

ATTITUDE PROPERTY LTD

POSITION STATEMENT OF COMPANY SECRETARY

NWT Secretarial Services Ltd provides secretarial services to Attitude Property Ltd ('APL' / the 'Company') and its duties as Company Secretary shall include but shall not be restricted to:

- Providing the Board of Directors (the "Board") with guidance as to its duties, responsibilities and powers;
- Ensuring that the filing of any documents required under the Companies Act (the Act) are effected in a timely manner;
- Assisting in the drafting of the agenda of Board and Committee meetings in consultation with the respective Chairpersons;
- Circulating agendas and any supporting papers to Directors in good time; convening, attending and drafting of minutes of Board and Committee Meetings and Shareholders' meetings;
- Checking that quorum of meetings is present at each meeting and ensuring that the meeting is duly constituted;
- Taking reasonable steps to ensure that minutes of all meetings of shareholders and/or Directors are properly recorded and kept in accordance the Company's constitution and the Act;
- Circulating the draft minutes of Board meetings to all Directors and of Committee minutes to members;
- Ensuring that all statutory registers are properly maintained;
- Ensuring that the Company complies with its Constitution and the Act;
- Assisting in the drafting of the Corporate Governance Section of the Annual Report;
- Assisting in the proper induction of Directors;
- Communicating with the shareholders, as appropriate, and ensure that due regard is paid to their interests; and
- Acting as a point of contact (via the share registrar) for all shareholders.