



## MEMO

To: Board of Directors  
From: Company Secretary  
Subject: **ANNUAL REPORTING SCHEDULE**

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Attached is a proposed reporting schedule/timetable covering this year's financial statements, annual report and AGM, designed to ensure compliance with ASX/ASIC requirements.

Note some of the deadlines are affected by weekends, so the final action date is a day or two earlier.

I have indicated what I consider to be the Company Secretary's area of responsibility, but other tasks have yet to be allocated.

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### ANNUAL REPORTING SCHEDULE

ACTION / ITEM	RESP'Y	DUE DATE
<b>PRELIMINARY ACCOUNTS</b>		<b>31 AUG</b>
Compile App 4E & circulate draft to Directors		22/08
Audit C'tee/Board to finalise/sign-off App 4E		28/08
Lodge App 4E ASX	Coy Sec	29/08
<b>STATUTORY ACCOUNTS</b>		<b>30 SEPT</b>
Finalise annual accounts in statutory format		19/09
Circulate first draft accounts to Directors & Coy Sec		19/09
Draft Directors' Report & circulate to Directors		19/09
Audit Committee meeting to discuss financial aspects with Auditor		23/09
Review Directors' Report		23/09
Circulate final accounts & reports to Directors & Coy Sec	Coy Sec	24/09
Audit C'tee final sign-off/recommendation to Board		29/09
Board Mtg or Circulating Resolution to sign	Coy Sec	29/09
Auditor sign-off		29/09
Lodge accounts ASX	Coy Sec	30/09
<b>ANNUAL REPORT</b>		<b>31 OCT</b>



Corporate Directory & Shareholder Information	Coy Sec	01/10
Chairman's Report		01/10
Operations Report		01/10
Corporate Governance Statement	Coy Sec	01/10
Circulate contents of Annual Report to Directors & Coy Sec	Coy Sec	03/10
Board sign-off		07/10
Content to Printer	Coy Sec	08/10
Despatch to shareholders plus copies to Directors & Auditor	Coy Sec	17/10
Lodge with ASX	Coy Sec	17/10
<b>ANNUAL GENERAL MEETING</b>		<b>30 NOV</b>
Discuss proposed contents AGM Notice with Board		23/09
Draft AGM Notice (& Proxy Form) & lodge ASX for review in need	Coy Sec	07/10
Circulate Notice to Directors	Coy Sec	08/10
Board sign-off		10/10
Print Notice	Coy Sec	13/10
Post Notice to shareholders plus copies to Directors & Auditor	Coy Sec	17/10
Lodge NOM with ASX	Coy Sec	17/10
Prepare Chairman's script & email him	Coy Sec	10/11
Collate Proxies & prepare Attendance Register	Coy Sec	24/11
Hold AGM		25/11
Lodge Chairman's address with ASX – before meeting – and lodge AGM results & proxy details after meeting	Coy Sec	25/11

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**DISCLAIMER**

*The comments in this memo reflect some commercial aspects and observations on the matter experienced or observed by the writer in practice as he understands them. The information is given as a guide only and does not represent a definitive or legal view of any of the issues raised, covered or referred to and the reader is urged to seek his own professional advice on all aspects of, or pertaining to, this and any related matter.*