

EXECUTIVE'S PACK

INSTRUCTION AND INDEX PAGE: EXECUTIVE'S PACK

This Instruction and Index Page and the Executive and Employee Packs, including their contents are contained on the CD that accompanies the Manual. The Company should ensure that all the appropriate documents are distributed as follows:

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| 1 | Board Charter |
| 2 | Overview of Duties imposed on Directors of Public Companies (if appropriate) |
| 3 | Process for Performance Evaluation |
| 4 | Policy for Trading in Company Securities |
| 5 | Code of Conduct |
| 6 | Risk Management Policy |
| 7 | CEO CFO Sign Off (to CEO and CFO (or equivalent) only) |
| 8 | MD or CEO Sign Off (MD or CEO only) |
| 9 | Policy on Continuous Disclosure |
| 10 | Organisational Chart of Management Structure |
| 11 | Compliance Procedures (to Responsible Officer only) |
| 12 | Responsible Officer's Compliance Procedures File (to Responsible Officer only) |
| 13 | Job Description: Senior Executive (as appropriate) |
| 14 | Job Description: Company Secretary (as appropriate) |
| 15 | Induction Program (new appointments only) |