

## Appointing Directors & Senior Management - Policy Number 405

Edited August 2023

When appointing a Director or CEO this checklist must be completed and given to the Chairperson.  
When appointing a Senior Manager this checklist must be completed and given to the CEO.

Name of Appointee: \_\_\_\_\_

Name of Chairperson or CEO: \_\_\_\_\_

Checklist when appointing a Director or Senior Manager:

No.	Item	Name	Initial as complete
1	Criminal history check completed (attached)		
2	Bankruptcy check (attached)		

If the appointee is for the position of a Director also complete the following checklist:

No.	Item	Name	Initial as complete
4	Company Secretary to confirm ASIC documentation complete		
5	Company Secretary to confirm compliance with constitution		
6	The appointee is over 18 years of age		
7	The appointee is not disqualified from managing companies (unless with permission of ASIC or granted by a court)		
8	Conflict of Interest register updated		

Comments:

No	Comment