



Notification of directors' resolution under s324DAC

If there is insufficient space in any section of the form, provide details in an annexure – refer to Guide for annexure requirements

Company or scheme details

Company or scheme name

ACN/ARSN/ABN

Lodgement details

An image of this form will be available as part of the public register.

Who should ASIC contact if there is a query about this form?

ASIC registered agent number (if applicable)

Firm/organisation

Contact name/position description

Telephone number (during business hours)

Email address (optional)

Postal address

Suburb/City

State/Territory

Postcode

1 Details of the resolution

See guide for information about the terms of the resolution.

The directors of a listed company or listed registered scheme may, by resolution, approve the auditor of the company or scheme to continue in that role for not more than two successive financial years in addition to the five successive years mentioned in s324DA(1). The approval must be given before the end of the five successive years. The resolution must be lodged with ASIC within 14 days after the date of the resolution in order to be relied upon.

If lodged after this time, the form will not be accepted and the directors will be advised to pass another resolution.

The resolution must be consistent with the requirements of s324DAB.

Provide date of resolution

Date of resolution

/ /
[D] [D] [M] [M] [Y] [Y]

Annexures must be endorsed as specified in the guide.

A copy of the signed and dated resolution that was passed by the directors is attached as an annexure marked "....." (a, b, c or 1, 2, 3 etc).

Signature

This form must be signed by a current officeholder of the company.

I certify that the information in this form and the annexure are true and complete.

Name

Capacity

Director

Secretary

Signature

Annexure endorsed as specified in guide

Date signed

[D D] / [M M] / [Y Y]

Lodgement

Send completed and signed forms to:
Australian Securities and Investments Commission,
GPO Box 9827 Melbourne VIC 3001.

For more information

Web www.asic.gov.au

Need help? www.asic.gov.au/question

Telephone 1300 300 630

Guide:

Notification of directors' resolution under s324DAC

This guide does not form part of the form. It is included by ASIC to assist you in completing and lodging the Form 397.

Signature	This form must be signed by a current officeholder of the company.
Lodgement period	<p>The resolution must be made before the end of the fifth successive financial year.</p> <p>This resolution must be lodged with ASIC within 14 days after the date of the resolution in order to be relied upon.</p> <p>If lodged after this time, the form will not be accepted and the directors will be advised to pass another resolution.</p>
Terms of the resolution	<p>If the company or scheme has an audit committee, the approval must be in accordance with the recommendation of the audit committee. Section 324DAB sets out strict requirements about the approval and audit committee recommendation. These include that the audit committee must be satisfied that the continuation of the current auditor:</p> <ul style="list-style-type: none">• is consistent with maintaining the quality of the audit provided, and• would not give rise to a conflict of interest situation as defined in s324CD. <p>If the company or scheme does not have an audit committee, the approval must set out the reasons why the directors are satisfied that the continuation of the current auditor:</p> <ul style="list-style-type: none">• is consistent with maintaining the quality of the audit provided, and• would not give rise to a conflict of interest situation as defined in s324CD.
How to provide additional information	<p>Annexures</p> <p>If there is insufficient space in any section of the form, you may alternately submit annexures as part of this lodgement. To make any annexure conform to the regulations, you must</p> <ol style="list-style-type: none">1. use A4 size paper of white or light pastel colour with a margin of at least 10mm on all sides2. show the company name and ACN or ABN3. number the pages consecutively4. print or type in BLOCK letters in dark blue or black ink so that the document is clearly legible when photocopied5. mark the annexure with an identifying letter or symbol eg a,b,c or 1,2,3 etc.6. endorse the annexure with the words: <i>This annexure (mark) of (number) pages referred to in form (form number and title)</i>7. sign and date the annexure <p>The annexure must be signed by the same person(s) who signed the form.</p>
Privacy	The information provided to ASIC in this form may include personal information. Please refer to our privacy policy (www.asic.gov.au/privacy) for information about how we handle your personal information, your rights to seek access to and correct personal information, and to complain about breaches of your privacy.
Lodgement	<p>Send completed and signed forms to: Australian Securities and Investments Commission, GPO Box 9827 Melbourne VIC 3001.</p> <p>For more information Web www.asic.gov.au Need help? www.asic.gov.au/question Telephone 1300 300 630</p>