UNITED STATES BANKRUPTCY COURT SOUTHERN DISTRICT OF NEW YORK

	X
	:
n re:	: Chapter 11
AVIANCA HOLDINGS S.A., et al.,1	: Case No. 20-11133 (MG)
Debtors.	: (Jointly Administered)
	•

STATEMENT OF FINANCIAL AFFAIRS FOR AV INTERNATIONAL INVESTMENTS S.A., (CASE NO. 20-11147)

The Debtors in these chapter 11 cases, and each Debtor's federal tax identification number (to the extent applicable), are as follows: Avianca Holdings S.A. (N/A); Aero Transporte de Carga Unión, S.A. de C.V. (N/A); Aeroinversiones de Honduras, S.A. (N/A); Aerovías del Continente Americano S.A. Avianca (N/A); Airlease Holdings One Ltd. (N/A); America Central (Canada) Corp. (00-1071563); America Central Corp. (65-0444665); AV International Holdco S.A. (N/A); AV International Holdings S.A. (N/A); AV International Investments S.A. (N/A); AV International Ventures S.A. (N/A); AV Investments One Colombia S.A.S. (N/A); AV Investments Two Colombia S.A.S. (N/A); AV Taca International Holdco S.A. (N/A); Avianca Costa Rica S.A. (N/A); Avianca Leasing, LLC (47-2628716); Avianca, Inc. (13-1868573); Avianca-Ecuador S.A. (N/A); Aviaservicios, S.A. (N/A); Aviateca, S.A. (N/A); Avifreight Holding Mexico, S.A.P.I. de C.V. (N/A); C.R. Int'l Enterprises, Inc. (59-2240957); Grupo Taca Holdings Limited (N/A); International Trade Marks Agency Inc. (N/A); Inversiones del Caribe, S.A. (N/A); Isleña de Inversiones, S.A. de C.V. (N/A); Latin Airways Corp. (N/A); Latin Logistics, LLC (41-2187926); Nicaraguense de Aviación, Sociedad Anónima (Nica, S.A.) (N/A); Regional Express Américas S.A.S. (N/A); Ronair N.V. (N/A); Servicio Terrestre, Aereo y Rampa S.A. (N/A); Servicios Aeroportuarios Integrados SAI S.A.S. (92-4006439); Taca de Honduras, S.A. de C.V. (N/A); Taca de México, S.A. (N/A); Taca International Airlines S.A. (N/A); Taca S.A. (N/A); Tampa Cargo S.A.S. (N/A); Technical and Training Services, S.A. de C.V. (N/A). The Debtors' principal offices are located at Avenida Calle 26 # 59 – 15 Bogotá, Colombia.



UNITED STATES BANKRUPTCY COURT SOUTHERN DISTRICT OF NEW YORK

In re : Chapter 11 : Case No. 20-11133 (MG)

Debtors.¹ : (Jointly Administered)

GLOBAL NOTES AND STATEMENT OF LIMITATIONS, METHODOLOGY, AND DISCLAIMERS REGARDING THE DEBTORS' SCHEDULES OF ASSETS AND LIABILITIES AND STATEMENTS OF FINANCIAL AFFAIRS

On May 10, 2020 (the "Petition Date"), Avianca Holdings S.A. and certain of its direct and indirect subsidiaries (collectively, "Avianca", the "Debtors", or the "Company") filed voluntary petitions for reorganization (the "Bankruptcy Filing") under chapter 11 of the United States Bankruptcy Code (the "Bankruptcy Code") in the United States Bankruptcy Court for the Southern District of New York (the "Bankruptcy Court"). The Debtors continue to operate their businesses and manage their properties as debtors and debtors in possession, pursuant to sections 1107(a) and 1108 of the Bankruptcy Code. These chapter 11 cases (the "Chapter 11 Cases") are being administered under the caption "In re Avianca Holdings S.A., et al." Case Number 20-11133 (MG).

The Schedules of Assets and Liabilities (the "Schedules" or "SOALs") and Statements of Financial Affairs (the "Statements" or "SOFAs") were prepared pursuant to Bankruptcy Code

The Debtors in these chapter 11 cases, and each Debtor's federal tax identification number (to the extent applicable), are as follows: Avianca Holdings S.A. (N/A); Aero Transporte de Carga Unión, S.A. de C.V. (N/A); Aeroinversiones de Honduras, S.A. (N/A); Aerovías del Continente Americano S.A. Avianca (N/A); Airlease Holdings One Ltd. (N/A); America Central (Canada) Corp. (00-1071563); America Central Corp. (65-0444665); AV International Holdco S.A. (N/A); AV International Holdings S.A. (N/A); AV International Investments S.A. (N/A); AV International Ventures S.A. (N/A); AV Investments One Colombia S.A.S. (N/A); AV Investments Two Colombia S.A.S. (N/A); AV Taca International Holdco S.A. (N/A); Avianca Costa Rica S.A. (N/A); Avianca Leasing, LLC (47-2628716); Avianca, Inc. (13-1868573); Avianca-Ecuador S.A. (N/A); Aviaservicios, S.A. (N/A); Aviateca, S.A. (N/A); Avifreight Holding Mexico, S.A.P.I. de C.V. (N/A); C.R. International Enterprises, Inc. (59- 2240957); Grupo Taca Holdings Limited (N/A); International Trade Marks Agency Inc. (N/A); Inversiones del Caribe, S.A. (N/A); Isleña de Inversiones, S.A. de C.V. (N/A); Latin Airways Corp. (N/A); Latin Logistics, LLC (41-2187926); Nicaragüense de Aviación, Sociedad Anónima (N/A); Regional Express Américas S.A.S. (N/A); Ronair N.V. (N/A); Servicio Terrestre, Aéreo y Rampa S.A. (N/A); Servicios Aeroportuarios Integrados SAI S.A.S. (92-4006439); Taca de Honduras, S.A. de C.V. (N/A); Taca de México, S.A. (N/A); Taca International Airlines S.A. (N/A); Taca S.A. (N/A); Tampa Cargo S.A.S. (N/A); Technical and Training Services, S.A. de C.V. (N/A). The Debtors' principal offices are located at Avenida Calle 26 # 59 – 15 Bogotá, Colombia.

section 521 and Rule 1007 of the Federal Rules of Bankruptcy Procedure (the "Bankruptcy Rules") by members of the management of the Debtors in conjunction with their financial and legal advisors using unaudited information available as of the Petition Date.

These Global Notes and Statement of Limitations, Methodology, and Disclaimers Regarding the Debtors' Schedules of Assets and Liabilities and Statements of Financial Affairs (the "Global Notes") are incorporated by reference in, and comprise an integral part of, each of the Debtors' Schedules, sub-Schedules, Statements, sub-Statements, exhibits, and continuation sheets, and should be referred to in connection with any review of the Schedules and Statements. Disclosure of information in one Schedule, sub-Schedule, Statement, sub-Statement, exhibit, or continuation sheet, even if incorrectly placed, shall be deemed to be disclosed in the correct Schedule, Statement, exhibit, or continuation sheet.

THE SCHEDULES AND STATEMENTS AND THESE GLOBAL NOTES SHOULD NOT BE RELIED UPON BY ANY PERSONS FOR INFORMATION RELATING TO CURRENT OR FUTURE FINANCIAL CONDITIONS, EVENTS, OR PERFORMANCE OF ANY OF THE DEBTORS.

Reservation of Rights. The Debtors' Chapter 11 Cases are large and complex. The Debtors' management has made commercially reasonable efforts to ensure that the Schedules and Statements are as accurate and complete as possible, based on the information that was available to them at the time of preparation. Subsequent information or discovery may result in material changes to these Schedules and Statements, and inadvertent errors or omissions may have occurred. Because the Schedules and Statements contain unaudited information, which is subject to further review, verification, and potential adjustment, there can be no assurance that these Schedules and Statements are accurate and/or complete. The Debtors reserve all rights to, but are not required to, amend or supplement, or both, the Schedules and Statements from time to time as is necessary and appropriate.

The Debtors have made commercially reasonable efforts to characterize, classify, categorize or designate the claims, assets, executory contracts, unexpired leases, and other items reported in the Schedules and Statements correctly. Further, certain affiliated companies of the Debtors did not file petitions in the Bankruptcy Court of this or any other relevant jurisdiction in the United States (each individually a "Non-Debtor Affiliate"). The Debtors have made commercially reasonable efforts to exclude all assets and liabilities of the Non-Debtor Affiliates in the Schedules and Statements.

Due to the complexity and size of the Debtors' businesses, however, the Debtors may have improperly characterized, classified, categorized, or designated certain items. The Debtors thus reserve all of their rights to recharacterize, reclassify, recategorize, or redesignate items reported in the Schedules and Statements as necessary or appropriate as additional information becomes available. In addition, certain items reported in the Schedules and Statements could be included in more than one category. In those instances, one category has been chosen to avoid duplication. The designation of a category is not meant to be wholly inclusive or descriptive of the rights or obligations represented by such item.

Nothing contained in the Schedules and Statements or these Global Notes shall constitute an admission or a waiver of rights with respect to these Chapter 11 Cases, including, but not limited to, any issues involving substantive consolidation for plan purposes, subordination, and/or causes of action arising under the provisions of chapter 5 of the Bankruptcy Code and other relevant nonbankruptcy laws to recover assets or avoid transfers. For the avoidance of doubt, listing a claim on Schedule D as "secured," on Schedule E/F as "priority unsecured" or "nonpriority unsecured," or listing a contract or lease on Schedule G as "executory" or "unexpired," does not constitute an admission by the Debtors of the legal rights of the claimant and/or contractual counterparty, or a waiver of a Debtor's right to recharacterize or reclassify such claim or contract. Failure to designate a claim on a given Debtor's Schedules as "disputed," "contingent," or "unliquidated" does not constitute an admission by the Debtors that such amount is not "disputed," "contingent," or "unliquidated" or that such claim is not subject to objection. The Debtors reserve their respective rights to dispute, or assert offsets, setoffs, or defenses to, any claim reflected on the Schedules as to the nature, amount, liability, or status or to otherwise subsequently designate any claim as disputed, contingent, and/or unliquidated.

Reporting Date. All asset and liability information, except where otherwise noted, is provided as of the close of business on May 9, 2020, the day before the Petition Date.

<u>Basis of Presentation</u>. For financial reporting purposes, the Debtors have historically prepared consolidated, audited financial statements that are filed with the Securities and Exchange Commission ("SEC"). Unlike the consolidated financial statements, the Schedules and Statements generally reflect the assets and liabilities of each Debtor on a non-consolidated basis. Accordingly, the amounts listed in the Schedules and Statements will likely differ, at times materially, from the consolidated financial reports prepared historically by the Company for public reporting purposes or otherwise.

Although the Schedules and Statements may, at times, incorporate information prepared in accordance with International Financial Reporting Standards as issued by the International Accounting Standards Board ("IFRS"), the Schedules and Statements neither purport to represent nor reconcile to financial statements otherwise prepared and/or distributed by the Debtors in accordance with IFRS, or otherwise. The Debtors do not prepare financial statements in accordance with Generally Accepted Accounting Principles in the United States ("GAAP").

Currency. All amounts are reflected in U.S. dollars, unless otherwise indicated.

Estimates and Assumptions. The preparation of the Schedules and Statements required the Debtors to make estimates and assumptions that affected the reported amounts of certain assets and liabilities, the disclosure of certain contingent assets and liabilities, and the reported amounts of revenue and expense. Actual results could differ materially from these estimates. The Debtors reserve the right to amend the reported amounts of assets, liabilities, and expenses to reflect changes in those estimates or assumptions.

<u>Totals</u>. All totals that are included in the Schedules and Statements represent totals of all known amounts. To the extent there are unknown or undetermined amounts, the actual totals may be different than the listed totals. Due to the numerous unliquidated, contingent, and/or disputed

claims, summary statistics in the Schedules and Statements may materially understate the Debtor's liabilities.

<u>Undetermined or Unknown Amounts</u>. The description of an amount as "Undetermined" or "Unknown" is not intended to reflect upon the materiality of such amount. Certain amounts may be clarified during the course of the Chapter 11 Cases and certain amounts may depend on contractual obligations to be assumed as part of a sale in a bankruptcy proceeding under section 363 of the Bankruptcy Code.

Asset Presentation and Valuation. It would be prohibitively expensive, unduly burdensome, and an inefficient use of estate assets for the Debtors to obtain current market valuations of all of their assets. Accordingly, unless otherwise indicated, the Schedules and Statements reflect net book values as of the Petition Date. These values do not purport to represent the ultimate value that would be received in the event of a sale and may not represent economic value as determined by an appraisal or other valuation technique. Certain other assets are listed at undetermined or unknown amounts, as the net book values may differ materially from fair market values or the amounts ultimately realized. In addition, certain depreciable assets with a net book value of zero may be included for completeness. The Debtors do not intend to amend these Schedules and Statements to reflect actual values.

Contingent Assets and Causes of Action. Despite their commercially reasonable efforts to identify all known assets, the Debtors may not have listed all of their causes of action or potential causes of action against third parties as assets in their Schedules and Statements, including, but not limited to, avoidance actions arising under chapter 5 of the Bankruptcy Code and actions under other relevant non-bankruptcy laws to recover assets. The Debtors reserve all of their rights with respect to any causes of action, avoidance actions, controversy, right of set-off, cross claim, counterclaim, or recoupment, and any claim in connection with any contract, breach of duty imposed by law or in equity, demand, right, action, lien, indemnity, guaranty, suit, obligation, liability, damage, judgment, account, defense, power, privilege, license, and franchise of any kind or character whatsoever, known, unknown, fixed or contingent, matured or unmatured, suspected or unsuspected, liquidated or unliquidated, disputed or undisputed, secured or unsecured, assertible directly or derivatively, whether arising before, on, or after the Petition Date, in contract or in tort, in law or in equity, or pursuant to any other theory of law they may have, and neither these Global Notes nor the Schedules and Statements shall be deemed a waiver of any such claims, causes of actions, or avoidance actions or in any way prejudice or impair the assertion of such claims.

The Debtors may also possess contingent and unliquidated claims against affiliated entities (both Debtor and Non-Debtor) for various financial accommodations and similar benefits they have extended from time to time, including, but not limited to, contingent and unliquidated claims for contribution, reimbursement, and/or indemnification arising from various (i) guarantees, (ii) indemnities, (iii) tax-sharing agreements, (iv) warranties, (v) operational and servicing agreements, (vi) shared service agreements, and (vii) other arrangements.

<u>Pledged Assets</u>. A significant amount of the assets listed on the Debtors' Schedule A/B have been pledged as collateral by the Debtors and may be outside of the Debtors' control, including, without limitation, in connection with the Debtors post-petition financing facility. Assets pledged as

collateral include, among other things, cash, securities, aircraft, inventories, equipment, trademarks, equity interests in subsidiaries, and other related assets.

<u>Liabilities</u>. Some of the scheduled liabilities are unknown, contingent, and/or unliquidated at this time. In such cases, the amounts are listed as "Unknown" or "Undetermined." Accordingly, the Schedules and the Statements may not equal the aggregate value of the Debtors' total liabilities as noted on any previously issued financial statements.

The Debtors have sought to allocate liabilities between the prepetition and post-petition periods based on the information and research that was conducted in connection with the preparation of the Schedules and Statements. As additional information becomes available and further research is conducted, the allocation of liabilities between prepetition and post-petition periods may change. The Debtors reserve the right to, but are not required to, amend the Schedules and Statements as they deem appropriate to reflect this.

The liabilities listed on the Schedules and Statements do not reflect any analysis of claims under section 503(b)(9) of the Bankruptcy Code, including, without limitation, as to any claims paid under the Order Pursuant To Sections 105(A), 363(B)(1), 503(B)(1) And 503(B)(9) Of The Bankruptcy Code Authorizing The Payment Of Certain Undisputed Obligations Arising From Goods Ordered Prepetition [Docket No. 45]. Accordingly, the Debtors reserve all rights to dispute or challenge the validity of any asserted claims under section 503(b)(9) of the Bankruptcy Code or the characterization of the structure of any such transaction or any document or instrument related to any creditor's claim.

<u>Excluded Assets and Liabilities</u>. The Debtors may have excluded from the Schedules certain of the following items, which may be included in their IFRS financial statements: certain accrued liabilities, including, without limitation, accrued salaries, employee benefit accruals, and certain other accruals, capitalized interest, debt acquisition costs, goodwill, certain other assets, and deferred revenue and gains. Other non-material assets and liabilities may also have been excluded.

<u>Confidentiality</u>. In certain instances, in the Schedules and Statements, the Debtors have deemed it necessary and appropriate to redact from the public record addresses of individuals because of concerns for the privacy of, or otherwise to preserve the confidentiality of, personally identifiable information. Notwithstanding, the Debtors will mail any required notice or other documents to the address in their books and records for such individuals.

<u>Intercompany Transactions</u>. All intercompany payments between the Debtors have not been included in the Statements. Instead, intercompany receivable balances as of the Petition Date have been listed on Schedule A/B (AB11), and intercompany payable balances have been listed on Schedule F for the relevant Debtor.

<u>Bankruptcy Court First-Day Orders</u>. The Bankruptcy Court has authorized (but not directed) the Debtors to pay, in whole or in part, various outstanding prepetition claims, including but not limited to, Debtors' employee wages and compensation, insurance policy premiums, certain taxes, and certain claims of fuel vendors, foreign creditors, shippers, taxing and regulatory authorities, section 503(B)(9) claimants, and warehousemen. Accordingly, the scheduled claims are

intended to reflect only sums due and owing before the Petition Date for which the Debtors did not obtain relief from the Bankruptcy Court to satisfy in whole or in part. The estimate of claims set forth in the Schedules, however, may not reflect assertions by the Debtors' creditors of a right to have such claims paid or reclassified under the Bankruptcy Code or orders of the Bankruptcy Court.

<u>Liens</u>. The inclusion on Schedule D of creditors that have asserted liens against the Debtors is not an acknowledgement of the validity, extent, or priority of any such liens, and the Debtors reserve their right, to the extent that the Debtors have not elsewhere waived this right, to challenge such liens and the underlying claims on any ground whatsoever. Reference to the applicable agreements and other relevant documents is necessary for a complete description of the collateral and the nature, extent and priority of any liens. Nothing in these Global Notes or the Schedules and Statements shall be deemed a modification or interpretation of the terms of such agreements or an acknowledgment of same. Certain liens may have been inadvertently marked as disputed but had previously been acknowledged in an order of the Court as not being disputed by the Debtors. It is not the Debtors' intent that Schedules be construed to supersede any orders entered by the Bankruptcy Court.

<u>Leases</u>. In the ordinary course of their businesses, the Debtors lease facilities, equipment, and aircraft from certain third-party lessors for use in their daily operations. Any such leases are set forth in Schedule G, and the assets subject to these leases are reflected in Schedule A/B with the value attributed to them pursuant to IFRS 15. The properties subject these leases are not reflected in the Statements as property or assets of third parties within the control of a Debtor. Nothing herein or in the Schedules or Statements shall be construed as a concession, admission or evidence as to the determination of the legal status of any leases identified in the Schedules or Statements, including whether such leases: (i) constitute an executory contract within the meaning of section 365 of the Bankruptcy Code or other applicable law; or (ii) have not expired or been terminated or otherwise are not current in full force and effect, and the Debtors reserve all of their rights.

Executory Contracts. Listing a contract or lease on the Schedules and Statements shall not be deemed an admission that such contract is an executory contract, such lease is an unexpired lease, or that either necessarily is a binding, valid, and enforceable contract. The Debtors hereby expressly reserve the right to assert that any contract listed on the Schedules and Statements does not constitute an executory contract within the meaning of section 365 of the Bankruptcy Code, as well as the right to assert that any lease so listed does not constitute an unexpired lease within the meaning of section 365 of the Bankruptcy Code. Exclusion of a contract or lease on the Schedules and Statements shall not be deemed an admission that such contract is or is not an executory contract, such lease is or is not an unexpired lease, or that either necessarily is or is not a binding, valid, and enforceable contract.

<u>Future Aircraft and Aircraft Engine Purchases</u>. To the extent applicable, the Debtors have included in the Schedules G any future purchase commitments connected with the purchase of aircraft or aircraft engines. The recognition of these commitments is not indicative of whether the Debtors will ultimately assume or reject these agreements, and, to the extent, the agreements are rejected at some future date, this presentation does not preclude the Debtors' ability, or rights, to pursue claims against the counterparties.

Clearinghouse Agreements. The Bankruptcy Court entered final orders granting the authority, but not the obligation, to the Debtors to make certain payments of prepetition obligations relating to certain clearinghouse agreements, Final Order on the Debtors' Motion For Interim And Final Orders (I) Pursuant To Sections 105(A) And 365 Of The Bankruptcy Code, Authorizing Debtors To Assume Certain Agreements; (II) Pursuant To Sections 105(A) And 363 Of The Bankruptcy Code Authorizing But Not Directing The Debtors To Satisfy (A) Certain Prepetition Obligations Pending Assumption And (B) Certain Obligations To Other Airlines Settled Through Airline Clearinghouses And Certain Prepetition Airline Alliance Obligations; And (III) Modifying Automatic Stay Pursuant To Section 362 Of Bankruptcy Code [Docket No. 257]. Accordingly, related liabilities that have been paid as of the Petition Date have been excluded from Schedule F, although the agreements may be listed on Schedule G.

<u>Intellectual Property Rights</u>. Exclusion of certain intellectual property shall not be construed to be an admission that those intellectual property rights have been sold, abandoned, terminated, assigned or otherwise transferred pursuant to a sale, acquisition, or other transaction, or otherwise have expired by their terms. Conversely, inclusion of certain intellectual property shall not be construed to be an admission that those intellectual property rights have not been sold, abandoned, terminated, assigned or otherwise transferred pursuant to a sale, acquisition, or other transaction, or otherwise have not expired by their terms. Accordingly, the Debtors reserve all of their rights as to the legal status of all intellectual property rights.

<u>Setoff</u>. Prior to the Petition Date, and in the ordinary course of their businesses, the Debtors incurred setoffs in connection with, among other things, intercompany and third-party transactions. Unless otherwise stated, certain setoffs that were incurred in the ordinary course or under customary practices are not listed in the Schedules and Statements and the Debtors have not intentionally offset amounts listed on Schedules A/B, D or E/F. Nonetheless, some amounts listed may have been affected by setoffs effectuated prior to the Petition Date of which the Debtors are not yet aware. The Debtors reserve all rights to challenge any setoff and/or recoupment rights that may be asserted.

Guarantees and Other Secondary Liability Claims. The Debtors have used commercially reasonable efforts to locate and identify guarantees and other secondary liability claims (collectively, "Guarantees") in each of their executory contracts, unexpired leases, secured financings, debt instruments, and other such agreements. Where such Guarantees have been identified, they have been included in the relevant Schedule for the Debtor or Debtors affected by such Guarantees. The Debtors have placed Guaranty obligations on Schedule H for both the primary obligor and the guarantor of the relevant obligation. Such Guarantees were also placed on Schedule D or E/F for each guarantor, except to the extent that such Guarantee is associated with obligations under an executory contract or unexpired lease identified on Schedule G. Further, it is possible that certain Guarantees embedded in the Debtors' executory contracts, unexpired leases, secured financings, debt instruments and other such agreements may have been inadvertently omitted. Thus, the Debtors reserve their rights to amend the Schedules and Statements to the extent that additional Guarantees are identified. In addition, the Debtors reserve the right to amend the Schedules and Statements to recharacterize or reclassify any such contract or claim.

Payments. The financial affairs and businesses of the Debtors are complex. Before the Petition Date, the Debtors and certain of their Non-Debtor affiliates participated in a consolidated cash management system. As a result, certain payments in the Schedules and Statements may have been made prepetition by one entity on behalf of another entity through the operation of the consolidated cash management system. A description of the Debtors' prepetition cash management system is set forth in the Debtors' Motion for Entry of Interim and Final Orders Pursuant to Sections 105(a), 345, 363, and 364 of the Bankruptcy Code (I) Authorizing Debtors to (A) Maintain and Use Existing Cash Management Systems, Bank Accounts and Business Forms; (B) Continue to Engage in Intercompany Transactions and Afford Administrative Expense Priority to Intercompany Claims; (C) Continue Payment of Service Charges; (II) Waiving Compliance with Section 345 of Bankruptcy Code; (III) Scheduling Final Hearing; and (IV) Granting Related Relief(the "Cash Management Motion"). The Debtors have used their commercially reasonable efforts to attribute each payment to the Debtor which incurred the expense, not the Debtor entity which made the payment.

<u>Insiders</u>. For purposes of their responses to Statement Question Nos. 28 and 29, the Debtors have listed their respective officers and directors for each individual Debtor entity to the extent available based on current records. For purposes of Statement Question No. 4, the Debtors have included cash payments to executive officers and the members of the board of directors of Debtor Avianca Holdings, S.A. Persons listed as "insiders" have been included for informational purposes only. The Debtors do not take any position with respect to: (a) such person's influence over the control of the Debtors; (b) the management responsibilities or functions of such individual; (c) the decision-making or corporate authority of such individual; or (d) whether such individual could successfully argue that he or she is not an "insider" under applicable law, including the federal securities laws, or with respect to any theories of liability or for any other purpose.

<u>Signatory</u>. The Schedules and Statements have been signed by Adrian Neuhauser, in his capacity as Chief Financial Officer of Avianca Holdings S.A. In reviewing and signing the Schedules and Statements, he has necessarily relied upon the commercially reasonable efforts, statements and representations of various of the Debtors' personnel and professionals. He has not (and could not have) personally verified the accuracy of each such statement and representation, including statements and representations concerning amounts owed to creditors and their addresses.

Limitation of Liability. The Debtors and their officers, employees, agents, attorneys, and financial advisors do not guarantee or warrant the accuracy, completeness, or currentness of the data that is provided herein and shall not be liable for any loss or injury arising out of or caused, in whole or in part, by the acts, errors, or omissions, whether negligent or otherwise, in procuring, compiling, collecting, interpreting, reporting, communicating, or delivering the information contained herein. The Debtors and their officers, employees, agents, attorneys, and financial advisors expressly do not undertake any obligation to update, modify, revise, or re-categorize the information provided herein or, except to the extent required by applicable law or an order of the Bankruptcy Court, to notify any third party should the information be updated, modified, revised, or re-categorized. In no event shall the Debtors or their officers, employees, agents, attorneys, and financial advisors be liable to any third party for any direct, incidental, consequential, or

special damages (including, but not limited to, damages arising from the disallowance of a potential claim against the Debtors or damages to business reputation, lost business, or lost profits), whether foreseeable or not and however caused.

In addition to the foregoing, the following conventions were adopted by the Debtors in the preparation of the Schedules and Statements:

Schedules of Assets and Liabilities

Schedule A/B Notes.

- General. Each Debtor's assets in Schedule A/B are listed at net book value based on the Debtors' commercially reasonable efforts as of the Petition Date unless otherwise noted and may not necessarily reflect the market or recoverable value of these assets as of the Petition Date.
- Mutual Funds or Publicly Traded Stocks (AB14). The entries listed in response to this
 question represent mutual fund accounts held at these various institutions. These amounts
 represent the most recent account statements received for each of these mutual fund
 accounts.
- Non-publicly traded stock (AB15). Ownership interests in other Debtor subsidiaries and Non-Debtor Affiliates have been identified in AB15 in an undetermined amount because the fair market value of such ownership interest is dependent on numerous variables and factors that may cause their fair market value to differ materially from their net book value.
- <u>Inventory Purchased within 20 days (AB25)</u>. The Debtors have made commercially reasonable efforts to identify or estimate all inventory included in AB22 that was purchased within the 20 days preceding the Petition Date; however, it is possible that inadvertent errors or omissions may have occurred in calculating these amounts.
- Office Furniture, Fixtures and Equipment (AB38 thru AB45). In the Debtors' books and records, office furniture and fixtures are included in one trial balance amount. As such, in certain instances, the Debtors have not specifically reported office equipment by office furniture, office fixtures, and office equipment. After commercially reasonable efforts, the Debtors were not able to identify all collectibles, artwork, and other memorabilia. Their failure to identify any such property should not be considered a waiver of their ownership rights, if it is found to exist. Additionally, it is possible that inadvertent errors or omissions may have occurred, or that other property of de minimis value also may not have been included in response to this question.

Schedule D Notes.

• Creditors' claims on Schedule D arose, or were incurred, on various dates. In certain instances, the date on which such claim arose may be an open issue of fact.

- Claims relating to the repayment of principal, interest and other fees and expenses under agreements governing any syndicated credit facility or debt security issued by or for the benefit of the Debtors pursuant to an indenture where the identities of the lenders or other parties in interest are not known with certainty are scheduled listing the administrative agent under the applicable credit facility or the indenture trustee on behalf of the lenders or other parties in interest.
- Except as otherwise agreed in accordance with any stipulation and order entered by the Bankruptcy Court, the Debtors reserve their rights to dispute or challenge the validity, perfection, or immunity from avoidance of any lien listed on Schedule D purported to be granted to a secured creditor or perfected in any specific asset.
- Moreover, although the Debtors may have scheduled claims of various creditors as secured claims, the Debtors reserve all rights to dispute or challenge the secured nature of any creditor's claim or the characterization of the structure of any transaction or any document or instrument (including, without limitation, any intercompany agreement) related to such creditor's claim.
- In certain instances, a Debtor may be a co-obligor or guarantor with respect to scheduled claims of other Debtors, and no claim scheduled on Schedule D is intended to acknowledge claims of creditors that are otherwise satisfied or discharged by other Debtors or other entities.
- The Debtors have not included on Schedule D the claims of any parties that may believe their claims are secured through setoff rights or inchoate statutory lien rights. Although there are multiple parties that hold a portion of the debt included in the Debtors' prepetition secured credit facilities and secured notes, only the administrative agents and indenture trustees, as applicable, have been listed for purposes of Schedule D. The amounts outstanding under the Debtors' prepetition secured credit facilities and secured notes reflect approximate amounts as of the Petition Date.
- The descriptions provided on Schedule D are intended only as a summary. Reference to
 the applicable loan agreements and related documents is necessary for a complete
 description of the collateral and the nature, extent and priority of any liens. Nothing in
 these Global Notes or in the Schedules and Statements shall be deemed a modification,
 interpretation or an acknowledgment of the terms of such agreements or related documents.

Schedule E/F Notes.

• The Debtors have made commercially reasonable efforts to report all priority and general unsecured claims against the Debtors on Schedule E/F based on the Debtors' books and records as of the Petition Date. However, the actual amount of claims against the Debtors may vary significantly from the represented liabilities. Parties in interest should not accept that the listed liabilities necessarily reflect the correct amount of any unsecured creditor's allowed claims or the correct amount of all unsecured claims. Similarly, parties in interest

should not anticipate that recoveries in these cases will reflect the relationship of the aggregate asset values and aggregate liabilities set forth in the Schedules. Parties in interest should consult their own professionals and advisors with respect to pursuing a claim. Although the Debtors and their professionals have generated financial information and data the Debtors believe to be reasonable, actual liabilities (and assets) may deviate significantly from the Schedules due to certain events that occur throughout these Chapter 11 Cases.

- The claims listed on Schedule E/F arose or were incurred on various dates. In certain instances, the date on which a claim arose may be unknown or subject to dispute. Although commercially reasonable efforts have been made to determine the date upon which claims listed in Schedule E/F were incurred or arose, some claims represent an aggregation of multiple invoices, fixing that date for each claim in Schedule E/F would be unduly burdensome and cost-prohibitive and, therefore, the Debtors have made commercially reasonable efforts to identify the date the liability was incurred, but in some cases of an aggregated claim amount, may have indicated "various", and in other cases, may not have listed a date for each claim listed on Schedule E/F.
- Claims listed on the Debtors' Schedule E/F include claims owing to various taxing authorities to which the Debtors may potentially be liable. However, certain of such claims may be subject to on-going audits and the Debtors are otherwise unable to determine with certainty the amount of many, if not all, of the claims listed on Schedule E/F. Therefore, the Debtors have listed estimated claim amounts, where possible, or alternatively listed such claims as undetermined in amount and marked the claims as unliquidated, pending final resolution of ongoing audits or other outstanding issues. The Debtors reserve their right to dispute or challenge whether such claims are entitled to priority.
- The Bankruptcy Court has approved the payment of certain unsecured employee claims against the Debtors including, without limitation, certain claims of employees for wages, salaries, and benefits with the *Final Order Pursuant to Sections 363(B), 507, and 105(A) of The Bankruptcy Code (I) Authorizing, But Not Directing, The Debtors To (A) Pay Prepetition Wages, Compensation and Employee Benefits and (B) Continue Payment of Wages, Compensation, Employee Benefits and Related Administrative Obligations in the Ordinary Course of Business; and (II) Authorizing and Directing Applicable Banks and Financial Institutions to Process and Pay All Checks Presented for Payment and to Honor All Funds Transfer Requests Made by the Debtors [Docket No. 291]. Due to confidentiality concerns, the Debtors have not included the addresses of the employee claimants listed on the publicly filed Schedule E/F, but will provide the appropriate information to the claims agent to insure proper noticing. In general, all employee claims for items that were not clearly authorized to be paid by the Bankruptcy Court have been included in the Schedules and Statements.*
- The listing of any priority claim on Schedule E/F does not constitute an admission by the Debtors that such claim is entitled to priority treatment under section 507 of the Bankruptcy Code. The Debtors reserve the right to take the position that any claim listed on Schedule E/F is not entitled to priority.

- The Bankruptcy Court approved the payment of certain non-priority unsecured claims against the Debtors including, without limitation, claims of foreign vendors and insurance, under the Final Order Authorizing (A) Debtors to Pay Prepetition Claims of Foreign Creditors; and (B) Financial Institutions to Honor and Process Related Checks and Transfers [Docket No. 248]; and the Final Order Authorizing Debtors to (I) Continue Their Insurance and Surety Bond Programs (II) Satisfy Obligations Related Thereto; (III) Continue Payment of Certain Brokerage Fees; (IV) Renew, Supplement, Modify, or Purchase Insurance Coverage and Surety Bonds; and (V) Enter Into New Premium Financing Agreements in the Ordinary Course of Business [Docket No. 255]. While the Debtors have made commercially reasonable efforts to reflect the current obligations as of the Petition Date net of postpetition adjustments for additional invoices received, after the Petition Date may not be accounted for in Schedule E/F.
- Schedule E/F also contains information regarding pending litigation involving the Debtors. However, certain omissions may have occurred. The inclusion of any legal action in the Schedules and Statements does not constitute an admission by the Debtors of any liability, the validity of any litigation, or the amount of any potential claim that may result from any claims with respect to any legal action and the amount and treatment of any potential claim resulting from any legal action currently pending or that may arise in the future.
- All asserted or potential litigation-related claims referenced in Schedule E/F are contingent, unliquidated, and disputed. Specific disclosure regarding asserted or potential litigation-related claims may be subject to certain disclosure restrictions and/or may be of a peculiarly personal and private nature. The Debtors continue to research any possible restrictions with respect to disclosure of asserted or potential litigation-related claims. The Debtors will amend or supplement these Schedules and Statements as necessary or appropriate in this regard.
- Schedule E/F does not include certain deferred liabilities, accruals, or general reserves. Such amounts are general estimates and do not represent specific claims as of the Petition Date for each respective Debtor.
- In the ordinary course of business, the Debtors generally receive invoices for goods and services after the delivery of such goods or services. As of the filing of the Schedules and Statements, the Debtors had not received all invoices for payables, expenses, or liabilities that may have accrued before the Petition Date. Accordingly, the information contained in Schedules E/F may be incomplete. The Debtors reserve the right, but are not required, to amend Schedules E/F if they receive such invoices. The claims of individual creditors are generally listed at the amounts recorded on the Debtors' books and records and may not reflect credits or allowances due from the creditor. The Debtors reserve all of their rights concerning credits or allowances.

Schedule G Notes.

- The businesses of the Debtors are complex. While commercially reasonable efforts have been made to ensure the accuracy of Schedule G, inadvertent errors, omissions or overinclusions may have occurred. The Debtors hereby reserve all rights to dispute the validity, status, or enforceability of any contracts, agreements or leases set forth in Schedule G and to amend or supplement Schedule G as necessary. Additionally, the placing of a contract or lease onto Schedule G shall not be deemed an admission that such contract is an executory contract or unexpired lease, or that it is necessarily a binding, valid, and enforceable contract. Any and all of the Debtors' rights, claims and causes of action with respect to the contracts and agreements listed on Schedule G are hereby reserved and preserved. In addition, the Debtors are continuing their review of all relevant documents and expressly reserve their right to amend all Schedules at a later time as necessary and/or to challenge the classification of any agreement as an executory contract or unexpired lease in any appropriate filing.
- In some case, the same supplier or provider appears multiple times in Schedule G. This multiple listing is intended to reflect distinct agreements between the applicable Debtor and such supplier or provider.
- Omission of a contract or agreement from Schedule G does not constitute an admission that such omitted contract or agreement is not an executory contract or unexpired lease or that it is or is not a binding, valid, and enforceable contract. The Debtors' rights under the Bankruptcy Code with respect to any such omitted contracts or agreements are not impaired by the omission. Schedule G may be amended at any time to add any omitted contract, agreement or lease.
- The contracts, agreements, and leases listed on Schedule G may have expired or may have been rejected, terminated, assigned, modified, amended, and/or supplemented from time to time by various amendments, change orders, restatements, waivers, estoppel certificates, letters, and other documents, instruments, and agreements that may not be listed therein or that may be listed as a single entry. The Debtors expressly reserve their rights to challenge whether such related materials constitute an executory contract, a single contract or agreement, or multiple, severable, or separate contracts.
- Certain of the real property leases listed on Schedule G may contain renewal options, guarantees of payment, options to purchase, rights of first refusal, rights to lease additional space, and other miscellaneous rights. Such rights, powers, duties, and obligations are not set forth on Schedule G. Certain of the agreements listed on Schedule G may be in the nature of conditional sales agreements or secured financings, and their inclusion on Schedule G is not an admission that the agreement is an executory contract, financing agreement, or otherwise.
- Certain of the contracts, agreements, and leases listed on Schedule G may have been entered into by more than one of the Debtors. Further, in certain instances, the specific Debtor obligor to certain of the executory contracts could not be specifically ascertained.

In such cases, the Debtors have made commercially reasonable efforts to determine the correct Debtor's Schedule G on which to list such executory contract.

Schedule H Notes.

- In the ordinary course of their businesses, the Debtors may be involved in pending or threatened litigation and claims. These matters may involve multiple plaintiffs and defendants, some or all of whom may assert cross-claims and counterclaims against other parties. Because all such claims are "contingent," "unliquidated," or "disputed," such claims have not been set forth individually on Schedule H.
- Although there are multiple parties that hold a portion of the debt included in the Debtors' prepetition secured credit facilities and secured notes, only the administrative agents and indenture trustees, as applicable, have been listed for purposes of Schedule H.
- Schedule H also reflects guarantees by various Debtors. The Debtors may not have identified certain guarantees that are embedded in the Debtors' executory contracts, unexpired leases, secured financings, debt instruments and other such agreements. Further, the Debtors believe that certain of the guarantees reflected on Schedule H may have expired or are no longer enforceable. Thus, the Debtors reserve their right to amend the Schedules to the extent that additional guarantees are identified or such guarantees are discovered to have expired or are unenforceable.
- Schedule H is furnished for informational purposes only to apprise parties in interest of codebtor relationships of the Debtors as of the Petition Date and is derived from documents in the possession of the Debtors. It is not an admission or recognition that any co-debtor liability exists or existed.

Statement of Financial Affairs

<u>Statement Question 3 – 90 Day Payments</u>. For the purpose of this question, all payments are listed on the Statement of the Debtor that actually made the payment, irrespective of whether the payment satisfied an obligation owed by the Debtor or was made on behalf or for the benefit of another Debtor or Non-Debtor Affiliate.

<u>Statement Question 4 – Payments to Insiders</u>. For the purpose of this question, all payments are listed on the Statement of the Debtor that actually made the payment. Refer to Global Note "Insiders" for further detail.

<u>Statement Question 6 – Setoffs</u>. The Debtors routinely incur setoffs from third parties during the ordinary course of business. Set-offs in the ordinary course can result from various items including intercompany transactions, counterparty settlements (in particular, interline ticketing setoffs with other carriers), pricing/quantity discrepancies, and other transaction true-ups. These customary set-offs are consistent with the ordinary course of business in the Debtor's industry and can be particularly voluminous, making it unduly burdensome and costly for the Debtor to list all such set-offs. Consequently, ordinary course set-offs are excluded from the Debtors' responses to SOFA

Question 6. The Debtors reserve all rights to enforce or challenge, as the case may be, any setoffs that have been or may have been asserted.

<u>Statement Question 7 – Legal Actions.</u> Certain litigation actions against one Debtor may relate to any of the other Debtors. The Debtors have made commercially reasonable efforts to identify all current pending litigation involving the Debtors and to record these actions in the Statements of the Debtor that is party to the action. However, certain omissions may have occurred. The inclusion of any legal action in this question does not constitute an admission by the Debtors of any liability, the validity of any litigation, or the amount of any potential claim that may result from any claims with respect to any legal action and the amount and treatment of any potential claim resulting from any legal action currently pending or that may arise in the future.

Statement Question 11 – Payments Related to Bankruptcy. During the one year prior to the Petition Date, the Debtors sought assistance from various professionals and have included all payments made to those professionals, including those services unrelated to the bankruptcy filing. Due to timing and resource limitations, the Debtors are unable to effectively bifurcate payments solely related to debt restructuring and/or bankruptcy services for the one-year period prior to the Petition Date. As a result, the payments listed in response to this question may include payments not related to debt restructuring and/or bankruptcy services for certain professionals listed.

<u>Statement Question 21 – Property Held for Another</u>. The response excludes property borrowed temporarily from other carriers since, in the ordinary course of business, the Debtors exchange parts with other airlines for brief periods to address urgent operational needs. Aircraft equipment provided under a formal lease is listed in Schedule G.

<u>Statement Question 25 – Businesses in Which the Debtors Have an Interest.</u> Given the complexities of the organizational structure of the Debtors, for purposes of Statement Question 25, the Debtors have listed only the direct subsidiaries of each Debtor entity. Further, while their response to Statement Question 25 captures the divestiture information for 2 years preceding the petition date, it does not capture all of the entity liquidation information for the transactions occurring within the 6 years preceding the petition date.

<u>Statement Question 26d – Recipients of Financial Statements</u>. The Debtors have provided financial statements in the ordinary course of business to numerous financial institutions, creditors, and other parties within two years immediately before the Petition Date. Furthermore, Debtor Avianca Holdings, S.A. filed with the SEC Form 20-F annual reports as a foreign private issuer during the two years immediately before the Petition Date. Considering the number of such recipients and the possibility that such information may have been shared with parties without the Debtors' knowledge or consent, the Debtors have not disclosed any parties that may have received such financial statements for purposes of Statement 26d.

<u>Statement Question 27 – Inventories.</u> The Debtors' policy concerning the counts of inventory and its related components does not include counts of the entire inventory balance. Instead, cycle counts of portions of inventory are conducted on a periodic basis which varies by each respective Debtor entity. As such, the response to this question reflects details from those cycle counts.

<u>Statement Question 28 and 29 – Current and Former Officer and Directors</u>. The Debtors have made commercially reasonable efforts to list the known current and former officers and directors for each Debtor entity based on a review of existing books and records and other available information which may not be complete and updated as of the Petition Date. As such, there may be inadvertent errors or omissions for Statement Questions 28 and 29 due to these limitations. See Global Note "Insiders" for further detail.

<u>Statement Question 30 – Payments, Distributions, or Withdrawals to Insiders.</u> Refer to Statement Question 4 for this item.

20-11133-mg Doc 902 Filed 09/08/20 Entered 09/08/20 18:01:09 Main Document Pg 18 of 40

Fill in this information to identify the case:					
Debtor Name: In re : AV International Investments S.A.					
United States Bankruptcy Court for the: Southern District Of New York					
Case number (if known): 20-11147 (MG)					

☐ Check if this is an amended filing

Official Form 207

Statement of Financial Affairs for Non-Individuals Filing for Bankruptcy 04/19

The debtor must answer every question. If more space is needed, attach a separate sheet to this form. On the top of any additional pages, write the debtor's name and case number (if known).

Part 1: Income						
1. Gross revenue from busines ☑ None	SS					
Identify the beginning and may be a calendar year	ending	dates of the debtor's fi	scal y	ear, which	Sources of revenue Check all that apply	Gross revenue (before deductions and exclusions)
From the beginning of the fiscal year to filing date:	From	MM / DD / YYYY	to	Filing date	Operating a business Other	\$
For prior year:	From	MM / DD / YYYY	to	MM / DD / YYYY	 Operating a business Other	\$
For the year before that:	From	MM / DD / YYYY	to	MM / DD / YYYY	 Operating a business Other	\$

20-11133-mg Doc 902 Filed 09/08/20 Entered 09/08/20 18:01:09 Main Document

Debtor: AV International Investments S.A. Pg 19 of 40 Case number (if known): 20-11147

Name

2. Non-business revenue

Include revenue regardless of whether that revenue is taxable. Non-business income may include interest, dividends, money collected from lawsuits, and royalties. List each source and the gross revenue for each separately. Do not include revenue listed in line 1.

☑ None

					Description of sources of revenue	Gross revenue from each source (before deductions and exclusions)
From the beginning of the fiscal year to filing date:	From	MM / DD / YYYY	_ to	Filing date		\$
For prior year:	From	MM / DD / YYYY	to	MM / DD / YYYY		\$
For the year before that:	From	MM / DD / YYYY	_ to	MM / DD / YYYY		\$

Debtor: AV International Investments S.A. Pg 20 of 40 Case number (if known): 20-11147

Name

4.

Part 2: List Certain Transfers Made Before Filing for Bankruptcy

3. Certain payments or transfers to creditors within 90 days before filing this case

List payments or transfers-including expense reimbursements-to any creditor, other than regular employee compensation, within 90 days before filing this case unless the aggregate value of all property transferred to that creditor is less than \$6,825. (This amount may be adjusted on 4/01/22 and every 3 years after that with respect to cases filed on or after the date of adjustment.)

one								_	
Creditor	's name and a	ddress		Dates	3	Total amount or	value		ons for payment or transfer all that apply
						\$			Secured debt
Creditor's 1	Name								Unsecured loan repayments
									Suppliers or vendors
Street									Services
									Other
City	\$	State	ZIP Code	e					
Country									
_		_	_						
List paym guarante \$6,825. (ents or transfed or cosigned This amount n	ers, inclu d by an in nay be ac	ding expensions	nse reimburs ss the aggre 4/01/22 and	sements, r gate value every 3 y	e of all property tra ears after that with	before filing nsferred to o respect to c	this cas r for the ases file	e on debts owed to an insider o benefit of the insider is less that d on or after the date of
List paym guarantee \$6,825. (' adjustme and their any mana	nents or transfred or cosigned This amount nnt.) Do not ind relatives; general	ers, inclu d by an in nay be ac clude any eral partr the debt	ding expensions and expensions display the display display the dis	nse reimburs ses the aggre 4/01/22 and s listed in line artnership de .C. § 101(31	sements, r gate value every 3 y 3 3. Insider ebtor and to	nade within 1 year e of all property tra ears after that with rs include officers, their relatives; affili	before filing nsferred to o respect to c directors, an ates of the d	this cas r for the ases file d anyon	e on debts owed to an insider o benefit of the insider is less tha
List paym guarantee \$6,825. (' adjustme and their any mana	nents or transfeed or cosigned This amount nnt.) Do not inc relatives; gene	ers, inclu d by an in nay be ac clude any eral partr the debt	ding expensions and expensions display the display display the dis	nse reimburs ess the aggre 4/01/22 and s listed in line artnership de	sements, r gate value every 3 y 3 3. Insider ebtor and to	nade within 1 year e of all property tra ears after that with rs include officers,	before filing nsferred to o respect to c directors, an ates of the d	this cas r for the ases file d anyon ebtor ar	e on debts owed to an insider o benefit of the insider is less that d on or after the date of e in control of a corporate debto
List paym guarante \$6,825. ('adjustme and their any mana None Insider's	nents or transformed or cosigned This amount nnt.) Do not incorrelatives; generaging agent of	ers, inclu d by an in nay be ac clude any eral partr the debt	ding expensions and expensions display the display display the dis	nse reimburs ses the aggre 4/01/22 and s listed in line artnership de .C. § 101(31	sements, r gate value every 3 y 3 3. Insider ebtor and to	nade within 1 year e of all property tra ears after that with rs include officers, their relatives; affili	before filing nsferred to o respect to c directors, an ates of the d	this cas r for the ases file d anyon ebtor ar	e on debts owed to an insider of benefit of the insider is less that ad on or after the date of the in control of a corporate debtord insiders of such affiliates; and
List paym guarantee \$6,825. ('adjustme and their any mana None	nents or transformed or cosigned This amount nnt.) Do not incorrelatives; generaging agent of	ers, inclu d by an in nay be ac clude any eral partr the debt	ding expensions and expensions display the display display the dis	nse reimburs ses the aggre 4/01/22 and s listed in line artnership de .C. § 101(31	sements, r ggate value every 3 y 3 3. Insider bettor and the	nade within 1 year e of all property tra ears after that with rs include officers, their relatives; affili	before filing nsferred to o respect to c directors, an ates of the d	this cas r for the ases file d anyon ebtor ar	e on debts owed to an insider of benefit of the insider is less that ad on or after the date of the in control of a corporate debtord insiders of such affiliates; and
List paym guarantee \$6,825. ('adjustme and their any mana	nents or transfred or cosigned This amount n nt.) Do not ind relatives; geneaging agent of	ers, inclu d by an in nay be ac clude any eral partr the debt	ding expensions and expensions display the display display the dis	nse reimburs ses the aggre 4/01/22 and s listed in line artnership de .C. § 101(31	sements, r ggate value every 3 y 3 3. Inside ebtor and t).	nade within 1 year e of all property tra ears after that with rs include officers, their relatives; affili	before filing nsferred to o respect to c directors, an ates of the d	this cas r for the ases file d anyon ebtor ar	e on debts owed to an insider of benefit of the insider is less that ad on or after the date of the in control of a corporate debtord insiders of such affiliates; and
List paym guarantee \$6,825. ('adjustme and their any mana \overline{\sigma} None Insider's Nan	nents or transfred or cosigned This amount n nt.) Do not ind relatives; geneaging agent of	ers, inclu d by an in nay be ac clude any eral partr the debt	ding expensions and expensions display the display display the dis	nse reimburs ses the aggre 4/01/22 and s listed in line artnership de .C. § 101(31	sements, r ggate value every 3 y 3 3. Inside ebtor and t).	nade within 1 year e of all property tra ears after that with rs include officers, their relatives; affili	before filing nsferred to o respect to c directors, an ates of the d	this cas r for the ases file d anyon ebtor ar	e on debts owed to an insider of benefit of the insider is less that ad on or after the date of the in control of a corporate debtord insiders of such affiliates; and
List paym guarantee \$6,825. ('adjustme and their any mana \overline{\sigma} None Insider's National Street	nents or transfeed or cosigned This amount nnt.) Do not inc relatives; geneaging agent of	ers, inclu d by an in nay be ac clude any eral partr the debt	ding expensive unle dijusted on payments ners of a port. 11 U.S	nse reimburs ses the aggre 4/01/22 and s listed in line artnership de .C. § 101(31	sements, r ggate value every 3 y 3 3. Inside ebtor and t).	nade within 1 year e of all property tra ears after that with rs include officers, their relatives; affili	before filing nsferred to o respect to c directors, an ates of the d	this cas r for the ases file d anyon ebtor ar	e on debts owed to an insider of benefit of the insider is less that ad on or after the date of the in control of a corporate debtord insiders of such affiliates; and
List paym guarantee \$6,825. ('adjustme and their any mana \overline{\sigma} None Insider's Nan	nents or transfred or cosigned This amount n nt.) Do not ind relatives; geneaging agent of	ers, inclu d by an in nay be ac clude any eral partr the debt	ding expensions and expensions display the display display the dis	nse reimburs ses the aggre 4/01/22 and s listed in line artnership de .C. § 101(31	sements, r ggate value every 3 y 3 3. Inside ebtor and t).	nade within 1 year e of all property tra ears after that with rs include officers, their relatives; affili	before filing nsferred to o respect to c directors, an ates of the d	this cas r for the ases file d anyon ebtor ar	e on debts owed to an insider of benefit of the insider is less that ad on or after the date of the in control of a corporate debtord insiders of such affiliates; and
List paym guarantee \$6,825. ('adjustme and their any mana Mone Insider's Nar	nents or transfeed or cosigned This amount nnt.) Do not inc relatives; geneaging agent of	ers, inclu d by an in nay be ac clude any eral partr the debt	ding expensive unle dijusted on payments ners of a port. 11 U.S	nse reimburs ses the aggre 4/01/22 and s listed in line artnership de .C. § 101(31	sements, r ggate value every 3 y 3 3. Inside ebtor and t).	nade within 1 year e of all property tra ears after that with rs include officers, their relatives; affili	before filing nsferred to o respect to c directors, an ates of the d	this cas r for the ases file d anyon ebtor ar	e on debts owed to an insider of benefit of the insider is less that ad on or after the date of the in control of a corporate debtord insiders of such affiliates; and
List paym guarantee \$6,825. ('adjustme and their any mana Mone Insider's National Street City Country	nents or transfeed or cosigned This amount nnt.) Do not inc relatives; geneaging agent of	ers, inclu d by an in nay be ac clude any eral partr the debt	ding expensive unle dijusted on payments ners of a port. 11 U.S	nse reimburs ses the aggre 4/01/22 and s listed in line artnership de .C. § 101(31	sements, r ggate value every 3 y 3 3. Inside ebtor and t).	nade within 1 year e of all property tra ears after that with rs include officers, their relatives; affili	before filing nsferred to o respect to c directors, an ates of the d	this cas r for the ases file d anyon ebtor ar	e on debts owed to an insider of benefit of the insider is less that ad on or after the date of the in control of a corporate debtord insiders of such affiliates; and

Name

5. Repossessions, foreclosures, and returns

List all property of the debtor that was obtained by a creditor within 1 year before filing this case, including property repossessed by a creditor, sold at a foreclosure sale, transferred by a deed in lieu of foreclosure, or returned to the seller. Do not include property listed in line 6.

✓ None

edit	tor's Name and	ame and Address Description of the Property Date				Value of property
5.1	Creditor's Name				_	\$
-	Street			_		
-	City	State	ZIP Code	_		
-	Country			_		

6. Setoffs

List any creditor, including a bank or financial institution, that within 90 days before filing this case set off or otherwise took anything from an account of the debtor without permission or refused to make a payment at the debtor's direction from an account of the debtor because the debtor owed a debt.

	Creditor's Nam	ne and Addr	ess	Description of the action creditor took	Date action was taken	Amount
6.1	Creditor's Name					\$
	Street			Last 4 digits of account number: XXXX-		
	City	State	ZIP Code			
	Country					

Doc 902 Filed 09/08/20 Entered 09/08/20 18:01:09 20-11133-mg Main Document 20-11147

AV International Investments S.A. Debtor:

Pg 22 of 40

Case number (if known):

Name

Part 3:	Legal	Actions	or	Assignmen	ts
---------	-------	----------------	----	------------------	----

Legal actions, administrative proceedings, court actions, executions, attachments, or governmental audits

List the legal actions, proceedings, investigations, arbitrations, mediations, and audits by federal or state agencies in which the debtor was involved in any capacity—within 1 year before filing this case.

✓ None

	Case title	Nature of case	Court or agency's name and ad	ldress	Stat	tus of case
7.1			Name			Pending On appeal
			Street			Concluded
	Case number					
			City State	ZIP Code		
			Country			

Assignments and receivership

List any property in the hands of an assignee for the benefit of creditors during the 120 days before filing this case and any property in the hands of a receiver, custodian, or other court-appointed officer within 1 year before filing this case.

Custodian's na	me and addr	ess	Description of the Property	١	Value		
				\$			
Custodian's name					Court name and	address	
			Case title				
Street					Name		
			Case number	-	Street		
City	State	ZIP Code					
Country			Date of order or assignment	-	City	State	ZIP Code
					Country		

Filed 09/08/20 Entered 09/08/20 18:01:09 20-11133-mg Doc 902 Main Document Debtor: AV International Investments S.A. Pg 23 of 40 Case number (if known): 20-11147

Name

Part 4:

Certain Gifts and Charitable Contributions

List all gifts or charitable contributions the debtor gave to a recipient within 2 years before filing this case unless the aggregate value of the gifts to that recipient is less than \$1,000

	Recipient's nan	ne and addre	ess	Description of the gifts or contributions	Dates given	Value
1						\$
	Creditor's Name					
-	Street			_		
-	City	State	ZIP Code	_		
	Country			_		
	Recipient's rela	tionship to de	ebtor			

20-11133-mg Doc 902 Filed 09/08/20 Entered 09/08/20 18:01:09 Main Document

Debtor: AV International Investments S.A. Pg 24 of 40 Case number (if known): 20-11147

Name

Part 5: Certain Losses

10. All losses from fire, theft, or other casualty within 1 year before filing this case.

	Description of the property lost and how the loss occurred	Amount of payments received for the loss If you have received payments to cover the loss, for example, from insurance, government compensation, or tort liability, list the total received. List unpaid claims on Official Form 106A/B (Schedule A/B: Assets – Real and Personal Property).	Date of loss	Value of property lost
0.1				\$

20-11133-mg Doc 902 Filed 09/08/20 Entered 09/08/20 18:01:09 Main Document

Debtor: AV International Investments S.A.

Pg 25 of 40

Case number (if known):

20-11147

Name

Part 6:	Certain	Payments	or	Transfers

11. Payments related to bankruptcy

List any payments of money or other transfers of property made by the debtor or person acting on behalf of the debtor within 1 year before the filing of this case to another person or entity, including attorneys, that the debtor consulted about debt consolidation or restructuring, seeking bankruptcy relief, or filing a bankruptcy case.

✓ None

1

	Who was paid or who	received th	e transfer?	If not money, describe any property transferre	d Dates	Total amount or value
.1					_	\$
	Address					
	Street					
	City	State	ZIP Code			
	Country					
	Email or website add	ress				
	Who made the payme	ent, if not de	btor?			

12. Self-settled trusts of which the debtor is a beneficiary

List any payments or transfers of property made by the debtor or a person acting on behalf of the debtor within 10 years before the filing of this case to a self-settled trust or similar device.

Do not include transfers already listed on this statement.

 $\ensuremath{\,\overline{\!\!\mathcal M\!}}$ None

	Name of trust or device	Describe any property transferred	Dates transfers were made	Total amount or value
12.1		-		\$
	Trustee			
		-		

Filed 09/08/20 Entered 09/08/20 18:01:09 20-11133-mg Doc 902 Main Document 20-11147

Debtor: AV International Investments S.A. Pg 26 of 40

Case number (if known):

Name

13. Transfers not already listed on this statement

List any transfers of money or other property - by sale, trade, or any other means - made by the debtor or a person acting on behalf of the debtor within 2 years before the filing of this case to another person, other than property transferred in the ordinary course of business or financial affairs. Include both outright transfers and transfers made as security. Do not include gifts or transfers previously listed on this statement.

	Who received tra	ansfer?		Description of property transferred or payments received or debts paid in exchange	Date transfer was made	Total amount or value
3.1						\$
	Address					
	Street					
	City	State	ZIP Code			
	Country					
	Relationship to I	Debtor				

Name

Part 7:	Previous	Locations

14. Previous addresses

List all previous addresses used by the debtor within 3 years before filing this case and the dates the addresses were used.

☑ Does not apply

	Address			Dates of occupancy	
14.1				From	То
	Street				
	City	State	ZIP Code		
	,				
	Country				

Filed 09/08/20 Entered 09/08/20 18:01:09 20-11133-mg Doc 902 Main Document

AV International Investments S.A. Debtor:

Pg 28 of 40

Case number (if known):

20-11147

Name

Part 8:	Health	Care	Bankruptcie	S
---------	--------	------	-------------	---

15. Health Care bankruptcies

Is the debtor primarily engaged in offering services and facilities for:

- diagnosing or treating injury, deformity, or disease, or
 providing any surgical, psychiatric, drug treatment, or obstetric care?
- ☑ No. Go to Part 9.
- $\hfill\Box$ Yes. Fill in the information below.

	Facility Name a	and Address	•	Nature of the business operation, including type of services the debtor provides	If debtor provides meals and housing, number of patients in debtor's care
15.1					
	Facility Name				
				_	
				Location where patient records are maintained (if different from facility address). If electronic, identify any service provider.	How are records kept?
	Street				Check all that apply:
				_	☐ Electronically
					☐ Paper
	City	State	ZIP Code	-	
	Country			_	

Debtor: 20-11133-mg Doc 902 Filed 09/08/20 Entered 09/08/20 18:01:09 Main Document Pg 29 of 40 Case number (if known): 20-11147

Name

Part 9: Personally	Identifiable Information	
16. Does the debto	or collect and retain personally identifiable	e information of customers?
☑ No.		
☐ Yes. State th	ne nature of the information collected and ret	ained.
Does	he debtor have a privacy policy about that in	formation?
□ No		
□ Ye	es	
	it-sharing plan made available by the deb	s of the debtor been participants in any ERISA, 401(k), 403(b), or other for as an employee benefit?
☐ Yes. Does th	ne debtor serve as plan administrator?	
□ No.	Go to Part 10.	
□ Yes	. Fill in below:	
	Name of plan	Employer identification number of the plan
17.1		EIN:
	Has the plan been terminated? ☐ No	
	□Yes	

Filed 09/08/20 Entered 09/08/20 18:01:09 20-11133-mg Doc 902 Main Document 20-11147

AV International Investments S.A. Debtor:

Pg 30 of 40

Case number (if known):

Name

Part 10: Certain Financial Accounts, Safe Deposit Boxes, and Storage Units

18. Closed financial accounts

Within 1 year before filing this case, were any financial accounts or instruments held in the debtor's name, or for the debtor's benefit, closed, sold, moved, or transferred?

Include checking, savings, money market, or other financial accounts; certificates of deposit; and shares in banks, credit unions, brokerage houses, cooperatives, associations, and other financial institutions.

☑ None

	Financial instituti	on name and addr	ess	Last 4 digits of account number	Type of account	Date account was closed, sold, moved, or transferred	Last balance before closing or transfer
18.1				XXXX-	Checking		\$
	Name				Savings		
					Money market		
	Street			-	Brokerage		
					Other		
			,	-			
	City	State	ZIP Code	-			
	Country						

19. Safe deposit boxes

List any safe deposit box or other depository for securities, cash, or other valuables the debtor now has or did have within 1 year before filing this case.

	Depository institut	tion name and a	ddress	Names of anyone with access to it	Description of the contents	Does debtor still have it?
19.1						□ No
	Name					
						☐ Yes
	Street					
				Address		
	City	State	ZIP Code			
	Country					

Name

20. Off-premises storage

List any property kept in storage units or warehouses within 1 year before filing this case. Do not include facilities that are in a part of a building in which the debtor does business.

	Facility name and	d address		Names of anyone with access to it	Description of the contents	Does debtor still have it?
20.1						□ No
	Name					-
						☐ Yes
	Street			_		
				_		
				Address		
	City	State	ZIP Code	_		
	Country			_		

Filed 09/08/20 Entered 09/08/20 18:01:09 20-11133-mg Doc 902 Main Document 20-11147

AV International Investments S.A. Debtor:

Pg 32 of 40

Case number (if known):

Name

Part 11: Property the Debtor Holds or Controls That the Debtor Does Not Own

21. Property held for another

List any property that the debtor holds or controls that another entity owns. Include any property borrowed from, being stored for, or held in trust. Do not list leased or rented property.

	Owner's nam	e and addre	ess	Location of the property	Description of the property	Value
21.1	Name			_		\$
	Name					
	Street			-		
				-		
	City	State	ZIP Code	-		
	Country			-		

Name

Part 12: Details About Environmental Information

For the purpose of Part 12, the following definitions apply:

- Environmental law means any statute or governmental regulation that concerns pollution, contamination, or hazardous material, regardless of the medium affected (air, land, water, or any other medium).
- Site means any location, facility, or property, including disposal sites, that the debtor now owns, operates, or utilizes or that the debtor formerly owned, operated, or utilized.
- Hazardous material means anything that an environmental law defines as hazardous or toxic, or describes as a pollutant, contaminant, or a similarly harmful substance.

Report all notices, releases, and proceedings known, regardless of when they occurred.

22.	Has the debtor been a par-	ty in any judicial or ad	ministrative proceeding u	under any environmental la	w? Include settlements and orders

☑ No					
☐ Yes	s. Provide details below.				
	Case title	Court or agency name and addr	ess	Nature of the case	Status of case
22.1		Name			☐ Pending☐ On appeal☐ Concluded
	Case Number	City State Country	ZIP Code		

23.	Has any governmental unit otherwise notified the debtor that the debtor may be liable or potentially liable under or in violation of
	an environmental law?

☑ No	
------	--

☐ Yes. Provide details below.

	Site name and	d address		Government address	ntal unit nam	ne and	Environmental law, if known	Date of notice
23.1								
	Name			Name				
	Street			Street				
	City	State	ZIP Code	City	State	ZIP Code	•	
	Country			Country				

Name

24.	Has the debtor notified any	governmental unit of any	y release of hazardous material?

✓ No

 $\ \square$ Yes. Provide details below.

Site name a	nd address		Governme	ntal unit nam	e and address	Environmental law, if known	Date of notice
Name			Name				_
Street			Street				
O'th	Otata	710.0-1-	Otto	01-11-	710.0-1-		
City	State	ZIP Code		State	ZIP Code		
	Name	Street	Name	Name Name Street Street	Name Name Street Street City State ZIP Code City State	Name Street Street City State ZIP Code City State ZIP Code	Name Name Street Street City State ZIP Code City State ZIP Code

Filed 09/08/20 Entered 09/08/20 18:01:09 Pg 35 of 40 Case number (if known) Doc 902 20-11133-mg Main Document 20-11147

AV International Investments S.A. Debtor:

Case number (if known):

Name

Part 13:	Details About the	Debtor's Business or	Connections to An	v Business
ait io.	Details About tile	Debitor a Dualificaa or	Connections to An	y Dusiliess

case.	Include this inf	formation even	otor was an ov if already liste	wner, partner, member, ed in the Schedules.	or otherwise a per	13011 III CONTION WI	шшто уеа	us before filling trils	
□N						Employer Idea	ntification	number	
	Business nar	me and addres	S	Describe the nature	of the business	Do not include Social Security number or ITIN.			
25.1	AV Internation	al Holdings S.A.		Investment Vehicle Co	Investment Vehicle Company		EIN:		
	Name					Dates busines	ss existed		
	Avenida Calle	26 #59-15		_		From		To Current Interest	
	Street								
	Bogotá	DC		_					
	City	State	ZIP Code	_					
	Colombia								
				_					
	Country ss, records, an			naintained the debtor's	books and records	s within 2 years t	oefore filin	g this case.	
	ss, records, an			naintained the debtor's	books and records	s within 2 years t	oefore filin	g this case.	
26a. l	ss, records, an	ants and bookl		naintained the debtor's	books and records Dates of serv	·	pefore filin	g this case.	
26a. l □ N	As, records, and List all account done Name and Account accou	ants and book		naintained the debtor's		·	pefore filin	g this case.	
26a. l □ N	ks, records, and List all account done Name and Ad	ants and book		naintained the debtor's	Dates of serv	·		g this case.	
26a. l □ N	As, records, and List all account done Name and Account accou	ants and book		naintained the debtor's	Dates of serv	·		g this case.	
26a. l □ N	List all account done Name and Active Sorter Name Street	ants and book		naintained the debtor's	Dates of serv	·		g this case.	
26a. l □ N	List all account done Name and Actor Name	ants and bookl		naintained the debtor's	Dates of serv	·		g this case.	
26a. l □ N	List all account done Name and Active Sorter Name Street	ants and bookl	keepers who n		Dates of serv	·		g this case.	

	None
--	------

	Name and Address			Dates	of service
26b.1	KPMG, S.A.S.			From	May 2018
	Name				
	Calle 90 Nº 19 C - 74				
	Street				
	Apartado 9122				
	Bogota DC				
	City	State	ZIP Code		
	Columbia				
	Country				

Present

То

Debtor:	20- AV II	·11133-mg nternational Investr		Filed 09/08/20 Pg :	Entered 36 of 40		18:01:09 e number (if known):	Main Document
260	Name		uale who woro in	possession of the debtor	's hooks of an	count and room	ords when this or	asa is filad
200.	☑ N		uais who were in	possession of the debtor	S DOORS OF AC	count and rect	JIGS WHEIT HIS CO	ase is filed.
		Name and add	race				If any books of	account and records are
			1033				unavailable, exp	olain why
	26c.1	Name			.			
		Street						
		City		State	ZIP Cod	te .		
		Oily		Ciale	211 000			
		Country						
26d.	List a	all financial instit ement within 2 ye	utions, creditors, ears before filing	and other parties, includii this case.	ng mercantile	and trade age	ncies, to whom t	he debtor issued a financial
	□ 1	None						
		Name and a	ddress					
	260	d.1 See Global no	otes					
		Street						
		City		State		ZIP Code		
		Country						
)7 I	nvente	orios						
			f the debtor's pro	perty been taken within 2	vears before	filing this case	2	
	iave a ☑ No	•	i tile debtol s pro	perty been taken within 2	years before	illing triis case	·	
			c about the two r	nost recent inventories.				
				sed the taking of the inve	ntory I	Date of	The dollar amo	unt and basis (cost, market, or
		Name of the per	son who supervi	sed the taking of the live	IIIOI Y	nventory	other basis) of	each inventory
							\$	
		Name and addre	ess of the person	who has possession of it	nventory			
	27.1							
		Name						
		Street						
		City	State	ZIP Code				
		Country						

Debtor:	AV In	ternational Investments S.A.		Pg 37 of 40	Case number (if kno	Case number (if known): 20-11147					
	Name										
	List the people	ntrolling sha	reholders, or other								
	N	Name	Address		Position and Na interest	ature of any % of interest, if any					
	28.1	See SOFA 28 Attachment									
		1 year before the filing of rol of the debtor, or share					partners, members				
	□ Yes	. Identify below.									
	N	ame	Address		Position and Nature of any interest	Period duri interest was	ng which position or s held				
	29.1					From	To				
30.	Pavme	nts, distributions, or with	drawals credited or give	ven to insiders							
	Within '	1 year before filing this case s, loans,credits on loans, st	, did the debtor provide	an insider with value	in any form, including sal	ary, other cor	npensation, draws,				
	□ No										
	☑ Yes	s. Identify below.									
		Name and address of recip	ient	Amount of money or description and value of property	Dates	Reason fo	or providing the value				
		See Global Notes			_						
		Name									
		Street									
		City State	ZIP Code								
		Country									
		Relationship to debtor									
31.	Within	6 years before filing this	case, has the debtor b	een a member of an	y consolidated group fo	or tax purpos	ses?				
	☑ No										
	□ Yes	s. Identify below.									
	ı	Name of the parent corporat	ion	Employer Identification number of the parent corporation							
	31.1			EIN:							
32.											
	☑ No	•									
	□ Ye	s. Identify below.									
		Name of the pension fund		Employer Id	Employer Identification number of the pension fund						
	32.1			EIN:	EIN:						

Doc 902 Filed 09/08/20 Entered 09/08/20 18:01:09 Main Document

20-11133-mg

Part 14: Par

WARNING - Bankruptcy fraud is a serious crime. Making a false statement, concealing property, or obtaining money or property by fraud in connection with a bankruptcy case can result in fines up to \$500,000 or imprisonment for up to 20 years, or both.

18 U.S.C.§§ 152, 1341, 1519, and 3571.

I have examined the information in this Statement of Financial Affairs and any attachments and have a reasonable belief that the information is true and correct.

Executed on 09/08/2020 MM / DD / YYYYY

Ye / A Adrian Neuhauser Printed name Adrian Neuhauser

Signature of individual signing on behalf of the debtor

Position or relationship to debtor Chief Financial Officer of Avianca Holdings S.A.

Are additional pages to Statement of Financial Affairs for Non-Individuals Filling for Bankruptcy (Official Form 207) attached?

 $\overline{\mathbf{Q}}$

No

Yes

20-11133-mg Doc 902 Filed 09/08/20 Entered 09/08/20 18:01:09 Main Document Pg 39 of 40 In re: AV International Investments S.A.

Case No. 20-11147

Attachment 26a

Books, records and financial statements - Accountants and bookkeepers

Name	Address 1	City	State	Country	Title	Dates of service	Internal Note (Title in Spanish)
Adrian Neuhauser	Avenida Calle 26 # 59 15	Bogotá DC	Bogotá DC	Colombia	Chief Financial Officer	Current	Chief Financial Officer
Edwin Novoa Duarte	Avenida Calle 26 # 59 15	Bogotá DC	Bogotá DC	Colombia	Controller	Current	Director Accounting y Estados Financieros
Roberto Held	Avenida Calle 26 # 59 15	Bogotá DC	Bogotá DC	Colombia	Chief Financial Officer	Nov 2016 – Jul 2019	Chief Financial Officer

20-11133-mg Doc 902 Filed 09/08/20 Entered 09/08/20 18:01:09 Main Document Pg 40 of 40 In re: AV International Investments S.A.

Case No. 20-11147 Attachment 28

Current Partners, Officers, Directors and Shareholders

Name	Address 1	City	State	Zip	Country	Position and nature of any interest	% of interest, if any
Avianca Holdings S.A.	Av. Calle 26 # 59-15	Bogotá D.C.	Bogotá D.C.		Colombia	Controlling Shareholder	100.0%
Adrian Neuhauser	Av. Calle 26 # 59-15	Bogotá D.C.	Bogotá D.C.		Colombia	BoD member / President	
Jose Ciro Montoya	Av. Calle 26 # 59-15	Bogotá D.C.	Bogotá D.C.		Colombia	BoD member / Treasurer	
Renato Covelo	Av. Calle 26 # 59-15	Bogotá D.C.	Bogotá D.C.		Colombia	BoD member / Secretary	