

## Appendix 4G

### Key to Disclosures Corporate Governance Council Principles and Recommendations

Name of entity

**Millennium Services Group Limited**

ABN/ARBN

**607 926 787**

Financial year ended

**30 June 2018**

Our corporate governance statement<sup>2</sup> for the above period above can be found at:<sup>3</sup>

☐ these pages of our annual report: \_\_\_\_\_

✓ this URL on our website: <http://millenniumsg.com/investor/governance/>

The Corporate Governance Statement is accurate and up to date as at 17 October 2018 and has been approved by the Board.

The annexure includes a key to where our corporate governance disclosures can be located.

**JO-ANNE DAL SANTO**

Company Secretary

17 October 2018

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<sup>1</sup> Under Listing Rule 4.7.3, an entity must lodge with ASX a completed Appendix 4G at the same time as it lodges its annual report with ASX.

Listing Rule 4.10.3 requires an entity that is included in the official list as an ASX Listing to include in its annual report either a corporate governance statement that meets the requirements of that rule or the URL of the page on its website where such a statement is located. The corporate governance statement must disclose the extent to which the entity has followed the recommendations set by the ASX Corporate Governance Council during the reporting period. If the entity has not followed a recommendation for any part of the reporting period, its corporate governance statement must separately identify that recommendation and the period during which it was not followed and state its reasons for not following the recommendation and what (if any) alternative governance practices it adopted in lieu of the recommendation during that period.

Under Listing Rule 4.7.4, if an entity chooses to include its corporate governance statement on its website rather than in its annual report, it must lodge a copy of the corporate governance statement with ASX at the same time as it lodges its annual report with ASX. The corporate governance statement must be current as at the effective date specified in that statement for the purposes of rule 4.10.3.

<sup>2</sup> "Corporate governance statement" is defined in Listing Rule 19.12 to mean the statement referred to in Listing Rule 4.10.3 which discloses the extent to which an entity has followed the recommendations set by the ASX Corporate Governance Council during a particular reporting period.

<sup>3</sup> Mark whichever option is correct and then complete the page number(s) of the annual report, or the URL of the web page, where the entity's corporate governance statement can be found.

## ANNEXURE – KEY TO CORPORATE GOVERNANCE DISCLOSURES

Corporate Governance Council recommendation		We have followed the recommendation in full for the whole of the period above. We have disclosed ...	We have <b>NOT</b> followed the recommendation in full for the whole of the period above. We have disclosed ...
<b>PRINCIPLE 1 – LAY SOLID FOUNDATIONS FOR MANAGEMENT AND OVERSIGHT</b>			
1.1	A listed entity should disclose: (a) the respective roles and responsibilities of its board and management; and (b) those matters expressly reserved to the board and those delegated to management.	<p>... the fact that we follow this recommendation:  <input checked="" type="checkbox"/> in our Corporate Governance Statement <b>OR</b>  <input type="checkbox"/> at this location:  <hr/> <i>Insert location here</i></p> <p>... and information about the respective roles and responsibilities of our board and management (including those matters expressly reserved to the board and those delegated to management):  <input checked="" type="checkbox"/> in our Corporate Governance Statement <b>OR</b>  <input checked="" type="checkbox"/> at this location: <a href="https://millenniumsg.com/wp-content/uploads/2018/10/Millennium-Board-Charter.pdf">https://millenniumsg.com/wp-content/uploads/2018/10/Millennium-Board-Charter.pdf</a></p>	<input type="checkbox"/> an explanation why that is so in our Corporate Governance Statement <b>OR</b> <input type="checkbox"/> we are an externally managed entity and this recommendation is therefore not applicable
1.2	A listed entity should: (a) undertake appropriate checks before appointing a person, or putting forward to security holders a candidate for election, as a director; and (b) provide security holders with all material information in its possession relevant to a decision on whether or not to elect or re-elect a director.	<p>... the fact that we follow this recommendation:  <input checked="" type="checkbox"/> in our Corporate Governance Statement <b>OR</b>  <input type="checkbox"/> at this location:  <hr/> <i>Insert location here</i></p>	<input type="checkbox"/> an explanation why that is so in our Corporate Governance Statement <b>OR</b> <input type="checkbox"/> we are an externally managed entity and this recommendation is therefore not applicable
1.3	A listed entity should have a written agreement with each director and senior executive setting out the terms of their appointment.	<p>... the fact that we follow this recommendation:  <input checked="" type="checkbox"/> in our Corporate Governance Statement <b>OR</b></p>	<input type="checkbox"/> an explanation why that is so in our Corporate Governance Statement <b>OR</b> <input type="checkbox"/> we are an externally managed entity and this recommendation is therefore not applicable

Corporate Governance Council recommendation		We have followed the recommendation in full for the whole of the period above. We have disclosed ...	We have <b>NOT</b> followed the recommendation in full for the whole of the period above. We have disclosed ...
1.4	The company secretary of a listed entity should be accountable directly to the board, through the chair, on all matters to do with the proper functioning of the board.	<p>... the fact that we follow this recommendation:</p> <p><input checked="" type="checkbox"/> in our Corporate Governance Statement <b>OR</b></p> <p><input type="checkbox"/> at this location:</p> <p>_____</p> <p><i>Insert location here</i></p>	<p><input type="checkbox"/> an explanation why that is so in our Corporate Governance Statement <b>OR</b></p> <p><input type="checkbox"/> we are an externally managed entity and this recommendation is therefore not applicable</p>
1.5	<p>A listed entity should:</p> <p>(a) have a diversity policy which includes requirements for the board or a relevant committee of the board to set measurable objectives for achieving gender diversity and to assess annually both the objectives and the entity's progress in achieving them;</p> <p>(b) disclose that policy or a summary of it; and</p> <p>(c) disclose as at the end of each reporting period the measurable objectives for achieving gender diversity set by the board or a relevant committee of the board in accordance with the entity's diversity policy and its progress towards achieving them and either:</p> <p>(1) the respective proportions of men and women on the board, in senior executive positions and across the whole organisation (including how the entity has defined "senior executive" for these purposes); or</p> <p>(2) if the entity is a "relevant employer" under the Workplace Gender Equality Act, the entity's most recent "Gender Equality Indicators", as defined in and published under that Act.</p>	<p>... the fact that we have a diversity policy that complies with paragraph (a):</p> <p><input checked="" type="checkbox"/> in our Corporate Governance Statement <b>OR</b></p> <p><input type="checkbox"/> at this location:</p> <p>_____</p> <p><i>Insert location here</i></p> <p>... and a copy of our diversity policy or a summary of it:</p> <p><input checked="" type="checkbox"/> at this location: <a href="https://millenniumsg.com/wp-content/uploads/2018/10/Millennium-Board-Policy---Diversity.pdf">https://millenniumsg.com/wp-content/uploads/2018/10/Millennium-Board-Policy---Diversity.pdf</a></p> <p>the measurable objectives for achieving gender diversity set by the board or a relevant committee of the board in accordance with our diversity policy and our progress towards achieving them:</p> <p><input type="checkbox"/> in our Corporate Governance Statement <b>OR</b></p> <p><input type="checkbox"/> at this location:</p> <p>_____</p> <p><i>Insert location here</i></p> <p>... and the information referred to in paragraphs (c)(1) or (2):</p> <p><input type="checkbox"/> in our Corporate Governance Statement <b>OR</b></p> <p><input checked="" type="checkbox"/> at this location: <a href="https://millenniumsg.com/wp-content/uploads/2018/09/WGEA-Public-Report-2017-2018.pdf">https://millenniumsg.com/wp-content/uploads/2018/09/WGEA-Public-Report-2017-2018.pdf</a></p>	<p><input checked="" type="checkbox"/> an explanation why that is so in our Corporate Governance Statement <b>OR</b></p> <p><input type="checkbox"/> we are an externally managed entity and this recommendation is therefore not applicable</p>

Corporate Governance Council recommendation		We have followed the recommendation in full for the whole of the period above. We have disclosed ...	We have <b>NOT</b> followed the recommendation in full for the whole of the period above. We have disclosed ...
1.6	<p>A listed entity should:</p> <p>(a) have and disclose a process for periodically evaluating the performance of the board, its committees and individual directors; and</p> <p>(b) disclose in relation to each reporting period, whether a performance evaluation was undertaken in the reporting period in accordance with that process.</p>	<p>... the evaluation process referred to in paragraph (a):</p> <p>✓ in our Corporate Governance Statement <b>OR</b></p> <p><input type="checkbox"/> at this location:</p> <p>_____</p> <p><i>Insert location here</i></p> <p>... and the information referred to in paragraph (b):</p> <p>✓ in our Corporate Governance Statement <b>OR</b></p> <p><input type="checkbox"/> at this location:</p> <p>_____</p> <p><i>Insert location here</i></p>	<p><input type="checkbox"/> an explanation why that is so in our Corporate Governance Statement <b>OR</b></p> <p><input type="checkbox"/> we are an externally managed entity and this recommendation is therefore not applicable</p>
1.7	<p>A listed entity should:</p> <p>(a) have and disclose a process for periodically evaluating the performance of its senior executives; and</p> <p>(b) disclose in relation to each reporting period, whether a performance evaluation was undertaken in the reporting period in accordance with that process.</p>	<p>... the evaluation process referred to in paragraph (a):</p> <p>✓ in our Corporate Governance Statement <b>OR</b></p> <p><input type="checkbox"/> at this location:</p> <p>_____</p> <p><i>Insert location here</i></p> <p>... and the information referred to in paragraph (b):</p> <p>✓ in our Corporate Governance Statement <b>OR</b></p> <p><input type="checkbox"/> at this location:</p> <p>_____</p> <p><i>Insert location here</i></p>	<p><input type="checkbox"/> an explanation why that is so in our Corporate Governance Statement <b>OR</b></p> <p><input type="checkbox"/> we are an externally managed entity and this recommendation is therefore not applicable</p>

Corporate Governance Council recommendation	We have followed the recommendation in full for the whole of the period above. We have disclosed ...	We have <b>NOT</b> followed the recommendation in full for the whole of the period above. We have disclosed ...
<b>PRINCIPLE 2 - STRUCTURE THE BOARD TO ADD VALUE</b>		
<p>2.1 The board of a listed entity should:</p> <p>(a) have a nomination committee which:</p> <p>(1) has at least three members, a majority of whom are independent directors; and</p> <p>(2) is chaired by an independent director, and disclose:</p> <p>(3) the charter of the committee;</p> <p>(4) the members of the committee; and</p> <p>(5) as at the end of each reporting period, the number of times the committee met throughout the period and the individual attendances of the members at those meetings; <b>OR</b></p> <p>(b) if it does not have a nomination committee, disclose that fact and the processes it employs to address board succession issues and to ensure that the board has the appropriate balance of skills, knowledge, experience, independence and diversity to enable it to discharge its duties and responsibilities effectively.</p>	<p>[If the entity complies with paragraph (a):]</p> <p>... the fact that we have a nomination committee that complies with paragraphs (1) and (2):</p> <p><input type="checkbox"/> in our Corporate Governance Statement <b>OR</b></p> <p><input type="checkbox"/> at this location:</p> <p>_____</p> <p><i>Insert location here</i></p> <p>... and a copy of the charter of the committee:</p> <p>✓ at this location: <a href="https://millenniumsg.com/wp-content/uploads/2018/10/Millennium-Remuneration-and-Nomination-Committee-Charter.pdf">https://millenniumsg.com/wp-content/uploads/2018/10/Millennium-Remuneration-and-Nomination-Committee-Charter.pdf</a></p> <p>... and the information referred to in paragraphs (4) and (5):</p> <p>✓ in our Corporate Governance Statement <b>OR</b></p> <p><input type="checkbox"/> at this location:</p> <p>_____</p> <p><i>Insert location here</i></p> <p>[If the entity complies with paragraph (b):]</p> <p>... the fact that we do not have a nomination committee and the processes we employ to address board succession issues and to ensure that the board has the appropriate balance of skills, knowledge, experience, independence and diversity to enable it to discharge its duties and responsibilities effectively:</p> <p>✓ in our Corporate Governance Statement <b>OR</b></p> <p><input type="checkbox"/> at this location:</p> <p>_____</p> <p><i>Insert location here</i></p>	<p>✓ an explanation why that is so in our Corporate Governance Statement <b>OR</b></p> <p><input type="checkbox"/> we are an externally managed entity and this recommendation is therefore not applicable</p>

Corporate Governance Council recommendation		We have followed the recommendation in full for the whole of the period above. We have disclosed ...	We have <b>NOT</b> followed the recommendation in full for the whole of the period above. We have disclosed ...
2.2	A listed entity should have and disclose a board skills matrix setting out the mix of skills and diversity that the board currently has or is looking to achieve in its membership.	... our board skills matrix: <input checked="" type="checkbox"/> in our Corporate Governance Statement <b>OR</b> <input type="checkbox"/> at this location:	<input type="checkbox"/> an explanation why that is so in our Corporate Governance Statement <b>OR</b> <input type="checkbox"/> we are an externally managed entity and this recommendation is therefore not applicable
2.3	A listed entity should disclose: (a) the names of the directors considered by the board to be independent directors; (b) if a director has an interest, position, association or relationship of the type described in Box 2.3 but the board is of the opinion that it does not compromise the independence of the director, the nature of the interest, position, association or relationship in question and an explanation of why the board is of that opinion; and (c) the length of service of each director.	... the names of the directors considered by the board to be independent directors: <input checked="" type="checkbox"/> in our Corporate Governance Statement <b>OR</b> <input type="checkbox"/> at this location: _____ <i>Insert location here</i> ... where applicable, the information referred to in paragraph (b): <input checked="" type="checkbox"/> in our Corporate Governance Statement <b>OR</b> <input type="checkbox"/> at this location: _____ <i>Insert location here</i> ... the length of service of each director: <input checked="" type="checkbox"/> in our Corporate Governance Statement <b>OR</b> _____ at this location:	<input type="checkbox"/> an explanation why that is so in our Corporate Governance Statement
2.4	A majority of the board of a listed entity should be independent directors.	... the fact that we follow this recommendation: <input type="checkbox"/> in our Corporate Governance Statement <b>OR</b> <input type="checkbox"/> at this location: _____ <i>Insert location here</i>	<input checked="" type="checkbox"/> an explanation why that is so in our Corporate Governance Statement <b>OR</b> <input type="checkbox"/> we are an externally managed entity and this recommendation is therefore not applicable

Corporate Governance Council recommendation		We have followed the recommendation in full for the whole of the period above. We have disclosed ...	We have <b>NOT</b> followed the recommendation in full for the whole of the period above. We have disclosed ...
2.5	The chair of the board of a listed entity should be an independent director and, in particular, should not be the same person as the CEO of the entity.	... the fact that we follow this recommendation: <input checked="" type="checkbox"/> in our Corporate Governance Statement <b>OR</b> <input type="checkbox"/> at this location: <hr/> <i>Insert location here</i>	<input type="checkbox"/> an explanation why that is so in our Corporate Governance Statement <b>OR</b> <input type="checkbox"/> we are an externally managed entity and this recommendation is therefore not applicable
2.6	A listed entity should have a program for inducting new directors and provide appropriate professional development opportunities for directors to develop and maintain the skills and knowledge needed to perform their role as directors effectively.	... the fact that we follow this recommendation: <input checked="" type="checkbox"/> in our Corporate Governance Statement <b>OR</b> <input type="checkbox"/> at this location: <hr/> <i>Insert location here</i>	<input type="checkbox"/> an explanation why that is so in our Corporate Governance Statement <b>OR</b> <input type="checkbox"/> we are an externally managed entity and this recommendation is therefore not applicable
<b>PRINCIPLE 3 – ACT ETHICALLY AND RESPONSIBLY</b>			
3.1	A listed entity should: (a) have a code of conduct for its directors, senior executives and employees; and (b) disclose that code or a summary of it.	... our code of conduct or a summary of it: <input type="checkbox"/> in our Corporate Governance Statement <b>OR</b> <input checked="" type="checkbox"/> at this location: <a href="https://millenniumsg.com/wp-content/uploads/2018/10/Millennium-Code-of-Conduct-Directors-and-Officers.pdf">https://millenniumsg.com/wp-content/uploads/2018/10/Millennium-Code-of-Conduct-Directors-and-Officers.pdf</a>	<input type="checkbox"/> an explanation why that is so in our Corporate Governance Statement
<b>PRINCIPLE 4 – SAFEGUARD INTEGRITY IN CORPORATE REPORTING</b>			
4.1	The board of a listed entity should: (a) have an audit committee which: (1) has at least three members, all of whom are non-executive directors and a majority of whom are independent directors; and (2) is chaired by an independent director, who is not the chair of the board, and disclose: (3) the charter of the committee; (4) the relevant qualifications and experience of the members of the committee; and (5) in relation to each reporting period, the number of times the committee met throughout the period and the individual	[If the entity complies with paragraph (a):] ... the fact that we have an audit committee that complies with paragraphs (1) and (2): <input type="checkbox"/> in our Corporate Governance Statement <b>OR</b> <input type="checkbox"/> at this location: <i>Insert location here</i> ... and a copy of the charter of the committee: <input checked="" type="checkbox"/> at this location: <a href="https://millenniumsg.com/wp-content/uploads/2018/10/Millennium-Audit-and-Risk-Management-Committee-Charter.pdf">https://millenniumsg.com/wp-content/uploads/2018/10/Millennium-Audit-and-Risk-Management-Committee-Charter.pdf</a>	<input checked="" type="checkbox"/> an explanation why that is so in our Corporate Governance Statement

Corporate Governance Council recommendation		We have followed the recommendation in full for the whole of the period above. We have disclosed ...	We have <b>NOT</b> followed the recommendation in full for the whole of the period above. We have disclosed ...
	<p>attendances of the members at those meetings; <b>OR</b></p> <p>(b) if it does not have an audit committee, disclose that fact and the processes it employs that independently verify and safeguard the integrity of its corporate reporting, including the processes for the appointment and removal of the external auditor and the rotation of the audit engagement partner.</p>	<p>... and the information referred to in paragraphs (4) and (5):</p> <p><input type="checkbox"/> in our Corporate Governance Statement <b>OR</b></p> <p>✓ at this location: <a href="https://millenniumsg.com/wp-content/uploads/2018/10/Millennium-Annual-Report-2018.pdf">https://millenniumsg.com/wp-content/uploads/2018/10/Millennium-Annual-Report-2018.pdf</a></p> <p>[If the entity complies with paragraph (b):]</p> <p>... the fact that we do not have an audit committee and the processes we employ that independently verify and safeguard the integrity of our corporate reporting, including the processes for the appointment and removal of the external auditor and the rotation of the audit engagement partner:</p> <p>✓ in our Corporate Governance Statement <b>OR</b></p> <p><input type="checkbox"/> at this location:</p> <p>_____</p> <p><i>Insert location here</i></p>	
4.2	The board of a listed entity should, before it approves the entity's financial statements for a financial period, receive from its CEO and CFO a declaration that, in their opinion, the financial records of the entity have been properly maintained and that the financial statements comply with the appropriate accounting standards and give a true and fair view of the financial position and performance of the entity and that the opinion has been formed on the basis of a sound system of risk management and internal control which is operating effectively.	<p>... the fact that we follow this recommendation:</p> <p>✓ in our Corporate Governance Statement <b>OR</b></p> <p><input type="checkbox"/> at this location:</p> <p>_____</p> <p><i>Insert location here</i></p>	<input type="checkbox"/> an explanation why that is so in our Corporate Governance Statement
4.3	A listed entity that has an AGM should ensure that its external auditor attends its AGM and is available to answer questions from security holders relevant to the audit.	<p>... the fact that we follow this recommendation:</p> <p>✓ in our Corporate Governance Statement <b>OR</b></p> <p><input type="checkbox"/> at this location:</p> <p>_____</p> <p><i>Insert location here</i></p>	<p><input type="checkbox"/> an explanation why that is so in our Corporate Governance Statement <b>OR</b></p> <p><input type="checkbox"/> we are an externally managed entity that does not hold an annual general meeting and this recommendation is therefore not applicable</p>



Corporate Governance Council recommendation		We have followed the recommendation in full for the whole of the period above. We have disclosed ...	We have <b>NOT</b> followed the recommendation in full for the whole of the period above. We have disclosed ...
<b>PRINCIPLE 5 – MAKE TIMELY AND BALANCED DISCLOSURE</b>			
5.1	A listed entity should: (a) have a written policy for complying with its continuous disclosure obligations under the Listing Rules; and (b) disclose that policy or a summary of it.	... our continuous disclosure compliance policy or a summary of it: <input type="checkbox"/> in our Corporate Governance Statement <b>OR</b> <input checked="" type="checkbox"/> at this location: <a href="https://millenniumsg.com/wp-content/uploads/2018/10/Millennium-Continuous-Disclosure-and-External-Communications-Policy.pdf">https://millenniumsg.com/wp-content/uploads/2018/10/Millennium-Continuous-Disclosure-and-External-Communications-Policy.pdf</a>	<input type="checkbox"/> an explanation why that is so in our Corporate Governance Statement
<b>PRINCIPLE 6 – RESPECT THE RIGHTS OF SECURITY HOLDERS</b>			
6.1	A listed entity should provide information about itself and its governance to investors via its website.	... information about us and our governance on our website: <input checked="" type="checkbox"/> at this location: <a href="https://millenniumsg.com">https://millenniumsg.com</a>	<input type="checkbox"/> an explanation why that is so in our Corporate Governance Statement
6.2	A listed entity should design and implement an investor relations program to facilitate effective two-way communication with investors.	... the fact that we follow this recommendation: <input checked="" type="checkbox"/> in our Corporate Governance Statement <b>OR</b> <input type="checkbox"/> at this location:  _____ <i>Insert location here</i>	<input type="checkbox"/> an explanation why that is so in our Corporate Governance Statement
6.3	A listed entity should disclose the policies and processes it has in place to facilitate and encourage participation at meetings of security holders.	... our policies and processes for facilitating and encouraging participation at meetings of security holders: <input checked="" type="checkbox"/> in our Corporate Governance Statement <b>OR</b> <input type="checkbox"/> at this location:	<input type="checkbox"/> an explanation why that is so in our Corporate Governance Statement <b>OR</b> <input type="checkbox"/> we are an externally managed entity that does not hold periodic meetings of security holders and this recommendation is therefore not applicable
6.4	A listed entity should give security holders the option to receive communications from, and send communications to, the entity and its security registry electronically.	... the fact that we follow this recommendation: <input checked="" type="checkbox"/> in our Corporate Governance Statement <b>OR</b> <input type="checkbox"/> at this location:  _____ <i>Insert location here</i>	<input type="checkbox"/> an explanation why that is so in our Corporate Governance Statement

Corporate Governance Council recommendation		We have followed the recommendation in full for the whole of the period above. We have disclosed ...	We have <b>NOT</b> followed the recommendation in full for the whole of the period above. We have disclosed ...
<b>PRINCIPLE 7 – RECOGNISE AND MANAGE RISK</b>			
7.1	<p>The board of a listed entity should:</p> <p>(a) have a committee or committees to oversee risk, each of which:</p> <p>(1) has at least three members, a majority of whom are independent directors; and</p> <p>(2) is chaired by an independent director, and disclose:</p> <p>(3) the charter of the committee;</p> <p>(4) the members of the committee; and</p> <p>(5) as at the end of each reporting period, the number of times the committee met throughout the period and the individual attendances of the members at those meetings; <b>OR</b></p> <p>(b) if it does not have a risk committee or committees that satisfy (a) above, disclose that fact and the processes it employs for overseeing the entity's risk management framework.</p>	<p>[If the entity complies with paragraph (a):]</p> <p>... the fact that we have a committee or committees to oversee risk that comply with paragraphs (1) and (2):</p> <p><input type="checkbox"/> in our Corporate Governance Statement <b>OR</b></p> <p><input type="checkbox"/> at this location:</p> <p>... and a copy of the charter of the committee:</p> <p>in our Corporate Governance Statement <b>OR</b></p> <p>✓ at this location: <a href="https://millenniumsg.com/wp-content/uploads/2018/10/Millennium-Audit-and-Risk-Management-Committee-Charter.pdf">https://millenniumsg.com/wp-content/uploads/2018/10/Millennium-Audit-and-Risk-Management-Committee-Charter.pdf</a></p> <p>... and the information referred to in paragraphs (4) and (5):</p> <p>✓ in our Corporate Governance Statement <b>OR</b></p> <p><input type="checkbox"/> at this location:</p> <p>[If the entity complies with paragraph (b):]</p> <p>... the fact that we do not have a risk committee or committees that satisfy (a) and the processes we employ for overseeing our risk management framework:</p> <p>✓ in our Corporate Governance Statement <b>OR</b></p> <p><input type="checkbox"/> at this location:</p> <p>_____</p> <p><i>Insert location here</i></p>	<p>✓ an explanation why that is so in our Corporate Governance Statement</p>
7.2	<p>The board or a committee of the board should:</p> <p>(a) review the entity's risk management framework at least annually to satisfy itself that it continues to be sound; and</p> <p>(b) disclose, in relation to each reporting period, whether such a review has taken place.</p>	<p>... the fact that we follow this recommendation:</p> <p>✓ in our Corporate Governance Statement <b>OR</b></p> <p><input type="checkbox"/> at this location:</p> <p>_____</p> <p><i>Insert location here</i></p>	<p><input type="checkbox"/> an explanation why that is so in our Corporate Governance Statement</p>
7.3	<p>A listed entity should disclose:</p> <p>(a) if it has an internal audit function, how the</p>	<p>[If the entity complies with paragraph (a):]</p> <p>... how our internal audit function is structured and what role</p>	<p><input type="checkbox"/> an explanation why that is so in our Corporate</p>

Corporate Governance Council recommendation		We have followed the recommendation in full for the whole of the period above. We have disclosed ...	We have <b>NOT</b> followed the recommendation in full for the whole of the period above. We have disclosed ...
	<p>function is structured and what role it performs; <b>OR</b></p> <p>(b) if it does not have an internal audit function, that fact and the processes it employs for evaluating and continually improving the effectiveness of its risk management and internal control processes.</p>	<p>it performs:</p> <p><input checked="" type="checkbox"/> in our Corporate Governance Statement <b>OR</b></p> <p><input type="checkbox"/> at this location:</p> <p>_____</p> <p><i>Insert location here</i></p> <p>[If the entity complies with paragraph (b):]</p> <p>... the fact that we do not have an internal audit function and the processes we employ for evaluating and continually improving the effectiveness of our risk management and internal control processes:</p> <p><input checked="" type="checkbox"/> in our Corporate Governance Statement <b>OR</b></p> <p><input type="checkbox"/> at this location:</p> <p>_____</p> <p><i>Insert location here</i></p>	Governance Statement
7.4	A listed entity should disclose whether it has any material exposure to economic, environmental and social sustainability risks and, if it does, how it manages or intends to manage those risks.	<p>... whether we have any material exposure to economic, environmental and social sustainability risks and, if we do, how we manage or intend to manage those risks:</p> <p><input checked="" type="checkbox"/> in our Corporate Governance Statement <b>OR</b></p> <p><input type="checkbox"/> at this location:</p> <p>_____</p> <p><i>Insert location here</i></p>	<input type="checkbox"/> an explanation why that is so in our Corporate Governance Statement
<b>PRINCIPLE 8 – REMUNERATE FAIRLY AND RESPONSIBLY</b>			
8.1	<p>The board of a listed entity should:</p> <p>(a) have a remuneration committee which:</p> <p>(1) has at least three members, a majority of whom are independent directors; and</p> <p>(2) is chaired by an independent director, and disclose:</p> <p>(3) the charter of the committee;</p> <p>(4) the members of the committee; and</p>	<p>[If the entity complies with paragraph (a):]</p> <p>... the fact that we have a remuneration committee that complies with paragraphs (1) and (2):</p> <p><input type="checkbox"/> in our Corporate Governance Statement <b>OR</b></p> <p><input type="checkbox"/> at this location:</p> <p>_____</p> <p>... and a copy of the charter of the committee:</p>	<p><input checked="" type="checkbox"/> an explanation why that is so in our Corporate Governance Statement <b>OR</b></p> <p><input type="checkbox"/> we are an externally managed entity and this recommendation is therefore not applicable</p>

Corporate Governance Council recommendation		We have followed the recommendation in full for the whole of the period above. We have disclosed ...	We have <b>NOT</b> followed the recommendation in full for the whole of the period above. We have disclosed ...
	<p>(5) as at the end of each reporting period, the number of times the committee met throughout the period and the individual attendances of the members at those meetings; <b>OR</b></p> <p>(b) if it does not have a remuneration committee, disclose that fact and the processes it employs for setting the level and composition of remuneration for directors and senior executives and ensuring that such remuneration is appropriate and not excessive.</p>	<p><input type="checkbox"/> in our Corporate Governance Statement <b>OR</b></p> <p>✓ at this location: <a href="https://millenniumsg.com/wp-content/uploads/2018/10/Millennium-Remuneration-and-Nomination-Committee-Charter.pdf">https://millenniumsg.com/wp-content/uploads/2018/10/Millennium-Remuneration-and-Nomination-Committee-Charter.pdf</a></p> <p>and the information referred to in paragraphs (4) and (5):</p> <p><input type="checkbox"/> in our Corporate Governance Statement <b>OR</b></p> <p>✓ at this location: <a href="https://millenniumsg.com/wp-content/uploads/2018/10/Millennium-Annual-Report-2018.pdf">https://millenniumsg.com/wp-content/uploads/2018/10/Millennium-Annual-Report-2018.pdf</a></p> <p>[If the entity complies with paragraph (b):]</p> <p>... the fact that we do not have a remuneration committee and the processes we employ for setting the level and composition of remuneration for directors and senior executives and ensuring that such remuneration is appropriate and not excessive:</p> <p>✓ in our Corporate Governance Statement <b>OR</b></p> <p><input type="checkbox"/> at this location:</p> <p>_____</p> <p><i>Insert location here</i></p>	
8.2	A listed entity should separately disclose its policies and practices regarding the remuneration of non-executive directors and the remuneration of executive directors and other senior executives.	<p>... separately our remuneration policies and practices regarding the remuneration of non-executive directors and the remuneration of executive directors and other senior executives:</p> <p><input type="checkbox"/> in our Corporate Governance Statement <b>OR</b></p> <p>✓ at this location: <a href="https://millenniumsg.com/wp-content/uploads/2018/10/Millennium-Annual-Report-2018.pdf">https://millenniumsg.com/wp-content/uploads/2018/10/Millennium-Annual-Report-2018.pdf</a></p>	<p><input type="checkbox"/> an explanation why that is so in our Corporate Governance Statement <b>OR</b></p> <p><input type="checkbox"/> we are an externally managed entity and this recommendation is therefore not applicable</p>

Corporate Governance Council recommendation		We have followed the recommendation in full for the whole of the period above. We have disclosed ...	We have <b>NOT</b> followed the recommendation in full for the whole of the period above. We have disclosed ...
8.3	<p>A listed entity which has an equity-based remuneration scheme should:</p> <p>(a) have a policy on whether participants are permitted to enter into transactions (whether through the use of derivatives or otherwise) which limit the economic risk of participating in the scheme; and</p> <p>(b) disclose that policy or a summary of it.</p>	<p>... our policy on this issue or a summary of it:</p> <p><input checked="" type="checkbox"/> in our Corporate Governance Statement <b>OR</b></p> <p><input type="checkbox"/> at this location:</p>	<p><input type="checkbox"/> an explanation why that is so in our Corporate Governance Statement <b>OR</b></p> <p><input type="checkbox"/> we do not have an equity-based remuneration scheme and this recommendation is therefore not applicable <b>OR</b></p> <p><input type="checkbox"/> we are an externally managed entity and this recommendation is therefore not applicable</p>
<b>ADDITIONAL DISCLOSURES APPLICABLE TO EXTERNALLY MANAGED LISTED ENTITIES</b>			
-	<p><i>Alternative to Recommendation 1.1 for externally managed listed entities:</i></p> <p>The responsible entity of an externally managed listed entity should disclose:</p> <p>(a) the arrangements between the responsible entity and the listed entity for managing the affairs of the listed entity;</p> <p>(b) the role and responsibility of the board of the responsible entity for overseeing those arrangements.</p>	<p>... the information referred to in paragraphs (a) and (b):</p> <p><input type="checkbox"/> in our Corporate Governance Statement <b>OR</b></p> <p><input type="checkbox"/> at this location:</p> <p>_____</p> <p><i>Insert location here</i></p>	<p><input type="checkbox"/> an explanation why that is so in our Corporate Governance Statement</p>
-	<p><i>Alternative to Recommendations 8.1, 8.2 and 8.3 for externally managed listed entities:</i></p> <p>An externally managed listed entity should clearly disclose the terms governing the remuneration of the manager.</p>	<p>... the terms governing our remuneration as manager of the entity:</p> <p><input type="checkbox"/> in our Corporate Governance Statement <b>OR</b></p> <p><input type="checkbox"/> at this location:</p> <p>_____</p> <p><i>Insert location here</i></p>	<p><input type="checkbox"/> an explanation why that is so in our Corporate Governance Statement</p>

# C Corporate Governance Statement

The following statement is accurate and up to date as at  
17 October 2018

(unless otherwise stated)

The Directors and management of Millennium Services Group Limited ACN 607 926 787 (MIL or the Company) and its controlled entities (the Group) are committed to conducting the Group's business in an ethical manner and in accordance with the highest standards of corporate governance. The Company has adopted and substantially complies with the ASX Corporate Governance Principles and Recommendations (Third Edition) (Recommendations) to the extent appropriate to the size and nature of the Group's operations.

The Company has prepared this statement which sets out its corporate governance practices that were in operation throughout the financial year ended 30 June 2018. This statement identifies any Recommendations that have not been followed and provides reasons for not following such Recommendations.

This statement is current as at 17 October 2018 (unless otherwise stated) and has been approved by the Board of the Company.

The Company's corporate governance policies, charters and policies are all available on the Company's website ([www.millenniumsg.com](http://www.millenniumsg.com)) (Website).

## Principle 1 – Lay solid foundations for management and oversight

### 1.1 The roles of Board and Management

The Board has adopted a charter (Board Charter) which sets out the overall framework for the corporate governance and control of the Company.

The Board's role includes:

- The oversight of the Company, its business, activities, corporate governance and internal controls;
- Monitoring the implementation and execution of set commercial, strategic and financial objectives of the Company;
- Review and oversight of risk management systems, internal compliance and control, codes of ethics and conduct and legal and regulatory compliance;
- Monitoring senior management's performance, implementation of strategy and ensuring appropriate resources are available;
- Developing key indicators of financial performance for the Company and its business; and
- Establishment and oversight of Committees to consider such matters as the Board may consider appropriate.

The Board's role also includes delegating appropriate functions and authority to the Chief Executive Officer (CEO) and, through the CEO, to senior management of the Company.

**Status:** Millennium complies with this principle

The Millennium Board Charter can be found at:

<https://millenniumsg.com/wp-content/uploads/2018/10/Millennium-Board-Charter.pdf>

### 1.2 Appointment and election of Board members

During the 2018 financial year, the Board had a Nomination and Remuneration Committee. The Nomination and Remuneration Committee's functions and powers are formalised in a Nomination and Remuneration Committee Charter, a copy of which is available on the Website.

As at the date of this Statement, the Board comprises four Directors. Given the current size of the Board, the operation of the Nomination and Remuneration Committee has been temporarily suspended, until such time that additional Directors are appointed to the Board.

Presently, the Board, as a whole, performs the function of a nomination committee.

It is the role of the Board, in performing the function of a nomination committee, to:

- identify suitable candidates to complement the existing Board;
- undertake appropriate checks on the candidate;
- seek confirmation from the candidate that he/she will have sufficient time to fulfil his or her responsibilities as a Director.

Where appropriate, external consultants may be engaged to assist in searching for candidates and undertaking relevant checks.

The Company provides information to shareholders about Directors seeking re-election at an annual general meeting to enable them to make an informed decision on whether or not to re-elect the Director, including:

- their relevant qualifications and experience and the skills they bring to the Board;
- details of any other listed directorships held by the Director in the preceding 3 years;
- the term of office already served by the Director;
- whether the Director is considered to be independent; and
- a recommendation by the Board in respect of the re-election of the Director.

The Company will, in the case of a candidate standing for election as a Director for the first time, provide information to shareholders about the candidate to enable them to make an informed decision on whether or not to elect the candidate, including:

- material adverse information revealed by the checks the Board has performed on the candidate;
- details of any interest, position, association or relationship that might influence, or reasonably be perceived to influence, in a material respect the candidate's capacity to exercise independent judgement on board matters or to act in the best interests of the Company and its shareholders generally;
- the Board's view of whether the candidate is considered to be an independent Director; and
- a recommendation by the Board in respect of the election of the candidate.

**Status:** Millennium complies with this principle

**The Millennium Remuneration and Nomination Committee Charter can be found at:**

<https://millenniumsg.com/wp-content/uploads/2018/10/Millennium-Remuneration-and-Nomination-Committee-Charter.pdf>

### 1.3 Written agreements

The Company enters into written agreements with each Director and senior executive setting out the terms and conditions of their appointment.

**Status:** Millennium complies with this principle

### 1.4 Company secretary accountability

The Company Secretary is accountable directly to the Board, through the Chairman, for:

- the Company's compliance with corporate governance matters;
- co-ordinating the completion and despatch of Board and Committee agendas and briefing materials as well as draft minutes of meetings of the Board and all Committees for approval at the next meeting; and
- the Company's compliance with all disclosure obligations and policies and procedures relating to such obligations.

The Company Secretary's role is set out in the Board Charter, a copy of which can be found on the Website.

**Status:** Millennium complies with this principle

**The Millennium Board Charter can be found at:**

<https://millenniumsg.com/wp-content/uploads/2018/10/Millennium-Board-Charter.pdf>



## 1.5 Diversity

The Board has adopted a Diversity Policy to reflect its commitment to the recognition and promotion of diversity in the workplace. Amongst other matters, the Board considers 'diversity' to encompass issues such as gender, race, ethnicity, age, disability and differing cultural backgrounds.

The Board believes that pro-actively embracing diversity among its workforce helps it provide a workplace with greater employee satisfaction levels, enabling it to attract and retain quality people within the organisation, to better understand the market in which it operates, and to assist in achieving its corporate objectives.

Under the Diversity Policy, the Board will establish measurable objectives for achieving gender diversity within the Company and measure its progress in achieving those objectives annually. The Board is in the process of establishing these measures.

As at 30 June 2018, the Company's gender diversity breakdown was as follows:

Category	% Women	% Men
Board	16.67%	83.33%
Senior executive	12.50%	87.50%
Employees	38.68%	61.32%

Senior executives are defined as the CEO and those who directly report to him.

In accordance with the Workplace Gender Equality Act 2012, Millennium has submitted a Workplace Gender Equality Report for the 2017/2018 reporting period. The submission includes details of the Company's Gender Equality Indicators and can be found on the Website.

**Status:** Millennium complies with this principle

**The Company's Board Diversity Policy can be found at:**

<https://millenniumsg.com/wp-content/uploads/2018/10/Millennium-Board-Policy—Diversity.pdf>

## 1.6 Performance evaluations – Board members

The Board has adopted a Board Performance Evaluation Policy to assist the Board in its role of monitoring performance of the Board.

The Policy provides for annual evaluations of the performance of the Board and individual Directors to determine how effectively they are fulfilling their roles and duties. The evaluation is carried out by the Chairman.

Performance evaluations of all Board members were undertaken during the reporting period.

**Status:** Millennium complies with this principle

**The Board Performance Evaluation Policy can be found at:**

<https://millenniumsg.com/wp-content/uploads/2018/10/Millennium-Board-Policy—Board-Performance-Evaluation.pdf>

## 1.7 Performance evaluations – senior executives

The Board, together with the Company's CEO, evaluates the performance of the Group's senior executives annually.

The Board also reviews the CEO's performance annually. A performance evaluation for the Group's senior executives and the CEO has taken place during the reporting period.

**Status:** Millennium complies with this principle

## Principle 2 – Structure the Board to add value

### 2.1 Nomination Committee

During the 2018 financial year, the Board had a Nomination and Remuneration Committee, which comprised Stephen Williams (Chairman), Peter Anderson and Greg McCormack. All members were independent, non-executive directors of the Company during the financial year.

The number of times that the Nomination and Remuneration Committee met throughout the financial year and the individual attendances of the members at those meetings are disclosed in the Company's Annual Report.

The Nomination and Remuneration Committee's functions and powers are formalised in a Nomination and Remuneration Committee Charter, a copy of which is available on the Website.

As at the date of this Statement, the Board comprises three Directors. Given the current size of the Board, the operation of the Nomination and Remuneration Committee has been temporarily suspended, until such time that additional Directors are appointed to the Board.

Presently, the Board, as a whole, performs the function of a nomination committee.

Where necessary, the Board will seek advice of external advisers in connection with the suitability of applicants for Board membership.

**Status:** Millennium complies with this principle

**The Remuneration and Nomination Committee Charter can be found at:**

<https://millenniumsg.com/wp-content/uploads/2018/10/Millennium-Remuneration-and-Nomination-Committee-Charter.pdf>

### 2.2 Board skills matrix

The Board aims to be comprised of Directors which have, at all times, the appropriate mix of skills, experience, expertise and diversity relevant to the Company's businesses and the Board's responsibilities. This objective is enumerated in the Board Charter.

The Board regularly evaluates the mix of skills, experience and diversity at the Board level, and has developed and adopted a Board skills matrix which has been tailored to the circumstances and requirements of the Company.

The skills matrix is reviewed at least annually by the Nomination and Remuneration Committee and/or the Board, to ensure that ongoing needs in relation to supervising the Company and its operations are being met, and to take into account any changes in the Company's circumstances and strategic priorities.

The objectives of the skills matrix adopted by the Board are to:

- Identify the skills, knowledge, experience and capabilities that are considered to be desired of the Board as a whole, in order for the Board to fulfil its role and in light of the Company's strategic direction;
- Ascertain the current skills, knowledge, experience and capabilities of the Board, and provide the incumbent Directors with an opportunity to reflect upon and discuss the current composition of the Board; and
- Identify any gaps in skills or competencies that can be addressed in future director appointments.

The key skills set out in the Board adopted matrix are as follows:

Mergers and Acquisitions  
Strategy and Planning  
Corporate Governance and Advisory  
Accounting and Finance  
Risk Management  
Industry Specific Experience (cleaning / security / facilities management)  
Operations  
Health and Safety  
Remuneration and Incentive Schemes

## 2.3 Independent Directors

As at the date of this Statement, the Board comprised:

- Roger Smeed (Non-Executive Chairman)
- Craig Hanley (CEO and Executive Director);
- Royce Galea (Executive Director)
- Neil Cathie (Non-Executive Director)

The Board has considered the circumstances of each Director and determined that Roger Smeed, Non-Executive Chairman and Neil Cathie, Non-Executive Director, are independent Directors, on the basis that they are free from any interest, position, association or relationship that might influence, or reasonably be perceived to influence the independent exercise of their judgement. In reaching this conclusion, the Board considered the guidelines of materiality for the purpose of determining Director independence set out in the Board Charter and Box 2.3 of the Recommendations.

Craig Hanley and Royce Galea are not considered to be independent Directors as they hold executive roles within the Company.

The Board will continually assess whether there are any factors or considerations which may mean that a Director's interest, position, association or relationship might influence, or reasonably be perceived to influence, the capacity of the Director to bring an independent judgement to bear on issues before the Board and to act in the best interests of the Company and its security holders generally.

The Corporations Act and monthly Board meeting processes require Directors to advise the Board of any interest they have that has the potential to conflict with the interests of the Group, including any development that may impact their perceived or actual independence. If the Board determines that a Director's status as an independent Director has changed, that determination will be disclosed and explained in a timely manner to the market.

The length of service of each Director is set out in the Company's 2018 Annual Report.

**Status:** Millennium complies with this principle

## 2.4 Number of independent Directors on the Board

As at the date of this Statement, the Board comprised:

- Roger Smeed (Non-Executive Chairman);
- Craig Hanley (CEO and Executive Director);
- Royce Galea (Executive Director);
- Neil Cathie (Non-Executive Director).

Roger Smeed, Non-Executive Chairman, and Neil Cathie (Non-Executive Director) are currently the only independent Directors of the Board.

**Status:** Millennium is non-complying with this principle

It is the intention of the Board to appoint an additional independent Director in due course.

**Details on the structure of the Board can be found at:**

<https://millenniumsg.com/wp-content/uploads/2018/10/Millennium-Board-Structure.16.10.2018-.pdf>

## 2.5 Independent Chairman

Roger Smeed has been the Chairman of the Company since 3 October 2018, and is considered by the Board to be an independent Director. The Chairman leads the Board and is responsible for the efficient organisation and conduct of the Board's functions.

The positions of Chairman and CEO are held by separate persons.

**Status:** Millennium complies with this principle

## 2.6 Induction program and training

The Company has a program for inducting new Directors and provides access to professional development and continuing education opportunities for existing Directors to develop and maintain the knowledge and skills to effectively perform their duties.

As Directors join the Board, they undertake an induction program, which includes the provision of information on the Company's core values, key strategies, objectives, as well as its governance framework and operations. New Directors also meet with key senior management to gain a better appreciation of the Group's services and capabilities.

The Board receives ongoing governance updates as required. All Directors have ongoing access to information on the Company's operations and to the Group's senior management. Each Director, at any time, is able to seek reasonable independent professional advice on any business-related matter at the expense of the Company. Directors also have access to adequate internal resources to seek any information from any officer or employee of the Group, or to require the attendance of management at meetings to enable them as Directors to fulfil their duties.

**Status:** Millennium complies with this principle

**Details on induction and continuing education can be found at:**

<https://millenniumsg.com/wp-content/uploads/2018/10/Millennium-Board-Charter.pdf>

## Principle 3 – Act ethically and responsibly

### 3.1 Code of conduct

The Company has a Code of Conduct for its Directors, Executives and the Company Secretary. The objectives of the Code of Conduct are to guide behaviour, enhance investor confidence in the Company and to demonstrate the commitment of the Company to ethical standards and practices.

**The Code of Conduct can be found at:**

<https://millenniumsg.com/wp-content/uploads/2018/10/Millennium-Code-of-ConductDirectors-and-Officers.pdf>

The Company has a separate Code of Conduct for its employees. The Code sets out the Company's values, the Company's expectations of all employees and the Company's commitments to all its employees.

**The Employee Code of Conduct Handbook can be found at:**

<https://millenniumsg.com/wp-content/uploads/2018/10/Millennium-Employee-Code-of-ConductHandbook.pdf>

The Board has also adopted an Anti-Bribery and Anti-Corruption Policy. The Policy applies to all individuals at all levels who are employed by, act for, or represent the Company. The purpose of the Policy is to prohibit any act that constitutes bribery or corruption by Company personnel, and to act in compliance with all applicable anti-bribery and anti-corruption laws in the countries in which the Company and its subsidiaries operate.

**Status:** Millennium complies with this principle

**The Anti-Bribery and Anti-Corruption Policy can be found at:**

<https://millenniumsg.com/wp-content/uploads/2018/10/Millennium-Anti-Bribery-and-Anti-Corruption-Policy.pdf>

## Principle 4 – Safeguard integrity in corporate reporting

### 4.1 Audit Committee

During the 2018 financial year, the Board had an Audit and Risk Committee, which comprised Greg McCormack (Chairman), Peter Anderson and Stephen Williams. During the financial year, all members were independent, non-executive directors of the Company, and the chairman of the Committee, Greg McCormack, was not the chairman of the Board.

The number of times that the Audit and Risk Committee met throughout the financial year and the individual attendances of the members at those meetings are disclosed in the Company's Annual Report.

The Audit and Risk Committee's functions and powers are formalised in an Audit and Risk Committee Charter, a copy of which is available on the Website.

As at the date of this Statement, the Board comprises four Directors. Given the current size of the Board, the operation of the Audit and Risk Committee has been temporarily suspended, until such time that an additional Non-Executive Directors is appointed to the Board.

Neil Cathie has been appointed Chair of the Audit and Risk Committee and presently, the Board, as a whole, performs the function of an audit committee, and has responsibility for verifying and safeguarding the integrity of the Company's corporate reporting, including the appointment and removal of the external auditor and the rotation of the audit engagement partner.

**Status:** Millennium complies with this principle

**The Audit and Risk Committee Charter can be found at:**

<https://millenniumsg.com/wp-content/uploads/2018/10/Millennium-Audit-and-Risk-Management-Committee-Charter.pdf>

## 4.2 Financial report declaration

The Directors are committed to the preparation of financial statements that present a balanced and clear assessment of the Group's financial position and prospects.

The Board has a process to receive written assurances from the CEO and the CFO that the Group's financial reports present a true and fair view, in all material respects, of the Group's financial condition and operational results, and are in accordance with relevant accounting standards, and that the opinion has been formed on the basis of a sound system of risk management and internal control which is operating effectively.

The Board does and will continue to seek these assurances prior to approving the financial statements for all half year and full year results.

**Status:** Millennium complies with this principle

## 4.3 External auditor at AGM

In accordance with the Company's Continuous Disclosure and External Communications Policy shareholders are encouraged to attend the Company's Annual General Meeting, which the Company's auditors will be requested to attend.

Shareholders will be given an opportunity to ask questions of the Company's auditors regarding the conduct of the audit and preparation and content of the auditor's report.

**Status:** Millennium complies with this principle

**The Continuous Disclosure and External Communications Policy can be found at:**

<https://millenniumsg.com/wp-content/uploads/2018/10/Millennium-Continuous-Disclosure-and-External-Communications-Policy.pdf>

## Principle 5 – Make timely and balanced disclosure

### 5.1 Continuous disclosure policy

The Company has adopted a Continuous Disclosure and External Communications Policy for complying with its continuous disclosure obligations under the ASX Listing Rules and the Corporations Act.

The purpose of the Policy is to ensure that the market is fully informed of any information concerning the Company that a reasonable person would expect to have on the price or value of the Company's securities.

Under the Policy, the Company Secretary is responsible for all communications with the ASX, including vetting all announcements to be published on the ASX market announcements platform.

**Status:** Millennium complies with this principle

The Continuous Disclosure and External Communications Policy can be found at:

<https://millenniumsg.com/wp-content/uploads/2018/10/Millennium-Continuous-Disclosure-and-External-Communications-Policy.pdf>

## Principle 6 – Respect the rights of security holders

### 6.1 Information on website

The Company's Website is the primary medium of providing information to all shareholders and stakeholders. It has been designed to enable information to be accessed in a clear and readily accessible manner.

The Website contains information relevant to shareholders and stakeholders including:

- all relevant announcements made to the market, including annual and half yearly reports;
- all corporate governance policies and charters adopted by the Board;
- information provided to analysts or media during briefings; and
- the full text of notices of meeting and explanatory material.

**Status:** Millennium complies with this principle

Copies of all corporate governance documents can be found at:

<https://millenniumsg.com/investor/governance/>

Copies of ASX market announcements can be found here:

<https://millenniumsg.com/investor/announcements>

### 6.2 Investor relations

The Company is committed to engaging in ongoing, effective communication with its shareholders.

Since the Company's listing in November 2015, the Company's CEO and CFO have hosted conference calls for analysts and investors to discuss updated profit guidance published on the ASX announcements platform. The Company intends to continue this practice through the next reporting period where necessary.

The Company's AGM is to be held on 27 November 2018, at which members of the Board will make themselves available to shareholders to respond to any enquiries they may have.

**Status:** Millennium complies with this principle

The Company's communications with investors is also governed by the Continuous Disclosure and

External Communications Policy, which can be found at: <https://millenniumsg.com/wp-content/uploads/2018/10/Millennium-Continuous-Disclosure-and-External-Communications-Policy.pdf>

### 6.3 Facilitating security holders participation

Shareholders are encouraged to attend the Company's general meetings and notice of such meetings will be given in accordance with the Company's Constitution, the Corporations Act, and the ASX Listing Rules.

The Company's Annual General Meeting in particular is an opportunity for shareholders to receive updates from the CEO and Chairman on Group performance, ask questions of the Board and vote on the various resolutions affecting the Company's business. Shareholders are also given an opportunity at annual general meetings to ask questions of the Company's auditors regarding the conduct of the audit and preparation and content of the auditor's report.

The date, time and location of the Company's general meetings will be provided in the notices of meetings, and on the Website. Whilst shareholders are encouraged to attend meetings in person, if they are unable to do so, they are encouraged to participate in the meeting by appointing a proxy, attorney or representative to vote on their behalf.

**Status:** Millennium complies with this principle

## 6.4 Communications with security holders

Shareholders are able to communicate with the Company using a number of mediums including email. The Company's share registry, Computershare, also allows shareholders to communicate electronically with them. The Company encourages its shareholders to receive company information electronically by registering their email addresses online with the Company's share registry.

**Status:** Millennium complies with this principle

## Principle 7 – Recognise and manage risk

### 7.1 Risk Committee

During the 2018 financial year, the Board had an Audit and Risk Committee, which comprised Greg McCormack (Chairman), Peter Anderson and Stephen Williams. During the financial year, all members were independent, non-executive directors of the Company.

The number of times that the Audit and Risk Committee met throughout the financial year and the individual attendances of the members at those meetings are disclosed in the Company's Annual Report.

The Audit and Risk Committee's functions and powers are formalised in an Audit and Risk Committee Charter, a copy of which is available on the Website.

As at the date of this Statement, the Board comprises four Directors. Given the current size of the Board, the operation of the Audit and Risk Committee has been temporarily suspended, until such time that an additional Non-Executive Director is appointed to the Board.

Neil Cathie has been appointed Chair of the Audit and Risk Committee and presently, the Board, as a whole, performs the function of a risk committee, and has responsibility for overseeing the Group's risk management framework.

**Status:** Millennium complies with this principle

**The Audit and Risk Committee Charter can be found at:**

<https://millenniumsg.com/wp-content/uploads/2018/10/Millennium-Audit-and-Risk-Management-Committee-Charter.pdf>

### 7.2 Review of risk management framework

The Group has established policies and procedures to identify, assess and manage all material business and operational risks. The Board has responsibility for monitoring the risk oversight and ensure that the CEO and the CFO or equivalent report on the status of business risks through business risk programs aimed at ensuring risks are identified, assessed and appropriately managed.

In addition, the Board reviews the risk management framework and policies of the Group and is satisfied that management has developed and implemented a sound system of risk management and internal control.

The Board oversees policies on risk assessment and management.

**Status:** Millennium complies with this principle

## 7.3 Internal audit function

The Company currently has an internal audit function whereby Management reviews the Group's major business units, organisational structure and accounting controls and processes on a regular basis and reports accordingly to the Board.

The Board is satisfied that the processes in place to identify the Group's material business risks are appropriate and that these risks are being effectively managed. The Group's risk management processes continue to be monitored and reported against on an ongoing basis.

**Status:** Millennium complies with this principle

**The Audit and Risk Committee Charter can be found at:**

<https://millenniumsg.com/wp-content/uploads/2018/10/Millennium-Audit-and-Risk-Management-Committee-Charter.pdf>

## 7.4 Exposure to sustainability risks

The Board considers that the Company does not presently have a material exposure to economic, environmental or social sustainability risks.

**Status:** Millennium complies with this principle

## Principle 8 – Remunerate fairly and responsibly

### 8.1 Remuneration Committee

During the 2018 financial year, the Board had a Nomination and Remuneration Committee, which comprised Stephen Williams (Chair), Peter Anderson and Greg McCormack. All members were independent, non-executive directors of the Company during the financial year.

The number of times that the Nomination and Remuneration Committee met throughout the financial year and the individual attendances of the members at those meetings are disclosed in the Company's Annual Report.

The Nomination and Remuneration Committee's functions and powers are formalised in a Nomination and Remuneration Committee Charter, a copy of which is available on the Website.

As at the date of this Statement, the Board comprises four Directors. Given the current size of the Board, the operation of the Nomination and Remuneration Committee has been temporarily suspended, until such time that additional Directors are appointed to the Board.

Presently, the Board, as a whole, performs the function of a remuneration committee.

The Board, in performing the function of the remuneration committee, reviews remuneration packages and practices applicable to the CEO, Senior Executives and Directors themselves.

This role also includes responsibility for share option schemes, incentive performance packages and retirement and termination entitlements. Remuneration levels are competitively set to attract the most qualified and experienced Directors and Senior Executives.

The Board may obtain independent advice on the appropriateness of remuneration packages.

**Status:** Millennium complies with this principle

**The Remuneration and Nomination Committee Charter can be found at:**

<https://millenniumsg.com/wp-content/uploads/2018/10/Millennium-Remuneration-and-Nomination-Committee-Charter.pdf>



## 8.2 Remuneration Policy

Details of the Directors and Key Senior Executives remuneration are set out in the Remuneration Report of the Annual Report. The structure of Non-Executives Directors' remuneration is distinct from that of executives and is further detailed in the Remuneration Report of the Annual Report.

**Status:** Millennium complies with this principle

Further details on the Company's remuneration policy can be found within the Prospectus at:

<http://millenniumsg.com/offer/>

Or per the Director's Report of the Company's Annual Report at:

<https://millenniumsg.com/wp-content/uploads/2018/10/Millennium-Annual-Report-2018.pdf>

Further details on the 'Omnibus Equity Plan' can be found here:

<http://www.asx.com.au/asxpdf/20151119/pdf/4333f9bbqr2fqr.pdf>

## 8.3 Equity-based remuneration

Equity based remuneration is made in accordance with thresholds set in plans approved by shareholders. In addition, the Company has issued equity based remuneration to both Executive and Senior Management which has been approved by shareholders at a general meeting, at which a summary of the incentive plan was provided to shareholders.

Participants in the incentive plans are not permitted to hedge or otherwise limit the economic risk of participating in the plans.

**Status:** Millennium complies with this principle

The Omnibus Equity Plan can be found here:

<http://www.asx.com.au/asxpdf/20151119/pdf/4333f9bbqr2fqr.pdf>