



MEMO

To: Board of Directors
From: Company Secretary
Subject: **COMPANY WEB-SITE**

In my opinion, 'these days' it is 'best practice' for all active companies to register a domain name, have a web-site and, as an ancillary matter, provide email addresses for relevant staff.

Therefore, I recommend that we:

A. Register the domain name www.sacoal.com.au

- also, registering the company's 'brand' in multiple spaces (eg, .com, .net.au) may help protect the name/brand

B. Open an account with an internet service provider

- necessary to receive / send email

C. Set up email addresses for staff

D. Establish a professional looking web-site

- with appropriate sections for corporate / business / shareholders, etc.

Corporate Web-site

In my experience, 'ideal' web-site content from a corporate perspective would be structured to contain headings/sections/pages covering such areas as:

- Background / history
- Business / operations
- Directory
 - full name / ACN
 - registered office / location address(es)
 - phone / fax / email contacts
 - directors names
 - senior management team
- Corporate governance
 - statement
 - committees – function / composition
 - charters



- policies
- Annual / financial reports
- Shareholder information
 - stock exchange releases / press articles
 - share prices
 - link to share registry
- Constitution

If you like I can manage this whole project with the assistance of external professionals in web-site creation, design and management. I will also provide them with the content for each section so that we can get a sophisticated web-site up and running within a couple of weeks of when you give the go-ahead.

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.