

# **Company Secretary's Report**

## **General**

It is with great pleasure that I provide the following Secretary's Report. Most people are now aware that the Company Secretary is responsible for the overall governance of the company and also for compliance and reporting to relevant bodies such as ASIC (Australian Securities and Investments Commission) and to BSX (Bendigo Stock Exchange) as we are a listed company. The implementation of good governance practices in our community bank has resulted in a continual improvement in the management of board processes and the transparency of governance for shareholders.

Over the past year my role has encompassed the following:

- The overall management of board processes.
- Ensuring members' and directors' meetings are properly called and held.
- Provision of agendas for general meetings and directors' meetings.
- Providing minutes of meetings.
- Ensuring records of members' and directors' meetings are kept in compliance with the Corporations Act and our own constitution.
- Ensuring legal requirements with ASIC and other various regulations are met.
- Ensuring that the continuous disclosure rules of the BSX are met.
- Ensuring that any directors' interests or conflicts of interest are recorded as stated at directors meetings.

As you are aware from the Annual Report, directors meetings are held each month and may be called more often if required for special issues. Our experience has been that the company's business has been adequately dealt with at monthly directors' meetings.

## **The Share Registry**

In January 2009, the directors accepted an offer by AFS & Associates to maintain the Share Register of the Company and provide any new share certificates required. AFS & Associates maintain the register in full accordance with the BSX requirements. As you are aware, AFS & Associates are also our auditors. Your board is satisfied that AFS & Associates manage both these processes in an independent and professional manner.

## **Trading Shares in North Ryde Community Finance Ltd**

In order to trade shares, shareholders will need to contact brokers that are approved/ registered with the BSX. Once you are registered, it is a relatively easy matter to sell or purchase shares on the BSX. Currently, there are two broking firms registered and their contact details are as follows:

RBS Morgans Limited

Tel No: (07) 3334-4888

Email: [info@abnamromorgans.com.au](mailto:info@abnamromorgans.com.au)

Strategem Financial Group

Tel No: (03) 5445-4777

Email: [info@strategem.com.au](mailto:info@strategem.com.au)

It is also easy to monitor the share trades by visiting the BSX website ([bsx.com.au](http://bsx.com.au)) and typing in **NRC** which is the code for North Ryde Community Finance. There is an ability to monitor trades in all listed community banks by using the website. For example, the most recent trade of shares in North Ryde Community Finance Ltd reported by the BSX was a trade of shares at \$1.05 per security.

## **Registered Office of North Ryde Community Finance Ltd**

The registered office of our Community Bank is: 203-213 Cox's Road, North Ryde NSW 2113.

Pat Perrin

**Company Secretary**