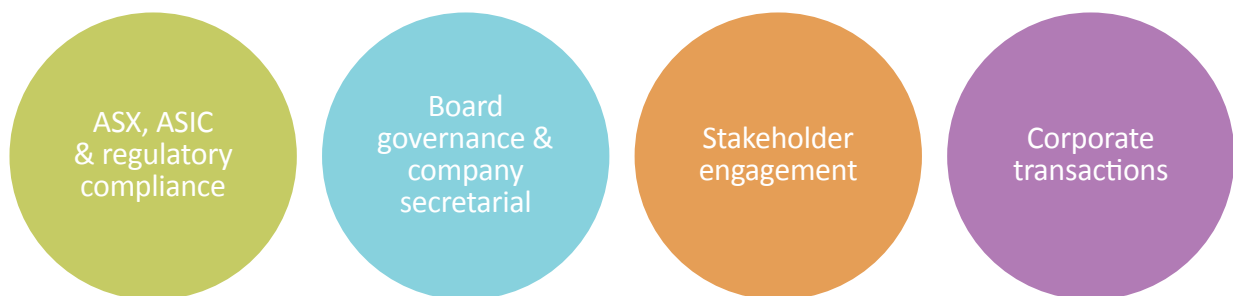


CORPORATE GOVERNANCE *and* COMPANY SECRETARIAL

Corporate reputation is centred on workable governance frameworks and supported by governance processes that are transparent, valued, well understood and an integral part of the organisational culture.



Facilitating contemporary governance practices

- Unravelling the governance maze
- Practical wisdom – encouraging relevance and simplicity
- Trusted adviser – driving governance performance
- Efficient, flexible and professional governance outcomes

Why FIRST Advisers?

- FIRST Advisers has been delivering practical, efficient and effective governance solutions for listed companies and entities across a broad range of industry sectors for more than 5 years.
 - We work seamlessly with companies to understand their needs and to develop highly effective governance practices which are properly aligned with the business and easy to implement.
 - Our specialist knowledge and experience in governance and company secretarial practices is uniquely integrated with FIRST Advisers' expertise in investor relations and corporate communications providing companies with co-ordinated, end to end services.
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CORPORATE GOVERNANCE and COMPANY SECRETARIAL

ASX, ASIC & regulatory compliance	Board governance & secretarial	Stakeholder engagement	Corporate transactions
Guidance & Support: – ASX Listing Rules – Corporations Act – ASIC compliance	Governance frameworks: – Structures – Charters – Policies	Shareholder communication: – Annual Report – Shareholder Review – Sustainability/ESG Review – Notice of Meeting and Explanatory Memorandum	Project management: – Initial Public Offers – Capital restructures – Dividend payments and reinvestment plans – Mergers and acquisitions – Demergers and divestments – Demutualisation
Statutory record keeping and reporting	ASX Corporate Governance principles	General Meeting planning and organisation	Due Diligence processes
Periodic and continuous disclosure requirements	Board and Committee meeting management: – Annual workplan – Agenda – Board papers – Minutes	Share Registry liaison and oversight	Transaction documentation and distribution
Appointment and resignation of Directors and Company Officers	Board education and training	Proxy Advisers relations and liaison	Disclosure Committee management
ASX and ASIC liaison	Board performance evaluation	Environmental scanning	Corporate action timetables and logistics

How to find out more

Contact Victoria Geddes

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Email: info@firstadvisers.com.au

We'd be happy to discuss your company's particular needs and how we can support you in building and sustaining contemporary and practical corporate governance practices in your organisation.

FIRSTADVISERS

Investor Relations
 Corporate Communications
 Transaction Communication Services
 Shareholder Solicitation
 Digital and Document Design
 Shareholder Analytics

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