Business Development Fund

Quarterly Co-investor Report

<Insert Company Name>

For the quarter ending <Insert date>

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| ***INSTRUCTIONS: Please complete all sections of this report and email to QIC:*** [***bdf@qic.com***](file:///%5C%5Ctreasury.qld.gov.au%5Cfshome%5CFSHOME5%5CPersonal%5Cpztaco%5CDesktop%5CCWS%20%28BDF%20Documents%29%5Cbdf%40qic.com) |

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| **SUBMISSION DATE** |  |
| **COMPLETED BY** |  |

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| **SECTION A: QUARTERLY REVIEW (FOR THE QUARTER ENDING <Insert Date>)** |
| 1. **Describe the highlights/key developments (positive and/or negative) during the past quarter.**
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| 1. **Were there any changes to the board composition and/or key management? If yes, please describe.**
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| 1. **Was there any material change to the type of business being carried on by the company? If yes, please describe.**
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| 1. **Were any legal proceedings initiated or threatened by or against the company? If yes, please describe.**
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| 1. **Were any options (employee-share or other) exercised or issued? If yes, please describe.**
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| 1. **In the coming quarter, does the business expect to meet planned milestones and seek further drawdowns of committed Business Development Fund funding (if applicable)? If yes, please describe.**
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| 1. **Are any capital raisings expected in the coming quarter? If yes, please describe.**
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| 1. **Are there any key developments (positive and/or negative) expected in the coming quarter? If yes, please describe.**
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| 1. **What is the current number of employees in the business (FTEs)? Has this increased since the last quarter and if so how many have changed?**
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| 1. **Will any new employees (FTEs) be appointed in the business during the upcoming quarter? If so please provide an estimate. How many of these FTEs are based in Queensland?**
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| **SECTION B: QUARTERLY FINANCIAL UPDATE** |
| 1. **Please complete the following table outlining financial performance.**
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| **Variable** | **Quarter** | **YTD** | **FY Forecast (1)** | **FY Budget (2)** | **Variance = (1) – (2)**  |
| **Total Revenue** |  |  |  |  |  |
| **Total Expenses** |  |  |  |  |  |
| **Gross Profit** |  |  |  |  |  |
| 1. **Please complete the following table outlining financial position.**
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| **Variable** | **Quarter** | **YTD** | **FY Forecast (1)** | **FY Budget (2)** | **Variance = (1) – (2)** |
| **Total Assets** |  |  |  |  |  |
| **Cash** |  |  |  |  |  |
| **Total Liabilities** |  |  |  |  |  |
| **Net Assets** |  |  |  |  |  |
| 1. **What is the expected cash run-out date based on current budget and cash flow forecasts? Please describe.**
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| **SECTION C: CO-INVESTOR** |
| 1. **The co-investor is to take an active role in mentoring and supporting the development of the business. They are also expected to provide access to markets and networks—this may include providing advice and support in establishing or further developing management systems, financial controls and reporting.**
* **Please outline your involvement in the business during the past quarter?**
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**Declaration for Quarterly Report**

***In submitting this report, the Co-Investor confirms that, so far as the Co-Investor is aware having made all reasonable enquiries, the answers provided in this report:***

***(a) are materially accurate;***

***(b) are not misleading or deceptive (including by omission); and***

***(c) taken as a whole, fairly reflect the overall state of affairs of the Company.***

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| **N**a**me** |  |
| **Signature** |  |
| **Date** |  |

**[END OF QUARTERLY REPORT]**