



MEMO

To: Board of Directors
From: Company Secretary
Subject: **DIRECTOR RESIGNATION CHECK LIST**

Matters to attend to when 'processing' the resignation of a company director:

- ✓ Receive written resignation from director
- ✓ Board noting/acceptance of director resignation
 - or shareholders vote to remove director
- ✓ ASX announcement of changes (for listed companies)
- ✓ Arrange press release (if appropriate)
- ✓ Circulate/advise company staff
- ✓ Circulate advise clients/suppliers/service providers
- ✓ Lodge Appendix 3Z with ASX for resigned director (for listed companies)
- ✓ File Form 484 with ASIC for resignation
- ✓ Cancel any share options/rights held by resigned director (if/when applicable)
- ✓ Inform share registry/ASX of cancelled options/rights (if applicable)
- ✓ Update Register of Directors & Secretaries (if maintained)
- ✓ Obtain any company owned assets from director (eg, computer, phone)
- ✓ Obtain keys/passwords, etc from director
- ✓ Cancel access to office computer system
- ✓ Cancel email address
- ✓ Cancel access to share registry website
- ✓ Remove director from any email circulation lists
- ✓ Cancel access to ASIC company information
- ✓ Cancel access to *asxonline*

DISCLAIMER

The comments in this memo reflect some commercial aspects and observations on the matter experienced or observed by the writer in practice as he understands them. The information is given as a guide only and does not represent a definitive or legal view of any of the issues raised, covered or referred to and the reader is urged to seek his own professional advice on all aspects of, or pertaining to, this and any related matter.
