

Item Information Form and Checklist

(ASX Listing)

Name of entity

ABN/ARBN/ARSN

intelliHR Holdings Limited

ABN 38 600 548 516

We (the entity named above) supply the following information and documents to support our application for admission to the official list of ASX Limited (ASX) as an ASX Listing.

Note: the entity warrants in its Appendix 1A ASX Listing Application and Agreement that the information and documents referred to in this Information Form and Checklist are (or will be) true and complete and indemnifies ASX to the fullest extent permitted by law in respect of any claim, action or expense arising from, or connected with, any breach of that warranty.

Any Annexures to this Information Form and Checklist form part of the Information Form and Checklist and are covered by the warranty referred to above.

Terms used in this Information Form and Checklist and in any Annexures have the same meaning as in the ASX Listing Rules.

Part 1 – Key Information

Instructions: please complete each applicable item below. If an item is not applicable, please mark it as “N/A”.

All entities – corporate details¹

Place of incorporation or establishment	Queensland
Date of incorporation or establishment	4 July 2014
Legislation under which incorporated or established	Corporations Act 2011 (Cth)
Address of registered office in place of incorporation or establishment	c/- McCullough Robertson Lawyers, Level 11, 66 Eagle Street, Brisbane, Queensland 4000
Main business activity	Human resources software
Other exchanges on which the entity is listed	Not applicable
Street address of principal administrative office	Level 32, 12 Creek Street, Brisbane, Queensland 4000
Postal address of principal administrative office	GPO Box 1839, Brisbane QLD 4001
Telephone number of principal administrative office	+1300 993 803
E-mail address for investor enquiries	suzanne.yeates@intellihr.com.au
Website URL	www.intellihr.com.au

¹ If the entity applying for admission to the official list is a stapled structure, please provide these details for each entity comprising the stapled structure.

All entities – management details²

Full name and title of CEO/managing director	Robert Jon Bromage (Rob Bromage), Chief Executive Officer and Executive Director
Full name and title of chairperson of directors	Anthony George Bellas (Tony Bellas), Chairman and Independent Non-Executive Director
Full names of all existing directors	Jeremy Fong Gregory Alexander John Baynton (Greg Baynton) Jamie John Duffield (Jamie Duffield)
Full names of any persons proposed to be appointed as additional or replacement directors	Not applicable
Full name and title of company secretary	Suzanne Margaret Yeates, Company Secretary

All entities – ASX contact details³

Full name and title of ASX contact(s)	Suzanne Margaret Yeates, Company Secretary
Business address of ASX contact(s)	Level 8, 46 Edward Street, Brisbane, Queensland 4000
Business phone number of ASX contact(s)	0439 310 818
Mobile phone number of ASX contact(s)	0439 310 818
Email address of ASX contact(s)	suzanne.yeates@intellihr.com.au

All entities – auditor details⁴

Full name of auditor	BDO Audit Pty Ltd
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All entities – registry details⁵

Name of securities registry	Link Market Services Limited
Address of securities registry	Level 15, 324 Queen Street, Brisbane, Queensland 4000
Phone number of securities registry	1300 554 474
Fax number of securities registry	+61 9287 0303

² If the entity applying for admission to the official list is a trust, enter the management details for the responsible entity of the trust.

³ Under Listing Rule 1.1 Condition 13, a listed entity must appoint a person responsible for communication with ASX. You can appoint more than one person to cater for situations where the primary nominated contact is not available.

⁴ In certain cases, ASX may require the applicant to provide information about the qualifications and experience of its auditor for release to the market before quotation commences (see Guidance Note 1 section 2.10).

⁵ If the entity has different registries for different classes of securities, please indicate clearly which registry details apply to which class of securities.

Email address of securities registry	registrars@linkmarketservices.com.au
Type of subregisters the entity will operate ⁶	CHESS and issuer sponsored sub-registers

All entities – key dates

Annual balance date	30 June
Month in which annual meeting is usually held (or intended to be held) ⁷	November
Months in which dividends or distributions are usually paid (or are intended to be paid)	Not applicable

Trusts – additional details

Name of responsible entity	Not applicable
Full names of the members of the compliance committee (if any)	Not applicable

Entities incorporated or established outside Australia – additional details

Name and address of the entity's Australian agent for service of process	Not applicable
Address of registered office in Australia (if any)	Not applicable

Entities listed or to be listed on another exchange or exchanges

Name of the other exchange(s) where the entity is or proposes to be listed	Not applicable
Is the ASX listing intended to be the entity's primary or secondary listing	Not applicable

⁶ Example: CHESS and issuer sponsored subregisters (see Guidance Note 1 section 3.20).

⁷ May not apply to some trusts.

Part 2 – Checklist Confirming Compliance with Admission Requirements

Instructions: please indicate in the “Location/Confirmation” column for each item below and in any Annexures where the information or document referred to in that item is to be found (eg in the case of information, the specific page reference in the Offer Document where that information is located or, in the case of a document, the folder tab number where that document is located). If the item asks for confirmation of a matter, you may simply enter “Confirmed” in the “Location/Confirmation” column. If an item is not applicable, please mark it as “N/A”.

In this regard, it will greatly assist ASX and speed up its review of the application if the various documents referred to in this Checklist and any Annexures (other than the 25 copies of the applicant’s Offer Document referred to in item 4) are provided in a folder separated by numbered tabs and if the entity’s constitution and copies of all material contracts are provided both in hard copy and in electronic format.

Note that completion of this Checklist and any Annexures is not to be taken to represent that the entity is necessarily in full or substantial compliance with the ASX Listing Rules or that ASX will admit the entity to its official list. Admission to the official list is in ASX’s absolute discretion and ASX may refuse admission without giving any reasons (see Listing Rule 1.19).

A reference in this Checklist and in any Annexures to the “Offer Document” means the listing prospectus, product disclosure statement or information memorandum lodged by the applicant with ASX pursuant to Listing Rule 1.1 Condition 3.

If the applicant lodges a supplementary or replacement prospectus, product disclosure statement or information memorandum with ASX, ASX may require it to update this Checklist and any Annexures by reference to that document.

All entities – key supporting documents

No	Item	Location/Confirmation
1.	A copy of the entity’s certificate of incorporation, certificate of registration or other evidence of status (including any change of name)	A certificate of registration (conversion to public company) of IntelliHR Holdings Limited (IntelliHR) dated 13 January 2017 is provided at tab 1 of the supporting documents folder (volume 1).
2.	A copy of the entity’s constitution (Listing Rule 1.1 Condition 2) ⁸	A copy of IntelliHR’s constitution (Constitution) is provided at tab 2 of the supporting documents folder (volume 1).
3.	Either: (a) confirmation that the entity’s constitution includes the provisions of Appendix 15A or Appendix 15B (as applicable); or (b) a completed checklist that the constitution complies with the Listing Rules (Listing Rule 1.1 Condition 2) ⁹	Refer to rule 1.3 of the Constitution.
4.	An electronic version and 25 copies of the Offer Document, as lodged with ASIC (Listing Rule 1.1 Condition 3)	25 copies of IntelliHR’s replacement prospectus dated 20 November 2017 (Prospectus) have been posted to the ASX.
5.	Where in the Offer Document is the prominent statement that ASX takes no responsibility for the contents of the Offer Document (Listing Rule 1.1 Condition 3)?	Refer to ‘Important notices’ on page 1 of the Prospectus.
6.	Original executed ASX Online agreement confirming that documents may be given to ASX and authenticated electronically (Listing Rule 1.1 Condition 14) ¹⁰	An original executed ASX online agreement is provided at tab 4 of the supporting documents folder (volume 1).
7.	If the entity’s corporate governance statement ¹¹ is included in its Offer Document, the page reference where it is included. Otherwise, a copy of the entity’s corporate governance statement (Listing Rule 1.1 Condition 16)	Refer to section 4.5 of the Prospectus starting on page 47.

⁸ It will assist ASX if the copy of the constitution is provided both in hard copy and in electronic format.

⁹ An electronic copy of the checklist is available from the ASX Compliance Downloads page on ASX’s website.

¹⁰ An electronic copy of the ASX Online Agreement is available from the ASX Compliance Downloads page on ASX’s website.

¹¹ The entity’s “corporate governance statement” is the statement disclosing the extent to which the entity will follow, as at the date of its admission to the official list, the recommendations set by the ASX Corporate Governance Council. If the entity does not intend to follow all the recommendations on its

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Nº	Item	Location/Confirmation
8.	If the entity will be included in the S & P All Ordinaries Index on admission to the official list, ¹² where in its Offer Document does it state that it will have an audit committee (Listing Rule 1.1 Condition 17)?	Not applicable
9.	If the entity will be included in the S & P / ASX 300 Index on admission to the official list, ¹³ where in its Offer Document does it state that it will comply with the recommendations set by the ASX Corporate Governance Council in relation to composition and operation of the audit committee (Listing Rule 1.1 Condition 17)?	Not applicable
10.	If the entity will be included in the S & P / ASX 300 Index on admission to the official list, ¹⁴ where in its Offer Document does it state that it will have a remuneration committee comprised solely of non-executive directors (Listing Rule 1.1 Condition 18)	Not applicable
11.	If the entity's trading policy is included in its Offer Document, the page reference where it is included. Otherwise, a copy of the entity's trading policy (Listing Rule 1.1 Condition 19)	A copy of intelliHR's securities trading policy is provided at tab 5 of the supporting documents folder (volume 1).
12.	For each director or proposed director, ¹⁵ a list of the countries in which they have resided over the past 10 years (Listing Rule 1.1 Condition 20 and Guidance Note 1 section 3.18) ¹⁶	(a) Tony Bellas - Australia (b) Rob Bromage - Australia (c) Jeremy Fong - Australia (d) Greg Baynton - Australia (e) Jamie Duffield - Australia
13.	For each director or proposed director who is or has in the past 10 years been a resident of Australia, an original or certified true copy of a national criminal history check obtained from the Australian Federal Police, a State or Territory police service or a broker accredited by CrimTrac which is not more than 12 months old (Listing Rule 1.1 Condition 20 and Guidance Note 1 section 3.18)	Certified copies of the Australian Federal Police checks for: (a) Tony Bellas; (b) Rob Bromage; (c) Jeremy Fong; (d) Greg Baynton; and (e) Jamie Duffield, are provided at tab 6 of the supporting documents folder (volume 1).
14.	For each director or proposed director who is or has in the past 10 years been a resident of a country other than Australia, an original or certified true copy of an equivalent national criminal history check to that mentioned in item 13 above for each country in which the director has resided over the past 10 years (in English or together with a certified English translation) which is not more than 12 months old or, if such a check is not available in any such country, a statutory declaration from the director confirming that fact and that he or she has not been convicted in that country of: (a) any criminal offence involving fraud, dishonesty, misrepresentation, concealment of material facts or breach of director's duties; or (b) any other criminal offence which at the time carried a maximum term of imprisonment of five years or more (regardless of the period, if any, for which he or she was sentenced), or, if that is not the case, a statement to that effect and a detailed	Not applicable

admission to the official list, the entity must separately identify each recommendation that will not be followed and state its reasons for not following the recommendation and what (if any) alternative governance practices it intends to adopt in lieu of the recommendation.

¹² If the entity is unsure whether they will be included in the S & P All Ordinaries Index on admission to the official list, they should contact ASX or S & P.

¹³ If the entity is unsure whether they will be included in the S & P / ASX 300 Index on admission to the official list, they should contact ASX or S & P.

¹⁴ If the entity is unsure whether they will be included in the S & P / ASX 300 Index on admission to the official list, they should contact ASX or S & P.

¹⁵ If the entity applying for admission to the official list is a trust, references in items 12, 13, 14, 15 and 16 to a director or proposed director mean a director or proposed director of the responsible entity of the trust.

¹⁶ The information referred to in items 12, 13, 14, 15 and 16 is required so that ASX can be satisfied that the director or proposed director is of good fame and character under Listing Rule 1 Condition 20.

Nº Item	Location/Confirmation
<p>explanation of the circumstances involved (Listing Rule 1.1 Condition 20 and Guidance Note 1 section 3.18)</p>	
<p>15. For each director or proposed director who is or has in the past 10 years been a resident of Australia, an original or certified true copy of a search of the Australian Financial Security Authority National Personal Insolvency Index which is not more than 12 months old (Listing Rule 1.1 Condition 20 and Guidance Note 1 section 3.18)</p>	<p>Copies of an Australian Financial Security Authority National Personal Insolvency Index search for:</p> <ul style="list-style-type: none"> (a) Tony Bellas; (b) Rob Bromage; (c) Jeremy Fong; (d) Greg Baynton; and (e) Jamie Duffield, <p>are provided at tab 7 of the supporting documents folder (volume 1).</p>
<p>16. For each director or proposed director who is or has in the past 10 years been a resident of a country other than Australia, an original or certified true copy of an equivalent national bankruptcy check to that mentioned in item 15 above for each country in which the director has resided over the past 10 years (in English or together with a certified English translation) which is not more than 12 months old or if such a check is not available in any such country, a statutory declaration from the director confirming that fact and that he or she has not been declared a bankrupt or been an insolvent under administration in that country or, if that is not the case, a statement to that effect and a detailed explanation of the circumstances involved (Listing Rule 1.1 Condition 20 and Guidance Note 1 section 3.18)</p>	<p>Not applicable</p>
<p>17. A statutory declaration from each director or proposed director confirming that:</p> <ul style="list-style-type: none"> (a) the director has not been the subject of any criminal or civil penalty proceedings or other enforcement action by any government agency in which he or she was found to have engaged in behaviour involving fraud, dishonesty, misrepresentation, concealment of material facts or breach of duty; (b) the director has not been refused membership of, or had their membership suspended or cancelled by, any professional body on the ground that he or she has engaged in behaviour involving fraud, dishonesty, misrepresentation, concealment of material facts or breach of duty; (c) the director has not been the subject of any disciplinary action (including any censure, monetary penalty or banning order) by a securities exchange or other authority responsible for regulating securities markets for failure to comply with his or her obligations as a director of a listed entity; (d) no listed entity of which he or she was a director (or, in the case of a listed trust, in respect of which he or she was a director of the responsible entity) at the time of the relevant conduct has been the subject of any disciplinary action (including any censure, monetary penalty, suspension of trading or termination of listing) by a securities exchange or other authority responsible for regulating securities markets for failure to comply with its obligations under the Listing Rules applicable to that entity; and (e) the director is not aware of any pending or threatened investigation or enquiry by a government agency, professional body, securities exchange or other authority responsible for regulating securities markets that could lead to proceedings or action of the type described in (a), (b), (c) or (d) above, <p>or, if the director is not able to give such confirmation, a statement to that effect and a detailed explanation of the circumstances involved (Listing Rule 1.1 Condition 20 and Guidance Note 1 section 3.18)</p>	<p>A statutory declaration from each of:</p> <ul style="list-style-type: none"> (a) Tony Bellas; (b) Rob Bromage; (c) Jeremy Fong; (d) Greg Baynton; and (e) Jamie Duffield, <p>is provided at tab 8 of the supporting documents folder (volume 1).</p>

Nº	Item	Location/Confirmation
18.	A specimen certificate/holding statement for each class of securities to be quoted or a specimen holding statement for CDIs (as applicable)	A specimen holding statement is provided at tab 9 of the supporting documents folder (volume 1).
19.	Please either enter "Confirmed" in the column to the right to confirm that the entity has not previously applied for, and been refused or withdrawn its application for, admission to the official list of another securities exchange, or attach a statement explaining the circumstances and state the location of that statement	Confirmed
20.	Payment for the initial listing fee ¹⁷	intelliHR has transferred \$104,725 to ASX in payment of the initial listing fee and a pro-rata annual listing fee for the remainder of the financial year. A copy of the remittance advice is provided at tab 10 of the supporting documents folder (volume 1).

All entities – capital structure

21.	Where in the Offer Document is there a table showing the existing and proposed capital structure of the entity, broken down as follows: (a) the number and class of each equity security and each debt security currently on issue; and (b) the number and class of each equity security and each debt security proposed to be issued between the date of this application and the date the entity is admitted to the official list; and (c) the resulting total number of each class of equity security and debt security proposed to be on issue at the date the entity is admitted to the official list; and (d) the number and class of each equity security proposed to be issued following admission in accordance with material contracts or agreements? Note: This applies whether the securities are quoted or not. If the entity is proposing to issue a minimum, maximum or oversubscription number of securities, the table should be presented to disclose each scenario.	Refer to 'Key offer information' on page 3, section 1.8 on page 12 and section 10.1 on page 93 of the Prospectus.
22.	For each class of securities referred to in the table mentioned in item 21, where in the Offer Document does it disclose the terms applicable to those securities? Note: This applies whether the securities are quoted or not. For equity securities (other than options to acquire unissued securities or convertible debt securities), this should state whether they are fully paid or partly paid; if they are partly paid, the amount paid up and the amount owing per security; voting rights; rights to dividends or distributions; and conversion terms (if applicable). For options to acquire unissued securities, this should state the number outstanding, exercise prices; exercise terms and expiry dates. For debt securities or convertible debt securities, this should state their nominal or face value; rate of interest; dates of payment of interest; date and terms of redemption; and conversion terms (if applicable).	Refer to section 8.1 starting on page 80 and section 10.1 on page 93 of the Prospectus.
23.	If the entity has granted, or proposes to grant, any rights to any person, or to	Not applicable

¹⁷ See Guidance Notes 15 and 15A for the fees payable on the application. You can also use the ASX online equity listing fees calculator: <http://www.asx.com.au/prices/cost-listing.htm>. Payment should be made either by cheque made payable to ASX Operations Pty Ltd or by electronic funds transfer to the following account:

Bank: National Australia Bank
Account Name: ASX Operations Pty Ltd
BSB: 082 057
A/C: 494728375
Swift Code (Overseas Customers): NATAAU3202S

If payment is made by electronic funds transfer, please email your remittance advice to ar@asx.com.au or fax it to (612) 9227-0553, describing the payment as the "initial listing fee" and including the name of the entity applying for admission, the ASX home branch where the entity has lodged its application (ie Sydney, Melbourne or Perth) and the amount paid.

Nº	Item	Location/Confirmation
	any class of persons (other than through the holding of securities referred to in the table mentioned in item 21), to participate in an issue of the entity's securities, where in the Offer Document are details of those rights set out?	
24.	Details of all issues of securities (in all classes) in the last 5 years and the consideration received by the entity for such issues	The restricted securities table, provided at tab 11 of the supporting documents folder (volume 1), sets out all of the ordinary shares and class A shares issued in the past five years.
25.	A copy of every prospectus, product disclosure statement or information memorandum issued by the entity in connection with any issue of securities (in all classes) in the last 5 years	Copies of the information memorandums issued by intelliHR dated 24 November 2016 and 18 September 2017 are provided at tab 12 and the Prospectus at tab 3 of the supporting documents folder (volume 1).
26.	A copy of any court order in relation to a reorganisation of the entity's capital in the last 5 years	Not applicable
27.	Where in the Offer Document does it confirm that the entity's free float at the time of listing will be not less than 20% (Listing Rule 1.1 Condition 7)?	Refer to section 8.2 of the Prospectus on page 82.
28.	Where in the Offer Document does it confirm that the issue/sale price of all securities for which the entity seeks quotation is at least 20 cents in cash (Listing Rule 2.1 Condition 2)?	Shares are being issued under the offer for \$0.30 per share – refer to the 'Key offer information' on page 3 and section 1.8 on page 12 of the Prospectus.
29.	If the entity has or proposes to have any options on issue, where in the Offer Document does it confirm that the exercise price for each underlying security is at least 20 cents in cash (Listing Rule 1.1 Condition 12)?	Details of the options granted by intelliHR are set out in section 10.1 of the Prospectus on page 93. Only 3,895,543 options on issue have an exercise price of 20 cents. intelliHR has applied for a waiver of Listing Rule 1.1, Condition 12 for the remaining 11,350,029 options on issue.
30.	If the entity has any partly paid securities and it is not a no liability company, where in the Offer Document does it disclose the entity's call program, including the date and amount of each proposed call and whether it allows for any extension for payment of a call (Listing Rule 2.1 Condition 4)?	Not applicable
31.	If the entity has or proposes to have any debt securities or convertible debt securities on issue, a copy of any trust deed applicable to those securities	Not applicable
32.	Is the entity is proposing to offer any securities by way of a bookbuild? If so, please enter "Confirmed" in the column to the right to indicate that the entity is aware of the disclosure requirements for bookbuilds in the Annexure to Guidance Note 1	Not applicable

All entities – other information and documents

33.	Where in the Offer Document is there a description of the history of the entity?	Refer to section 2.2 of the Prospectus on page 17.
34.	Where in the Offer Document is there a description of the entity's existing and proposed activities and level of operations?	Refer to section 2.3 of the Prospectus starting on page 18.
35.	Where in the Offer Document is there a description of the key features of the entity's business model (ie how it makes or intends to make a return for	Refer to section 2.4 of the Prospectus starting on page 23.

Nº	Item	Location/Confirmation
	investors or otherwise achieve its objectives)?	
36.	Where in the Offer Document is there a description of the material business risks the entity faces?	Refer to section 6 of the Prospectus starting on page 69.
37.	If the entity has any child entities, where in the Offer Document is there a list of all child entities stating, in each case, the name, the nature of its business and the entity's percentage holding in it?	Refer to section 10.1 of the Prospectus on page 93.
38.	If the entity has any investments in associated entities for which it will apply equity accounting, where in the Offer Document is there a list of all associated entities stating, in each case, the name, the nature of its business and the entity's percentage holding in it?	Not applicable
39.	Where in the Offer Document is there a description of the entity's proposed dividend/distribution policy?	Refer to section 4.6 of the Prospectus on page 55.
40.	Does the entity have or propose to have a dividend or distribution reinvestment plan?	
	If so, where are the existence and main terms of the plan disclosed in the Offer Document?	Not applicable
	A copy of the terms of the plan	Not applicable
41.	Does the entity have or propose to have an employee incentive scheme?	
	If so, where are the existence and main terms of the scheme disclosed in the Offer Document?	intelliHR has adopted two employee incentive schemes, namely: (a) the intelliHR Employee Share Option Plan (ESOP); and (b) the intelliHR Performance Rights Plan (Rights Plan). The terms of each plan are set out in section 8.6 and section 8.7, respectively, starting on page 84 of the Prospectus.
	Where in the Offer Document is there a statement as to whether directors ¹⁸ are entitled to participate in the scheme and, if they are, the extent to which they currently participate or are proposed to participate?	Refer to section 8.6 and section 8.7 of the Prospectus starting on page 84.
	A copy of the terms of the scheme	The rules of each of the ESOP and Rights Plan are provided at tab 13 of the supporting documents folder (volume 2).
42.	Has the entity entered into any material contracts (including any underwriting agreement relating to the securities to be quoted on ASX)? ¹⁹	
	If so, where are the existence and main terms of those material contracts disclosed in the Offer Document?	Refer to section 8 of the Prospectus starting on page 79.
	Copies of all of the material contracts referred to in the Offer Document	Copies of each of: (a) Rob Bromage's executive services agreement; (b) Jeremy Fong's executive services agreement;

¹⁸ If the entity applying for admission to the official list is a trust, references to a director mean a director of the responsible entity of the trust.

¹⁹ It will assist ASX if the material contracts are provided both in hard copy and in electronic format.

	<p>(c) Consents to the lodgment of the Prospectus (referred to in section 10.7 on page 99) for: (i) Tony Bellas; (ii) Rob Bromage; (iii) Jeremy Fong; (iv) Greg Baynton; and (v) Jamie Duffield;</p> <p>(d) Consents to be named (referred to in section 10.6 on page 98) for: (i) Morgans Corporate Limited; (ii) McCullough Robertson; (iii) BDO Audit Pty Ltd; and (iv) Link Market Services Limited,</p> <p>are provided at tab 14 of the supporting documents folder (volume 2).</p> <p>The rules of each of the ESOP and the Rights Plan are provided at tab 13 of the supporting documents folder (volume 2).</p> <p>The customer agreements referred to in sections 8.4 and 8.5 of the Prospectus on page 84 are not considered material on an individual basis.</p>
<p>43. If the following information is included in the Offer Document, the page reference where it is included. Otherwise, either a summary of the material terms of, or a copy of, any employment, service or consultancy agreement the entity or a child entity has entered into with:</p> <p>(a) its chief executive officer (or equivalent)</p> <p>(b) any of its directors or proposed directors; or</p> <p>(c) any other person or entity who is a related party of the persons referred to in (a) or (b) above (Listing Rule 3.16.4)</p> <p>Note: if the entity applying for admission to the official list is a trust, references to a chief executive officer, director or proposed director mean a chief executive officer, director or proposed director of the responsible entity of the trust. However, the entity need not provide a summary of the material terms of, or a copy of, any employment, service or consultancy agreement the responsible entity or a related entity has entered into with any of the persons referred to in (a), (b) or (c) above if the costs associated with the agreement are borne by the responsible entity or the related entity from out of its own funds rather than from out of the trust.</p>	<p>A summary of the executive services agreement intelliHR has entered into with Rob Bromage (CEO and Executive Director) and Jeremy Fong (CTO and Executive Director) is set out in section 8.3 of the Prospectus starting on page 86. Both agreements are provided at tab 14 of the supporting documents folder (volume 2).</p> <p>Copies of the letters of appointment of each of the non-executive directors are provided at tab 15 of the supporting documents folder (volume 2).</p> <p>Copies of the deeds of access, insurance and indemnity referred to in section 4.3 of the Prospectus on page 41 for each director are provided at tab 15 of the supporting documents folder (volume 2).</p>
<p>44. Please enter "Confirmed" in the column to the right to indicate that the material contracts summarised in the Offer Document include, in addition to those mentioned in item 43, any other material contract(s) the entity or a child entity has entered into with:</p> <p>(a) its chief executive officer (or equivalent)</p> <p>(b) any of its directors or proposed directors; or</p> <p>(c) any other person or entity who is a related party of the persons referred to in (a) or (b) above</p>	Confirmed
<p>45. Please enter "Confirmed" in the column to the right to indicate that all information that a reasonable person would expect to have a material effect on the price or value of the securities to be quoted is included in or provided with this Information Form and Checklist</p>	Confirmed
<p>46. A copy of the entity's most recent annual report</p>	<p>intelliHR's annual report for the financial year ended 30 June 2017 is provided at tab 16 of the supporting documents</p>

Nº Item	Location/Confirmation folder (volume 2).
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Entities that are trusts

47. Evidence that the entity is a registered managed investment scheme or has an exemption from ASIC from that requirement (Listing Rule 1.1 Condition 5(a))	Not applicable
48. If the entity is exempted from the requirement to be a registered managed investment scheme, evidence that its responsible entity is either an Australian company or registered as a foreign company carrying on business in Australia under the Corporations Act (Listing Rule 1.1 Condition 5(b))	Not applicable
49. Please enter "Confirmed" in the column to the right to indicate that the responsible entity is not under an obligation to allow a security holder to withdraw from the trust (Listing Rule 1.1 Condition 5(c))	Not applicable

Entities applying under the profit test (Listing Rule 1.2)

50. Evidence that the entity is a going concern or the successor of a going concern (Listing Rule 1.2.1)	Not applicable
51. Evidence that the entity has been in the same main business activity for the last 3 full financial years (Listing Rule 1.2.2)	Not applicable
52. Audited accounts for the last 3 full financial years, including the audit reports (Listing Rule 1.2.3(a))	Not applicable
53. If the entity's last financial year ended more than 6 months and 75 days before the date of this application, audited or reviewed accounts for the last half year (or longer period if available), including the audit report or review (Listing Rule 1.2.3(b))	Not applicable
54. A reviewed pro forma statement of financial position, including the review (Listing Rule 1.2.3(c)) ²⁰	Not applicable
55. Evidence that the entity's aggregated profit from continuing operations for the last 3 full financial years has been at least \$1 million (Listing Rule 1.2.4)	Not applicable
56. Evidence that the entity's profit from continuing operations in the past 12 months to a date no more than 2 months before the date of this application has exceeded \$500,000 (Listing Rule 1.2.5)	Not applicable
57. A statement from all directors ²¹ confirming that they have made enquiries and nothing has come to their attention to suggest that the entity is not continuing to earn profit from continuing operations up to the date of the application (Listing Rule 1.2.5A)	Not applicable

Entities applying under the assets test (Listing Rule 1.3)

58. Evidence that the entity has: (a) net tangible assets of at least \$4 million (after deducting the costs of fund raising) or a market capitalisation of at least \$15 million; or (b) if it is an investment entity other than pooled development fund, net tangible assets of at least \$15 million; or	Refer to 'key offer information' on page 3 of the Prospectus.
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²⁰ Note: the review must be conducted by a registered company auditor (or if the entity is a foreign entity, an overseas equivalent of a registered company auditor) or independent accountant.

²¹ If the entity applying for admission to the official list is a trust, the statement should come from all directors of the responsible entity of the trust.

Nº Item	Location/Confirmation
(c) if it is a pooled development fund, net tangible assets of at least \$2 million (Listing Rule 1.3.1 and 1.3.1A)	
59. Evidence that: (a) at least half of the entity's total tangible assets (after raising any funds) is not cash or in a form readily convertible to cash; ²² or (b) there are commitments to spend at least half of the entity's cash and assets in a form readily convertible to cash (Listing Rule 1.3.2)	Refer to section 2.9 of the Prospectus on page 30.
60. Is there a statement in the Offer Document setting out the entity's stated objectives and that the entity has enough working capital to carry out its stated objectives? If so, where is it? If not, attach a statement by an independent expert confirming that the entity has enough working capital to carry out its stated objectives (Listing Rule 1.3.3(a))	Refer to section 1.5 on page 9 and section 2.9 on page 30 of the Prospectus.
61. Evidence that the entity's working capital is at least \$1.5 million or, if it is not, that it would be at least \$1.5 million if the entity's budgeted revenue for the first full financial year that ends after listing was included in the working capital (Listing Rule 1.3.3(b)) ²³	Refer to section 2.9 of the Prospectus on page 30.
62. Audited accounts for the last 2 full financial years, including the audit reports (Listing Rule 1.3.5(a) first bullet point)	Audited accounts for the last two full financial years, including the audit reports, are set out in intelliHR's 2017 and 2016 annual reports. Copies of the reports are provided at tab 16 and tab 17 of the supporting documents folder (volume 2).
63. If the entity's last financial year ended more than 6 months and 75 days before the date of this application, audited or reviewed accounts for the last half year (or longer period if available), including the audit report or review (Listing Rule 1.3.5(a) second bullet point)	Not applicable
64. If the entity has in the 12 months before the date of this application acquired, or is proposing in connection with its application for admission to acquire, another entity or business that is significant in the context of the entity, audited accounts for the last 2 full financial years for that other entity or business, including the audit reports (Listing Rule 1.3.5(b) first bullet point)	Not applicable
65. If the entity has in the 12 months before the date of this application acquired, or is proposing in connection with its application for admission to acquire, another entity or business that is significant in the context of the entity and the last full financial year for that other entity or business ended more than 6 months and 75 days before the date of this application, audited or reviewed accounts for the last half year (or longer period if available) from the end of the last full financial year for that other entity or business, including the audit report or review (Listing Rule 1.3.5(b) second bullet point)	Not applicable
66. A reviewed pro forma statement of financial position, including the review (Listing Rule 1.3.5(c)) ²⁴	Refer to section 5.7 of the Prospectus on page 61.

²² In deciding if an entity's total tangible assets are in a form readily convertible to cash, ASX would normally not treat inventories or receivables as readily convertible to cash.

²³ The amount must be available after allowing for the first full financial year's budgeted administration costs and the cost of acquiring any assets referred to in the entity's Offer Document, to the extent those costs are to be met out of working capital. The cost of acquiring assets includes the cost of acquiring and exercising an option over them.

²⁴ Note: the review must be conducted by a registered company auditor (or if the entity is a foreign entity, an overseas equivalent of a registered company auditor) or independent accountant.

Entities with restricted securities

67. A statement setting out a list of any person (either on their own or together with associates) who has held a relevant interest in at least 10% of the entity's voting securities at any time in the 12 months before the date of this application

Prior to January 2017, Resource Partners Pty Ltd (**Resource Partners**) held 64.26% of IntelliHR's voting shares. In January 2017, Resource Partners demerged its interest in IntelliHR by undertaking an in-specie distribution of its shares in IntelliHR to its shareholders (on a pro-rata basis). As a result of the demerge, Rob Bromage holds a relevant interest in at least 10% of IntelliHR's voting securities (refer to section 10.1 of the Prospectus on page 93).

68. A completed ASX Restricted Securities Table²⁵

A complete restricted securities table is provided at **tab 10** of the supporting documents folder (volume 1).

69. Copies of all restriction agreements (Appendix 9A) entered into in relation to restricted securities²⁶

Copies of all mandatory restriction agreements received subsequent to the application will be sent to ASX upon receipt.

70. Copies of all undertakings issued by any bank, recognised trustee or the provider of registry services to the entity in relation to such restriction agreements

An undertaking issued by Link Market Services Limited in relation the restricted security agreements will be sent to ASX upon receipt.

Entities (other than mining exploration entities and oil and gas exploration entities) with classified assets²⁷

71. Within the 2 years preceding the date of the entity's application for admission to the official list, has the entity acquired, or entered into an agreement to acquire, a classified asset?

If so, where in the Offer Document does it disclose:

- the date of the acquisition or agreement;
- full details of the classified asset, including any title particulars;
- the name of the vendor;
- if the vendor was not the beneficial owner of the classified asset at the date of the acquisition or agreement, the name of the beneficial owner(s);
- details of the relationship between the vendor (or, if the vendor was not the beneficial owner of the tenement at the date of the acquisition or

Not applicable

²⁵ An electronic copy of the ASX Restricted Securities Table is available from the ASX Compliance Downloads page on ASX's website.

²⁶ Note: ASX will advise which restricted securities are required to be escrowed under Listing Rule 9.1.3 as part of the admission and quotation decision. If properly completed restriction agreements and related undertakings have not been provided for all such securities advised by ASX, that will need to be rectified prior to admission occurring and quotation commencing.

²⁷ A "classified asset" is defined in Listing Rule 19.12 as:

- (a) an interest in a mining exploration area or oil and gas exploration area or similar tenement or interest;
- (b) an interest in intangible property that is substantially speculative or unproven, or has not been profitably exploited for at least three years, and which entitles the entity to develop, manufacture, market or distribute the property;
- (c) an interest in an asset which, in ASX's opinion, cannot readily be valued; or
- (d) an interest in an entity the substantial proportion of whose assets (held directly, or through a controlled entity) is property of the type referred to in paragraphs (a), (b) and (c) above.

Nº	Item	Location/Confirmation
	<p>agreement, between the beneficial owner(s)) and the entity or any related party or promoter of the entity; and</p> <ul style="list-style-type: none"> • details of the purchase price paid or payable and all other consideration (whether legally enforceable or not) passing directly or indirectly to the vendor. 	
	<p>Is the vendor (or, if the vendor was not the beneficial owner of the classified asset at the date of the acquisition or agreement, is any of the beneficial owner(s)) a related party or promoter of the entity?</p> <p>If so, please enter "Confirmed" in the column to the right to indicate that the consideration paid by the entity for the classified asset was solely restricted securities, save to the extent it involved the reimbursement of expenditure incurred in developing the classified asset²⁸ or the entity was not required to apply the restrictions in Appendix 9B under Listing Rule 9.1.3 (Listing Rule 1.1 Condition 11)</p>	Not applicable
	<p>Please also provide a copy of the agreement(s) relating to the acquisition entered into by the entity and any expert's report or valuation obtained by the entity in relation to the acquisition</p>	Not applicable

Mining entities

72. A completed Appendix 1A Information Form and Checklist Annexure I (Mining Entities) ²⁹	Not applicable
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Oil and gas entities

73. A completed Appendix 1A Information Form and Checklist Annexure II (Oil and Gas Entities) ³⁰	Not applicable
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Entities incorporated or established outside of Australia

74. A completed Appendix 1A Information Form and Checklist Annexure III (Foreign Entities) ³¹	Not applicable
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Externally managed entities

75. A completed Appendix 1A Information Form and Checklist Annexure IV (Externally Managed Entities) ³²	Not applicable
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Stapled entities

76. A completed Appendix 1A Information Form and Checklist Annexure V (Stapled Entities) ³³	Not applicable
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Further documents to be provided before admission to the official list

Please note that in addition to the information and documents mentioned above, all entities will be required to provide the following before their admission to the official list and the quotation of their securities commences:

²⁸ ASX may require evidence to support expenditure claims.

²⁹ An electronic copy of this Appendix is available from the ASX Compliance Downloads page on ASX's website.

³⁰ An electronic copy of this Appendix is available from the ASX Compliance Downloads page on ASX's website.

³¹ An electronic copy of this Appendix is available from the ASX Compliance Downloads page on ASX's website.

³² An electronic copy of this Appendix is available from the ASX Compliance Downloads page on ASX's website.

³³ An electronic copy of this Appendix is available from the ASX Compliance Downloads page on ASX's website.

- A statement setting out the names of the 20 largest holders in each class of securities to be quoted, and the number and percentage of each class of securities held by those holders;
- A distribution schedule of each class of equity securities to be quoted, setting out the number of holders in the categories:
 - 1 - 1,000
 - 1,001 - 5,000
 - 5,001 - 10,000
 - 10,001 - 100,000
 - 100,001 and over
- The number of holders of a parcel of securities (excluding restricted securities or securities subject to voluntary escrow) with a value of more than \$2,000, based on the issue/sale price;
- Any outstanding restriction agreements (Appendix 9A) and related undertakings;³⁴ and
- Any other information that ASX may require under Listing Rule 1.17.³⁵

³⁴ See note 26 above.

³⁵ Among other things, this may include evidence to verify that an entity has met Listing Rule 1 Condition 8 and achieved minimum spread without using artificial means (see Guidance Note 1 section 3.8).