

SALMAN HAQ



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QUALIFICATIONS

- ▶ Chartered Secretary, qualified since 1989
- ▶ Chartered Accountant, qualified since 1982
- ▶ Institute of Company Secretaries Diploma, 1989

PROFESSIONAL AFFILIATIONS

- ▶ Fellow of the Institute of Chartered Accountants England and Wales, since 1989
- ▶ Associate of the Institute of Chartered Accountants Australia, since 1987
- ▶ Fellow of the Chartered Institute of Company Secretaries since 1982

BACKGROUND

After many years working in-house as, amongst other things, Company Secretary, governance advisor, auditor, and accountant, Salman established Ozpac Enterprises in 1996.

Salman discerned a growing need for many businesses and enterprises, operating in an increasingly complex legislative and regulatory environment, to access topflight corporate governance advice. Recognising not all businesses could afford full time in-house expertise, Ozpac evolved to offer a complete range of tailored corporate secretarial and other ancillary services.

Ozpac delivers company secretarial and corporate governance services through a variety of structures to suit each client and need, including on a part-time, project based, interim, outsourced or supplemental basis.

Since establishing the Ozpac brand, Salman has been entrusted with roles of Resident Director, Company Secretary, and Public Officer for numerous corporate entities.

His impressive client-base has included Australian based private and public companies (listed and unlisted), and local subsidiaries of foreign corporations based in the USA, Spain, Luxembourg, United Kingdom, Singapore, Hong Kong, China, South Africa and New Zealand.

EARLY CAREER

Salman initially trained as a Chartered Accountant in the United Kingdom.

He holds a Graduate Diploma in Applied Corporate Governance conferred by Chartered Secretaries Australia, and is also a Chartered Accountant.

Early career roles included 10 years with Touche Ross and Co (now Deloitte) in their London and Sydney offices.

Another highlight was his time as Assistant Group Corporate Secretary of the Goodman Fielder Group from 1988 to 1995.



COMPLETE CAREER HISTORY

OZPAC ENTERPRISES PTY LIMITED: 1996 - Present

Established Ozpac Enterprises in 1996 to provide professional services, including company secretarial services to public companies (both listed and unlisted) and proprietary companies.

Through Ozpac, Salman has acted as Company Secretary for the following public companies:

- ▶ **Provident Capital Limited**
Aug 2000 – July 2012
- ▶ **Independent Liquor Group Limited**
Apr 2010 - Mar 2012
- ▶ **UGL Limited**
Sep 2009 - Jun 2010
- ▶ **Admerex Limited**
Jul 2009 - Oct 2009
- ▶ **Infochoice Limited**
September 1999 to December 2008
- ▶ **Customers Limited**
2000 – 2001

Key responsibilities

Salman has performed the following essential corporate service tasks:

- ▶ Preparing and circulating papers for board and committee meetings.
- ▶ Drafting and circulating minutes of board and committee meetings.
- ▶ Liaising with board members and senior executives on a wide range of corporate issues.
- ▶ Drafting ASX releases and generally dealing with matters to ensure compliance with the ASX Listing Rules.
- ▶ Maintaining company registers, dealing with ASIC lodgements, ensuring compliance with company constitutions and the *Corporations Act*.
- ▶ Ensuring compliance with joint venture agreements.
- ▶ Providing relevant input into annual reports and half year reports, including corporate governance statements, directors' reports and remuneration reports.
- ▶ Ensuring compliance with the Board Charter, including corporate policies.
- ▶ Dealing with the share registrars on an ongoing basis.
- ▶ Dealing with external lawyers, auditors and corporate advisors on specific issues and transactions.
- ▶ Implementing and administering executive share and options plans.
- ▶ Administration of dividend reinvestment plans.



- ▶ Corporate restructuring including winding-up of subsidiaries which were surplus to requirements.
- ▶ Dealing with D & O policies and director protection deeds.
- ▶ Drafting notices for shareholder meetings and facilitating the holding of such meetings.
- ▶ Coordinating and providing input into the issuing of prospectuses for capital raisings.
- ▶ Coordinating due diligence in relation to acquisitions and divestments.
- ▶ Drafting and periodically reviewing charters for audit, remuneration and risk management committees.

NETWORK TEN LIMITED: January 1996 to October 1996

- ▶ Acting Company Secretary of Network Ten Limited.
- ▶ Responsibilities involved provision of comprehensive company secretarial services.

GOODMAN FIELDER LIMITED: May 1988 to December 1995

- ▶ Assistant Group Corporate Secretary of Goodman Fielder Limited, at the time a Top 20 ASX Listed Company.
- ▶ Key responsibilities and tasks included providing a range of company secretarial services for the holding company and a large number of subsidiaries.

TOUCHE ROSS & CO: 1979 to 1988

- ▶ Trained as a Chartered Accountant with Touche Ross & Co (now Deloitte) in the United Kingdom (London office); relocated to the Sydney office in September 1986 as Audit Manager.
- ▶ Specialised in providing audit and assurance services to a wide range of clients.