

CORPORATIONS ACT 2001

COMPANY LIMITED BY SHARES

CONSTITUTION

of

Qponics Limited

A.C.N. 149 001 678



# TABLE OF CONTENTS

---

1.	Preliminary	1
2.	Interpretation	1
3.	Replaceable rules	2
4.	Shares – Rights	2
5.	Shares – Issue of Shares	2
6.	Shares – Commission and Brokerage	2
7.	Shares – Trusts not recognised	2
8.	Shares – Joint holders	3
9.	Shares – Share certificates	3
10.	Shares – Class meetings	3
11.	Calls	3
12.	Calls – Instalments and amounts which become payable	4
13.	Calls – Interest and expenses	4
14.	Calls – Recovery of amounts due	4
15.	Calls – Differentiation	4
16.	Calls – Payment of calls in advance	4
17.	Lien and forfeiture - Lien	5
18.	Lien and forfeiture – Lien sale	5
19.	Lien and forfeiture – Forfeiture notice	5
20.	Lien and forfeiture – Forfeiture	6
21.	Lien and forfeiture – liability of former Member	6
22.	Lien and forfeiture – Disposal of Shares	6
23.	Transfer of shares - Transfer	7
24.	Transfer of shares – Transfer procedure	7
25.	Transfer of shares – Right to refuse registration	7
26.	Transfer of shares – Closure of register	7
27.	Transmission of shares – Title on death	7
28.	Transmission of shares – Entitlement of transmission	8
29.	Changes to Share capital – Consolidation or division	8
30.	Powers of Attorney – Powers of Attorney	8
31.	General meeting – Calling general meeting	9
32.	General meeting - Notice	9
33.	General meeting - Business	9

34.	Proceedings at general meeting – Member	10
35.	Proceedings at general meeting – Quorum	10
36.	Proceedings at general meeting – Chairperson	10
37.	Proceedings at general meeting - General conduct	10
38.	Proceedings at general meeting - Adjournment	10
39.	Proceedings at general meeting - Decisions	11
40.	Proceedings at general meeting – Taking a poll	11
41.	Votes of Members - Casting vote of Chairperson	12
42.	Votes of Members - Admission to general meetings	12
43.	Votes of Members - Auditor's right to be heard	12
44.	Votes of Members – Entitlement to vote	12
45.	Votes of Members – Unpaid calls	12
46.	Votes of Members – Joint holders	13
47.	Votes of Members– Objections	13
48.	Votes of Members – Votes by operation of law	13
49.	Votes of Members – Votes by proxy	13
50.	Votes of Members - Document appointing proxy	13
51.	Votes of Members - Proxy in blank	14
52.	Votes of Members – Lodgement of proxy	14
53.	Votes of Members – Validity	14
54.	Votes of Members – Representatives of bodies corporate	15
55.	Appointment and Removal of Directors – Number of Directors	15
56.	Appointment and Removal of Directors – Qualification	15
57.	Appointment and Removal of Directors – Appointment and removal of Directors	15
58.	Appointment and Removal of Directors – Additional and casual Directors	16
59.	Appointment and Removal of Directors – Period of office	16
60.	Appointment and Removal of Directors – Vacation of office	16
61.	Remuneration of Directors – Remuneration of Non-Executive Directors	16
62.	Remuneration of Executive Directors – Remuneration of Executive Directors	16
63.	Retirement benefits	16
64.	Powers and duties of Directors – Directors to manage Company	17
65.	Proceedings of Directors – Directors' meetings	17
66.	Proceedings of Directors – Decision of questions	17
67.	Proceedings of Directors – Directors' interests	18
68.	Proceedings of Directors – Alternate Directors	18

<b>69.</b>	<b>Proceedings of Directors – Remaining Directors</b>	<b>19</b>
<b>70.</b>	<b>Proceedings of Directors – Chairperson</b>	<b>19</b>
<b>71.</b>	<b>Proceedings of Directors' - Delegation</b>	<b>19</b>
<b>72.</b>	<b>Proceedings of Directors - Written resolutions</b>	<b>19</b>
<b>73.</b>	<b>Proceedings of Directors – Validity of acts of Directors</b>	<b>20</b>
<b>74.</b>	<b>Proceedings of Directors – Minutes</b>	<b>20</b>
<b>75.</b>	<b>Managing Director or Executive Director – Appointment</b>	<b>20</b>
<b>76.</b>	<b>Proceedings of Directors – Powers of Executive Directors</b>	<b>20</b>
<b>77.</b>	<b>Local management – Local Management</b>	<b>21</b>
<b>78.</b>	<b>Local management – Appointment of attorneys and agents</b>	<b>21</b>
<b>79.</b>	<b>Secretary – Secretary</b>	<b>21</b>
<b>80.</b>	<b>Seals – Common Seal</b>	<b>21</b>
<b>81.</b>	<b>Seals – Duplicate Seal</b>	<b>22</b>
<b>82.</b>	<b>Seals – Share Seal</b>	<b>22</b>
<b>83.</b>	<b>Inspection of records - Times for inspection</b>	<b>22</b>
<b>84.</b>	<b>Dividends and reserves - Dividends</b>	<b>22</b>
<b>85.</b>	<b>Dividends and reserves – Amend resolution to pay Dividend</b>	<b>22</b>
<b>86.</b>	<b>Dividends and reserves - Interest</b>	<b>22</b>
<b>87.</b>	<b>Dividends and reserves – Reserves</b>	<b>22</b>
<b>88.</b>	<b>Dividends and reserves – Dividend entitlement</b>	<b>22</b>
<b>89.</b>	<b>Dividends and reserves - Deductions from Dividends</b>	<b>23</b>
<b>90.</b>	<b>Dividends and reserves – Distribution of assets</b>	<b>23</b>
<b>91.</b>	<b>Dividends and reserves – Payment</b>	<b>23</b>
<b>92.</b>	<b>Dividends and reserves – Capitalisation of profits</b>	<b>23</b>
<b>93.</b>	<b>Notices– Service of notices</b>	<b>24</b>
<b>94.</b>	<b>Notice – Persons entitled to notice</b>	<b>25</b>
<b>95.</b>	<b>Audit and accounts – Company to keep financial records</b>	<b>25</b>
<b>96.</b>	<b>Winding up – Winding Up</b>	<b>25</b>
<b>97.</b>	<b>Indemnity and Insurance - Indemnity</b>	<b>25</b>

---



**CORPORATIONS ACT 2001**  
**COMPANY LIMITED BY SHARES**  
**CONSTITUTION**  
**OF**  
**Qponics Limited**

**1. Preliminary**

1.1 In this Constitution:

**Alternate Director** means a person appointed as an alternate director under clause 68.

**Auditor** means the Company's auditor.

**business day** has the same meaning as in the Corporations Act.

**Company** means Qponics Limited A.C.N. 149 001 678

**Constitution** means the constitution of the Company as amended from time to time.

**Corporations Act** means the *Corporations Act 2001* (Cth) and includes any regulations made under that Act, and any exemption or modification to that Act which applies to the Company.

**Director** means a person appointed to the position of director of the Company and, where appropriate, includes an Alternate Director.

**Directors** means all or some of the Directors acting as a board.

**Dividend** includes bonus.

**Executive Director** has the meaning given by clause 75.3.

**Managing Director** means a Director appointed as managing director under clause 75.

**Member** means a person who is a member of the Company under the Corporations Act.

**Non-Executive Director** means a Director who is not an Executive Director.

**Office** means the Company's registered office.

**Register** means the register of Members of the Company.

**Registered Address** means the last known address of a Member as noted in the Register.

**Representative** means a person appointed by a Member to act as its representative under clause 54.

**Seal** means the Company's common seal (if any).

**Secretary** means any person appointed by the Directors to perform any of the duties of a secretary of the Company and, if more than one person is appointed, any one or more of such persons.

**Shares** means shares in the share capital of the Company.

1.2 In this Constitution, except where the context otherwise requires, an expression in a clause of this Constitution has the same meaning given to it in the Corporations Act. Where the expression has more than one meaning in the Corporations Act and a provision of the Corporations Act deals with the same matter as a clause of this Constitution, that expression has the same meaning as in that provision.

**2. Interpretation**

2.1 In this Constitution, except where the context otherwise requires:

- (a) the singular includes the plural and vice versa and reference to a gender includes other genders;
- (b) words importing natural persons include corporations;
- (c) another grammatical form of a defined word or expression has a corresponding meaning;

- (d) a reference to a clause, paragraph, schedule or annexure is to a clause or paragraph of, or schedule or annexure to, this Constitution, and a reference to this Constitution includes any schedule or annexure;
- (e) a reference to a document or instrument includes the document or instrument as novated, altered, supplemented or replaced from time to time;
- (f) a reference to A\$, \$A, dollar or \$ is to Australian currency;
- (g) the meaning of general words is not limited by specific examples introduced by including, for example or similar expressions;
- (h) headings are for ease of reference only and do not affect interpretation; and
- (i) a reference to the Corporations Act is a reference to the Corporations Act as modified, amended or re-enacted from time to time.

### **3. Replaceable rules**

- 3.1 The provisions of the Corporations Act that apply to certain companies as replaceable rules are displaced by this Constitution in their entirety and do not apply to the Company.

### **4. Shares – Rights**

Subject to this Constitution and to the terms of issue of Shares, all Shares attract the following rights:

- (a) the rights to receive notice of and to attend and vote at all general meetings of the Company at one vote per Share;
- (b) the right to receive Dividends; and
- (c) in a winding up or a reduction of capital, the right to participate equally in the distribution of the assets of the Company (both capital and surplus), subject only to any amounts unpaid on Shares, the Share and, in the case of a reduction, to the terms of the reduction.

### **5. Shares – Issue of Shares**

- 5.1 Subject to this Constitution and the *Corporations Act*, the Directors may issue and allot, or dispose of Shares:

- (a) on terms determined by the Directors;
- (b) at the issue price that the Directors determine; and
- (c) to Members whether in proportion to their existing shareholdings or otherwise, and to such other persons as the Directors may determine.

- 5.2 The Directors' power under clause 5.1 includes the power to:

- (a) grant options to have over unissued Shares issued; and
- (b) issue and allot Shares:
  - (i) with any preferential, deferred or special rights, privileges or conditions; and
  - (ii) with any restrictions in regard to Dividend, voting, return of capital or otherwise; and
  - (iii) which are liable to be redeemed;
  - (iv) which are bonus Shares for whose issue no consideration is payable to the Company; or
  - (v) which have any combination of the characteristics described in clause 5.2(b)(i) to 5.2(b)(iv) inclusive.

### **6. Shares – Commission and Brokerage**

- 6.1 Any brokerage or commission which may be paid by the Company may be made in cash, by the issue and allotment of Shares, or the issue of debentures, or by a combination of any of those methods.

### **7. Shares – Trusts not recognised**

- 7.1 Except as required by law or as otherwise provided by this Constitution, the Company will not recognise any person as holding a Share on trust and the Company will not recognise any equitable, contingent, future or



partial interest or any other right in respect of a Share except the registered holder's absolute right of ownership.

7.2 This clause 7 applies even if the Company has notice of the relevant trust, interest or right.

## **8. Shares – Joint holders**

8.1 If two or more persons are registered as the holders of a Share, they are taken to hold the Share as joint tenants with benefits of survivorship and the person whose name appears first on the Register is the only joint holder entitled to receive notices from the Company.

8.2 Any one of the joint holders of a Share may give an effective receipt for any Dividend or return of capital payable to the joint holders.

## **9. Shares – Share certificates**

9.1 Subject to the conditions of issue of any Shares or any class of Shares:

- (a) every Member is entitled free of charge to one certificate for all Shares registered in its name; and
- (b) a Member may request several certificates in reasonable denominations for different portions of its holding.

9.2 Subject to the conditions of issue of any Shares or any class of Shares, joint holders are entitled to a single certificate in their joint names in respect of each portion of their holding. The certificate will be sent to the joint holder whose name appears first in the Register.

9.3 The Company must issue a replacement certificate for Shares in accordance with the Corporations Act if:

- (a) the holder of the Shares is entitled to a certificate for those Shares;
- (b) satisfactory evidence has been received by the Company that the certificate for Shares previously issued has been stolen, lost or destroyed and has not been pledged, charged, sold or otherwise disposed of; and
- (c) the Member has undertaken in writing to the Company to return the certificate to the Company if it is found or received by the Member.

9.4 Every certificate for Shares must be issued and despatched in accordance with the Corporations Act.

9.5 The Directors may order worn out or defaced certificates to be cancelled and replaced by new certificates.

## **10. Shares – Class meetings**

10.1 The rights attached to any class of Shares may be varied in accordance with the Corporations Act.

10.2 The provisions of this Constitution relating to general meetings apply, with necessary changes, to a meeting of a class of members holding Shares in that class as if it was a general meetings except that:

- (a) a quorum is at least two persons holding or representing by proxy, attorney or Representative not less than 5% of the Shares of the class or, if there is one holder of Shares in a class, that person holder or a proxy, attorney or Representative of that holder; and
- (b) any holder of Shares of the class, present in person or by proxy, attorney or Representative may demand a poll.

10.3 The rights conferred on the holders of Shares which are not ordinary Shares and which have preferential or other special rights will not, unless otherwise expressly provided by their respective terms of issue, be taken to be varied or abrogated by:

- (a) the issue of more Shares; or
- (b) the conversion of securities to new securities,

which rank equally with or in priority to those Shares.

## **11. Calls**

11.1 Subject to the Corporations Act and the terms on which partly paid Shares are issued, the Directors may make calls on the holders of the Shares for any money unpaid on them.

11.2 A call is made when the resolution of the Directors authorising it is passed.

11.3 The Directors may revoke or postpone a call before its due date for payment.

- 11.4 The Directors may require a call to be paid by instalments.
- 11.5 At least 10 business days before the due date for payment of a call the Company must send to Members on whom the call is made a notice specifying:
- (a) the amount of the call;
  - (b) the due date for payment; and
  - (c) the place for payment.
- 11.6 A Member to whom notice of a call is given in accordance with this clause 11 must pay to the Company the amount called in accordance with the notice.
- 11.7 Failure to send a notice of a call to any Member or the non-receipt of a notice by any Member does not invalidate the call.
- 11.8 Joint holders of Shares are jointly and severally liable to pay all calls in respect of their Shares.

**12. Calls – Instalments and amounts which become payable**

If:

- (a) the Directors require a call to be paid by instalments; or
- (b) an amount becomes payable by the terms of issue of Shares on allotment, or at a time or in circumstances specified in the terms of issue,

then:

- (c) every instalment or the amount payable under the terms of issue is payable as if it were a call made by the Directors and as if they had given notice of it; and
- (d) the consequences of late payment or non-payment of an instalment of the amount payable under the terms of issue are the same as the consequences of late payment or non-payment of a call.

**13. Calls – Interest and expenses**

If an amount called is not paid on or before the due date, the person liable to pay the amount must also pay:

- (a) interest on the amount from the due date to the time of actual payment at a rate determined by the Directors (not exceeding 20% per annum); and
- (b) all expenses incurred by the Company as a consequence of the non payment,

but the Directors may waive payment of the interest and expenses in whole or in part.

**14. Calls – Recovery of amounts due**

On the hearing of any action for the recovery of money due for any call, proof that:

the name of the person sued was, when the call was made, entered in the Register as a holder or the holder of Shares in respect of which the call was made;

the resolution making the call is duly recorded in the Directors' minute book; and

the notice of the call was given to the person sued,

will be conclusive evidence of the debt.

**15. Calls – Differentiation**

The Directors may, on the issue of Shares, differentiate between the holders as to the amount of calls to be paid and the times of payment.

**16. Calls – Payment of calls in advance**

- 16.1 The Directors may accept from a Member the whole or part of the amount unpaid on a Share before the amount accepted has been called.

- 16.2 The Company may:

- (a) pay interest on any amount accepted, until the amount is payable under a call and at a rate (not exceeding 20% per annum) agreed between the Member and the Directors; and

- (b) subject to any contract between the Company and the Member, repay all or any of the amount accepted in excess of the amount called on the Share.

16.3 Payment of an amount in advance of a call does not entitle the paying Member to any:

- (a) Dividend, benefit or advantage, other than the payment of interest under this clause 16; or
- (b) voting right,

to which the Member would not have been entitled if it had paid the amount when it became due.

## **17. Lien and forfeiture - Lien**

17.1 The Company has a first and paramount lien on every partly paid Share and Dividends payable in respect of the Share for all money:

- (a) due and unpaid to the Company at a fixed time, in respect of the Share;
- (b) presently payable by a holder or the holder of the Share, or the holder's estate, to the Company in respect of the Share; or
- (c) which the Company is required by law to pay (and has paid) in respect of the Share.

17.2 The lien extends to reasonable interest and expenses incurred because the amount is not paid.

17.3 If any law for the time being of any country, state or place imposes or purports to impose an immediate or contingent liability on the Company to make any payment or authorises a taxing authority or Government official to require the Company to make payment in respect of Shares or Dividends or other moneys accruing due to the Member who holds the Shares:

- (a) the Member or, if the Member is deceased, the Member's legal personal representative indemnifies the Company in respect of any such payment or liability; and
- (b) subject to the Corporations Act, the Company:
  - (i) has a lien on the Shares and Dividends and other moneys payable in respect of the Shares, whether the Shares are held by the Member solely or jointly with another person, in respect of any payment made or liability incurred by the Company, together with reasonable expenses and interest on any payment made by the Company at a rate to be fixed by the Directors not exceeding 20% per annum from the date of payment by the Company to the date of repayment by the Member;
  - (ii) may set off amounts so paid by the Company against amounts payable by the Company to the Member as Dividends or otherwise; and
  - (iii) may recover as a debt due from the Member or the Member's legal personal representative the amount of all payments made by the Company together with reasonable expenses and interest at the rate and for the period referred to in clause 17.3(b)(i).

17.4 Unless the Directors determine otherwise, the registration of a transfer of a Share operates as a waiver of the Company's lien on the Share.

17.5 The Directors may declare a Share to be wholly or partly exempt from a lien.

## **18. Lien and forfeiture – Lien sale**

If:

- (a) the Company has a lien on a Share for money presently payable;
- (b) the Company has given the Member or the Member's executors or administrators (as the case may be) holding the Share written notice demanding payment of the money; and
- (c) that Member fails to pay all of the money demanded,

then 14 or more days after giving the notice, the Directors may sell the Share in any manner determined by them.

## **19. Lien and forfeiture – Forfeiture notice**

19.1 The Directors may at any time after a call or instalment becomes payable and remains unpaid by a Member, serve a notice on the Member requiring the Member to pay all or any of the following:

- (a) the unpaid amount;
- (b) any interest that has accrued; and
- (c) all expenses incurred by the Company as a consequence of the non-payment.

19.2 The notice under clause 19.1 must:

- (a) specify a day (not earlier than 14 days after the date of the notice) on or before which the payment required by the notice must be made; and
- (b) state that if a Member does not comply with the notice, the Shares in respect of which the call was made or instalment is payable will be liable to be forfeited.

## **20. Lien and forfeiture – Forfeiture**

20.1 If a Member does not comply with a notice served under clause 19, then any or all of the Shares in respect of which the notice was given may be forfeited under a resolution of the Directors.

20.2 Unpaid Dividends in respect of forfeited Shares will also be forfeited.

20.3 On forfeiture, Shares become the property of the Company and forfeited Shares may be sold, disposed of or cancelled on terms determined by the Directors.

20.4 The Directors may, at any time before a forfeited Share is sold, disposed of or cancelled, annul the forfeiture of the Share on conditions determined by them.

20.5 Promptly after a Share has been forfeited:

- (a) notice of the forfeiture must be given to the Member in whose name the Share was registered immediately before its forfeiture; and
- (b) the forfeiture and its date must be noted in the Register.

20.6 Omission or neglect to give notice of or to note the forfeiture as specified in clause 20.5 will not invalidate a forfeiture.

## **21. Lien and forfeiture – liability of former Member**

21.1 The interest of a person who held Shares which are forfeited is extinguished but the former Member remains liable to pay:

- (a) all money (including interest and expenses) that was payable by the Member to the Company at the date of forfeiture in respect of the forfeited Shares; and
- (b) interest from the date of forfeiture until payment of the money referred to in clause 21.1(a) of this clause at a rate determined by the Directors (not exceeding 20% per annum).

21.2 A former Member's liability to the Company ceases if and when the Company receives payment in full of all money (including interest and expenses) payable by the former Member in respect of the Shares.

## **22. Lien and forfeiture – Disposal of Shares**

22.1 The Company may:

- (a) receive the consideration (if any) given for a forfeited Share on any sale or disposition of the Share, or a Share sold under lien sale; and
- (b) effect a transfer of the Share in favour of a person to whom the Share is sold or disposed of.

22.2 The purchaser of the Share:

- (a) is not bound to check the regularity of the sale or the application of the purchase price;
- (b) obtains title to the Share despite any irregularity in the sale; and
- (c) will not be subject to complaint or remedy by the former holder of the Share in respect of the purchase.

22.3 A statement signed by a Director and the Secretary that the Share has been regularly forfeited and sold or re-issued, or regularly sold without forfeiture to enforce a lien, is conclusive evidence of the matters stated as against all persons claiming to be entitled to the Share.

- 22.4 Subject to the terms on which a Share is on issue, the net proceeds of any sale made to enforce a lien or on forfeiture must be applied by the Company in the following order:
- (a) in payment of the costs of the sale;
  - (b) in payment of all amounts (if any) secured by the lien or all money (if any) that was payable in respect of the forfeited Share; and
  - (c) where the Share was forfeited under clause 20.1 in payment of any surplus to the former Member whose Share was sold.

**23. Transfer of shares - Transfer**

23.1 Subject to this Constitution, a Member may transfer the Shares held by that Member.

23.2 Shares may be transferred by:

- (a) a written transfer instrument in any usual or common form; or
- (b) any other form approved by the Directors.

23.3 A written transfer instrument referred to in clause 23.2 must be executed by or on behalf of the transferor and the transferee.

23.4 A transferor of Shares remains the holder of the Shares transferred until the transfer is registered and the name of the transferee is entered in the Register in respect of the Shares.

23.5 A transfer of Shares does not pass the right to any Dividends on the Shares until such registration.

**24. Transfer of shares – Transfer procedure**

24.1 For a transfer of Shares:

- (a) the written transfer instrument must be left at the Office or the office of the Register, together with any fee (of \$1 or less) the Directors require;
- (b) the instrument must be accompanied by a certificate for the Shares dealt with in the transfer, unless the Directors waive production of the certificate on receiving satisfactory evidence of the loss or destruction of the certificate; and
- (c) the Directors may require other evidence of the transferor's right to transfer the Shares.

24.2 Subject to the powers vested in the Directors by this Constitution, the Company must register all registrable transfer forms and issue certificates without charge, except where the issue of a certificate is to replace a lost or destroyed certificate.

**25. Transfer of shares – Right to refuse registration**

25.1 The Directors may in their absolute discretion and without assigning any reason refuse to register any transfer of Shares or other securities.

25.2 The Directors may in their absolute discretion refuse to register any transfer of Shares or other securities on which stamp duty or other taxes of a similar nature are payable but unpaid.

**26. Transfer of shares – Closure of register**

The transfer books and the Register may be closed for up to 30 days in each year.

**27. Transmission of shares – Title on death**

27.1 The legal personal representative of a deceased Member who was the sole holder of Shares is the only person whom the Company will recognise as having any title to the deceased Member's Shares.

27.2 If a deceased Member was a joint holder of Shares, the other joint holder is the only person whom the Company will recognise as having any title to the deceased Member's Shares.

27.3 The estate of the deceased Member will not be released from any liability to the Company in respect of the Shares.

27.4 The Company may register or give effect to a transfer to a transferee who dies before the transfer is registered.

## **28. Transmission of shares – Entitlement of transmission**

- 28.1 A person who becomes entitled to a Share in consequence of the death, mental incapacity or bankruptcy of a Member may, subject to clause 25 and to producing to the Company evidence of its entitlement which is satisfactory to the Directors, elect to:
- (a) be registered as the holder of the Share; or
  - (b) transfer the Share to some other person nominated by it.
- 28.2 If the person who has become entitled to a Share:
- (a) elects to be registered as the holder, then the person must deliver or send to the Company a written notice of election signed by him or her; or
  - (b) elects to transfer the Share, then the person must execute a transfer of the Share.
- 28.3 An election to be registered as a holder of a Share under clause 28.1(a) or a transfer of a Share from a Member or deceased Member under this clause 28 is subject to the same limitations, restrictions and provisions of this Constitution as would apply if the election were a transfer or the transfer were made by the Member or deceased Member himself or herself.
- 28.4 A person who:
- (a) has become entitled to a Share by operation of law; and
  - (b) has produced evidence of that person's entitlement which is satisfactory to the Directors,
- is entitled to the Dividends and other rights of the registered holder of the Share.
- 28.5 Where two or more persons are jointly entitled to any Share in consequence of the death of the registered holder, they will be considered to be joint holders of the Share.
- 28.6 Any person who is registered under this clause must indemnify the Company against all liabilities, costs, losses and expenses incurred by the Company as a result of registering the person.

## **29. Changes to Share capital – Consolidation or division**

- 29.1 For the purpose of giving effect to any consolidation or division of Shares, the Directors may settle any difficulty which arises with respect to fractions of Shares as they think expedient and in particular may:
- (a) issue fractional certificates;
  - (b) vest any fractions of Shares in trustees on such trusts for the persons entitled to the fractions of Shares as may seem expedient to the Directors; or
  - (c) sell the Shares representing the fractions for the best price reasonably obtainable to any person and distribute the net proceeds of sale (subject to retention by the Company of small amounts where the cost of distribution would be disproportionate to the amounts involved) in due proportion among those Members and, for such sale, any Director may execute an instrument of transfer of the Shares to the purchaser.

## **30. Powers of Attorney – Powers of Attorney**

- 30.1 If a Member executes or proposes to execute any document or do any act by or through an attorney which is relevant to the Company or the Member's shareholding in the Company that Member must deliver the instrument appointing the attorney to the Company for notation.
- 30.2 The Company may require the Member to lodge a certified copy of the instrument for retention by the Company, and to ask for whatever evidence it thinks appropriate that the power of attorney is effective and continues to be in force.
- 30.3 Any power of attorney granted by a Member, as between the Company and the Member who granted the power of attorney:
- (a) will continue in force; and
  - (b) may be acted on,
- unless express notice in writing of its revocation or of the death of the Member who granted it is lodged with the Company.

30.4 Where a Member proposes that an attorney represent the Member at a general meeting or adjourned meeting, the Member must comply with clause 52.1 of this Constitution.

### **31. General meeting – Calling general meeting**

31.1 A Director may call a meeting of Members.

31.2 The Directors must call annual general meetings in accordance with the Corporations Act, to be held by the Company at times to be determined by the Directors.

31.3 Members may also request or call and arrange to hold a general meeting in accordance with the procedures and requirements set out in the Corporations Act.

31.4 A general meeting may be held at two or more venues simultaneously using any technology that gives the Members as a whole a reasonable opportunity to participate.

### **32. General meeting - Notice**

32.1 Notice of a general meeting must be given in accordance with the Corporations Act to the persons referred to in clause 94.1.

32.2 Except as permitted by the Corporations Act, general meetings must be called on at least the minimum number of days notice required by the Corporations Act (which at the date of adoption of this Constitution is 21 days) and otherwise in accordance with the procedures set out in the Corporations Act.

32.3 Subject to the requirements of the Corporations Act a notice calling a general meeting must:

- (a) specify the place, date and time of the meeting and, if the meeting is to be held in two or more places, the technology that will be used to facilitate this;
- (b) state the general nature of the business to be transacted at the meeting;
- (c) if a special resolution is to be proposed at the meeting, set out an intention to propose the special resolution and state the resolution;
- (d) include such statements about the appointment of proxies as are required by the Corporations Act;
- (e) specify a place, and facsimile number and may specify an electronic address for the purposes of proxy appointments; and
- (f) comply with any other requirements of the Corporations Act.

### **33. General meeting - Business**

33.1 The business of an annual general meeting may include:

- (a) any of the following matters, even if not referred to in the notice of meeting:
  - (i) consideration of the annual financial report, directors' report and auditor's report;
  - (ii) election of directors;
  - (iii) appointment of the auditor;
  - (iv) fixing the auditor's remuneration;
- (b) any business which under this Constitution or the Corporations Act is required to be transacted at an annual general meeting; and
- (c) any other business which may lawfully be transacted at a general meeting.

33.2 The chairperson of an annual general meeting must allow a reasonable opportunity for the Members as a whole at the meeting to:

- (a) ask questions about or make comments on the management of the Company; and
- (b) ask the Auditor or their representative questions relevant to the conduct of the audit and the preparations and content of the Auditor's report for the Company.

33.3 The Directors may postpone or cancel any general meeting (other than a meeting requested or called by Members under clause 31.3) at any time before the day of the meeting. The Directors must give notice of the postponement or cancellation to all persons entitled to receive notices of a general meeting.

33.4 An accidental omission to send a notice of a general meeting (including a proxy appointment form) or the postponement of a general meeting to any Member or the non-receipt of a notice (or form) by any Member does not invalidate the proceedings at or any resolution passed at the general meeting.

**34. Proceedings at general meeting – Member**

In clauses 35, 36, 39 and 44, 'Member' includes a Member present in person or by proxy, attorney or Representative.

**35. Proceedings at general meeting – Quorum**

35.1 No business may be transacted at a general meeting unless a quorum of Members is present at the commencement of business.

35.2 A quorum of Members is two Members unless there is only one Member.

35.3 If a quorum is not present within 30 minutes after the time appointed for a general meeting:

- (a) the general meeting is automatically dissolved if it was requested or called by Member under clause 31.3; or
- (b) in any other case:
  - (i) it will stand adjourned to the same time and place seven days after the meeting, or to another day, time and place determined by the Directors; and
  - (ii) if at the adjourned general meeting a quorum is not present within 30 minutes after the time appointed for the meeting, it is automatically dissolved.

35.4 If the Company has only one Member, the Company may pass a resolution by the Member recording it and signing the record.

**36. Proceedings at general meeting – Chairperson**

36.1 The chairperson, or in the chairperson's absence the deputy chairperson, of Directors' meetings will be the chairperson at every general meeting.

36.2 If:

- (a) there is no chairperson or deputy chairperson; or
- (b) neither the chairperson nor deputy chairperson is present within 15 minutes after the time appointed for holding the general meeting; or
- (c) the chairperson and deputy chairperson are unwilling to act as chairperson of the general meeting, the Directors present may elect a chairperson of the general meeting of Members.

36.3 If no chairperson is elected in accordance with clause 36.2, then:

- (a) the Members may elect one of the Directors present as chairperson; or
- (b) if no Director is present or is willing to take the chair, the Members may elect one of the Members present as chairperson.

36.4 At any time during a meeting and in respect of any specific item or items of business, the chairperson may elect to vacate the chair in favour of another person nominated by the chairperson (which person must be a Director unless no Director is present or is willing to act). That person is to be taken to be the chairperson and will have all the powers of the chairperson (other than the power to adjourn the meeting), during the consideration of that item of business or those items of business.

36.5 If there is a dispute at a general meeting about a question of procedure, the chairperson may determine the question.

**37. Proceedings at general meeting - General conduct**

The general conduct of each general meeting of the Company and the procedures to be adopted at the meeting will be determined by the chairperson, including the procedure for the conduct of the election of Directors.

**38. Proceedings at general meeting - Adjournment**

38.1 The chairperson of a general meeting at which a quorum is present:



- (a) in his or her discretion may adjourn the general meeting; and
  - (b) must adjourn the general meeting if the meeting directs him or her to do so.
- 38.2 An adjourned general meeting may take place at a different venue from the initial general meeting.
- 38.3 The only business that can be transacted at an adjourned general meeting is the unfinished business of the initial general meeting.
- 38.4 If a general meeting has been adjourned for more than 21 days, at least 3 days written notice (exclusive of the day on which the notice is served or taken to be served and of the day for which notices is given) of the adjourned general meeting must be given to Members.
- 38.5 A poll cannot be demanded on any resolution concerning the adjournment of a general meeting except by the chairperson.

### **39. Proceedings at general meeting - Decisions**

- 39.1 Subject to the Corporations Act in relation to special resolutions, a resolution is carried if a majority of the votes cast on the resolution are in favour of the resolution.
- 39.2 A resolution put to the vote of a meeting is decided on a show of hands unless a poll is demanded by:
- (a) 5 Members entitled to vote on the resolution;
  - (b) Members with at least 5% of the votes that may be cast on the resolution on a poll; or
  - (c) the chairperson.
- 39.3 A poll may be demanded:
- (a) before a vote is taken; or
  - (b) in the case of a vote taken on a show of hands, immediately before or immediately after, the results of the vote are declared.
- 39.4 Unless a poll is demanded:
- (a) a declaration by the chairperson that a resolution has been carried, carried by a specified majority, or lost; and
  - (b) an entry to that effect in the minutes of the meeting,
- are conclusive evidence of the fact without proof of the number or proportion of the votes in favour of or against the resolution.
- 39.5 The demand for a poll may be withdrawn.
- 39.6 A decision of a general meeting may not be impeached or invalidated on the ground that a person voting at the general meeting was not entitled to do so.

### **40. Proceedings at general meeting – Taking a poll**

- 40.1 Subject to clause 40.5, a poll will be taken when and in the manner that the chairperson directs. No notice need be given of any poll.
- 40.2 The result of the poll will determine whether the resolution on which the poll was demanded is carried or lost.
- 40.3 The chairperson may determine any dispute about the admission or rejection of a vote and such determination, if made in good faith, will be final and conclusive.
- 40.4 A poll cannot be demanded on any resolution concerning the election of the chairperson of a general meeting.
- 40.5 A poll demanded by the chairperson on any resolution concerning the adjournment of a general meeting must be taken immediately.
- 40.6 After a poll has been demanded at a general meeting, the general meeting may continue for the transaction of business other than the question on which the poll was demanded.

**41. Votes of Members - Casting vote of Chairperson**

The chairperson does not have a casting vote (in addition to the chairperson's vote as a Member, proxy, attorney or Representative) on a show of hands or on a poll.

**42. Votes of Members - Admission to general meetings**

The chairperson of a general meeting may refuse admission to a person, or require a person to leave and not return to, a meeting if the person:

- (a) refuses to permit examination of any article in the person's possession; or
- (b) is in possession of any:
  - (i) electronic or recording device;
  - (ii) placard or banner; or
  - (iii) other article,

which the chairperson considers to be dangerous, offensive or liable to cause disruption; or

- (c) causes any disruption to the meeting.

**43. Votes of Members - Auditor's right to be heard**

The Auditor is entitled to:

- (a) attend any general meeting of the Company;
- (b) be heard at any general meeting of the Company on any part of the business of the meeting that concerns the Auditor in their capacity as auditor, even if:
  - (i) the Auditor retires at the general meeting; or
  - (ii) Members pass a resolution to remove the Auditor from office; and
- (c) authorise a person in writing to attend and speak at any general meeting as the Auditor's representative.

**44. Votes of Members – Entitlement to vote**

44.1 Subject to this Constitution and to any rights or restrictions attaching to any class of Shares:

- (a) every Member may vote;
- (b) subject to clause 49.4 and the Corporations Act, on a show of hands every Member has one vote; and
- (c) on a poll every Member has:
  - (i) one vote for each fully paid Share; and
  - (ii) a fraction of a vote for each partly paid Share held equivalent to the proportion which the amount paid (not credited) is of the total amounts paid and payable, whether or not called (excluding amounts credited), on the Share. Without limiting the generality of clause 16.3, an amount paid on a Share in advance of a call is not to be taken as paid for the purposes of this clause.

44.2 If a Member:

- (a) dies; or
- (b) through mental or physical infirmity, is incapable of managing the Member's affairs,

and a personal representative, trustee or other person is appointed under law to administer the Member's estate or property, the personal representative, trustee or person so appointed may exercise any rights of the Member in relation to a general meeting as if the personal representative, trustee or person (as the case may be) was a Member.

**45. Votes of Members – Unpaid calls**

A Member is entitled to:

- (a) vote; or
- (b) be counted in a quorum,

only in respect of Shares on which all calls due and payable have been paid.

**46. Votes of Members – Joint holders**

- 46.1 If two or more joint holders purport to vote, the vote of the joint holder whose name appears first in the Register will be accepted, to the exclusion of the other joint holder or holders.
- 46.2 For the purposes of this clause 46 several executors or administrators of a deceased Member in whose sole name any Shares are registered will be taken to be joint holders of those Shares.

**47. Votes of Members– Objections**

- 47.1 An objection to the qualification of a voter may only be raised at the general meeting or adjourned general meeting at which the voter tendered its vote.
- 47.2 An objection must be referred to the chairperson of the general meeting, whose decision made in good faith is final.
- 47.3 A vote which the chairperson does not disallow under an objection is valid for all purposes.

**48. Votes of Members – Votes by operation of law**

A person who has satisfied the Directors not less than 24 hours before a general meeting that it is entitled to a Share by operation of law may exercise all rights attached to the Share in relation to a general meeting, as if the person were the registered holder of the Share.

**49. Votes of Members – Votes by proxy**

- 49.1 A Member who is entitled to vote at a general meeting of the Company may appoint not more than two proxies to attend and vote at the general meeting on that Member's behalf:
- 49.2 A proxy need not be a Member.
- 49.3 If a Member appoints one proxy, that proxy may, subject to the Corporations Act, vote on a show of hands.
- 49.4 If a Member appoints two proxies and the appointment does not specify the proportion or number of the Members votes each proxy may exercise, each proxy may exercise half the votes. However, neither proxy may vote on a show of hands..
- 49.5 A proxy may demand or join in demanding a poll.
- 49.6 A proxy may vote or abstain as he or she chooses except where the appointment of the proxy directs the way the proxy is to vote on a particular resolution. If an appointment directs the way the proxy is to vote on a particular resolution:
  - (a) the proxy need not vote on a show of hands, but if the proxy does so, the proxy must vote that way;
  - (b) if the proxy has two or more appointments that specify different ways to vote on the resolution - the proxy must not vote on a show of hands;
  - (c) if the proxy is the chair - the proxy must vote on a poll, and must vote that way; and
  - (d) if the proxy is not the chair - the proxy need not vote on a poll, but if the proxy does so, the proxy must vote that way.
- 49.7 If:
  - (a) a Member nominates the chairperson of the meeting as the Member's proxy; or
  - (b) the chairperson is to act as proxy under clause 51 or otherwise under a default appointment according to the terms of the proxy form,

the person acting as chairperson in respect of an item of business at the meeting must act as proxy under the appointment in respect of that item of business.

**50. Votes of Members - Document appointing proxy**

- 50.1 An appointment of a proxy is valid if it is signed by the Member making the appointment and contains the information required by subsection 250A(1) of the Corporations Act.

- 50.2 For the purposes of clause 50.1, an appointment received at an electronic address will be taken to be signed by the Member if:
- (a) a personal identification code allocated by the Company to the Member has been included in the appointment; or
  - (b) the appointment has been verified in another manner approved by the Directors.
- 50.3 The Company may send a proxy appointment form to Members in a form which has been approved by the Directors or by the chairperson and the Managing Director.
- 50.4 A proxy's appointment is valid at an adjourned general meeting.
- 50.5 A proxy or attorney may be appointed for all general meetings or for any number of general meetings or for a particular purpose.
- 50.6 Unless otherwise provided for in the proxy's appointment or in any instrument appointing an attorney, the appointment of the proxy or the attorney will be taken to confer authority:
- (a) to vote on:
    - (i) any amendment moved to the proposed resolutions and on any motion that the proposed resolution not be put or any similar motion; and
    - (ii) any procedural motion, including any motion to elect the chairperson, to vacate the chair or to adjourn the general meeting,even though the appointment may specify the way the proxy or attorney is to vote on a particular resolution; and
  - (b) to vote on any motion before the general meeting whether or not the motion is referred to in the appointment.

#### **51. Votes of Members - Proxy in blank**

If a proxy appointment is signed by the Member but does not name the proxy or proxies in whose favour it is given, the chairperson may either act as proxy or complete the proxy appointment by inserting the name or names of one or more Directors or the Secretary.

#### **52. Votes of Members – Lodgement of proxy**

- 52.1 Subject to clause 52.3, the appointment of a proxy or attorney must be received by the Company at least 48 hours (unless reduced in the notice of meeting to which the appointment relates) before the general meeting (or the resumption of an adjourned general meeting) at which the appointee is to attend and vote.
- 52.2 If the appointment purports to be executed under a power of attorney or other authority, the original document or a certified copy of it must be forwarded with the appointment by the Company at least 48 hours (unless reduced in the notice of meeting to which the appointment relates) before the general meeting (or the resumption of an adjourned general meeting).
- 52.3 The Company receives an appointment of a proxy or attorney or other authority under which it was signed when they are received at:
- (a) the Office;
  - (b) a facsimile number at the Office; or
  - (c) a place, facsimile number or electronic address specified for that purpose in the notice of general meeting.

#### **53. Votes of Members – Validity**

A vote cast in accordance with an appointment of proxy or power of attorney is valid even if before the vote was cast the appointor:

- (a) died;
- (b) became mentally incapacitated;
- (c) revoked the proxy or power; or
- (d) transferred the Shares in respect of which the vote was cast,

unless the Company received written notification of the death, mental incapacity, revocation or transfer before the relevant general meeting or adjourned general meeting.

**54. Votes of Members – Representatives of bodies corporate**

- 54.1 Any Member that is a body corporate may appoint an individual as its representative as provided by the Corporations Act (Representative).
- 54.2 The appointment of a Representative may set out restrictions on the Representative's powers.
- 54.3 The original form of appointment of a Representative, a certified copy of the appointment, or a certificate of the body corporate evidencing the appointment of a Representative is prima facie evidence of a Representative having been appointed.
- 54.4 The chairperson of a general meeting may permit a person claiming to be a Representative to exercise the body's powers even if he or she has not produced a certificate or other satisfactory evidence of his or her appointment.

**55. Appointment and Removal of Directors – Number of Directors**

- 55.1 Subject to the Corporations Act, the Company may by resolution passed at a general meeting increase the minimum number of Directors or increase or reduce the maximum number of Directors.
- 55.2 Until the Company resolves otherwise in accordance with clause 55.1 there will be:
  - (a) a minimum of three Directors; and
  - (b) a maximum of 12 Directors.
- 55.3 The initial Directors of the Company are the persons who have consented to act as directors and are set out in the Company's application for registration as a company. Those persons hold office subject to this Constitution.

**56. Appointment and Removal of Directors – Qualification**

- 56.1 Neither a Director nor an Alternate Director has to hold any Shares.
- 56.2 In addition to the circumstances which disqualify a person from managing a corporation according to the Corporations Act, no person who has been insolvent under administration within the previous five years is eligible to become a Director.
- 56.3 A Director (and an Alternate Director when acting as a Director) is entitled to notice of all general meetings and meetings of the holders of any class of Shares.

**57. Appointment and Removal of Directors – Appointment and removal of Directors**

- 57.1 The Company may, subject to the Corporations Act, by resolution passed in general meeting:
  - (a) remove any Director before the end of the Director's term of office; and
  - (b) if the outgoing Director is a Non-Executive Director, elect another person to replace the Director.
- 57.2 A person appointed under clause 57.1 will hold office for the remainder of the term for which the Director replaced would have held office if the Director had not been removed.
- 57.3 Subject to the provisions of this Constitution, the Company may appoint a person as a Director by resolution passed in general meeting.
- 57.4 If the conduct or position of any Director is such that continuance in office appears to the majority of the Directors to be prejudicial to the interests of the Company, a majority of Directors at a meeting of the Directors specifically called for that purpose may suspend that Director.
- 57.5 A suspended Director may not take any part in the business or affairs of the Company until the suspension has been terminated.
- 57.6 Within 14 days of the suspension, the Directors must call a general meeting, at which the Members may consider a motion to remove the Director from office in accordance with clause 57.1(a).
- 57.7 If a motion to remove the Director from office is not carried at the general meeting called to consider the matter, the suspension of the Director is terminated and the Director is reinstated in his or her office.

**58. Appointment and Removal of Directors – Additional and casual Directors**

Subject to clause 55, the Directors may appoint any person as a Director to fill a casual vacancy or as an addition to the existing Directors.

**59. Appointment and Removal of Directors – Period of office**

A Director will continue to hold office until he or she dies or until his or her office is vacated under clause 60.

**60. Appointment and Removal of Directors – Vacation of office**

The office of a Director immediately becomes vacant if the Director:

- (a) ceases to be a Director by virtue of the Corporations Act;
- (b) is prohibited by the Corporations Act from holding office or continuing as a Director;
- (c) is prohibited from holding or is removed from the office of Director by an order made under the Corporations Act;
- (d) becomes bankrupt or makes any general arrangement or composition with his or her creditors;
- (e) cannot fully participate in the management of the Company because of his or her mental incapacity or is a person whose estate is liable to have a person appointed, under the law relating to the administration of estates of persons who through mental or physical infirmity are incapable of managing their affairs, to administer it, or becomes in the opinion of the Directors incapable of performing his or her duties;
- (f) resigns from his or her office of Director by notice in writing to the Company;
- (g) is removed by a resolution of the Company; or
- (h) is absent from Directors' meetings for three consecutive months without leave of absence from the Directors.

**61. Remuneration of Directors – Remuneration of Non-Executive Directors**

- 61.1 The Directors as a whole (other than Managing Director or an Executive Director) may be paid or provided remuneration for their services the total amount or value of which must not exceed an aggregate maximum.
- 61.2 The aggregate maximum sum will be divided among the Non-Executive Directors in such proportion and manner as the Directors agree and, in default of agreement, equally and is be deemed to accrue from day to day.
- 61.3 If a Non-Executive Director is required to perform services for the Company which in the opinion of the Directors are outside the scope of the ordinary duties of a Director, the Company may pay or provide the Director remuneration determined by the Directors which may be either in addition to or instead of the Director's remuneration under clause 61.1. No remuneration may be paid or provided under this clause 61.3 if the effect would be to exceed the aggregate maximum sum of Directors' remuneration determined by the Company in general meeting.
- 61.4 Non-Executive Directors may also be paid all travelling, hotel and other expenses properly incurred by them in attending and returning from meetings of the Directors or any committee of the Directors or general meetings of the Company or otherwise in connection with the Company's business.
- 61.5 The Company may also pay a premium for a contract insuring a person who is or has been a Non-Executive Director against, liability incurred by the person as a Director, except in circumstances prohibited by the Corporations Act.

**62. Remuneration of Executive Directors – Remuneration of Executive Directors**

- 62.1 The remuneration of an Executive Director may from time to time be fixed by the Directors.
- 62.2 The Company may reimburse an Executive Director for his or her expenses properly incurred as a Director.
- 62.3 Except in circumstances prohibited by the Corporations Act, the Company may pay a premium for a contract insuring a person who is or has been an Executive Director against liability incurred by the person as a Director.

**63. Retirement benefits**

Subject to the Corporations Act the Company may give a person a benefit in connection with a Director's retirement from a board or managerial office in the Company.

#### **64. Powers and duties of Directors – Directors to manage Company**

- 64.1 The business of the Company is managed by the Directors who may exercise all powers of the Company that this Constitution and the Corporations Act do not require to be exercised by the Company in general meeting.
- 64.2 Without limiting the generality of clause 64.1, the Directors may exercise all the powers of the Company to:
- (a) borrow money;
  - (b) charge any property or business of the Company or all or any of its uncalled capital;
  - (c) issue debentures or give any other security for a debt, liability or obligation of the Company or of any other person; and
  - (d) guarantee or to become liable for the payment of money or the performance of any obligation by or of any other person.
- 64.3 If the Company is a wholly owned subsidiary, the Directors of the Company may, in the exercise of their powers as Directors of the Company, act in the best interests of the Company's holding company.
- 64.4 Every Director and other agent or officer of the Company must:
- (a) keep secret all aspects of all transactions of the Company, except:
    - (i) to the extent necessary to enable the person to perform his or her duties to the company;
    - (ii) as required by law; and
    - (iii) when requested to disclose information by the Directors, to the auditors of the Company or a general meeting of the Company; and
  - (b) if requested by the Directors, sign and make a declaration that he or she will not disclose or publish any aspect of any transaction of the Company.

#### **65. Proceedings of Directors – Directors' meetings**

- 65.1 A Director may at any time, and the Secretary must on the request of a Director, call a Directors' meeting.
- 65.2 A Directors' meeting must be called by not less than 48 hours notice of a meeting to each Director, unless the Directors unanimously agree otherwise. The notice may be in writing or given using any technology consented to by all the Directors.
- 65.3 An accidental omission to send a notice of a meeting of Directors to any Director or the non-receipt of such a notice by any Director does not invalidate the proceedings, or any resolution passed, at the meeting.
- 65.4 Subject to the Corporations Act, a Directors' meeting may be held by the Directors communicating with each other by any technological means consented to by all of the Directors. The consent may be a standing one.
- 65.5 The Directors need not all be physically present in the same place for a Directors' meeting to be held.
- 65.6 A Director who participates in a meeting held in accordance with clause 65.4 is taken to be present and entitled to vote at the meeting.
- 65.7 A Director can only withdraw his or her consent to the means of communication between Directors proposed for a Directors' Meeting if the Director does so at least 48 hours before the meeting.
- 65.8 Clauses 65.4 to 65.7 apply to meetings of Directors' committees as if all committee members were Directors.
- 65.9 The Directors may meet together, adjourn and regulate their meetings as they think fit.
- 65.10 A quorum for meetings of Directors may be fixed by the Directors and unless so fixed is two Directors present. The quorum must be present at all times during the meeting.
- 65.11 Where a quorum cannot be established for the consideration of a particular matter at a meeting of Directors, one or more of the Directors may call a general meeting of Members to deal with the matter.

#### **66. Proceedings of Directors – Decision of questions**

- 66.1 Questions arising at a meeting of Directors are to be decided by a majority of votes of the Directors present and voting and, subject to the Corporations Act, each Director has one vote.
- 66.2 In the case of an equality of votes, the chairperson of a meeting does not have a casting vote in addition to his or her deliberative vote if there is an equality of votes.

66.3 An Alternate Director has one vote for each Director for whom he or she is an alternate. If the Alternate Director is a Director, he or she also has a vote as a Director.

**67. Proceedings of Directors – Directors' interests**

67.1 As required by the Corporations Act, a Director must give the Directors notice of any material personal interest in a matter that relates to the affairs of the Company.

67.2 Subject to the provisions of this clause 67 a Director or a body or entity in which a Director has a direct or indirect interest may:

- (a) enter into any agreement or arrangement with the Company;
- (b) be appointed to and hold any office or place of profit under the Company, other than the office as auditor in the Company; and
- (c) act in a professional capacity, other than as auditor, for the Company,

and the Director or the body or entity can receive and keep beneficially any remuneration, profits or benefits under any agreement or arrangement with the Company or from holding an office or place of profit in or acting in a professional capacity with the Company.

67.3 The fact that a Director holds office as a director, and has fiduciary obligations arising out of that office:

- (a) will not void or render voidable a contract made by a Director with the Company;
- (b) will not void or render voidable a contract or arrangement entered into by or on behalf of the Company and in which the Director may have any interest; and
- (c) will not require the Director to account to the Company for any profit realised by or under any contract or arrangement entered into by or on behalf of the Company and in which the Director may have any interest.

67.4 A Director may be or become a director or other officer of, or otherwise be interested in:

- (a) any related body corporate of the Company; or
- (b) any other body corporate promoted by the Company or in which the Company may be interested as a vendor, shareholder or otherwise,

and is not accountable to the Company for any remuneration or other benefits received by the Director as a director or officer of, or from having an interest in, that body corporate.

67.5 A Director who has a material personal interest in a matter that is being considered at a Directors' meeting must not:

- (a) be present while the matter is being considered at the meeting; or
- (b) vote on the matter,

unless permitted to do so by the Corporations Act, in which case the Director may:

- (a) be counted in determining whether or not a quorum is present at any meeting of Directors considering that matter;
- (b) sign or countersign any document relating to that matter; and
- (c) vote in respect of, or in respect of any matter arising out of that matter.

**68. Proceedings of Directors – Alternate Directors**

68.1 A Director may with the approval of the Directors, appoint any person as his or her alternate.

68.2 An Alternate Director is entitled to notice of Directors' meetings while he or she is acting in that capacity and, if the appointor is not present at a meeting, is entitled to attend, be counted in a quorum and vote as a Director.

68.3 An Alternate Director is an officer of the Company and is not an agent of the appointor.

68.4 The provisions of this Constitution which apply to Directors also apply to Alternate Directors, except that Alternate Directors are not entitled in that capacity to any remuneration from the Company.

68.5 The appointment of an Alternate Director may be revoked at any time by the appointor or by the other Directors.



- 68.6 An Alternate Director's appointment ends automatically when his or her appointor ceases to be a Director.
- 68.7 Any appointment or revocation under this clause must be effected by written notice delivered to the Secretary.
- 68.8 An Alternate Director does not have an interest in a contract or arrangement or a material personal interest in a matter by reason only of the fact that his or her appointor has such an interest.

**69. Proceedings of Directors – Remaining Directors**

- 69.1 The Directors may act even if there are vacancies on the board.
- 69.2 If the number of Directors is not sufficient to constitute a quorum at a Directors' meeting, the Directors may act only to:
- (a) appoint a Director or Directors; or
  - (b) call a general meeting.

**70. Proceedings of Directors – Chairperson**

- 70.1 The Directors may elect a Director as chairperson of Directors' meetings and may determine the period for which the chairperson will hold office.
- 70.2 If no chairperson is elected or if the chairperson is not present at any Directors' meeting within 10 minutes after the time appointed for the meeting to begin, the Directors present must elect a Director to be chairperson of the meeting.
- 70.3 The Directors may elect a Director as deputy chairperson to act as chairperson in the chairperson's absence.

**71. Proceedings of Directors - Delegation**

- 71.1 The Directors may delegate any of their powers, other than those which by law must be exercised by the Directors as a board to:
- (a) a committee of Directors;
  - (b) a Director;
  - (c) an employee of the Company; or
  - (d) any other person.
- 71.2 A committee or person to which any powers have been delegated must exercise its powers in accordance with any directions of the Directors and a power exercised in that way is taken to have been exercised by the Directors.
- 71.3 The Directors may at any time revoke any delegation of power under clause 71.1.
- 71.4 At least one member of each committee of Directors must be a Director.
- 71.5 A committee may be authorised by the Directors to sub-delegate all or any of the powers for the time being vested in it.
- 71.6 Meetings of any committee will be governed by the provisions of this Constitution which deal with Directors' meetings so far as they are applicable and are not inconsistent with any directions of the Directors. The provisions apply as if each member was a Director.

**72. Proceedings of Directors - Written resolutions**

- 72.1 The Directors may pass a resolution without a Directors' meeting being held if all the Directors entitled to vote on the resolution sign a document containing a statement that they are in favour of the resolution set out in the document. The resolution is passed when the last Director signs.
- 72.2 For the purposes of clause 72.1 separate copies of a document may be used for signing by the Directors if the wording of the resolution and statement is identical in each copy.
- 72.3 Any document referred to in this clause may be in the form of a facsimile transmission or electronic notification.
- 72.4 If a resolution is taken to have been passed in accordance with this clause 72, the minutes must record that fact.

72.5 This clause 72 applies to meetings of Directors' committees as if all members of the committee were Directors.

### **73. Proceedings of Directors – Validity of acts of Directors**

73.1 An act done by a Director is effective even if their appointment, or continuance of their appointment, is invalid because the Company or Director did not comply with this Constitution or any other provision of the Corporations Act.

73.2 Clause 73.1 does not deal with the question whether an effective act by a Director:

- (a) binds the Company in its dealings with other people; or
- (b) makes the Company liable to another person.

### **74. Proceedings of Directors – Minutes**

74.1 The Directors must cause minutes to be made of:

- (a) the names of the Directors present at all General meetings, Directors' meetings and meetings of Directors' committees;
- (b) all proceedings and resolutions of general meetings, Directors' meetings and meetings of Directors' committees;
- (c) all resolutions passed by the Directors in accordance with clause 72;
- (d) appointments of officers, but only if the Directors resolve that a minute of the appointment should be made in accordance with the Corporations Act; and
- (e) all disclosures of interests made in accordance with the Corporations Act.

74.2 Minutes must be signed by the chairperson of the meeting or by the chairperson of the next meeting, and if so signed will be conclusive evidence of the matters stated in such minutes.

### **75. Managing Director or Executive Director – Appointment**

75.1 The Directors may appoint a Director to the office of Managing Director on such terms as they think fit.

75.2 The Directors may appoint a Director to any other full-time or substantially full-time executive position in the Company on such terms as they think fit.

75.3 A Director appointed under clause 75.1 or 75.2, and a Director (however appointed) occupying for the time being a full-time or substantially full-time executive position in the Company or a related body corporate of the Company, is referred to in this Constitution as an Executive Director.

75.4 The Directors may, subject to the terms of the Executive Director's employment contract, suspend, remove or dismiss him or her from that office and appoint another Director in that place.

75.5 If a Managing or Executive Director ceases to be a Director, his or her appointment as Managing or Executive Director terminates automatically.

75.6 If a Managing or Executive Director ceases to hold an executive office in the Company, then, unless the Directors resolve otherwise, he or she also ceases to be a Director from the same date.

75.7 If a Managing or Executive Director is suspended from office of the Company or a related body corporate of the Company, his or her duties and obligations as Director are suspended for the same period.

75.8 A Managing Director:

- (a) is not subject to the retirement provisions applicable to other Directors; and
- (b) is subject to the same provisions as to resignation and removal as the other Directors.

### **76. Proceedings of Directors – Powers of Executive Directors**

76.1 The Directors may confer on an Executive Director any powers exercisable by the Directors, subject to any terms and restrictions determined by the Directors.

76.2 The Directors may authorise an Executive Director to sub-delegate all or any of the powers vested in him or her.

76.3 Any power conferred under this clause may be concurrent with but not to the exclusion of the Directors' powers.

76.4 The Directors may at any time withdraw or vary any of the powers conferred on an Executive Director.

#### **77. Local management – Local Management**

77.1 The Directors may provide for the management and transaction of the affairs of the Company in any places and in such manner as they think fit.

77.2 Without limiting clause 77.1 the Directors may:

- (a) establish local boards or agencies for managing any of the affairs of the Company in a specified place and appoint any persons to be members of those local boards or agencies; and
- (b) delegate to any person appointed under clause 77.2(a) any of the powers, authorities and discretions which may be exercised by the Directors under this Constitution,

on any terms and subject to any conditions determined by the Directors.

77.3 The Directors may at any time revoke or vary any delegation under this clause 77.

#### **78. Local management – Appointment of attorneys and agents**

78.1 The Directors may from time to time by resolution or power of attorney appoint any person to be the agent or attorney of the Company:

- (a) for the purposes;
- (b) with the powers, authorities and discretions (not exceeding those exercisable by the Directors under this Constitution);
- (c) for the period; and
- (d) subject to the conditions,

determined by the Directors.

78.2 An appointment by the Directors of an attorney or agent of the Company may be made in favour of:

- (a) any member of any local board established under this Constitution;
- (b) any company;
- (c) the members, directors, nominees or managers of any company or firm; or
- (d) any fluctuating body of persons whether nominated directly or indirectly by the Directors.

78.3 A power of attorney may contain such provisions for the protection and convenience of persons dealing with an attorney as the Directors think fit

78.4 The Directors may appoint attorneys or agents by facsimile transmission, telegraph or cable to act for and on behalf of the Company.

78.5 An attorney or agent appointed under this clause 78 may be authorised by the Directors to sub-delegate all or any of the powers authorities and discretions for the time being vested in it.

#### **79. Secretary – Secretary**

79.1 There must be at least one Secretary of the Company appointed by the Directors on conditions determined by them.

79.2 The Secretary is entitled to attend all Directors' and general meetings.

79.3 The Directors may, subject to the terms of the Secretary's employment contract, suspend, remove or dismiss the Secretary.

#### **80. Seals – Common Seal**

If the Company has a Seal:

- (a) the Directors must provide for the safe custody of the Seal;
- (b) it must not be used except with the authority of the Directors or a Directors' committee authorised to permit use of the Seal;

- (c) every document to which the Seal is affixed must be signed by a Director and be countersigned by another Director, the Secretary or another person appointed by the Directors to countersign the document; and
- (d) the Directors may determine by resolution either generally or in any particular case that the signature of any Director or the Secretary to a document to which the Seal or a duplicate seal or certificate seal is affixed may be a facsimile applied to the document by specified, mechanical means.

**81. Seals – Duplicate Seal**

81.1 If the Company has a Seal, the Company may have one or more duplicate seals of the Seal each of which:

- (a) must be a facsimile of the Seal with 'Duplicate Seal' on its face;
- (b) must only be used with the authority of the Directors or a Directors' Committee.

**82. Seals – Share Seal**

82.1 If the Company has a Seal the Company may have a certificate seal which:

- (a) may be affixed to Share, option or other certificates;
- (b) must be a facsimile of the Seal with Share Seal or Certificate Seal on its face; and
- (c) must only be used with the authority of the Directors or a Directors' Committee.

**83. Inspection of records - Times for inspection**

83.1 Except as otherwise required by the *Corporations Act 2001*, the Directors may determine whether and to what extent, and at what times and places and under what conditions, the financial records and other documents of the Company or any of them will be open for inspection by Members other than Directors.

83.2 A Member other than a Director does not have the right to inspect any financial records or other documents of the Company unless the Member is authorised to do so by a court order or a resolution of the Directors.

83.3 Notwithstanding clauses 83.1 and 83.2, the books of the Company containing the minutes of general meetings must be kept at the Office and will be open to inspection of Members at all times when the Office is required to be open to the public.

**84. Dividends and reserves - Dividends**

The Directors may by resolution either:

- (a) declare a Dividend and may fix the amount, the time for and method of payment; or
- (b) determine a Dividend is payable and fix the amount and time for and method of payment.

**85. Dividends and reserves – Amend resolution to pay Dividend**

If the Directors determine that a Dividend is payable under clause 84(b), they may amend or revoke the resolution to pay the Dividend at any time before the date fixed for payment.

**86. Dividends and reserves - Interest**

Interest is not payable by the Company on a Dividend.

**87. Dividends and reserves – Reserves**

87.1 The Directors may set aside out of profits such amounts by way of reserves as they think appropriate before declaring a Dividend or determine to pay a Dividend.

87.2 The Directors may apply the reserves for any purpose for which profits may be properly applied.

87.3 Pending any such application, the Directors may invest or use the reserves in the business of the Company or in other investments as they think fit.

87.4 The Directors may carry forward any undistributed profits without transferring them to a reserve.

**88. Dividends and reserves – Dividend entitlement**

88.1 Subject to the rights of persons (if any) entitled to Shares with special rights as to Dividends:

- (a) all fully paid Shares on which any Dividend is declared or paid, are entitled to participate in that Dividend equally; and
- (b) each partly paid Share is entitled to a fraction of the Dividend declared or paid on a fully paid Share of the same class, equivalent to the proportion which the amount paid (not credited) on the Share bears to the total amounts paid and payable, whether or not called, (excluding amounts credited) on the Share.

88.2 All Dividends must be apportioned and paid proportionately to the amounts paid or credited as paid on the Shares during any portion or portions of the period in respect of which the Dividend is paid, but, if a Share is issued on terms providing that it will rank for Dividend as from a particular date, that Share ranks for Dividend accordingly.

88.3 An amount paid or credited as paid on a Share in advance of a call is not to be taken as paid or credited as paid for the purposes of clauses 88.1 and 88.2.

88.4 Unless otherwise determined by the Directors, Shares rank for Dividends from their date of allotment.

88.5 A transfer of Shares does not pass the right to any Dividend declared or determined to be payable in respect of those Shares before the registration of the transfer.

#### **89. Dividends and reserves - Deductions from Dividends**

The Directors may deduct from a Dividend payable to a Member all sums presently payable by the Member to the Company on account of calls or otherwise in relation to Shares in the Company.

#### **90. Dividends and reserves – Distribution of assets**

90.1 The Directors may resolve that a Dividend (interim or final) will be paid wholly or partly by the transfer or distribution of specific assets, including fully paid Shares in, or debentures of, any other corporation.

90.2 If a difficulty arises in making a transfer or distribution of specific assets, the Directors may:

- (a) deal with the difficulty as they consider expedient;
- (b) fix the value of all or any part of the specific assets for the purposes of the distribution;
- (c) determine that cash will be paid to any Members on the basis of the fixed value in order to adjust the rights of all the Members; and
- (d) vest any such specific assets in trustees as the Directors consider expedient.

90.3 If a transfer or distribution of specific assets to a particular Member or Members is illegal or, in the Directors' opinion, impracticable, the Directors may make a cash payment to the Member or Members on the basis of the cash amount of the Dividend instead of the transfer or distribution of specific assets.

#### **91. Dividends and reserves – Payment**

91.1 Any Dividend or other money payable in respect of Shares may be paid by:

- (a) cheque sent through the mail directed to:
  - (i) the address of the Member shown in the Register or to the address of the joint holder of Shares shown first in the Register; or
  - (ii) an address which the Member has, or joint holders have in writing notified the Company as the address to which Dividends should be sent;
- (b) by electronic funds transfer to an account with a bank or other financial institution nominated by the Member and acceptable to the Company; or
- (c) any other means determined by the Directors.

91.2 Any joint holder may give an effectual receipt for any Dividend or other money paid in respect of Shares held by holders jointly.

#### **92. Dividends and reserves – Capitalisation of profits**

92.1 The Directors may resolve:

- (a) to capitalise any sum being the Company's profits or any reserve available for distribution to Members; and

- (b) that:
  - (i) no Shares be issued and no amounts unpaid on Shares be paid up on capitalisation of the sum; or
  - (ii) the sum be applied, in any of the ways mentioned in clause 93.2, for the benefit of Members in the proportions which the members would have been entitled if the sum had been distributed by way of Dividend.

92.2 The ways in which a sum may be applied for the benefit of Members under clause 92.1(b)(ii) are:

- (a) in paying up any amounts unpaid on Shares held or to be held by Members;
- (b) in paying up in full unissued Shares or debentures to be issued to Members as fully paid; or
- (c) partly as mentioned in paragraph clause 92.2(a) and partly as mentioned in clause 92.2(b).

92.3 To the extent necessary to adjust the rights of the Members among themselves, the Directors may:

- (a) issue fractional certificates or make cash payments in cases where Shares or debentures become issuable in fractions; and
- (b) authorise any person to make, on behalf of all the Members entitled to a benefit on the capitalisation, an agreement with the Company providing for:
  - (i) the issue to them, credited as fully paid up, of any such further Shares or debentures; or
  - (ii) the payment by the Company on their behalf of the amount or any part of the amount remaining unpaid on their existing Shares by the application of their respective proportions of the sum resolved to be capitalised,

and any agreement made under the authority of clause 92.3(b) is effective and binding on all the Members concerned.

### **93. Notices– Service of notices**

93.1 Notice may be given by the Company to any person who is entitled to notice under this Constitution by:

- (a) serving it on the person;
- (b) sending it by post, courier, facsimile transmission or electronic notification to the person at the person's address shown in the Register or the address supplied by the person to the Company for sending notices to the person; or
- (c) if the notice is to a Member and the Member has no Registered Address, posting it on a notice board at the Office.

93.2 A notice sent by post or courier is taken to be served:

- (a) by properly addressing, prepaying and posting the notice; and
- (b) on the day after the day on which it was posted or given to the courier for delivery.

93.3 A notice sent by facsimile transmission or electronic notification is taken to be served

- (a) by properly addressing the facsimile transmission or electronic notification and transmitting it; and
- (b) on the day of its transmission except if transmitted after 5.00pm in which case is taken to be served on the next day.

93.4 A notice posted on a notice board at the Office is taken to be served 24 hours after it is posted on the board.

93.5 A notice may be served by the Company on joint holders under clause 93.1(a) or 93.1(b) by giving the notice to the joint holder whose name appears first in the Register.

93.6 Every person who is entitled to a Share by operation of law and who is not registered as the holder of the Share is taken to receive any notice served in accordance with this clause by notice posted at the Office or on that person from whom the first person derives its title.

93.7 A Share certificate, cheque, warrant or other document may be delivered by the Company either personally or by sending it:

- (a) in the case of a Member address recorded in the Register is not in Australia, by airmail post, facsimile transmission, electronic notification or in another way that ensures that it will be received quickly, as appropriate; and
- (b) in any other case, by ordinary post,

and is at the risk of the addressee as soon as it is given or posted.

- 93.8 A Member whose address recorded in the Register is not in Australia may specify in writing an address in Australia for the purposes of clause 94.
- 93.9 A certificate in writing signed by a Director, Secretary or other officer of the Company or by any person that the Company has engaged to maintain the Register, that a document or its envelope or wrapper was addressed and stamped and was posted or given to a courier is conclusive evidence of posting or delivery by courier.
- 93.10 Subject to the Corporations Act the signature to a written notice given by the Company may be written or printed.
- 93.11 All notices sent by post outside Australia must be sent by prepaid airmail post.
- 93.12 A notice sent by post, courier, facsimile transmission or electronic notification to a Member's address shown in the Register or the address supplied by the Member to the Company for the purpose of sending notices to the Member is deemed to have been served notwithstanding that the Member has died, whether or not the Company has notice of his or her death.

#### **94. Notice – Persons entitled to notice**

94.1 Notice of every general meeting must be given to:

- (a) every Member;
- (b) every Director and Alternate Director; and
- (c) the Auditor.

94.2 No other person is entitled to receive notice of a general meeting.

#### **95. Audit and accounts – Company to keep financial records**

- 95.1 The Directors must cause the Company to keep written financial records and to prepare financial documents and report in accordance with the requirements of the Corporations Act.
- 95.2 The Directors must cause the financial records and financial documents of the Company to be audited in accordance with the requirements of the *Corporations Act 2001*.

#### **96. Winding up – Winding Up**

96.1 Nothing in this clause prejudices the rights of the holders of Shares issued on special terms and conditions.

96.2 If the Company is wound up, the liquidator may, with the sanction of a special resolution of the Company:

- (a) divide among the Members in kind all or any of the Company's assets; and
- (b) for that purpose, determine how he or she will carry out the division between the different classes of Members,

but may not require a Member to accept any Shares or other securities in respect of which there is any liability.

96.3 The liquidator may, with the sanction of a special resolution of the Company, vest all or any of the Company's assets in a trustee on trusts determined by the liquidator for the benefit of the contributories.

#### **97. Indemnity and Insurance - Indemnity**

97.1 To the extent permitted by law and subject to the restrictions in section 199A of the Corporations Act the Company indemnifies every person who is or has been an officer of the Company against any liability:

- (a) any liability (other than for legal costs) incurred by that person as an officer of the Company (including liabilities incurred by the officer as an officer of a subsidiary of the Company where the Company requested the officer to accept that appointment).

- (b) reasonable legal costs incurred in defending an action for a liability incurred or allegedly incurred by that person as an officer of the Company (including such legal costs incurred by the officer as an officer of a subsidiary of the Company where the Company requested the officer to accept that appointment).
- 97.2 The amount of any indemnity payable under clause 97.1 will include an additional amount (GST Amount) equal to any GST payable by the officer being indemnified (Indemnified Officer) in connection with the indemnity (less the amount of any input tax credit claimable by the Indemnified Officer in connection with the indemnity). Payment of any indemnity which includes a GST Amount is conditional upon the Indemnified Officer providing the Company with a GST tax invoice for the GST Amount.
- 97.3 The Directors may agree to advance to an officer an amount which the Company might otherwise be liable to pay to the officer under clause 97.1(b) on such terms as the Directors think fit but which are consistent with this clause, pending the outcome of any findings of a relevant court or tribunal which would have a bearing or whether the Company is in fact liable to indemnify the officer under clause 97.1(b). If after the Company makes the advance, the Directors form the view that the Company is not liable to indemnify the officer, the Company may recover any advance from the officer as a debt due by the officer to the Company.
- 97.4 For the purposes of this clause 97, officer means:
  - (a) a Director; or
  - (b) a Secretary or executive officer of the Company.