	-	42.7	20,054.5	332.4	156,214.8
Employee 23	Analyst 1	470	195.6	91,923.2	5.2	2,540.9	-	-	16.1	7,576.4	-	-	-	-	216.9	102,040.5
Employee 24	Admin Level 3	440	-	-	-	-	-	-	6.8	2,978.8	-	-	1.8	805.0	8.6	3,783.8
Employee 25	Undergraduate	285	-	-	0.1	40.8	-	-	11.9	3,391.5	-	-	0.9	244.9	12.9	3,677.2
Employee 26	Undergraduate	285	0.9	256.8	1.7	489.7	-	-	17.7	5,044.5	1.8	498.8	7.6	2,176.7	29.7	8,466.5
Total fees (excl. GST)			**415.3**	**273,121.7**	**179.5**	**123,450.8**	**-**	**-**	**1,705.4**	**1,136,397.4**	**130.9**	**99,144.1**	**120.2**	**71,392.8**	**2,551.3**	**1,703,506.8**
Average hourly rate (excl. GST)				**657.6**		**687.8**		**-**		**666.3**		**-**		**594.0**		**667.7**

C Disbursements

Costs paid to third parties

Costs paid to third parties are recovered at cost. Creditors are not required to approve these types of costs, but details are provided to account to creditors, including the basis of charging for these types of costs. Creditors are entitled to question the incurring of the costs and can challenge the costs in Court.

The following costs have been paid by McGrathNicol to third parties and relate to the administration. These amounts will be reimbursed to McGrathNicol at cost from the administration bank account:

Costs paid to third parties for the period 16 March 2026 to 17 July 2026	Amount ($) (GST exclusive)
Postage	$154.00
Searches	$12.00
Data storage	$8,234.32
Taxi	$3,797.69
Local travel	$33.09
Total	**$12,198.01**

Future costs provided by McGrathNicol will be charged to the external administration on the following basis:

Cost type	Rate (GST exclusive)
Postage	At cost
Stationery and other incidental disbursements	At cost
Conference call phone charges	At cost
Searches	At cost
Advertising	At cost
Courier	At cost
Staff per diem travel allowance*	$103.00 per day**
Staff vehicle use	$0.88 per km**
ASIC user pays levy***	At cost

* Payable when partners or staff are required for business purposes to stay away from their usual place of residence overnight.

** These rates are deemed reasonable by the Australian Taxation Office.

*** This levy is charged by ASIC and is based on the number of notifiable events in a financial year directly related to this administration. Notifiable events include notices published on ASIC's published notices website and some documents lodged with ASIC.

Further explanation of data hosting costs

In the conduct of this administration, we may use McGrathNicol's Forensic Technology team to extract, aggregate, electronically process and/or host electronic data, which could be used for the:

- trade or sale of the business or assets; and/or
- investigations regarding transactions or potential recoveries available to creditors.

If data hosting is required and we choose not to use the services of McGrathNicol's Forensic Technology team, we will otherwise have to purchase those services from an alternative provider and/or use another method to achieve the same end, which will not be as efficient as using these available internal services.

We note that the data hosting rates above are no more than our standard commercial pricing available for the same services when they are provided to external parties.

D Schedule of Hourly Rates

The rates for our remuneration calculation are set out in the following table, together with a general guide showing the qualifications and experience of staff engaged in the administration and the role they take in the administration. The hourly rates charged encompass the total cost of providing professional services and should not be compared to an hourly wage. These rates apply to work carried out from 29 July 2026 to finalisation.

Title	Description	Hourly rate (excl GST)
Appointee/Partner	Registered liquidator, Chartered Accountant or equivalent and generally degree qualified with more than twelve years of experience. Leads assignments with full accountability for strategy and execution.	$1,030
Director 1	Generally Chartered Accountant or comparable qualification and degree qualified with more than ten years of experience, including four years of Director or equivalent experience. Autonomously leads complex insolvency appointments reporting to Appointee/Partner.	$920
Director	Generally Chartered Accountant or comparable relevant qualification and degree qualified with more than nine years of experience. Autonomously leads insolvency appointments reporting to Appointee/Partner.	$850
Senior Manager	Generally Chartered Accountant or comparable relevant qualification and degree qualified with more than seven years of experience. Self-sufficiently conducts small to medium insolvency appointments and leads major workstreams in larger matters.	$800
Manager	Generally Chartered Accountant or comparable relevant qualification and degree qualified with more than five years of experience. Self-sufficiently conducts small insolvency appointments and takes a supervisory role on workstreams in larger matters.	$705
Assistant Manager	Generally Chartered Accountant or comparable relevant qualification and degree qualified with more than three years of experience. Autonomously manages workstream activity within appointments.	$650
Senior Analyst	Generally degree qualified and undertaking Chartered Accountant's qualification or comparable relevant qualification with more than 16 months of experience. Completes tasks within workstreams and appointments under supervision.	$595
Analyst	Generally degree qualified and undertaking or about to undertake Chartered Accountant's qualification or comparable relevant qualification with less than one year of experience. Assists with tasks within workstreams and appointments under supervision.	$490
Undergraduate	Undertaking relevant degree. Assists with tasks within workstreams and appointments under supervision.	$295
Senior Client Administration and Treasury	Appropriately experienced and undertakes senior level administrative support activities or Treasury activities. May be responsible for day to day management of projects or operations and may have supervisory responsibility for junior staff.	$460
Administration	Appropriately experienced and undertakes support activities such as meeting coordination and preparation of materials where it is efficient and appropriate to do so.	$270

McGrathNicol reviews its hourly rates on either 31 December or 30 June. Creditors will be advised of any change to the hourly rates for this external administration.

E Summary of receipts and payments

E.1 VIQ Australia Pty Limited (Administrators Appointed)

Summary of receipts and payments for the period 16 March 2026 to 17 July 2026	
Item	**($)**
Receipts	
Intercompany	12,000
GST received / paid	372
Other income	59
Total receipts	**12,431**
Payments	
Other expenses	(4,094)
Total payments	**(4,094)**
Net receipts / (payments) as at 17 July 2026	**8,336**

E.2 VIQ Australia Services Pty Ltd (Administrators Appointed)

Summary of receipts and payments for the period 16 March 2026 to 17 July 2026	
Item	**($)**
Receipts	
Intercompany	4,763,000
Other income	9,262
Total receipts	**4,772,262**
Payments	
Wages And Salaries	(3,122,650)
PAYG	(677,351)
Superannuation	(448,716)
Payroll tax	(107,174)
HR advisor fees	(64,139)
Insurance	(60,702)
Employee entitlement costs	(18,307)
Legal fees and disbursements ($ incl. GST)	(16,693)
Leases	(4,536)
Other expenses	(2,914)
Total payments	**(4,523,183)**
Net receipts / (payments) as at 17 July 2026	**249,079**

E.3 VIQ Pty Ltd (Administrators Appointed)

Summary of receipts and payments for the period 16 March 2026 to 17 July 2026

Item	($)
Receipts	
Intercompany	2,286,000
Other income	1,411
Total receipts	**2,287,411**
Payments	
Subcontractor costs	(2,076,571)
Payroll tax	(36,238)
Legal fees and disbursements ($ incl. GST)	(20,896)
HR advisor fees	(1,056)
Other expenses	(40)
Total payments	**(2,134,802)**
Net receipts / (payments) as at 17 July 2026	**152,610**

E.4 VIQ Solutions Australia Pty Ltd (Administrators Appointed)

Summary of receipts and payments for the period 16 March 2026 to 17 July 2026	
Item	**($)**
Receipts	
Intercompany	2,635,641
Other income	27,545
Total receipts	**2,663,185**
Payments	
Intercompany	(1,310,999)
Customer refunds	(600,969)
Rent	(151,910)
GST received / paid	(130,560)
Software and subscriptions	(128,931)
External Stenographers	(122,305)
Legal fees and disbursements ($ incl. GST)	(95,872)
Other expenses	(62,233)
Advisor fees	(35,063)
Utilities	(16,752)
Maintenance and cleaning	(6,328)
Leases	(1,265)
Total payments	**(2,663,185)**
Net receipts / (payments) as at 17 July 2026	-

E.5 VIQ Solutions Pty Ltd (Administrators Appointed)

Summary of receipts and payments for the period 16 March 2026 to 17 July 2026	
Item	**($)**
Receipts	
Gross post-appointment collections	12,887,313
Pre-appointment debtors	2,100,142
Other income	20,290
Total receipts	**15,007,745**
Payments	
Intercompany	(8,056,642)
Legal fees and disbursements ($ incl. GST)	(382,389)
IT, software, and management services	(341,597)
Insurance	(184,396)
GST received / paid	(123,251)
Rent	(96,556)
Subcontractor costs	(55,305)
Utilities	(13,343)
Other expenses	(7,442)
Maintenance and cleaning	(4,422)
Software and subscriptions	(1,827)
Customer refunds	(1,191)
Total payments	**(9,268,361)**
Net receipts / (payments) as at 17 July 2026	**5,739,384**