

DIRECTOR'S PACK

INSTRUCTION AND INDEX PAGE: DIRECTOR'S PACK

This Instruction and Index Page and the Director's Pack, including its contents are contained on the CD that accompanies the Manual. The Company should ensure that all the appropriate documents are distributed as follows:

To each Executive Director:	
Employment Agreement	
To each Non Executive Director:	
Letter of Appointment. <i>Ensure a signed copy is returned</i>	
To all Directors:	
1	List of Board Members
2	Company Constitution
3	Board Charter
4	Overview of Duties imposed on Directors of Public Companies
5	Directors' Disclosure Obligations. <i>Ensure a duplicate is signed and returned</i>
6	Director's Declaration of Interest Form. <i>Ensure a signed copy is returned</i>
7	Policy on Assessing the Independence of Directors
8	Policy on Independent Professional Advice
9	Process for Performance Evaluation
10	Policy for Trading in Company Securities
11	Code of Conduct
12	Risk Management Policy
13	Policy on Continuous Disclosure
14	Shareholder Communication Policy
15	Organisational Chart of Management Structure
16	Consent to Use Technology. <i>Ensure a signed copy is returned</i>
17	Job Description: Managing Director (distribute to Managing Director only)
18	Induction Program (for new director's only)
19	Directors Deed of Indemnity and Access (not included in Manual)
Audit Committee Members (or board members if function of the full board)	
Audit Committee Charter	
Procedure for the Selection, Appointment and Rotation of External Auditor	
Remuneration Committee Members (or board members if function of the full board)	
Remuneration Committee Charter	
Remuneration Policy	
Nomination Committee Members (or board members if function of the full board)	
Nomination Committee Charter	
Policy & Procedure for Selection and (Re)Appointment of Directors	