

goldfields  
money

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# Continuous Disclosure Policy

As adopted 27th July 2017

# Continuous Disclosure Policy

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## Purpose

1. The purpose of this Continuous Disclosure Policy is to ensure that Goldfields Money Limited (the Company) as a minimum:
  - (a) complies with its continuous disclosure obligations under the Corporations Act 2001 (Cth) (Corporations Act) and the Listing Rules of ASX Limited (Listing Rules), and to the greatest extent possible seeks to achieve and exceed best practice;
  - (b) provides shareholders and the market with timely, direct and equal access to information issued by the Company; and
  - (c) promotes investor confidence in the integrity of the Company and its securities.
2. This Policy contains all continuous disclosure requirements under the Listing Rules and the Corporation Act, and incorporates best practice guidelines suggested by the sources listed in paragraphs 9 and 10.

## Legal requirements

3. The Company is a public company listed on the Australian Securities Exchange (ASX). It is subject to continuous disclosure requirements under the Corporations Act and the Listing Rules (which are given legislative force under section 674 of the Corporations Act), in addition to periodic and specific disclosure requirements.
4. The Rule: The primary continuous disclosure obligation is contained in Listing Rule 3.1, which states that:

“Once an entity is or becomes aware of any information concerning it that a reasonable person would expect to have a material effect on the price or value of the entity’s securities, the entity must immediately tell ASX that information.”

“Information” may include information necessary to prevent or protect a false market. It may also include matters of supposition and other matters that are insufficiently definite to warrant disclosure to the market, and matters relating to the intentions, or likely intentions of a person.

5. The Exception: Listing Rule 3.1A contains the only exception to Listing Rule 3.1:

“Listing Rule 3.1 does not apply to particular information while each of the following is satisfied in relation to the information:

- 3.1A.1 One or more of the following 5 situations applies:

- **It would be a breach of a law to disclose the information.**
- **The information concerns an incomplete proposal or negotiation;**
- **The information comprises matters of supposition or is insufficiently definite to warrant disclosure;**
- The information is generated for internal management purposes of the entity; or
- **The information is a trade secret; and**

- 3.1A.2 The information is confidential and ASX has not formed the view that the information has ceased to be

confidential; and

- 3.1A.1 A reasonable person would not expect the information to be disclosed.

6. Disclose to ASX first: Listing Rule 15.7 further requires that an entity must not release information that is for release to the market to anyone until it has given the information to ASX, and has received an acknowledgement from ASX that the information has been released to the market.
7. What is material price sensitive information?: Section 677 of the Corporations Act states that a reasonable person would be taken to expect information to have a “material effect on the price or value” of securities if the information “would, or would be likely to, influence persons who commonly invest in securities in deciding whether to acquire or dispose of” those securities.
8. Correction of false market: Listing Rule 3.1B provides that if ASX considers there is, or is likely to be, a false market in an entity’s securities, and requests information from the entity to correct or prevent the false market, the entity must give ASX the information needed to correct or prevent the false market.

## Best practice guidelines

9. In addition to the legal requirements, there are guidelines published by various bodies which, though not (or not yet) mandatory, set out various views of best practice in the area of continuous disclosure.
10. The most important of these guidelines are:
  - (a) the ASX Corporate Governance Council’s “Principles of Good Corporate Governance and Best Practice Recommendations 3rd Edition”, in particular Recommendations 5.1;
  - (b) ASX Guidance Note 8 “Continuous Disclosure”;
  - (c) Australasian Investor Relations Association “Best Practice Guidelines for Communication between Listed Entities and the Investment Community”;
  - (d) Australian Securities and Investments Commission (ASIC) guidance “Better disclosure for investors”; and
  - (e) ASIC guidance and discussion paper “Heard it on the grapevine”.

## Disclosure principle

11. The Company will immediately notify ASX of any information concerning it that a reasonable person would expect to have a material effect on the price or value of the Company’s securities, unless exempted by the ASX Listing Rules.

# Continuous Disclosure Policy

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12. The Company's securities include all shares and options issued and granted by the Company.

## Disclosure of material price sensitive information

13. Any information concerning the Company which would, or would be likely to, influence investors in deciding whether to acquire or sell the Company's securities (material price sensitive information) must be disclosed to ASX in accordance with this Policy.

14. The Chief Executive Officer/Managing Director is responsible for determining what information is to be disclosed. Where there is doubt as to whether certain information should be disclosed, the Chief Executive Officer/Managing Director will discuss the issue with senior executives, and if necessary, seek external advice.

15. The following provides a guide as to the type of information that is likely to require disclosure. This is not an exhaustive list. The determination of whether certain information is material price sensitive information which is subject to continuous disclosure necessarily involves the use of judgment. There will inevitably be situations where the issue is less than clear. If you come across information which potentially falls within the category of material price sensitive information, you should treat it as if it is material price sensitive information and leave the question for the Chief Executive Officer/Managing Director to resolve.

16. Matters which generally require disclosure include:

- (a) a change in the Company's financial forecasts or expectations. As a guide, a variation in excess of 10% may be considered material. If the Company has not made a forecast, a similar variation from the previous corresponding period may be considered material;
- (b) a recommendation or declaration of a dividend or distribution, or a decision one will not be declared;
- (c) changes in the Board, senior executives or auditors. In the case of the appointment of a new chief executive officer, disclosure of the key terms and conditions of the relevant contract entered into (e.g. components of pay package) will be necessary;
- (d) a change in the Company's accounting policies;
- (e) an agreement between the Company (or a related party or subsidiary) and a director (or a related party of the director).
- (f) events regarding the Company's shares, securities, financing or any default on any securities (e.g. under or over subscriptions to an issue of securities, share repurchase program);
- (g) information about the beneficial ownership of shares obtained by the Company under the Corporations Act;
- (h) giving or receiving a notice of intention to make a takeover offer;
- (i) a transaction for which the consideration payable or receivable is a significant proportion of the written down

value of the Company's consolidated assets (an amount of 5% or more would normally be significant but a smaller amount may qualify in a particular case);

- (j) mergers, acquisitions/divestments, joint ventures or changes in assets;
- (k) significant developments in regard to new projects or ventures;
- (l) major new contracts, orders, or changes in suppliers or customers;
- (m) industry issues that may have a material impact on the Company;
- (n) significant changes in technology or the application of technology which could affect the business;
- (o) legal proceedings against or allegation of any breach of the law, by, the Company, whether civil or criminal;
- (p) natural disasters or accidents that have particular relevance to the businesses of the Company; or
- (q) the appointment of a receiver, manager, liquidator or administrator in respect of any loan, trade credit, trade debt, borrowing or securities held by the Company or any of its subsidiaries.

## Roles and responsibilities

17. This Policy will be administered by several key personnel within the Company. However, employees at every level have a role to play to ensure that the Company achieves the objectives of this Policy.

18. The responsibilities under this Policy are divided as follows:

- (a) Board: The Board has adopted this Policy and will be responsible for signing off on any subsequent amendments recommended by the Company Secretary. The Board may be involved in the review of significant ASX announcements.
- (b) Chief Executive Officer/Managing Director: Responsible for the overall administration of this Policy and all communications with ASX (see below).
- (c) Authorised spokespersons: The only employees authorised to speak on behalf of the Company to external parties (see below).
- (d) All employees: Report any material price sensitive information to the Chief Executive Officer/Managing Director. Observe the Company's "no comment" policy.

# Continuous Disclosure Policy

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## Chief Executive Officer/Managing Director

19. The Chief Executive Officer/Managing Director is responsible for the overall administration of this Policy, and in particular is responsible for:

- (a) ensuring that the Company is compliant with its continuous disclosure obligations;
- (b) all communications with ASX;
- (c) reviewing proposed external announcements, and consulting with appropriate members of the Board, senior executives and/or external advisers as necessary;
- (d) implementing reporting processes and determining divisional guidelines (financial or qualitative) for materiality of information;
- (e) reporting on continuous disclosure issues regularly to the Board;
- (f) keeping a record of all ASX and other announcements that the Company has made;
- (g) monitoring the effectiveness of the Policy, including the understanding by employees in general of the principles and spirit of continuous disclosure; and
- (h) regularly reviewing this Policy for legislative changes or development of best practice, and communicating any amendments to the employees.

## Authorised spokespersons

20. The authorised spokespersons are the Chief Executive Officer/Managing Director, the Chairman and other persons authorised by the Chief Executive Officer/Managing Director from time to time. They are the only employees who may speak to the media or other external parties in relation to matters subject to this Policy.

21. Authorised spokespersons should be briefed by the Chief Executive Officer/Managing Director about prior disclosures by the Company before speaking with external parties. When communicating with external parties, an authorised spokesperson:

- (a) should ensure all comments relate to information that is not confidential, as the disclosure of confidential information, even if inadvertent, may result in the information no longer falling within the exception to ASX Listing Rule 3.1 and therefore becoming disclosable to ASX immediately;
- (b) may clarify information that the Company has released to ASX but must not comment on material price sensitive information that has not previously been released;
- (c) should limit any comments to his or her area of expertise as much as possible; and
- (d) should report to the Chief Executive Officer/Managing Director after the external communication is made, to determine if any confidential information has been disclosed and whether as a consequence any disclosure to ASX is necessary.

## Company announcements - the procedures

22. The management of the Company's external announcements depends on an effective system of internal reporting and announcement preparation.

23. The following procedures will apply in relation to all external announcements:

(a) Identification and notification of material price sensitive information: As soon as an employee becomes aware of material price sensitive information which has not been previously released by the Company, he or she should immediately notify the Chief Executive Officer/Managing Director.

"Continuous disclosure issues" will be a permanent item on the agenda for every Board meeting and committee meeting.

(b) Review of material price sensitive information: After receiving any material price sensitive information, the Chief Executive Officer/Managing Director will review the information (in consultation with senior executives and/or external advisers if necessary), to determine whether the information is required to be disclosed.

(c) Prepare external announcement: If the information is required to be disclosed, the Chief Executive Officer/Managing Director or the Company Secretary will prepare a draft announcement. Such announcements should be factual, relevant, and expressed in an objective and clear manner. The use of emotive or intemperate language should be avoided.

(d) Obtain sign off: The draft company announcement is to be circulated to all directors for comment and the final draft must be signed off by the Chairman, Deputy Chairman or their delegate.

(e) Lodge announcement: The Chief Executive Officer/Managing Director or the Company Secretary will lodge the announcement with ASX electronically.

(f) Post announcement on Company website: After receiving an acknowledgement from ASX that the announcement has been released to the market, post the announcement onto the Company's website within 24 hours of receiving ASX's acknowledgement.

24. In light of the Company's obligation to disclose any material price sensitive information "as soon as it becomes aware" of the information, the above steps, where required, should be taken as a matter of urgency.

## Joint announcements

25. In situations where the Company needs to issue a joint announcement (for example, with a contractual counter party), the Company will seek to give the other party the opportunity to review the announcement prior to its release,

# Continuous Disclosure Policy

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provided that it does not compromise the Company's ability to comply with its disclosure obligation.

## Timing

26. The Company must not release material price sensitive information publicly until it has disclosed it to ASX and received confirmation of its release by ASX.

## Disseminating announcements

27. After receiving ASX's confirmation that an announcement has been released to the market, the Company will disseminate the information as soon as possible by posting the announcement on the Company's website (within 24 hours after receiving ASX's confirmation).

28. The Company's website will contain relevant information on the Company such as:

- (a) ASX announcements;
- (b) annual reports and other financial results; and
- (c) speeches and other information provided to analysts and investor groups.

29. The Chief Executive Officer/Managing Director or the Company Secretary must review the relevant information prior to it being posted on the website. The website will be reviewed continuously to ensure that it is up-to-date, complete and accurate.

## Pre-result periods

30. To prevent inadvertent disclosure of material price sensitive information, during the periods between the end of its financial reporting periods and the actual results release, the Company will not discuss any financial information, broker estimates or forecasts with institutional investors, individual investors, stockbroking analysts, or the media unless the information being discussed has previously been disclosed to ASX.

## Media and market speculation

31. The Company has a general "no comment" policy in relation to market speculation and rumours, which must be observed by employees at all times. However, the Company may issue an announcement in response to a market speculation or rumour where it is necessary to comply with the continuous disclosure obligations, for example, for the purpose of correcting factual errors or responding to a formal request from ASX for information.

32. The Company will not provide the media with exclusive interviews or information that potentially contains any material price sensitive information prior to disclosing that information to ASX. It will also not provide any information "off the record".

33. Employees who are approached by the media or any external parties for information should observe the "no comment" policy and notify the Chief Executive Officer/Managing Director as soon as possible.

Briefings/meetings/conference calls with analysts or

investors

34. As part of the Company's management of investor relations and to enhance stockbroking analysts' understanding of its background and technical information, the Company conducts briefings with analysts or investors from time to time, including:

- (a) one-on-one discussions (for the purpose of this Policy, this includes any communications between the Company and an analyst/investor);
- (b) group briefings; and
- (c) conference calls, (collectively referred to as briefings).

35. The Company's policy for conducting these briefings is not to disclose any information which is, or potentially is, material price sensitive information that has not been announced to ASX and the market generally. No briefing should be held during pre-results periods.

36. In addition, the following protocols will be followed in relation to such briefings:

- (a) the Company will make an announcement prior to the briefing to inform the market;
- (b) any written material to be used at a briefing must be provided in advance to the Chief Executive Officer/Managing Director to determine whether it contains any information that has not previously been disclosed;
- (c) if possible, two employees, including the Chief Executive Officer/Managing Director, should be present at the briefing;
- (d) a file note should be made in relation to the briefing and be kept for a reasonable period after the briefing;
- (e) if a question raised during the briefing can only be answered by disclosing material price sensitive information which was not previously disclosed to ASX, the employee must decline to answer the question, but take the question on notice;
- (f) employee(s) participating at a briefing should conduct a post-briefing review on the same day to identify whether any confidential information was disclosed. If an employee present at a briefing considers that any material price sensitive information that was not previously disclosed, was disclosed during the briefing, he or she must immediately notify the Chief Executive Officer/Managing Director; and
- (g) following the briefing, the Company will post all material used or made available for the briefing on the Company's website.

## Responding to analyst reports and forecasts

37. Stockbroking analysts frequently prepare reports on securities of listed entities, including the Company, which contain performance and financial forecasts. The Company acknowledges the importance of analyst reports in facilitating the operation of the market in an informed and efficient manner.

# Continuous Disclosure Policy

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38. However, the Company is independent, and will do all things necessary to be seen as independent, to analysts. The Company will not endorse any such reports, and will restrict its comments to factual matters and information which has been previously disclosed to ASX and the market generally.

39. In particular, the Company:

- (a) will not generally comment on analyst forecasts or disclose its own earnings projections, however, it may comment on analyst reports by:
  - (i) acknowledging the report's range of estimates; and
  - (ii) correcting factual errors or assumptions where the relevant information has already been disclosed;
- (b) will not without prior approval of the Board include any analyst reports in its own corporate information, or post any analyst reports (including hyperlinks) on its website, but may use the reports internally;
- (c) will include a disclaimer that the Company is not responsible for, and does not endorse, the analyst report, in any response made to an analyst; and
- (d) may consider issuing a profit warning/statement if it becomes apparent that in general the market's earnings projections on it materially differ from its own estimates.

40. If a draft report has been sent to the Company for comments, it should be forwarded immediately to the Chief Executive Officer/Managing Director.

## Chat rooms

41. Employees or associated parties must not participate in chat room discussions on the internet where the subject matter relates to the Company.

## Responding to unexpected questions

42. Employees and executives are often faced with unexpected questions from external parties - for example, pre-arranged briefings sometimes move outside the scope of intended discussion, or executives may be asked for information in situations other than formal briefings.

43. When faced with an unexpected question, employees and executives must respond only with information which has previously been disclosed to the market. If answering the question requires the disclosure of information that has not been disclosed, or if you are in doubt as to whether or not certain information has already been disclosed, you must decline to answer the question. You must take the question on notice so that the formal process of releasing information can operate.

## Inadvertent disclosure of information

44. Disclosure of material price sensitive information to an external party prior to disclosure to ASX constitutes a breach of Listing Rule 15.7. To prevent a breach of Listing Rule 15.7 and to minimise the consequences should such a breach occur, the following procedures apply.

45. A review should be conducted following any communications with an external party. If an employee

becomes aware that:

- (a) there may have been inadvertent disclosure of material price sensitive information (which has not been disclosed to ASX) during any communication with external parties; or
- (b) confidential Company information may have been leaked (whatever its source),

he or she should immediately notify the Chief Executive Officer/Managing Director. In such a situation, the Company will need to immediately issue a formal ASX announcement.

46. Where the confidential information disclosed during external communications is not price sensitive, the Company will still ensure equal access to that information by posting it on its website.

## Trading halts

47. In certain circumstances, the Company may need to request a trading halt from ASX to maintain the efficient trading of its securities. The Chief Executive Officer/Managing Director and the Company Secretary will make all decisions in relation to trading halts and are the only persons authorised to request a trading halt on behalf of the Company.

## Advisers and consultants

48. The Company will require consultants and professional advisers engaged by the Company to adhere to this Policy. The Company may ask such consultants and professional advisers to sign a confidentiality agreement.

## Breach of this Policy

49. The Company takes continuous disclosure very seriously. Non-compliance with continuous disclosure obligations may constitute a breach of the Corporations Act or the Listing Rules. This may result in fines for the Company, personal liabilities for directors and other officers, and damage to the Company's reputation.

50. A breach of this Policy may result in disciplinary action against the relevant officer or employee, including dismissal in serious cases.

## Questions / further information

51. You should read this Policy carefully and familiarise yourself with the policy and procedures detailed.

52. The Company will review this Policy regularly as legislative requirements change and best practice for continuous disclosure evolves.

53. If you have any questions or need further information on how to comply with this Policy, please contact the Company Secretary.