

# Continuous Disclosure Policy

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Helloworld Limited  
ABN 60 091 214 998

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# Continuous Disclosure Policy

Helloworld Limited

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# Part A – Introduction

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## 1. Background

### 1.1 Continuous disclosure of Material Information

One of the most significant obligations imposed by the *Corporations Act 2001 (Cth)* and the Australian Securities Exchange (**ASX**) Listing Rules is the requirement continuously to disclose Material Information to the market (through ASX). This is not a discretionary obligation – it is mandatory under the *Corporations Act* and the ASX Listing Rules.

### 1.2 Purpose

The purpose of this Policy is to:

- (a) ensure compliance with the continuous disclosure obligations under the ASX Listing Rules and the *Corporations Act*, and accountability at a senior executive level for that compliance;
- (b) ensure that all Directors and Employees are aware of the continuous disclosure obligations; and
- (c) implement a procedure for:
  - (i) the central collection of all information that is, or may be, Material Information;
  - (ii) the assessment of whether that information must be disclosed to the ASX pursuant to the *Corporations Act* and the ASX Listing Rules;
  - (iii) the release to the market through ASX of information determined to be Material Information requiring disclosure under the *Corporations Act* and the ASX Listing Rules; and
  - (iv) responding to any queries from ASX (particularly queries under Listing Rule 3.1B); and
- (d) minimise the risk of selective or inadvertent disclosure of Material Information by establishing rules for external communications, such as analyst briefings.

## 2. Definitions

In this Policy:

**Board** means the directors of Helloworld Limited, acting as a board.

**Employees** means any person who is employed or engaged by any member of the Helloworld Limited Group, whether as an employee or independent contractor (and includes secondees).

**Listing Rules** means the ASX Listing Rules as amended from time to time.

**Material Information** means information that a reasonable person would expect to have a material effect on the price or value of Helloworld Limited Shares.

**Helloworld Limited** means Helloworld Limited.

**Helloworld Limited Group** means Helloworld Limited and its related bodies corporate (as defined in the *Corporations Act*) from time to time.

**Helloworld Limited Shares** means ordinary shares issued by Helloworld Limited.

# Part B – Legal obligations

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## 3. ASX Continuous Disclosure Regime

### 3.1 Policy objective of the continuous disclosure regime

The policy objective of Australia’s continuous disclosure regime has been described judicially as:

*‘to enhance the integrity and efficiency of Australian capital markets by ensuring that the market is fully informed. The timely disclosure of market sensitive information is essential to maintaining and increasing the confidence of investors in Australian markets, and to improving the accountability of company management. It is also integral to minimising incidences of insider trading and other market distortions.’*

### 3.2 Continuous disclosure obligation

Based on this policy, Listing Rule 3.1 contains the continuous disclosure obligation and is regarded as central to the orderly conduct and integrity of the ASX market. The Listing Rule provides that:

*‘Once an entity (Helloworld Limited) 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 (Helloworld Limited’s) securities (shares), the entity (Helloworld Limited) must immediately tell ASX that information.’*

This requires ‘immediate’ disclosure once Helloworld Limited is aware of Material Information, subject to the exception under Listing Rule 3.1A (see paragraph 3.7). As such, decisions about disclosure are intensely time critical and cannot be delayed.

### 3.3 The meaning of ‘immediately’

In accordance with the Listing Rules, ‘immediately’ should not be read as meaning ‘instantaneously’, but rather as meaning ‘promptly and without delay’. Doing something ‘promptly and without delay’ means doing it 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 When would information have a material effect on the price or value of Helloworld Limited Shares?

The Listing Rules and Corporations Act provide that a reasonable person would be taken to expect information to have a material effect on the price or value of securities (Helloworld Limited Shares) if the information would, or would be likely to, influence persons who commonly invest in securities in deciding whether or not to subscribe for, or buy or sell, the securities (Helloworld Limited Shares).

### 3.5 When is information market sensitive?

The assessment of whether or not information is market sensitive is an objective one. The information should be looked at in context, rather than in isolation against the backdrop of:-

- the circumstances affecting Helloworld Limited at the time;
- any external information that is publicly available at the time; and
- any previous information Helloworld Limited has provided to the market.

### **3.6 When does Helloworld Limited become aware of Material Information?**

Listing Rule 19.12 provides that:

*'An entity (Helloworld Limited) becomes aware of information if a director or executive officer has, or ought reasonably to have, come into possession of the information in the course of the performance of their duties as a director or executive officer of that entity.'*

An 'executive officer' includes a person who is concerned, or takes part, in the management of Helloworld Limited.

### **3.7 Exception from obligation to make immediate disclosure**

Listing Rule 3.1A sets out an exception from the requirement to make immediate disclosure under Listing Rule 3.1. The exception applies if, and only if, all of the following requirements are satisfied:

- (a) one or more of the following conditions in ASX Listing Rule 3.1A.3 applies:
  - (i) it would be a breach of the law to disclose the information;
  - (ii) the information concerns an incomplete proposal or negotiation;
  - (iii) the information comprises matters of supposition or is insufficiently definite to warrant disclosure;
  - (iv) the information is generated for internal management purposes; or
  - (v) the information is a trade secret.
- (b) the information is confidential and ASX has not formed the view that the information has ceased to be confidential; and
- (c) a reasonable person would not expect the information to be disclosed;

The exception only operates while all of the above requirements remain satisfied. This means that, if information ceases to be confidential (or ASX forms the view that it has ceased to be confidential), the exception will no longer apply and an obligation to make immediate disclosure to ASX will be triggered.

### **3.8 Meaning of Confidential**

Confidential means secret. The information will be confidential if:-

- (i) it is known to only a limited number of people;
- (ii) the people who know the information understand that it is to be treated in confidence and only to be used for permitted purposes; and
- (iii) those people abide by that understanding.

Whether information has the quality of being confidential is a question of fact. ASX may consider that information has ceased to be confidential if the information becomes known either selectively or generally. For example, where there is a rumour circulating or media comments and they are reasonably specific and credible, or a sudden and significant movement in the market price or traded volume of Helloworld Limited securities that cannot be explained by other events or circumstances this will generally indicate that confidentiality has been lost. It is therefore important that all Directors, Employees and advisers comply with their duties to maintain the confidentiality of Material Information. Directors and Employees must also ensure that any third parties (eg the counterparty to a proposed transaction and advisers) to whom Material Information needs to be disclosed are aware of the confidential status of the information and bound by appropriate obligations of confidence.

### **3.9 False market**

Listing Rule 3.1B provides that where 'ASX considers that there is or is likely to be a false market in an entity's securities (Helloworld Limited Shares) and asks the entity (Helloworld Limited) to give it information to correct or prevent a false market, the entity (Helloworld Limited) must immediately give ASX that information'.

A false market in Helloworld Limited Shares could arise in a number of circumstances - for example, where:

- (a) Helloworld Limited has made a false or misleading announcement;
- (b) There is other false or misleading information, including a false rumour circulating the market; or
- (c) A segment of the market is trading on the basis of market sensitive information that is not available to the market as a whole.

## **4. The Law**

### **4.1 Compliance with the Law**

Listing Rule 3.1 is given legislative support by section 674 of the Corporations Act, which imposes criminal and civil liability for breach in certain circumstances.

### **4.2 Breach – Criminal offence**

Section 674(2) of the Corporations Act requires Helloworld Limited to comply with the continuous disclosure provisions of the Listing Rules in respect of Material Information that is not generally available. A breach of section 674(2) of the Act is a criminal offence. The maximum penalty for this offence is currently:

- (a) for bodies corporate, a fine of \$110,000; and
- (b) for individuals, a fine of \$22,000, imprisonment for five years or both.

### **4.3 Breach – Civil offence issue of infringement notices**

A breach of section 674(2) of the Act is also treated as a civil offence. The maximum penalty for Helloworld Limited when treated as a civil offence is \$1,000,000. The Act also permits the Australian Securities & Investments Commission (ASIC) to issue Infringement Notices for alleged contraventions of the section (section 1317DAC). Unless defended, the penalty payable by Helloworld Limited (as a 'Tier 2 entity') on the issue of an Infringement Notice is \$66,000 (section 1317DAE).

### **4.4 Breach – Personal liability**

An individual who is involved in any breach by Helloworld Limited of section 674(2) commits a civil contravention under section 674(2A), unless they satisfy a due diligence defence by proving that they:

- (a) took all steps (if any) that were reasonable in the circumstances to ensure that Helloworld Limited complied with its continuous disclosure obligations under section 674(2); and
- (b) after doing so, believed on reasonable grounds that Helloworld Limited was complying with its obligations under that section 674(2) (section 674(2B)).

The maximum civil penalty which can be imposed on an individual for this civil contravention is \$200,000. The individual may also be exposed to criminal, accessorial liability for Helloworld Limited's breach of section 674(2), with the maximum penalty as outlined in paragraph 4.2.

#### **4.5 Third party compensation**

Helloworld Limited, or any individual (including any director of Helloworld Limited or Employee) who is involved in the breach, may also be ordered by a court to pay compensation to any third party who incurs a loss as a result of a breach of Helloworld Limited's continuous disclosure obligations.

# Part C – Internal responsibilities and procedures

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## 5. Market Disclosures

### 5.1 Board Responsibilities

- (a) The Board is responsible for determining and approving the disclosure to ASX of all material information related to Helloworld Limited's periodic disclosure obligations including the annual report, the full-year and half-year results announcements, communications relating to Helloworld Limited's general meeting and other significant communications with shareholders.
- (b) The Board is also responsible for determining and approving the disclosure to ASX of all material information relating to significant corporate actions or events, including market guidance, mergers, acquisitions or capital raisings.

### 5.2 Management Responsibilities

- (c) In respect of all other decisions associated with compliance with Helloworld Limited's continuous disclosure obligations the Board has and delegated authority to, acting together, the Chairman or his alternate, the Chief Executive Officer, and the Chief Financial Officer & Company Secretary (each a 'Disclosure Officer'). The Disclosure Officers are also delegated with responsibility for the administration of this Policy.

### 5.2 Responsibilities

The responsibilities delegated to the Disclosure Officers under this Policy include responsibility for:

- (a) monitoring whether there is any information that may need to be disclosed to the market through ASX, including by ensuring that appropriate internal reporting processes are implemented and reviewing the quarterly updates of Helloworld Limited's Risk Register to determine whether matters which have been noted as potentially material should be disclosed to the ASX;
- (b) deciding if particular information that comes to the attention of any Disclosure Officer is Material Information requiring disclosure to ASX under the Listing Rules (subject to any decision of the Board);
- (c) referring ASX announcements for approval as required under paragraph 7.2;
- (d) ensuring that all Material Information that comes to the attention of any Disclosure Officer is released to the market through ASX as required by the Listing Rules (subject to any necessary approval under paragraph 7.2);
- (e) making relevant officers aware of Helloworld Limited's continuous disclosure obligations and their responsibilities under this Policy, including by implementing any training sessions for Directors, senior management and other key Employees that the Committee considers appropriate;
- (f) ensuring that Helloworld Limited complies with its continuous disclosure obligations under the Listing Rules (to the extent within its control);
- (g) establishing a system for monitoring compliance with Helloworld Limited's continuous disclosure obligations and this Policy;



- (h) monitoring regulatory developments and recommending to the Board any appropriate changes so that this Policy continues to conform with applicable regulatory requirements; and
- (i) all other decisions and actions conferred on the Disclosure Officers under this Policy.

## 6. Identification and notification of Material Information

### 6.1 Responsibilities of all Helloworld Limited Directors and Employees

All Helloworld Limited Directors and Employees must immediately disclose to the Chief Financial Officer & Company Secretary or, in his or her absence, another Disclosure Officer, full details of:

- (a) any information that comes to their attention that they believe may be Material Information; and
- (b) any issues that could develop into Material Information

(unless they are satisfied that a Disclosure Officer is already aware of the information). They must do so even if they are unsure whether particular information is Material Information or they believe that the information may fall within the exception from immediate disclosure referred to in paragraph 3.7. Examples of information that may be Material Information are set out in the Schedule.

### 6.2 Identification of Material Information

The Listing Rules require disclosure of Material Information that has, or ought reasonably to have, come into the possession of a Director or executive officer (see paragraph 3.6). As such, all Disclosure Officers and General Managers or other business unit heads must keep up to date with all matters within their areas of responsibility which may become material to the price or value of Helloworld Limited Shares. Each Disclosure Officer, General Manager and business unit head must implement appropriate reporting processes within their business area or unit to ensure that any Material Information relating to their area of responsibility is reported to them.

## 7. Assessment and disclosure of Material Information

### 7.1 Determining whether information is Material Information requiring disclosure

Upon becoming aware of any information that may be Material Information, the relevant Disclosure Officer must immediately refer the information to each of the other Disclosure Officers, for assessment and determination of whether the information is Material Information requiring immediate release to the market through ASX. There are three alternatives:

- (a) The Disclosure Officers acting together unanimously decide the information is Material Information and must be disclosed to the ASX. In these circumstances, following approval of a draft ASX announcement disclosing the information in accordance with paragraph 7.2, the Chief Financial Officer & Company Secretary must immediately lodge the approved announcement with ASX for release to the market and provide a copy of the announcement to all Directors under paragraph 7.5(b).
- (b) The Disclosure Officers acting together unanimously decide the information either is not Material Information or does not have to be disclosed because it is covered by the exception in Listing Rule 3.1A (see paragraph 3.7).
- (c) The Disclosure Officers are not certain whether the information is Material Information or falls within the exception in Listing Rule 3.1A (see paragraph 3.7) or are unable to unanimously agree on the position to be taken in respect of the materiality of the

information or its disclosure to ASX. In this event the matter must immediately be referred to the Board for determination in accordance with paragraph 5.1(e).

The deliberations of the Disclosure Officers can be conducted via email or by teleconference, provided that in the case of a teleconference, the Chief Financial Officer & Company Secretary minutes the discussion, the decision taken and the reasons for the decision.

## **7.2 Approval of ASX announcements**

- (a) The disclosure (including the form and content of the relevant announcement) of any Material Information to ASX must be approved:
  - (i) by the Disclosure Officers acting together ; or
  - (ii) where so required by paragraph 7.2(b), by the Board.
- (b) Where a proposed announcement to ASX includes Material Information relating to any of the following matters:
  - (i) a significant upgrade or downgrade in profit forecast or guidance;
  - (ii) dividend policy or determination of a dividend;
  - (iii) half year or yearly results (including preliminary yearly results);
  - (iv) a significant transaction or event (such as a takeover, merger, acquisition, divestment or scheme of arrangement that is material in the context of the Helloworld Limited Group);
  - (v) a company-transforming event; and
  - (vi) any other matter that the Chairman or the Board has determined (or that falls within a class of matters that the Chairman or the Board has determined) to be of fundamental significance to Helloworld Limited and therefore subject to this paragraph,

the Board must approve the form and content of the announcement unless paragraph 7.2(c) provides otherwise.
- (c) Board approval of a proposed ASX announcement is not required under paragraph 7.2(b) where:
  - (i) the Board or the Chairman has determined that Board approval is not required in relation to the subject matter of the announcement or to announcements of the same class; or
  - (ii) the announcement must immediately be released to the market through ASX in order to comply with Helloworld Limited's continuous disclosure obligations under the Listing Rules. In these circumstances, all reasonable efforts must be made by the Chief Executive Officer (or, in his or her absence, another Disclosure Officer) to have the announcement urgently considered and approved by the Board prior to release to ASX. If this is not possible, the announcement must be approved in accordance with the usual requirements in paragraph 7.2(a).
- (d) Minor or immaterial amendments to any announcement approved under this paragraph 7.2 may be made by any Disclosure Officer.
- (e) All announcements to ASX relating to Material Information should:
  - (i) be made in a timely manner and without delay;
  - (ii) be factual;

- (iii) not omit material information; and
  - (iv) be expressed in a clear and objective manner that allows investors to assess the impact of the information when making investment decisions.
- (f) The Chief Financial & Company Secretary is authorised to approve and lodge with ASX announcements of an administrative or routine nature, including (without limitation) announcements containing information required by Appendices 3B, 3X, 3Y or 3Z of the Listing Rules.

### **7.3 Public release of disclosed information**

- (a) Helloworld Limited will publicly release all information disclosed to ASX under this Policy by ensuring that it is accessible from its website.
- (b) Before Material Information is publicly released, the Chief Financial Officer & Company Secretary or his or her delegate must confirm that Helloworld Limited has received confirmation from ASX that the information has been released to the market.

### **7.4 Correcting and updating information**

If a Disclosure Officer becomes aware that information released to the market under this Policy is or has become materially incorrect due to subsequent information, the matter must be referred to the Disclosure Officers acting together for determination of whether an announcement needs to be released correcting or updating the relevant statement.

### **7.5 Chief Financial Officer & Company Secretary's responsibilities**

- (a) The Board has appointed the Chief Financial Officer & Company Secretary) as the person primarily responsible for communication with ASX in relation to Listing Rule matters (including disclosure issues) under Listing Rule 12.6.
- (b) The Chief Financial Officer & Company Secretary (or their delegate) must distribute a copy of all ASX announcements containing Material Information to all Helloworld Limited Directors promptly after lodgement with ASX.
- (c) The Chief Financial Officer & Company Secretary must keep a file (**Disclosure File**) containing:
  - (i) a copy of all information lodged with ASX for release to the market;
  - (ii) a record of all communications with ASX under Listing Rule 3.19B;
  - (iii) a record of all communications between the Disclosure Officers in relation to compliance with Helloworld Limited's continuous disclosure obligations; and
  - (iv) without limiting paragraph (iii), where potentially Material Information is not disclosed because of a decision by the Disclosure Officers or the Board under this Policy that the exception in Listing Rule 3.1A applies or that the information is not Material Information, a summary record of the reasons for that decision.
- (d) The Chief Financial Officer & Company Secretary must report to the Board from time to time on continuous disclosure issues on behalf of the Disclosure Officers, including on the matters considered by the Disclosure Officers for disclosure and any decisions made by the Disclosure Officers under paragraph 7.1(b) since the last meeting.

## 8. Market speculation, rumours and trading halts

### 8.1 False markets, market speculation and rumours

- (a) The Chief Financial Officer & Company Secretary must monitor movements in the price or trading of Helloworld Limited Shares so as to identify any circumstances where a false market may have emerged in Helloworld Limited Shares.
- (b) As a general policy, Helloworld Limited does not respond to market speculation or rumours. However, the Disclosure Officers acting together may authorise Helloworld Limited to make a statement in response to market speculation or rumours if:
  - (i) the Disclosure Officers acting together consider that Helloworld Limited is obliged at that time to make a statement to the market about a particular matter; or
  - (ii) ASX asks for information,  
to prevent or correct a false market occurring in Helloworld Limited Shares. See paragraph 3.9 for information about when ASX would be likely to consider there to be a false market in Helloworld Limited Shares.
- (c) If ASX asks Helloworld Limited to give it information to correct or prevent a false market, the Chief Financial Officer & Company Secretary is responsible for giving the information to ASX after obtaining any necessary approval under paragraph 8.1(b).

### 8.2 Trading halts

- (a) If the market is or will be trading at any time after Helloworld Limited becomes obliged to give market sensitive information to ASX under Listing Rule 3.1 and before it can give an announcement with that information to ASX for release to the market, Helloworld Limited should consider carefully whether it is appropriate to request a trading halt or, in an exceptional case, a voluntary suspension.
- (b) A trading halt may be necessary in the following scenarios:
  - (i) there are indications that the information may have leaked ahead of the announcement and it is having, or (where the market is not trading) is likely when the market resumes trading to have, a material effect on the market price or traded volumes of Helloworld Limited securities;
  - (ii) Helloworld Limited has been asked by ASX to provide information to correct or prevent a false market; or
  - (iii) the information is especially damaging and likely to cause a significant fall in the market price of Helloworld Limited securities,and in each such scenario:-
  - where the market is trading, the entity is not in a position to give an announcement to ASX straight away; or
  - where the market is not trading, the entity will not be in a position to give an announcement to ASX before trading next resumes.
- (c) Any request for a trading halt or suspension must be approved in advance by the Chief Executive Officer or the Chairman, or, in his absence, the Chairman's alternate or, in their absence, the Disclosure Committee. If the time required to obtain such approval is likely to jeopardise the Company's ability to manage its continuous disclosure obligations, management may request the trading halt and obtain approval retrospectively.

- (d) The Chief Financial Officer & Company Secretary (or his or her delegate) is responsible for making any request to ASX for a trading halt or suspension.

## 9. Other external communications

### 9.1 Authorised spokespersons

- (a) The Board has authorised the following persons to speak on behalf of Helloworld Limited to investors, stockbrokers, stockbroking analysts and the media:
  - (i) the Chairman
  - (ii) the Chief Executive Officer; and
  - (iii) the Chief Operating Officer/CFO.
- (b) Those persons may only discuss and clarify information that Helloworld Limited has publicly released and must not disclose or comment on Material Information that has not been released to the market through ASX.
- (c) No other Helloworld Limited Directors or Employees are authorised to communicate with investors, stockbrokers, stockbroking analysts or the media on behalf of Helloworld Limited unless previously authorised by the Chairman or the Chief Executive Officer to do so in any particular case.
- (d) If any other Helloworld Limited Director or Employee is asked to comment by an investor, stockbroker, stockbroking analyst or journalist in relation to any matter concerning Helloworld Limited they must say that they are not authorised to speak on behalf of Helloworld Limited and refer the investor, stockbroker, analyst or journalist to the Chief Executive Officer.
- (e) Before any media release can be issued, the Chief Financial Officer & Company Secretary must review it and (if required or thought appropriate) disclose it to ASX and confirm that Helloworld Limited has received confirmation from ASX that the information in the media release has been released to the market.

### 9.2 Briefings with investors, brokers, analysts or the media

Except in any limited circumstances approved by the Board, no Material Information may be disclosed at or during any briefing or discussion with any investor, stockbroker, stockbroking analyst or journalist, including in response to any question raised at the briefing, unless that information has previously been disclosed to ASX and Helloworld Limited has received confirmation from ASX that the information has been released to the market.

### 9.3 No embargo of information or 'off the record' discussions

Helloworld Limited will not provide any information that is potentially Material Information to external parties (for example, to analysts or journalists) under an embargo arrangement, or to the media or any other external party in any 'off the record' discussions.

## Part D – Miscellaneous

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### 10. Informing Employees

- (a) This Policy will be made available to Helloworld Limited Directors and Employees to help them understand Helloworld Limited's continuous disclosure obligations, their individual reporting responsibilities and the need to keep Helloworld Limited's information confidential.
- (b) Helloworld Limited's Share Trading Policy will also be made available to Helloworld Limited Directors and Employees. That policy also relates to their obligations when in possession of Material Information.
- (c) All Helloworld Limited Directors and Employees should familiarise themselves with their responsibilities under this Policy and Helloworld Limited's Share Trading Policy.

### 11. Consequences of breach

If an Employee breaches this Policy, he or she may face disciplinary action, including dismissal in serious cases. Breach of this Policy may also result in a contravention of Helloworld Limited's continuous disclosure obligations, exposing Helloworld Limited and any individual (including any Employee or Helloworld Limited Director) involved in the contravention to potential criminal and civil liability (see Part A of this Policy).

### 12. Compliance with Policy

The Board may require Helloworld Limited's internal and/or external auditors to audit and report on compliance with this Policy.

### 13. Questions

Any questions relating to Helloworld Limited's continuous disclosure obligations or the interpretation, application or enforcement of this Policy should be forwarded to the Chief Financial Officer & Company Secretary.

### 14. Review and changes

- (a) The Disclosure Officers acting together will review this Policy from time to time and recommend to the Board any changes it considers appropriate.
- (b) The Board may change this Policy from time to time by resolution.

# Schedule – Types of Material Information

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Examples of information which may be Material Information requiring disclosure include (but are not limited to) information about any of the following:

- (a) a material change in Helloworld Limited's financial forecasts or expectations – for example, where earnings are expected to differ materially from published forecasts or guidance, market expectations or consensus, or the results for the previous corresponding period. As a guide, a variation between 5-10% or more may be considered material;
- (b) a determination or declaration of a dividend, or a decision that a dividend will not be paid;
- (c) the making of a share or debt issue and the under or over subscription of that issue;
- (d) giving or receiving a notice of intention to make a takeover;
- (e) a proposed takeover, merger, acquisition, divestment or scheme of arrangement;
- (f) the formation or termination of a significant joint venture;
- (g) a proposed capital reorganisation (eg capital reduction) or share buy-back;
- (h) the threat, commencement, settlement or conclusion of any significant litigation, claim or regulatory proceedings;
- (i) the entry into, or termination of, a major contract with a supplier or customer;
- (j) the purchase or sale of a significant asset. As a guide, an asset would normally be significant if the consideration payable or receivable for the asset represents at least 5% of the written down value of Helloworld Limited's consolidated assets, but may be significant in a particular case even if it represents a smaller amount of that value;
- (k) changes (or proposed changes) to the Board, the Chief Executive Officer, Key Management Personnel or Helloworld Limited's auditor;
- (l) in the case of appointment of a new Chief Executive Officer, the key terms and conditions of the relevant contract (including, for example, the key elements of remuneration);
- (m) material related party agreements, including agreements between Helloworld Limited (or a related party or subsidiary) and a Director (or related party of the Director);
- (n) environmental incidents, natural disasters or accidents that may have a material effect on Helloworld Limited's business or operations;
- (o) material decisions of Australian or overseas regulatory authorities in relation to Helloworld Limited's business;
- (p) the appointment of a receiver, manager, liquidator or administrator in respect of any loan, trade credit, trade debt, borrowing or securities held by any entity in the Helloworld Limited Group.

This is not an exhaustive list. There are many other matters which may give rise to Material Information. Directors and Employees with any questions on whether particular information is material must contact the Chief Financial Officer & Company Secretary.