

Disclosure and Communication Policy

1. Purpose

1.1 1stAvailable's commitment to disclosure and communication

1stAvailable is committed to the objective of promoting investor confidence and the rights of shareholders by:

- (a) complying with the continuous disclosure obligations imposed by law;
- (b) ensuring that market releases are presented in a factual, clear and balanced way;
- (c) ensuring that all shareholders have equal and timely access to material information concerning 1stAvailable; and
- (d) communicating effectively with shareholders and making it easy for them to participate in general meetings.

1.2 Policy scope

This policy outlines corporate governance measures adopted by 1stAvailable to further these commitments. It seeks to incorporate and reflect:

- (a) the disclosure obligations contained in the ASX Listing Rules;
- (b) Principle 5 (Make timely and balanced disclosure) and Principle 6 (Respect the rights of security holders) of the ASX Corporate Governance Council's Corporate Governance Principles and Recommendations; and
- (c) the principles in Guidance Note 8 (Continuous Disclosure: Listing Rules 3.1 – 3.1B) issued by the ASX.

2. Application of this policy

This policy applies to all Officers, employees and contractors of 1stAvailable.

Disclosure and materiality guidelines to assist Officers and employees to understand their obligations under this policy are contained in the Disclosure and Communication Procedures (the **Procedures**).

3. Continuous disclosure reporting obligations

3.1 What is 1stAvailable's continuous disclosure obligation?

- (a) 1stAvailable is listed on the ASX and complies with the continuous disclosure obligations in the ASX Listing Rules. These obligations have the force of law under the Corporations Act and civil and criminal penalties may result from a breach for the company and individuals.
- (b) Once 1stAvailable becomes aware of any market sensitive information regarding 1stAvailable, it must immediately tell the ASX that information, unless an exception applies at that time.

3.2 When is 1stAvailable aware of information?

The ASX Listing Rules state that 1stAvailable becomes aware of information if an Officer has, or ought reasonably to have, come into possession of the information in the course of the performance of their duties as an Officer of 1stAvailable.

3.3 What does “immediately mean”?

“Immediately” means “promptly and without delay”. The standard of promptness expected by the market, the ASX and ASIC is very high; “promptly and without delay” means doing something as quickly as it can be done in the circumstances (acting promptly) and not deferring, postponing or putting it off to a later time (acting without delay).

3.4 What is “market sensitive information”?

Market sensitive information is information concerning 1stAvailable that a reasonable person would expect to have a material effect on the price or value of 1stAvailable securities. A reasonable person will be taken to have that expectation if the information would, or would be likely to, influence investors in deciding whether to buy, hold or sell 1stAvailable securities.

“Information” is given a broad meaning under the ASX Listing Rules and extends beyond facts to matters of opinion and intention.

3.5 What is “material”?

What is material depends on 1stAvailable’s business activities, size and place in the market.

A matter may be material even if there is little impact on 1stAvailable’s financial position and/or financial prospects. For example, the matter may have a significant impact on 1stAvailable’s reputation or perception of 1stAvailable’s strategy. In determining whether information was market sensitive, the ASX looks at the effect that the relevant information had on the market price when it was finally announced to the market. The ASX will generally apply the following materiality guidelines in assessing whether information was market sensitive:

- (a) if the market price of a security has moved 5% or less: the ASX generally regards this as confirmation that the information was not market sensitive;
- (b) if the market price of a security has moved 10% or more: the ASX generally regards the information as market sensitive and refers the potential breach to ASIC; or
- (c) if the market price of a security has moved between 5 and 10%: the ASX has regard to various factors to determine whether the information was market sensitive, including the nature and significance of the information, and the market capitalisation of the entity.

These are guidelines only and may not apply in all circumstances.

4. Disclosure roles and responsibilities

4.1 How is a decision about disclosure of information made?

- (a) The Board has established a Disclosure Committee which considers disclosures of potentially market sensitive information to be made by 1stAvailable, and provides assurance to the Board that all potentially market sensitive information has been assessed for compliance with 1stAvailable’s continuous disclosure obligations. The

Disclosure Committee is governed by the Disclosure Committee Charter (set out in Annexure A) which sets out the roles, responsibilities and membership of the Committee.

- (b) A decision of the Disclosure Committee requires the approval of at least two Disclosure Officers, including at least one of the MD/CEO or the Chief Financial Officer (or their delegate).
- (c) Except as otherwise provided in this policy, all disclosures to the ASX of potentially market sensitive information are first approved by the Disclosure Committee. Routine administrative releases are approved by the Company Secretary (or their delegate).

4.2 Matters requiring additional approval

- (a) While recognising the need to ensure that market sensitive information is disclosed to the ASX promptly and without delay, approval is obtained in advance from the Board where the market release relates to the following significant matters:
 - (i) a material acquisition or disposal;
 - (ii) takeovers, mergers, de-mergers, restructures, schemes of arrangement and all other transactions involving a transfer of control or significant change in the nature or scale of 1stAvailable's activities;
 - (iii) share buybacks and capital reductions concerning 1stAvailable securities;
 - (iv) equity capital raisings for 1stAvailable;
 - (v) material market updates, including any earnings guidance for 1stAvailable or other releases regarding forecasts, or the future prospects of 1stAvailable;
 - (vi) interim and final results;
 - (vii) dividend policy and dividend determinations/declarations concerning 1stAvailable;
 - (viii) any matter in respect of which directors make a recommendation to 1stAvailable shareholders; and
 - (ix) any other matter that the Board determines to be a significant matter affecting 1stAvailable.
- (b) Unless the Board resolves otherwise in a specific instance, the Disclosure Committee may authorise non-material changes to market releases previously approved by the Board.
- (c) The Disclosure Committee may approve a release relating to a matter described in section 4.2(a) where that release merely provides that 1stAvailable has no information to disclose in respect of the relevant matter, unless the Disclosure Committee considers that the matter should be considered by the Chairman or the Board, in which case the Chairman will be consulted or a Board meeting convened.
- (d) If the Disclosure Committee believes that a meeting of the Board to approve a proposed release to the ASX in relation to a significant matter described in section 4.2(a) cannot be convened within a timeframe that would allow 1stAvailable to comply with its continuous disclosure obligations:

- (i) the Disclosure Committee will seek approval of the proposed release from the Chairman of the Board or, where the Chairman cannot be contacted, the Chairman of the Audit and Risk Committee; or
- (ii) if neither the Chairman of the Board nor the Chairman of the Audit and Risk Committee can be contacted within the required timeframe, the Disclosure Committee will:
 - (A) approve the release for disclosure to the ASX, in which case the approved release must immediately be provided to each member of the Board; or
 - (B) recommend to the Company Secretary that a trading halt is requested until the Board can meet or the Chairman of the Board or the Chairman of the Audit and Risk Committee can be contacted.
- (e) A referral from the Disclosure Committee to the Board, Chairman or Chairman of the Audit and Risk Committee will be accompanied by:
 - (i) a recommendation by the Disclosure Committee that the proposed release be approved; and
 - (ii) confirmation that the Disclosure Committee is satisfied that an appropriate process of verification has occurred regarding the factual accuracy of the content of the proposed release and that there are no material omissions.

4.3 Role and responsibilities of the Disclosure Committee and Company Secretary

- (a) The role and responsibilities of the Disclosure Committee are set out in the Disclosure Committee Charter.
- (b) The Company Secretary (or their delegate) is responsible for day to day communication with the ASX in relation to ASX Listing Rule matters and also for the general administration of this policy.
- (c) The Company Secretary (or their delegate):
 - (i) seeks to ensure that the ASX is immediately notified of any information which needs to be disclosed;
 - (ii) reviews Board papers and other information referred to the Company Secretary for events that the Company Secretary considers may give rise to disclosure obligations; and
 - (iii) approves routine administrative market releases.

4.4 Obligations of all employees and contractors

- (a) This policy is made available to all employees and contractors.
- (b) Employees and contractors must refer any matter or event which may need to be disclosed to the ASX under this Policy to their manager or a member of the Disclosure Committee.

5. Disclosure matters generally

5.1 Inform the ASX first

- (a) 1stAvailable does not release any information publicly that is required to be disclosed through the ASX until 1stAvailable has received formal confirmation of its release to the market by the ASX, unless otherwise permitted by the ASX Listing Rules.
- (b) Information is not given to the media before it is given to the ASX, even on an embargo basis.

5.2 Correcting a false market and market speculation

- (a) Generally, 1stAvailable does not respond to market speculation or rumours unless a response is required by law or the ASX. If the ASX considers that there is, or is likely to be, a false market in 1stAvailable securities and asks 1stAvailable to provide information to correct or prevent a false market, 1stAvailable will give the ASX the information needed to correct or prevent the false market.
- (b) The exceptions in Listing Rule 3.1A do not apply to requests from the ASX for information.
- (c) If any material information disclosed to the market becomes incorrect, 1stAvailable will release an announcement correcting or updating the information.

5.3 Trading halts and voluntary suspension

- (a) If necessary, the Disclosure Committee may consider and request a trading halt from the ASX to prevent trading in 1stAvailable securities on an uninformed basis and to manage disclosure issues.
- (b) The Disclosure Committee may only make a request to the ASX for a voluntary suspension with the approval of the Board, the Chairman of the Board or the Chairman of the Audit and Risk Committee.

6. Market communication

6.1 Website communication

1stAvailable makes available on its website relevant market releases and related information, including slides and presentations to be used in analyst or media briefings, after this information has been given to the ASX and as soon as reasonably practicable following confirmation of release to the market by the ASX.

6.2 Analysts and institutional investors

- (a) 1stAvailable may conduct briefings, meetings and telephone calls for analysts and institutional investors to discuss matters concerning 1stAvailable. Only the MD/CEO, CFO or representatives approved by the MD/CEO and/or CFO of 1stAvailable are authorised to speak with analysts and institutional investors.
- (b) 1stAvailable's policy regarding communications with analysts and institutional investors is that:
 - (i) only publicly available information or information which is not market sensitive is provided or referred to;

- (ii) 1stAvailable does not comment on market sensitive issues not already disclosed to the market;
 - (iii) any questions raised in relation to market sensitive issues not already disclosed to the market are not answered and are taken on notice; and
 - (iv) if a question is taken on notice and the answer would involve the release of market sensitive information, a response, if given, is released through the ASX before responding.
- (c) 1stAvailable's policy regarding group analyst and institutional investor briefings is that:
- (i) at least two 1stAvailable representatives who have received training in respect of 1stAvailable's continuous disclosure obligations are in attendance;
 - (ii) a 1stAvailable representative in attendance makes a file note of each briefing with investors or analysts unless the event is webcast or a recording or transcript is added to 1stAvailable's website; and
 - (iii) at or after briefings, the 1stAvailable representative who has prepared the file note ensures that a Disclosure Officer considers the matters discussed at the briefings to ascertain whether any market sensitive information was inadvertently disclosed. If so, the information is released to the market.

6.3 Analyst reports

- (a) If requested, 1stAvailable may review analyst reports. 1stAvailable's policy is that it only reviews these reports to clarify historical information and correct factual inaccuracies (provided this can be achieved using information that has been disclosed to the market generally).
- (b) No comment or feedback will be provided on financial forecasts, including profit forecasts prepared by the analyst, or on conclusions or recommendations set out in the report. 1stAvailable communicates this policy whenever asked to review an analyst report.

6.4 Inadvertent disclosure or mistaken non-disclosure

If market sensitive information is inadvertently disclosed or a director or employee becomes aware of information which should be disclosed, a Disclosure Officer must be immediately contacted so that appropriate action can be taken including, if required, announcing the information through the ASX and then posting it on 1stAvailable's website.

7. Media relations and public statements

7.1 Authorised spokespersons and public comments

- (a) Media relations and general communications (other than communications to the ASX or with market participants) are the responsibility of **the MD/CEO**
- (b) On major matters, the Chairman of the Board or the MD/CEO may speak on behalf of 1stAvailable, and on financial matters, the CFO may generally speak.
- (c) Other Officers or senior employees may be authorised by the Board or the MD/CEO to speak to the media on particular issues or matters.

7.2 Inquiries and requests for information

- (a) Any media inquiry that refers to market share, financial information or any matter which the recipient considers may be market sensitive is referred to the Disclosure Committee. All other significant enquiries or requests for information are referred to the MD/CEO
- (b) Any member of the management team asked to present at a conference or prearranged speaking engagement will obtain the approval of the MD/CEO prior to accepting and conducting such an engagement. All materials intended to be used at such an engagement are reviewed in advance by the MD/CEO and to the extent that they consider any material may be market sensitive, the relevant information is referred to the Disclosure Committee for review.

7.3 Media training

No person may act as a spokesperson for 1stAvailable without first having completed media and continuous disclosure training.

7.4 Guidelines

The guidelines outlined in this section 7 are subject to any directions given by the Board, either generally or in a particular instance.

8. Shareholder communication

8.1 Reports to shareholders

1stAvailable produces half yearly and yearly financial reports and an annual report in accordance with the Corporations Act, the ASX Listing Rules and applicable accounting standards. It seeks to give balanced and understandable information about 1stAvailable in its reports to shareholders.

8.2 1stAvailable's website

- (a) 1stAvailable's website contains information about 1stAvailable, including shareholder communications, market releases and related information. Investor information is posted in a separate section on the website from other material about 1stAvailable.
- (b) Relevant media releases, 1stAvailable financial data and 1stAvailable's charters and policies will also be available on 1stAvailable's website.
- (c) The website also provides information to assist shareholders in directing relevant inquiries to 1stAvailable's share registry.

8.3 Shareholder inquiries

Any shareholder inquiry about a shareholding that is not resolved by the share registry is referred to the Company Secretary or their delegate. Shareholder inquiries about corporate performance are referred to the MD/CEO and inquiries or requests for corporate information are referred to the Company Secretary

8.4 Use of electronic communication and other technology

- (a) Shareholders may elect to receive information by post rather than electronically. 1stAvailable will communicate electronically with shareholders who have not elected to receive information by post.
- (b) 1stAvailable may consider the use of other reliable technologies as they become widely available.

8.5 General meetings

General meetings are used to communicate with shareholders and allow an opportunity for informed shareholder participation. Shareholders are encouraged to attend or, if unable to attend, to vote on the motions proposed by appointing a proxy or by any other means included in the notice of meeting. 1stAvailable conducts its general meetings in accordance with 1stAvailable's constitution, the Corporations Act and the ASX Listing Rules.

8.6 Notices of meetings

The form, content and delivery of notices of general meetings comply with 1stAvailable's constitution, the Corporations Act and ASX Listing Rules. Notices of meeting and accompanying explanatory notes will clearly, concisely and accurately set out the nature of the business to be considered at the meeting. 1stAvailable places notices of general meetings and accompanying explanatory material on 1stAvailable's website and provides them to shareholders as required under the Corporations Act.

8.7 Auditor to attend AGM

The external auditor will attend the annual general meeting and will be available to answer questions about the conduct of the audit and the preparation and content of the auditor's report.

8.8 Shareholder privacy

1stAvailable recognises that privacy is important and will not disclose registered shareholder details unless required by law. Shareholder details are only used in accordance with applicable privacy laws.

9. Review and publication of this policy

The Disclosure Committee reviews this policy at least annually in accordance with the Disclosure Committee Charter, and reports to the Board any changes it considers should be made. This policy may only be amended by resolution of the Board.

This policy is available on 1stAvailable's website and the key features are published in the annual report.

10. Definitions

Term	Definition
ASX	ASX Limited or Australian Securities Exchange as appropriate
ASX Listing Rules	The Listing Rules published by ASX
Board	All directors on the Board of 1stAvailable
Corporations Act	<i>Corporations Act 2001</i> (Cwlth)
Disclosure Committee	The committee responsible for considering disclosures in accordance with the Disclosure and Communication Policy and the Disclosure Committee Charter, comprised of the Disclosure Officers
Disclosure Officers	Those individuals identified as Disclosure Officers in the Disclosure Committee Charter
MD/CEO	Managing Director & Chief Executive Officer of 1stAvailable
1stAvailable	1stAvailable Limited and its controlled entities
Officer	Has the meaning given in section 9 of the Corporations Act and includes directors, company secretaries and senior managers of 1stAvailable
Procedures	1stAvailable's Disclosure and Communications Procedures

Approved by the board on 30 March 2015

Annexure A Disclosure Committee Charter

1. Background

Under 1stAvailable's Disclosure and Communication Policy, 1stAvailable has established a Disclosure Committee which is responsible for considering disclosures of potentially market sensitive information to be made by 1stAvailable, and providing assurance to the Board that all potentially market sensitive information has been assessed for compliance with 1stAvailable's continuous disclosure obligations. This document outlines the structure, role and responsibilities of the Disclosure Committee.

2. Membership

- (a) The Disclosure Committee consists of the following individuals, each a "Disclosure Officer":
 - (i) MD/CEO;
 - (ii) Chief Financial Officer;
 - (iii) Group General Counsel (if any);
 - (iv) General Manager, Investor Relations (if any);
 - (v) Chief Operating Officer (if any); and
 - (vi) Company Secretary.
- (b) The Company Secretary or their delegate is the secretary to the Disclosure Committee.
- (c) The Company Secretary may also invite other 1stAvailable Employees and independent legal or technical advisers to attend Disclosure Committee meetings from time to time.

3. Role and responsibilities

The role of the Disclosure Committee is to support the Board to discharge 1stAvailable's disclosure obligations and ensure compliance with the Disclosure and Communication Policy.

Subject to any directions given by the Board (either generally or in a particular instance), the responsibilities of the Disclosure Committee include:

- (a) assessing the materiality of information which is potentially market sensitive;
- (b) deciding whether to disclose potentially market sensitive information to the market and approving the content and timing of the market release;
- (c) when approving announcements, ensuring such announcements are timely and are not misleading, do not omit material information and are presented in a clear, balanced and objective way;
- (d) referring any issue or announcement required to be approved by the Board under the Disclosure and Communication Policy to the Board for approval;

- (e) determining how 1stAvailable will respond to ASX in respect of a query to disclose information to prevent or correct a false market, a price query or a request to respond to speculation or to clarify a matter;
- (f) reviewing 1stAvailable's periodic disclosure documents and media announcements before release to the market;
- (g) determining whether to request in particular circumstances a trading halt or, with the approval of the Board, Chairman of the Board or Chairman of the Audit and Risk Committee, a voluntary suspension of trading; and
- (h) monitoring 1stAvailable's disclosure processes and reporting framework.

The Disclosure Committee is also responsible for overseeing the implementation of the Disclosure and Communication Policy and monitoring training of 1stAvailable's Officers and relevant employees to:

- (a) assist with their understanding of 1stAvailable's legal obligations relating to disclosure of market sensitive information, materiality and confidentiality;
- (b) promote awareness of the internal processes and controls; and
- (c) promote compliance with the Disclosure and Communication Policy, including communicating any amendments approved by the Board.

4. Procedures

4.1 How decisions are made

Where a decision of the Disclosure Committee is required, it must be made with the approval of three Disclosure Officers, and at least one of those Disclosure Officers must be the MD/CEO or the Chief Financial Officer (or their delegate).

4.2 Meetings

- (a) Subject to paragraph (b) below, the Disclosure Committee is not required to formally meet in order to make decisions, but may communicate and meet as and when it thinks fit from time to time.
- (b) One of the Disclosure Officers participating in a decision must take a record of discussions and decisions made by the Disclosure Committee about each disclosure issue considered. Where the Company Secretary is not present or involved in the relevant Disclosure Committee meeting, the Company Secretary must be advised of any discussions and decision (whether to disclose or otherwise).
- (c) The Company Secretary will maintain any records of discussions and decisions made about disclosure issues by the Disclosure Committee.
- (d) The Disclosure Committee is required to meet at least annually for the purposes of reviewing the effectiveness of the Disclosure and Communications Policy and Procedures. A meeting may be convened by any Disclosure Officer.

5. Reporting

The Board will receive a report from the Disclosure Committee at each scheduled Board meeting, or as otherwise requested by the Board.

The Disclosure Committee will annually review and report to the Board on the operation of the Disclosure and Communication Policy and the effectiveness of the Disclosure Committee.