



MEMO

To: Board of Directors
From: Company Secretary
Subject: **BOARD SUBMISSIONS**

As requested, attached is a proposed format that could be utilised by Directors and Management when making submissions to the Board for consideration on various matters.

The format is designed to cover off various aspects of a proposal to ensure that the Board has adequate background information and analysis to make an informed decision – for the benefit of the Company and, ultimately, the shareholders.

I trust you will find it useful.

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.



COMPANY SECRETARIAL SERVICES PTY LTD

ACN 074 535 345

BOARD SUBMISSION

[Title of Project/Proposal]

SUMMARY

Matter/Issue for Consideration:

Recommendation:

DETAIL

Introduction:

Background/Discussion of Matter:

Financial Aspects/Rationale:

(incl cost/funding/cash flow/profit contribution/impact on EBIT/EPS)*

Non-financial Reasons/Benefits:

Alternatives/Other Options:

Risk Analysis:

(incl mitigants)

Feasibility Analysis:

General Comments:

Summary:

.....
[Signature of Proposer]

.....
Date

* as a general rule, any acquisition/investment must improve EPS