

Appendix 4G

Key to Disclosures Corporate Governance Council Principles and Recommendations

Name of entity

PropTech Group Limited

ABN/ARBN

39 141 276 959

Financial year ended:

30 June 2021

Our corporate governance statement¹ for the period above can be found at:²

- These pages of our annual report:
- This URL on our website: <https://proptechgroup.io/investor/>

The Corporate Governance Statement is accurate and up to date as at 30 August 2021 and has been approved by the board.

The annexure includes a key to where our corporate governance disclosures can be located.³

Date: 30 August 2021

Name of authorised officer authorising lodgement: Lee Mitchell (Company Secretary)

¹ "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.

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 Listing Rule 4.10.3.

Under Listing Rule 4.7.3, an entity must also lodge with ASX a completed Appendix 4G at the same time as it lodges its annual report with ASX. The Appendix 4G serves a dual purpose. It acts as a key designed to assist readers to locate the governance disclosures made by a listed entity under Listing Rule 4.10.3 and under the ASX Corporate Governance Council's recommendations. It also acts as a verification tool for listed entities to confirm that they have met the disclosure requirements of Listing Rule 4.10.3.

The Appendix 4G is not a substitute for, and is not to be confused with, the entity's corporate governance statement. They serve different purposes and an entity must produce each of them separately.

² Tick whichever option is correct and then complete the page number(s) of the annual report, or the URL of the web page, where your corporate governance statement can be found. You can, if you wish, delete the option which is not applicable.

³ Throughout this form, where you are given two or more options to select, you can, if you wish, delete any option which is not applicable and just retain the option that is applicable. If you select an option that includes "OR" at the end of the selection and you delete the other options, you can also, if you wish, delete the "OR" at the end of the selection.

See notes 4 and 5 below for further instructions on how to complete this form.

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ANNEXURE – KEY TO CORPORATE GOVERNANCE DISCLOSURES

Corporate Governance Council recommendation		Where a box below is ticked, ⁴ we have followed the recommendation in full for the whole of the period above. We have disclosed this in our Corporate Governance Statement:	Where a box below is ticked, we have NOT followed the recommendation in full for the whole of the period above. Our reasons for not doing so are: ⁵
PRINCIPLE 1 – LAY SOLID FOUNDATIONS FOR MANAGEMENT AND OVERSIGHT			
1.1	A listed entity should have and disclose a board charter setting out: (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.	<input checked="" type="checkbox"/> and we have disclosed a copy of our board charter at: https://proptechgroup.io/investor/	
1.2	A listed entity should: (a) undertake appropriate checks before appointing a director or senior executive or putting someone forward 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.	<input checked="" type="checkbox"/>	
1.3	A listed entity should have a written agreement with each director and senior executive setting out the terms of their appointment.	<input checked="" type="checkbox"/>	
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.	<input checked="" type="checkbox"/>	

⁴ Tick the box in this column only if you have followed the relevant recommendation **in full** for the **whole** of the period above. Where the recommendation has a disclosure obligation attached, you must insert the location where that disclosure has been made, where indicated by the line with “*insert location*” underneath. If the disclosure in question has been made in your corporate governance statement, you need only insert “our corporate governance statement”. If the disclosure has been made in your annual report, you should insert the page number(s) of your annual report (eg “pages 10-12 of our annual report”). If the disclosure has been made on your website, you should insert the URL of the web page where the disclosure has been made or can be accessed (eg “www.entityname.com.au/corporate-governance/charters/”).

⁵ If you have followed all of the Council’s recommendations **in full** for the **whole** of the period above, you can, if you wish, delete this column from the form and re-format it.

Key to Disclosures Corporate Governance Council Principles and Recommendations

Corporate Governance Council recommendation	Where a box below is ticked, ⁴ we have followed the recommendation in full for the whole of the period above. We have disclosed this in our Corporate Governance Statement:	Where a box below is ticked, we have NOT followed the recommendation in full for the whole of the period above. Our reasons for not doing so are: ⁵
<p>1.5 A listed entity should:</p> <ul style="list-style-type: none"> (a) have and disclose a diversity policy; (b) through its board or a committee of the board set measurable objectives for achieving gender diversity in the composition of its board, senior executives and workforce generally; and (c) disclose in relation to each reporting period: <ul style="list-style-type: none"> (1) the measurable objectives set for that period to achieve gender diversity; (2) the entity's progress towards achieving those objectives; and (3) either: <ul style="list-style-type: none"> (A) the respective proportions of men and women on the board, in senior executive positions and across the whole workforce (including how the entity has defined "senior executive" for these purposes); or (B) 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>If the entity was in the S&P / ASX 300 Index at the commencement of the reporting period, the measurable objective for achieving gender diversity in the composition of its board should be to have not less than 30% of its directors of each gender within a specified period.</p>	<p><input type="checkbox"/></p> <p>and we have disclosed a copy of our diversity policy at: https://proptechgroup.io/investor/</p> <p>and we have disclosed the information referred to in paragraph (c) at:</p> <p>..... [insert location]</p> <p>and if we were included in the S&P / ASX 300 Index at the commencement of the reporting period our measurable objective for achieving gender diversity in the composition of its board of not less than 30% of its directors of each gender within a specified period.</p>	<p><input checked="" type="checkbox"/> set out in our Corporate Governance Statement</p>
<p>1.6 A listed entity should:</p> <ul style="list-style-type: none"> (a) have and disclose a process for periodically evaluating the performance of the board, its committees and individual directors; and (b) disclose for each reporting period whether a performance evaluation has been undertaken in accordance with that process during or in respect of that period. 	<p><input checked="" type="checkbox"/></p> <p>and we have disclosed the evaluation process referred to in paragraph (a) at:</p> <p>our Corporate Governance Statement</p> <p>and whether a performance evaluation was undertaken for the reporting period in accordance with that process at:</p> <p>our Corporate Governance Statement</p>	

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Corporate Governance Council recommendation		Where a box below is ticked, ⁴ we have followed the recommendation <u>in full</u> for the <u>whole</u> of the period above. We have disclosed this in our Corporate Governance Statement:	Where a box below is ticked, we have NOT followed the recommendation in full for the whole of the period above. Our reasons for not doing so are: ⁵
1.7	<p>A listed entity should:</p> <p>(a) have and disclose a process for evaluating the performance of its senior executives at least once every reporting period; and</p> <p>(b) disclose for each reporting period whether a performance evaluation has been undertaken in accordance with that process during or in respect of that period.</p>	<p><input checked="" type="checkbox"/></p> <p>and we have disclosed the evaluation process referred to in paragraph (a) at:</p> <p>our Corporate Governance Statement</p> <p>and whether a performance evaluation was undertaken for the reporting period in accordance with that process at:</p> <p>our Corporate Governance Statement</p>	

Key to Disclosures Corporate Governance Council Principles and Recommendations

Corporate Governance Council recommendation	Where a box below is ticked, ⁴ we have followed the recommendation in full for the whole of the period above. We have disclosed this in our Corporate Governance Statement:	Where a box below is ticked, we have NOT followed the recommendation in full for the whole of the period above. Our reasons for not doing so are: ⁵	
PRINCIPLE 2 - STRUCTURE THE BOARD TO BE EFFECTIVE AND ADD VALUE			
2.1	<p>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; or</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><input type="checkbox"/></p> <p>the fact that we have a nomination committee that complies with paragraphs (1) and (2)</p> <p>and we have disclosed a copy of the charter of the committee at: https://proptechgroup.io/investor/ and the information referred to in paragraphs (4) and (5) at: Corporate Governance Statement and at page 21 of our Annual Report</p>	<p><input checked="" type="checkbox"/> set out in our Corporate Governance Statement</p>
2.2	<p>A listed entity should have and disclose a board skills matrix setting out the mix of skills that the board currently has or is looking to achieve in its membership.</p>	<p><input checked="" type="checkbox"/></p> <p>and we have disclosed our board skills matrix at: our Corporate Governance Statement</p>	
2.3	<p>A listed entity should disclose:</p> <p>(a) the names of the directors considered by the board to be independent directors;</p> <p>(b) if a director has an interest, position, affiliation 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 or relationship in question and an explanation of why the board is of that opinion; and</p> <p>(c) the length of service of each director.</p>	<p><input checked="" type="checkbox"/></p> <p>and we have disclosed the names of the directors considered by the board to be independent directors at: our Corporate Governance Statement and, where applicable, the information referred to in paragraph (b) at: our Corporate Governance Statement and the length of service of each director at: our Corporate Governance Statement</p>	

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2.4	A majority of the board of a listed entity should be independent directors.	<input type="checkbox"/>	<input checked="" type="checkbox"/> set out in our Corporate Governance Statement
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.	<input type="checkbox"/>	<input checked="" type="checkbox"/> set out in our Corporate Governance Statement
2.6	A listed entity should have a program for inducting new directors and for periodically reviewing whether there is a need for existing directors to undertake professional development to maintain the skills and knowledge needed to perform their role as directors effectively.	<input checked="" type="checkbox"/>	
PRINCIPLE 3 – INSTIL A CULTURE OF ACTING LAWFULLY, ETHICALLY AND RESPONSIBLY			
3.1	A listed entity should articulate and disclose its values.	<input type="checkbox"/> and we have disclosed our values at: [insert location]	<input checked="" type="checkbox"/> set out in our Corporate Governance Statement
3.2	A listed entity should: (a) have and disclose a code of conduct for its directors, senior executives and employees; and (b) ensure that the board or a committee of the board is informed of any material breaches of that code by a director or senior executive; and (2) any other material breaches of that code that call into question the culture of the organisation.	<input checked="" type="checkbox"/> and we have disclosed our code of conduct at: https://proptechgroup.io/investor/	
3.3	A listed entity should: (a) have and disclose a whistleblower policy; and (b) ensure that the board or a committee of the board is informed of any material incidents reported under that policy.	<input checked="" type="checkbox"/> and we have disclosed our whistleblower policy at: https://proptechgroup.io/investor/	

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3.4	<p>A listed entity should:</p> <ul style="list-style-type: none"> (a) have and disclose an anti-bribery and corruption policy; and (b) ensure that the board or committee of the board is informed of any material breaches of that policy. 	<p><input checked="" type="checkbox"/></p> <p>and we have disclosed our anti-bribery and corruption policy at: https://proptechgroup.io/investor/</p>	

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PRINCIPLE 4 – SAFEGUARD THE INTEGRITY OF CORPORATE REPORTS			
4.1	<p>The board of a listed entity should:</p> <p>(a) have an audit committee which:</p> <p>(1) has at least three members, all of whom are non-executive directors and a majority of whom are independent directors; and</p> <p>(2) is chaired by an independent director, who is not the chair of the board,</p> <p>and disclose:</p> <p>(3) the charter of the committee;</p> <p>(4) the relevant qualifications and experience of the members of the committee; and</p> <p>(5) in relation to each reporting period, the number of times the committee met throughout the period and the individual attendances of the members at those meetings; or</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>we have disclosed a copy of the charter of the committee at: https://proptechgroup.io/investor/</p> <p>and the information referred to in paragraphs (4) and (5) at: at page 21 of our Annual Report</p>	<p><input checked="" type="checkbox"/> set out in our Corporate Governance Statement</p>
4.2	<p>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>	<p><input checked="" type="checkbox"/></p>	
4.3	<p>A listed entity should disclose its process to verify the integrity of any periodic corporate report it releases to the market that is not audited or reviewed by an external auditor.</p>	<p><input checked="" type="checkbox"/> Set out in our Corporate Governance Statement</p>	

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PRINCIPLE 5 – MAKE TIMELY AND BALANCED DISCLOSURE			
5.1	A listed entity should have and disclose a written policy for complying with its continuous disclosure obligations under listing rule 3.1.	<input checked="" type="checkbox"/> and we have disclosed our continuous disclosure compliance policy at: https://proptechgroup.io/investor/	
5.2	A listed entity should ensure that its board receives copies of all material market announcements promptly after they have been made.	<input checked="" type="checkbox"/>	
5.3	A listed entity that gives a new and substantive investor or analyst presentation should release a copy of the presentation materials on the ASX Market Announcements Platform ahead of the presentation.	<input checked="" type="checkbox"/>	
PRINCIPLE 6 – RESPECT THE RIGHTS OF SECURITY HOLDERS			
6.1	A listed entity should provide information about itself and its governance to investors via its website.	<input checked="" type="checkbox"/> and we have disclosed information about us and our governance on our website at: https://proptechgroup.io/investor/	
6.2	A listed entity should have an investor relations program that facilitates effective two-way communication with investors.	<input checked="" type="checkbox"/>	
6.3	A listed entity should disclose how it facilitates and encourages participation at meetings of security holders.	<input checked="" type="checkbox"/> and we have disclosed how we facilitate and encourage participation at meetings of security holders at: in our Corporate Governance Statement	
6.4	A listed entity should ensure that all substantive resolutions at a meeting of security holders are decided by a poll rather than by a show of hands.		<input checked="" type="checkbox"/> set out in our Corporate Governance Statement

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6.5	A listed entity should give security holders the option to receive communications from, and send communications to, the entity and its security registry electronically.	<input checked="" type="checkbox"/>	
PRINCIPLE 7 – RECOGNISE AND MANAGE RISK			
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; or</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>	<input checked="" type="checkbox"/> and we have disclosed a copy of the charter of the committee at: https://proptechgroup.io/investor/ and the information referred to in paragraphs (4) and (5) at: Corporate Governance Statement and at page 21 of our Annual Report.	
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 that the entity is operating with due regard to the risk appetite set by the board; and</p> <p>(b) disclose, in relation to each reporting period, whether such a review has taken place.</p>		<input checked="" type="checkbox"/> set out in our Corporate Governance Statement

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7.3	A listed entity should disclose: (a) if it has an internal audit function, how the function is structured and what role it performs; or (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 governance, risk management and internal control processes.	<input checked="" type="checkbox"/> set out in our Corporate Governance Statement	
7.4	A listed entity should disclose whether it has any material exposure to environmental or social risks and, if it does, how it manages or intends to manage those risks.	<input checked="" type="checkbox"/> and we have disclosed whether we have any material exposure to environmental and social risks at: Corporate Governance Statement and, if we do, how we manage or intend to manage those risks at: Corporate Governance Statement	<input type="checkbox"/> set out in our Corporate Governance Statement

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PRINCIPLE 8 – REMUNERATE FAIRLY AND RESPONSIBLY			
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>(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; or</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"/></p> <p>and we have disclosed a copy of the charter of the committee at: https://proptechgroup.io/investor/ and the information referred to in paragraphs (4) and (5) at: Corporate Governance Statement and page 21 of the Annual Report</p>	<p><input checked="" type="checkbox"/> set out in our Corporate Governance Statement</p>
8.2	<p>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>	<p><input checked="" type="checkbox"/></p> <p>and we have disclosed separately our remuneration policies and practices regarding the remuneration of non-executive directors and the remuneration of executive directors and other senior executives at: pages 28-34 of the Annual Report and in our Corporate Governance Statement</p>	
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><input checked="" type="checkbox"/></p> <p>and we have disclosed our policy on this issue or a summary of it at: our Corporate Governance Statement and in our Trading Policy which can be found at https://proptechgroup.io/investor/</p>	

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ADDITIONAL RECOMMENDATIONS THAT APPLY ONLY IN CERTAIN CASES			
9.1	A listed entity with a director who does not speak the language in which board or security holder meetings are held or key corporate documents are written should disclose the processes it has in place to ensure the director understands and can contribute to the discussions at those meetings and understands and can discharge their obligations in relation to those documents.	Not applicable	Not applicable
9.2	A listed entity established outside Australia should ensure that meetings of security holders are held at a reasonable place and time.	Not applicable	Not applicable
9.3	A listed entity established outside Australia, and an externally managed 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.	Not applicable	Not applicable
ADDITIONAL DISCLOSURES APPLICABLE TO EXTERNALLY MANAGED LISTED ENTITIES			
-	<i>Alternative to Recommendation 1.1 for externally managed listed entities:</i> The responsible entity of an externally managed listed entity should disclose: (a) the arrangements between the responsible entity and the listed entity for managing the affairs of the listed entity; and (b) the role and responsibility of the board of the responsible entity for overseeing those arrangements.	Not applicable	Not applicable
-	<i>Alternative to Recommendations 8.1, 8.2 and 8.3 for externally managed listed entities:</i> An externally managed listed entity should clearly disclose the terms governing the remuneration of the manager.	Not applicable	Not applicable

Corporate Governance Statement

The Corporate Governance Statement (**Statement**) for PropTech Group Limited (**PropTech Group** or **Company**), has been adopted by the Board of directors (**Board**) of the Company and is current as at 30 August 2021.

The Board is responsible for establishing the corporate governance framework of the Company having regard to the ASX Corporate Governance Council (**CGC**) published guidelines (4th edition) as well as its corporate governance principles and recommendations. The Board guides and monitors the business and affairs of PropTech Group on behalf of the shareholders by whom they are elected and to whom they are accountable.

The Board is committed to conducting the Company's business in accordance with the highest standards of corporate governance to create and deliver value for Shareholders. The Board has established a corporate governance framework, including corporate governance policies, procedures and charters, to support this commitment. The framework is reviewed regularly and revised in response to changes in law, developments in corporate governance and changes in the business of the Company.

A copy of these charters, procedures and policies are available on the corporate governance page of the website: <https://proptechgroup.io/investor/> and are signposted throughout this document where relevant.

PropTech Group has assessed its governance practices against the CGC guidelines, which set out recommended governance practices which are likely to achieve good governance outcomes for ASX listed entities in most situations. The ASX Principles are not mandatory, and where the Company has not adopted a recommendation, this statement will explain why.

Except as otherwise noted below, PropTech Group's corporate governance practices were in place throughout the year ending 30 June 2021. Various corporate governance practices are discussed within this statement. For further information on corporate governance policies adopted by PropTech Group, refer to our website: <https://proptechgroup.io/investor/>.

1. PRINCIPLE 1: LAY SOLID FOUNDATIONS FOR MANAGEMENT AND OVERSIGHT

Recommendation 1.1 - Comply:

A listed entity should have and disclose a Board Charter setting out;

- (a) the respective roles and responsibilities of the board and management; and*
- (b) those matters expressly reserved to the board and those delegated to management.*

Role of the Board and executive management

The Board is committed to creating Shareholder value within a framework that protects the rights and interests of Shareholders and ensures that PropTech Group is being properly managed.

The Board's composition, its role and responsibilities, its relationship with management, and the key responsibilities of the Board are set out in the Board Charter, along with delegations to senior management (including the executive director(s)) and certain committees.

The Board Charter specifies the matters expressly reserved to the Board, which include improving strategy, adopting an annual budget, monitoring financial controls, governance, work health and safety and overall risk management, establishing Committees and appointing, removing and reviewing the performance of senior management. The Board Charter is available in the governance page of the Company's website.

There is a clear division between the responsibility of the Board and management. The Board has delegated responsibility for day-to-day management to Executive Director, Joe Hanna and senior management, who are required to work within authority limits and delegations.

The Board has overall responsibility for overseeing the effective management and control of the Company on behalf of shareholders and supervising executive management's conduct of the Company's affairs within a control and authority framework, which is designed to enable risk to be prudently and effectively assessed and monitored.

The roles of the Chairman and executive management, led by Managing Director, Mr Joe Hanna, are separated and clearly defined:

- The Chairman, is responsible for leadership of the Board, setting the Board's agenda, conducting Board meetings, facilitating effective communication with shareholders and the conduct of shareholder meetings; and
- Executive management, led by Mr Joe Hanna, has been delegated responsibility for the management of the Company within the control and authority framework referred to above. The levels of authority for management are periodically reviewed by the Board and are formally documented.
- The non-executive directors constructively challenge the development of strategy. They review the performance of management in meeting agreed objectives and monitor the reporting of performance. They have a prime role in appointing and where necessary, recommending the removal of, executive directors, and in their succession planning.

The Board is responsible for approving the Company's overall strategic objectives, facilitating the provision of appropriate financial and human resources to meet these objectives and reviewing executive management's performance.

Matters reserved to the Board for approval include:

- setting overall financial goals for the Company;
- approving strategies, objectives and plans for the Company's businesses to achieve these goals;
- ensuring that business risks are identified and approving systems and controls to manage those risks and monitor compliance;
- approving the Company's major HR policies and overseeing the development strategies for senior executives;
- reviewing and considering monthly financial reports from management;
- approving Directors' Reports, Financial Reports, Annual Reports, Investors' Updates and any announcements for release to the ASX;
- reviewing and approving any proposed borrowings or commitments by the Company;
- approving financial plans and annual budgets;
- monitoring financial results on an on-going basis;
- monitoring executive management and business performance in the implementation and achievement of strategic and business objectives;
- approving key management recommendations (such as major expenditure, acquisitions, divestments, restructuring and funding);
- appointing and removing the Managing Director / Executive Director and ratifying the appointment and removal of executives reporting directly to them (**senior executives**);

- reporting to shareholders on the Company's strategic direction and performance including constructive engagement in the development, execution and modification of the Company's strategies;
- overseeing the management of occupational health and safety and environmental performance;
- determining that satisfactory arrangements are in place for auditing the Company's financial affairs; and
- meeting statutory and regulatory requirements and overseeing the way in which business risks and the assets of the Company are managed.

The Board has delegated some of its functions to the Audit Committee and the Nomination and Remuneration Committee (see details below), although overall responsibility for those functions remains with the Board. The charters of the Board Committees also require certain matters to be approved by the Board including, among other matters, the executive remuneration policy and the appointment of the external auditors.

Recommendation 1.2 - Comply:

A listed entity;

- should undertake appropriate checks before appointing a person, or putting forward to security holders a candidate for election, as a director; and*
- 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.*

Director selection

The Nomination and Remuneration Committee (**RNC**) assists the Board to establish the criteria for board and to review and recommend proposed director candidates for consideration by the Board. In proposing candidates, the RNC has regard to the desired size and composition of the Board and takes into account the skills required to both discharge the Board's duties and to augment any skill set desirable on the Board.

The Board aims to achieve an appropriate mix of skills and diversity in its members. Any candidates recommended for appointment as new directors are to be considered by the Board as a whole. If it is necessary to appoint a new director to fill a vacancy on the Board or to complement the existing Board, a wide potential base of possible candidates is considered. The Board has established the following criteria for the appointment of directors of the Company:

- no actual or potential conflicts of interest at the time of appointment;
- no prior adverse history, including bankruptcy, conviction for an offence of dishonesty or any other serious criminal conviction, ASIC or APRA disqualification;
- deserved reputation for honesty, integrity and competence;
- extensive experience at a senior executive level in a field relevant to the Group's operations and preferably with a listed company;
- high level strategic, financial and commercial capability;
- available and willing to devote the time required to meetings and Company business and a real commitment to the Group and its success;
- able to work harmoniously with fellow directors and management; and
- skills, experience and knowledge which complement that of incumbent directors.

Where the Board puts forward a candidate for election as a director, the Company provides shareholders with biographical details, details of material directorships and material information in the Company's possession relevant to a decision on whether or not to elect or re-elect a director in its notice of meeting.

Under the Company's constitution the directors have the power to appoint directors to fill a vacancy or as an addition to the Board. Any director, except a managing director, appointed in this way must retire from office, and is eligible for re-election, at the next AGM following his or her appointment. No new directors were appointed during the reporting period.

Under the terms of the Company's constitution, all directors other than the managing director must retire from office or seek re-election by the third AGM after his or her election or within three years, whichever is the later. Further, at least one director must retire from office at each AGM.

The Company provides shareholders with the following material information in its possession relevant to a decision on whether or not to elect or re-elect a director in its notice of meeting:

- the director's biographical details, including relevant qualifications, skills and experience;
- other material directorships held by the director;
- the term of office currently served by the director;
- whether the Board considers the director to be an independent director; and
- whether the Board supports the election or re-election of the director.

Recommendation 1.3 - Comply:

A listed entity should have a written agreement with each director and senior executives setting out the terms of their appointment.

Formal letters of appointment, which are contracts for service but not contracts of employment, have been put in place for all non-executive directors. The letters set out the key terms and conditions of their engagement, including time commitments, corporate expectations and, if appropriate, any special duties or assignments. Deeds of Insurance, Access and Indemnity have also been entered into, on customary terms.

Senior executives have employment contracts setting out, among other things, their term of office, rights, responsibilities and entitlements on termination, and job descriptions setting out their duties.

Recommendation 1.4 - Comply:

The Company Secretary of the Company should be accountable directly to the Board, through the Chair, on all matters to do with the proper functioning of the Board.

The Board is assisted by the Company Secretary who, under the direction of the Chairman, is responsible for facilitating good information flows within the Board and its Committees and also between senior executives and non-executive directors, as well as the induction of new directors and the ongoing professional development of all directors.

The Company Secretary is responsible for monitoring compliance with the Board's procedures and for advising the Board, through the Chairman, on all governance matters. All Directors have access to the advice and services of the Company Secretary, whose appointment and removal is a matter for the Board.

The Company Secretary is Lee Mitchell. His experience and qualifications are set out on page 21 of the Company's Annual Report.

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Recommendation 1.5 – Partially Comply:

A listed entity should:

- a) have and disclose a diversity policy;
- b) through its board or a committee of the board set measurable objectives for achieving gender diversity in the composition of its board, senior executives and workforce generally; and
- c) disclose in relation to each reporting period:
 1. the measurable objectives set for that period to achieve gender diversity;
 2. the entity's progress towards achieving those objectives; and
 3. either:
 - A. the respective proportions of men and women on the board, in senior executive positions and across the whole workforce (including how the entity has defined "senior executive" for these purposes); or
 - B. 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.

If the entity was in the S&P / ASX 300 Index at the commencement of the reporting period, the measurable objective for achieving gender diversity in the composition of its board should be to have not less than 30% of its directors of each gender within a specified period.

PropTech Group is committed to workplace diversity and has had in place a formal diversity policy since November 2015.

PropTech Group recognises the benefits of diversity where people from different backgrounds can bring fresh ideas and perceptions which make the way work is done more efficient; and products and services more valued.

Diversity includes, but is not limited to, gender, age, ethnicity, religion and cultural background. Diversity also encompasses the many ways people differ in terms of their education, life experience, job function, work experience, personality, location, marital status and carer responsibilities.

Diversity at PropTech Group is about the commitment to equality and the treating of all individuals with respect.

PropTech Group understands that the wide array of perspectives resulting from such diversity promotes innovation and business success which creates value for our customers and shareholders.

To the extent practicable, PropTech Group supports and will address the recommendations and guidance provided in the ASX Corporate Governance Principles and Recommendations.

Measures designed to promote diversity at PropTech Group include:

- Recruitment: PropTech Group has recruited people from different backgrounds. We believe that our employees from many different cultural, linguistic and national backgrounds provide us with valuable knowledge and a skilled base in order to improve Company performance.
- Career Development and Promotion: PropTech Group facilitates equal employment opportunities based on relative ability, performance or potential. All employees are treated fairly and evaluated objectively.
- Safe Work Environment: PropTech Group helps to build a safe work environment by taking action against inappropriate workplace and business behaviour that does not value diversity including discrimination, harassment, bullying, victimisation and vilification.
- Flexibility in the Workplace: PropTech Group has a culture which takes account of domestic responsibilities of its employees.

The Diversity Policy provides for the Board to develop an appointment process for future directors that takes diversity of background into account to fit and enhance the Board skills matrix.

The Board is committed to workplace diversity, with a particular focus on supporting the representation of women at the senior level of PropTech Group's management. While there is currently no gender diversity on the Board or amongst its senior executives, the Board is made up of individuals from various professions, cultures, and backgrounds. The Board has not determined to adopt a particular mix of skills and diversity for which the Board is looking to achieve by way of Board composition, instead preferring to have regard to:

- the need for independence;
- the strategic direction and progress of the Company; and
- the geographic spread and diversity of the Company's business.

The Company aims to achieve an appropriate mix of diversity on its Board, in senior management and throughout the organisation however at this time the Company has only one woman in a senior management position and there are no women on the Company's Board.

As at the date of this Corporate Governance Statement the Board has not set any measurable objectives relating to gender diversity. The Board will set measurable objectives for achieving diversity when the number of employees and level of activities of the Company increases to a level sufficient to enable meaningful and achievable objectives to be developed.

Recommendation 1.6 - Comply:

A listed entity should:

- have and disclose a process for periodically evaluating the performance of the Board, its committees and individual directors, and*
- disclose, in relation to each reporting period, whether a performance evaluation was undertaken in accordance with that process.*

The Nomination and Remuneration Committee periodically conducts a review of the role of the Board, to assess performance and to examine ways of assisting the Board in performing its duties more effectively. Such a review typically includes:

- comparing the performance of the Board with the requirements of its Charter;
- examination of the Board's interaction with management;
- the nature of information provided to the Board by management; and
- management's performance in assisting the Board to meet its objectives.

Similar informal reviews are periodically conducted for each committee by the Board with the aim of assessing the performance of each committee and identifying areas where improvements can be made.

A formal performance evaluation for the Board, its committees and the directors has not taken place during the reporting period however the Chairman has, together with the other directors, informally surveyed the role of the Board and has assessed the performance of the directors.

The directors consider that the current size and structure of the Board is appropriate and, at the present time, consider that a more structured review/evaluation process is unlikely to add any material value and that the Board's existing time and resources are better utilised in assisting with the execution of the Company's strategies.

Recommendation 1.7 - Comply:

A listed entity should:

- have and disclose a process for evaluating the performance of its senior executives at least once every reporting period; and*
- disclose for each reporting period whether a performance evaluation has been undertaken in accordance with that process during or in respect of that period.*

The Board, with the assistance of the Remuneration and Nominee Committee, oversees the performance evaluation of Executive Director, Joe Hanna, and other senior executives. The evaluation is based on specific criteria, including the business performance of the Company, whether strategic objectives are being achieved and the development of management and personnel. The performance of key executives is reviewed regularly against both measurable and qualitative indicators and a performance review was conducted in May 2020 based on a number of criteria, including the business performance of the Company, whether strategic objectives are being achieved, performance against personal KPI's and the development of other senior management and personnel. A similar review will occur shortly in connection with performance over the 2021 Financial Year.

The Board notes that the size of the Company and the executive team is such that performance is able to be monitored on an ongoing basis.

2. PRINCIPLE 2 – STRUCTURE THE BOARD TO ADD VALUE

A listed entity should have a Board of an appropriate size, composition, skills and commitment to enable it to discharge its duties effectively.

Recommendation 2.1 –Partially Comply:

The Board of a listed entity should;

- (a) *have a nomination committee which:*
 - a. *has at least three members, a majority of whom are independent, and*
 - b. *is chaired by an independent director;*
and disclose:
 - c. *the charter of the committee.*
 - d. *the members of the committee; and*
 - e. *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; or*
- (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.*

The Board has established a Nomination and Remuneration Committee. During the reporting period, all Nomination and Remuneration Committee matters were dealt with in meetings of Directors, but with executive personnel absent.

The Nomination and Remuneration Committee reviews the corporate governance procedures of the Company and the composition and effectiveness of the Board. In addition to proposing candidates for director appointment for the Board's consideration, the Nomination and Remuneration Committee reviews fees payable to non-executive directors and reviews and advises the Board in relation to Board succession planning.

The primary purpose of the Nomination and Remuneration Committee is to support and advise the Board in fulfilling its responsibilities to shareholders in ensuring that the Board is appropriately structured and comprised of individuals who are best able to discharge the responsibilities of directors by:

- assisting the Board to develop 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.
- reviewing and recommending to the Board the size and composition of the Board, including review of Board succession plans and the succession of both the Chairman and the Chief Executive Officer (CEO) and/or Executive Directors;
- reviewing and recommending to the Board the criteria for Board membership, including the necessary and desirable competencies of Board members and the time expected to be devoted by non-executive directors in relation to the Company's affairs.

- reviewing and recommending to the Board the composition and membership of the Board, including making recommendations for the re-election of directors,) assisting the Board as required to identify individuals who are qualified to become Board members;
- assisting the Board as required in relation to the performance evaluation of the Board, its committees and individual directors, and in developing and implementing plans for identifying, assessing and enhancing director competencies.
- reviewing and making recommendations in relation to any corporate governance issues as requested by the Board from time to time.
- overseeing succession planning for the Board;
- establishing processes for the review of the performance of individual directors and the Board as a whole; and
- assessing the terms of appointment and remuneration arrangements for non-executive directors.

The Nomination and Remuneration Committee comprises 3 directors a majority of whom are considered to be independent. However, during July 2020 the Nomination and Remuneration Committee consisted of two directors, only one of which was considered independent. On 1 August 2020 Mr Georg Chmiel was appointed as a non-executive director and as a member of the Nomination and Remuneration Committee. Mr Chmiel is considered to be an independent director. Accordingly, from 1 August 2020 the Company satisfied Recommendation 2.1 of the CGC Recommendations.

Since 1 August 2020 the Nomination and Remuneration Committee has comprised the following members:

Simon Baker	Non-Executive Director and Chairman of the Committee
Sam Plowman	Independent Non-Executive Director
Georg Chmiel	Independent Non-Executive Director (appointed 1 August 2020)

The Nomination and Remuneration Committee has a separate charter which describes its role, composition, functions and responsibilities. A copy of the Nomination and Remuneration Committee Charter is set out on the Company's website.

Recommendation 2.2- Comply:

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.

The Company recognises that the adoption and disclosure of a Board's skills matrix assists in providing confidence to shareholders. The Company considers that the members of its Board contribute the skills vital to the continued success of the Company and in the event that there are additional skills required these are outsourced where necessary to the Company's independent advisers. The Company has identified particular skills and attributes important to the Company at its current stage of development and with a view to its future needs.

The following table sets out the key skills and experience of the current directors and the extent to which they are represented on the Board and its committees:

		Board (Total 5 Directors)	Audit Committee (Total 3 Directors)	Nomination & Re- muneration Committee (Total 3 Directors)
Strategy & sustainability	Strategic skills. Contributes to the formulation, testing and approval of	4 Directors	3 Directors	3 Directors

		Board (Total 5 Directors)	Audit Committee (Total 3 Directors)	Nomination & Re-muneration Committee (Total 3 Directors)
	a business strategy. Alert to opportunities, risks and trends.			
Financial Skills	Financial skills and credentials. Aware of financial risk. Understands financial reporting requirements and financial regulations.	4 Directors	3 Directors	3 Directors
Marketing & growth	Understands growth and marketing strategies or has marketing skills	5 Directors	3 Directors	3 Directors
Corporate Governance	Background in corporate governance and compliance. Familiar with corporate legislation and statutory requirements.	3 Directors	2 Directors	2 Directors
Operations & asset optimisation	Understands operational improvements and extracting maximum value from existing assets.	4 Directors	3 Directors	3 Directors
Human Capital	Experience in setting management performance goals, overseeing and managing performance, developing executive bench strength and succession plans.	4 Directors	2 Directors	2 Directors
External Engagement	Experience with external stakeholder groups (community, regulators, government), including networks and ability to exert influence.	4 Directors	3 Directors	3 Directors
Industry Knowledge	Expertise and knowledge pertinent to the industries or environments in which the Company operates.	5 Directors	3 Directors	3 Directors
Corporate Finance	Experience and skills associated with mergers, acquisitions, demergers, capital raising and debt financing.	4 Directors	3 Directors	3 Directors
International Business	International business experience from working with multinational companies and international expansion.	4 Directors	3 Directors	3 Directors

Recommendation 2.3 – Comply:

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, affiliation 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, affiliation or relationship in question and an explanation of why the board is of that opinion*
- (c) *the length of service of each director.*

The skills, experience and expertise relevant to the position of director held by each director in office at the date of the annual report are included in the directors' report, commencing at page 17.

PropTech Group's Directors are considered to be independent when they are not members of management and free from any business or other relationship that could materially interfere with — or could reasonably be perceived to materially interfere with — the exercise of their unfettered and independent judgement.

In the context of director independence, "materiality" is considered from both the Company and individual director perspective. The determination of materiality requires consideration of both quantitative and qualitative elements. An item is presumed to be quantitatively immaterial if it is equal to or less than 5% of the appropriate base amount. It is presumed to be material (unless there is qualitative evidence to the contrary) if it is equal to or greater than 10% of the appropriate base amount.

Qualitative factors considered include whether a relationship is strategically important, the competitive landscape, the nature of the relationship and the contractual or other arrangements governing it and other factors that point to the actual ability of the director in question to shape the direction of the Company's loyalty.

In accordance with the definition of independence above, and the materiality thresholds set, the following current directors of PropTech Group are considered to be independent having regard to the CGC's recommendations:

Name	Position
Mr Simon Baker	Independent Non-Executive Chairman
Mr Sam Plowman	Independent Non-Executive Director
Mr Georg Chmiel	Independent Non-Executive Director

Mr Joe Hanna and Mr Scott Wulff are not currently considered by the Board to be independent as they are both executive directors. The Board recognises the CGC's recommendation that the Chair should be an independent director.

The Board further recognises that Mr Baker, having regard to the criteria established in the ASX CGCs Principles and Recommendations, potentially may not be viewed as independent as he is a substantial shareholder of the Company and has served as a director for a significant period of time.

Nevertheless, the Board considers that Mr Baker's substantial shareholding does not impair his independence and, in fact, aligns his interests more closely with those of the Company's shareholders. Further, the Board believes that Mr Baker is the most appropriate person to lead the Board and that he is able to and does bring quality and independent judgement to all relevant issues falling within the scope of the role of Chairman and that the Company as a whole benefits from his long standing experience of its operations and business relationships.

The Board believes that each of the Directors can make, and do make, quality and independent judgements in the best interests of the Company. Any Director who has a conflict of interest in relation to a particular item of business must declare their conflict and abstain from voting or participating in Board deliberations to which a conflict of interest relates.

The term in office held by each director in office at the date of this report is as follows:

Name	Term in office
Mr Simon Baker	10 Years 9 months (appointed 15 November 2010)
Mr Joe Hanna	5 years 10 months (appointed 15 October 2015)
Mr Sam Plowman	2 Years 7 Months (appointed 29 January 2019)
Mr Georg Chmiel	12 Months (appointed 1 August 2020)

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Recommendation 2.4 – Comply:

A majority of the Board of a listed entity should be independent directors.

At the time of reporting there are five directors on the Company's Board. Three of the five directors are considered to be independent with regards to the criteria established in the ASX CGCs Principles and Recommendations.

Recommendation 2.5 – Comply:

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.

For the reasons specified above, the Chairman of the Company is, on balance, considered to be an independent director and performs no executive responsibilities.

The roles of the Chairman and Chief Executive Officer are not exercised by the same individual.

Recommendation 2.6 - Comply:

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.

All directors are expected to develop and maintain the skills and knowledge required to perform their role as directors effectively and discharge their duties to the Company. The Company has formal induction procedures in place to introduce new directors to the Company and gain an understanding of the Company's financial position, strategies, operations, risks and other policies and responsibilities.

Professional development opportunities to further develop the skills and knowledge required to effectively perform as directors of the Company are provided regularly and considered on an ongoing basis.

Under the Board Charter, a director is entitled to seek professional advice at the Company's expense on any matter connected with the discharge of his or her duties in accordance with the procedure set out in the Charter, a copy of which is available in the corporate governance section of the Company's website.

All directors have unrestricted access to the company secretary and employees of the Company as and when required. Subject to law, the directors also have access to all records of the Company and information held by Group employees and external advisors. Directors are provided, on an "as needed" basis, with papers, presentations and briefings on Group businesses and on matters which may affect the operations of the Company.

The Board receives regular detailed financial and operational reports from senior executives to enable it to carry out its duties.

3. PRINCIPLE 3 - PROMOTE ETHICAL AND RESPONSIBLE DECISION MAKING

Recommendation 3.1 – Do Not Comply

A listed entity should articulate and disclose its values.

The Company has not adopted a formal statement of values or similar program however the Board and management work hard to instil a culture of acting ethically and responsibly while striving to create shareholder value. Management reinforces this behaviour on a day to day basis and in the course of performance reviews with staff.

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The Company does however have a code of conduct which reflects the values and practices of the Board and senior executives (see below).

Recommendation 3.2- Comply:

A listed entity should:

- (a) have and disclose a code of conduct for its directors, senior executives and employees; and*
 - (b) ensure that the board or a committee of the board is informed of any material breaches of that code by a director or senior executive; and*
- (2) any other material breaches of that code that call into question the culture of the organisation.*

The Company considers that confidence in its integrity can only be achieved if its employees and officers conduct themselves ethically in all of their commercial dealings on the Company's behalf. The Company has therefore recognised that it should actively promote ethical conduct amongst its employees, officers and contractors.

The Company has adopted, amongst other policies designed to promote ethical and responsible decision making, a Code of Conduct which applies to all directors, officers, employees, consultants and contractors. The Code of Conduct applies to all business activities with suppliers, contractors, customers, shareholders and employees in Australia and overseas.

The objectives of the Code of Conduct are to:

- provide a benchmark for professional behaviour throughout the Company;
- support the Company's business reputation and corporate image within the community; and
- make directors and employees aware of the consequences if they breach the policy.

Under the Code of Conduct, employees of the Company must, amongst other things:

- act honestly and in good faith at all times and in a manner which is in the best interests of the Company as a whole;
- conduct their personal activities in a manner that is lawful and avoids conflicts of interest between the employee's personal interests and those of the Company;
- always act in a manner that is in compliance with the laws and regulations of the country in which they work;
- report any actual or potential breaches of the law, the code of conduct or the Company's other policies to the company secretary; and
- not permit or condone the making of payments, gifts, favours, bribes, facilitation payments or kickbacks in the expectation of preferred treatment for themselves or the Company.

A copy of the Code of Conduct is available in the corporate governance section of the PropTech Group website.

The Company actively promotes and encourages ethical behaviour and protection for those who report violations of the code of conduct or other unlawful or unethical conduct in good faith and ensures that matters are dealt with promptly and fairly.

Directors are required to avoid conflicts of interest and immediately inform their fellow directors should a conflict of interest arise. Directors are also required to advise the Company of any relevant interests that may result in a conflict.

The Board has adopted the use of formal standing notices in which directors disclose any material personal interests and the relationship of these interests to the affairs of the Company. A director is

required to notify the Company of any new material personal interests or change in the nature or extent of a previously disclosed interest.

Where a matter in which a director has a material personal interest is being considered by the Board, that director must not be present when the matter is being considered or vote on the matter, unless all of the other directors have passed a resolution to enable that director to do so or the matter comes within a category of exception under the *Corporations Act 2001* (Cth) (**Corporations Act**).

Recommendation 3.3 – Comply:

A listed entity should:

- (a) *have and disclose a whistleblower policy; and*
- (b) *ensure that the board or a committee of the board is informed of any material incidents reported under that policy.*

The Company has an established whistleblower policy designed to encourage disclosure of wrongdoing and provide transparency around the Company's framework for receiving, handling and investigating disclosures.

The policy articulates the matters that needs disclosure, the process of internal notification, the roles and responsibilities in the disclosure process and the support and practical protection for disclosers.

The policy is available on the Company's website.

Recommendation 3.4 – Complies:

A listed entity should:

- (a) *have and disclose an anti-bribery and corruption policy; and*
- (b) *ensure that the board or committee of the board is informed of any material breaches of that policy.*

The policy is available on the Company's website.

4. PRINCIPLE 4 - SAFEGUARD INTEGRITY IN CORPORATE REPORTING

Recommendation 4.1 – Partially Comply:

The Board of a listed entity should:

- (a) *have an audit committee which;*
 - a. *has at least three members, all of whom are non-executive directors and a majority of whom are independent directors; and*
 - b. *is chaired by an independent director who is not the Chair of the board and disclose:*
 - c. *the charter of the committee;*
 - d. *the relevant qualifications and experience of the members of the committee; and*
 - e. *in relation to each reporting period, the number of times the committee met throughout the period and the individual attendances of the members at those meetings; or*
- (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 that processes for the appointment and removal of the external auditor and the rotation of the audit engagement partner.*

The Board has established an Audit Committee, which operates under a charter approved by the Board. A copy of the Audit Committee Charter is set out on the Company's website.

It is the Board's responsibility to ensure that an effective internal control framework exists within the entity. This includes internal controls to deal with both the effectiveness and efficiency of significant business processes, the safeguarding of assets, the maintenance of proper accounting records, and the reliability of financial information as well as non-financial considerations such as the benchmarking

of operational key performance indicators. The Board has delegated responsibility for establishing and maintaining a framework of internal control and ethical standards to the Audit Committee.

The Audit Committee's key responsibilities and functions are as follows:

- oversee the Company's relationship with the external auditor and the external audit function generally;
- oversee the Company's relationship with the internal auditor and the internal audit function generally;
- oversee the preparation of the financial statements and reports;
- oversee the Company's financial controls and systems; and
- manage the process of identification and management of risk.

The Audit Committee currently consists of only non-executive directors and the Committee is chaired by an independent chair who is not the chair of the Board. However, during July 2020 the Audit Committee comprised only two members and at that time a majority of the Audit Committee was not independent, having regard to the criteria established in the ASX CGCs Principles and Recommendations. The members of the Audit Committee are currently:

Sam Plowman	Independent Non-Executive Director and Chairman of the Committee (appointed 29 January 2019)
Mr Simon Baker	Independent Non-Executive Director (Appointed 15 November 2010)
Mr Georg Chmiel	Independent Non-Executive Director (appointed 1 August 2020)

Mr Sam Plowman has extensive experience in the prop tech and fin tech industries. He is the former general manager of Domain, headed up online banking at both ANZ and NAB, was the CEO at fin tech company Sandstone, and is currently the CEO at Payment Logic. From a corporate governance perspective, Sam is the chairman of Vertical Networks Group - the owner and operator of Artshub and Screenhub, Australia's leading Arts' new sites, and Property Portal Watch, the global leader in online real estate news and conferences. Sam holds a Bachelor of Business with a major in Marketing from RMIT, and a Graduate Diploma in Finance from the Securities Institute of Australia

Mr Simon Baker is an experienced chairman with substantial commercial experience and knowledge within the global real estate technology sector gained through positions as chairman and as a significant investor in numerous businesses. From 2015 to 2019, Simon was the independent non-executive chairman of ASX listed Mitula Group Limited (ASX: MUA), a leading player in the global online classifieds industry. Mitula Group Limited (ASX: MUA) was successfully sold to a Japanese listed company Lifull Co Ltd (TYO: 2120) in January 2019. Simon was the former CEO and managing director of the ASX listed REA Group from 2001 through 2008. Simon was also the chairman of ASX listed iProperty Group Limited from 2009 to 2012. Simon is a Serial Investor and has invested in many online classifieds and ecommerce companies around the world including Vivareal, Redbubble (ASX:RBL), Mitula Group (ASX:MUA), Vertical Networks Group, Fintonic, Transmit Data and CarAdvice. Simon holds a Bachelor of Science with a major in Computer Science from Monash University and a Master of Business Administration from the Melbourne Business School.

Mr Georg Chmiel brings over 25 years of experience in the online media, real estate and financial services industry. Georg is Executive Chair of Juwai IQI Holdings, one of Asia's largest proptech platforms in Asia with more than 12,000 sales agents and leading portals. Previously he was Managing Director and CEO of iProperty Group (ASX:IPP), the owner of Asia's No. 1 network of property portal sites. He played a key role in finalising the sale of iProperty Group to REA Group.

Prior to iProperty Group, Georg was Managing Director and CEO of LJ Hooker Group with 700 offices across 10 countries providing residential and commercial real estate as well as financial service. Before

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that, Georg was CFO of REA Group (ASX:REA). Georg holds an MBA from INSEAD (France) and Diplom-Informatiker (Computer Science) Degree from TU Munich (Germany).

Georg is a CPA (USA) and a Fellow of the Australian Institute of Company Directors. He has over 25 years of experience in growth business, especially in the real estate and online industry. Georg is the recipient of the Asia Pacific Entrepreneurship Award in 2016 and the Top Outstanding Leaders Asia Award in 2015.

For details relating to the number of meetings of the Audit Committee held during the year, and the attendees at those meetings, refer to the directors' report.

For additional details regarding the Audit Committee, including a copy of its Charter, please refer to our website.

Recommendation 4.2 - Comply:

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.

In accordance with section 295A of the Corporations Act, the Managing Director and Chief Executive Officer and the Chief Financial Officer have provided a written statement to the Board that:

- their view concerning the Company's financial report is founded, to the best of their knowledge, on a sound system of risk management and internal compliance and control which implements the financial policies adopted by the Board; and
- the Company's risk management and internal compliance and control system is operating effectively in all material respects.

Recommendation 4.3 - Comply:

A listed entity should disclose its process to verify the integrity of any periodic corporate report it releases to the market that is not audited or reviewed by an external auditor.

Before it approves the financial statements for the half-year and full-year, the Board receives a statement from the CEO and Chief Financial Officer (CFO) consistent with the requirements of the Corporations Act 2001. The Board also receives a statement from the CEO that Company's risk management and internal control systems are operating effectively. In respect of other periodic reports the Board requires the CEO and CFO to confirm the accuracy and completeness of the relevant report.

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5. PRINCIPLE 5 - MAKE TIMELY AND BALANCED DISCLOSURE

Recommendation 5.1 - Comply:

A listed entity should have and disclose a written policy for complying with its continuous disclosure obligations under listing rule 3.1.

The Company has an established Continuous Disclosure Policy designed to ensure that all investors have equal and timely access to material information relating to the Company. The Continuous Disclosure Policy articulates the type of information that needs disclosure, the process of internal notification, the roles and responsibilities in the disclosure process, the process of promoting an understanding of disclosure requirements and external media and analyst communication protocols.

This Continuous Disclosure Policy is available on the Company's website.

Recommendation 5.2 - Comply:

A listed entity should ensure that its board receives copies of all material market announcements promptly after they have been made.

Given the size and scale of the Company, the Board approves all material market announcements before they are made.

Recommendation 5.3 – Comply

A listed entity that gives a new and substantive investor or analyst presentation should release a copy of the presentation materials on the ASX Market Announcements Platform ahead of the presentation.

The Company's continuous disclosure protocols require that all investor and analyst presentations are required to be provided to the Board for approval and then to the Company Secretary for release to the Market Announcement Platform prior to being provided to any third party.

6. PRINCIPLE 6 - RESPECT THE RIGHTS OF SECURITY HOLDERS

Recommendation 6.1 - Comply:

A listed entity should provide information about itself and its governance to investors via its website.

The Company has a detailed website which is maintained regularly to ensure accuracy of information. Investors and stakeholders can access all ASX announcements, presentations, annual financial statements and corporate governance information on this website. Company announcements available on the website are presented in a clear and balanced way containing both positive and negative information.

Recommendation 6.2 - Comply:

A listed entity should design and implement an investor relations program to facilitate effective two-way communication with investors

Pursuant to CGR Principle 6, PropTech Group's objective is to promote effective communication with its shareholders at all times.

PropTech Group is committed to:

- ensuring that shareholders and the financial markets are provided with full and timely information about PropTech Group's activities in a balanced and understandable way;
- complying with continuous disclosure obligations contained in the ASX listing rules and the Corporations Act in Australia;

- communicating effectively with its shareholders and making it easier for shareholders to communicate with PropTech Group.

PropTech Group's shareholder communications policy is contained in the Corporate Governance section of the Company's website.

Recommendation 6.3 - Comply:

A listed entity should disclose how it facilitates and encourages participation at meetings of security holders.

To promote effective communication with shareholders and encourage effective participation at general meetings, information is communicated to shareholders:

- through the release of information to the market via the ASX;
- through the distribution of the annual report and notices of AGM;
- through shareholder meetings and investor relations presentations;
- through media releases which are posted on the Company's website;
- through letters and other forms of communications directly to shareholders;
- by posting relevant information on the Company's website.

The external auditors will be required to attend the Company's AGM and to be available to answer any shareholder questions about the conduct of the audit and preparation of the audit report.

Recommendation 6.4 – Does not comply:

A listed entity should ensure that all substantive resolutions at a meeting of security holders are decided by a poll rather than by a show of hands.

Historically the Company has decided all resolutions based on a show of hands given that the proxy numbers have generally been overwhelmingly supportive of the resolutions being put to shareholders and the relatively small number of shareholders attending the meeting. In such circumstances, voting on a show of hands is easily managed and the delay and significant cost associated with conducting a poll cannot generally be justified.

However, where required by ASX rules or policy or in the event that one or more resolution are likely to be contentious, a show of hands is not obviously determinative, or the proxy directions lodged prior to the meeting are not consistent with the outcome on a show of hands, the Chair would generally require a poll.

Recommendation 6.5 - Comply:

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 Company utilises the services of Boardroom Pty Ltd as its security registry and provides a link to their website from the Company's website so that security holders can obtain forms and select their method of interaction with the registry via its online portal.

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7. PRINCIPLE 7 - RECOGNISE AND MANAGE RISK

A listed entity should establish a sound risk management framework and periodically review the effectiveness of that framework

Recommendation 7.1 – Partially Comply:

The Board of a listed entity should;

- (a) *have a committee or committees to oversee risk, each of which;*
1. *has at least three members, a majority of whom are independent directors, and*
 2. *is chaired by an independent director;*
and disclose:
 3. *the charter of this committee; and*
 4. *the members of the committee; and*
 5. *as at the end of each reporting period, the number of times the committee met throughout the period and the individual attendance of members at those meetings; or*
- (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*

The Board has continued its proactive approach to risk management. The identification and effective management of risk, including calculated risk-taking is viewed as an essential part of the Company's approach to creating long-term shareholder value.

There is no separate risk committee. Instead, the Audit Committee oversees PropTech Group's risk management framework. The Audit Committee Charter is available on the governance page of the Company's website.

The members of the Audit Committee are set out in section 4 of this Statement.

The Audit Committee currently consists only of non-executive directors and is chaired by an independent chair who is not otherwise the Chair of the Board. The requirements of CGR 7.1 were complied with for current reporting period except during July 2021 during which time a majority of the Committee only consisted of two members and only one of which was considered to be independent at that time having regard to the criteria established in the ASX CGCs Principles and Recommendations.

Details of the Audit Committee's meetings and attendance of the members are set out in the Directors' Report.

Implementation of the risk management system and day-to-day management of risk is the responsibility of Mr Joe Hanna, with the assistance of senior management. Mr Hanna is responsible for regularly reporting directly to the Audit Committee and the Board on all matters associated with risk management, including whether the Company's material business risks are being managed effectively. In fulfilling his duties, Mr Hanna has unrestricted access to Company employees, contractors and records and may obtain independent expert advice on any matter he believes appropriate, with the approval of the Board.

In addition, the Company maintains a number of policies and practices designed to manage specific business risks. These include:

- Audit Committee and the Audit Committee Charter;
- regular budgeting and financial reporting;
- clear limits and authorities for expenditure levels;
- procedures for compliance with continuous disclosure obligations under the ASX listing rules; and
- procedures to assist with establishing and administering corporate governance systems and disclosure requirements.

The Company's risk management system is an ongoing process. It is recognised that the level and extent of the risk management system will evolve commensurate with the evolution and growth of the Company's activities. Further information on financial risk management is outlined in the financial statements.

Recommendation 7.2 – Partially Comply:

The Board or a committee of the board should:

- (a) *review the entity's risk management framework at least annually to satisfy itself that it continues to be sound; and*
- (b) *disclose, in relation to each reporting period, whether such a review has taken place.*

The Audit Committee and the Managing Director monitor the Company's material business risks and reports are compiled and considered from time to time and the Board considers that the internal control system is operating effectively in all material aspects given the nature of the Company's activities.

Neither the Board, nor the Audit Committee, has conducted a formal review of the Company's risk framework during the reporting period however the Managing Director has reported to the Board as to the effectiveness of the implementation of the Company's risk management and internal control systems and these have also been reviewed as part of the Company's annual audit process.

Recommendation 7.3 - Comply:

A listed entity should disclose:

- (a) *if it has an internal audit function, how the function is structured and what role it performs; or*
- (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.*

The Company does not have an internal audit function as it considers the ongoing processes in place for assessing risk and improving the effectiveness of internal controls to be adequate when supported by the external audit function. In addition, the Company maintains a number of policies and practices designed to manage specific business risks. These include:

- Audit Committee and Audit Committee Charter;
- insurance programs;
- regular budgeting and financial reporting;
- clear limits and authorities for expenditure levels;
- procedures for compliance with continuous disclosure obligations under the ASX listing rules;
- procedures to assist with establishing and administering corporate governance systems and disclosure requirements.

The Managing Director has reported to the Board as to the effectiveness of the implementation of the Company's risk management and internal control system.

The Company's risk management system is an ongoing process. It is recognised that the level and extent of the risk management system will evolve commensurate with the evolution and growth of the Company's activities. Further information on financial risk management is outlined in the Company's financial statements.

Recommendation 7.4 – Comply:

A listed entity should disclose whether it has any material exposure to environmental or social risks and, if it does, how it manages or intends to manage those risks.

For the purposes of assisting investors to understand better the nature of the risks faced by PropTech Group, the Board has prepared a list of risks as part of the Principle 7 disclosures.

The Company has in place policies and procedures, including a risk management framework (as implemented under the Company's Audit Committee and its accompanying Charter), which is developed and updated to help manage these risks.

The Company regularly assesses environmental and social sustainability risks for their materiality and any impact on the Company's ability to create or preserve value for security holders over the short, medium or long term.

"Environmental sustainability" – the long-term ability of a listed entity to continue operating in a manner that does not compromise the health of the eco-systems in which it operates.

PropTech Group does not consider that it has any material exposure to environmental sustainability risks.

"Social sustainability" – the long-term ability of a listed entity to continue operating in a manner that meets accepted social norms and needs.

PropTech Group does not consider that it has any material exposure to social sustainability risks.

8. PRINCIPLE 8 – REMUNERATE FAIRLY AND RESPONSIBLY

Recommendation 8.1 – Partially Complies:

The Board of a listed entity should:

- (a) *have a remuneration committee which;*
1. *has at least three members, a majority of whom are independent directors; and*
 2. *is chaired by an independent director;*
and disclose:
 3. *the charter for the committee;*
 4. *the members of the committee; and*
 5. *as at the end of each reporting period the number of times the committee met throughout the period and the individual attendances of members at those meetings;*
or:
- (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.*

The Board has established a Nomination and Remuneration Committee, which generally meets at least annually. During the year, Nomination and Remuneration Committee matters were dealt with in meetings of Directors (but with executive personnel absent.). For details of directors' attendance at meetings of the Nomination and Remuneration Committee, refer to the Directors' Report.

The Nomination and Remuneration Committee reviews the corporate governance procedures of the Company and the composition and effectiveness of the Board. In addition to proposing candidates for director appointment for the Board's consideration, the Nomination and Remuneration Committee reviews fees payable to non-executive directors and reviews and advises the Board in relation to Chief Executive Officer succession planning.

The primary purpose of the Nomination and Remuneration Committee is to support and advise the Board in fulfilling its responsibilities to shareholders in ensuring that the Board is appropriately structured and comprised of individuals who are best able to discharge the responsibilities of directors by:

- assessing the size, composition, diversity and skills required by the Board to enable it to fulfil its responsibilities to shareholders, having regard to the Company's current and proposed scope of activities;

- assessing the extent to which the required knowledge, experience and skills are represented on the Board;
- establishing processes for the identification of suitable candidates for appointment to the Board;
- overseeing succession planning for the Board and Chief Executive Officer;
- establishing processes for the review of the performance of individual directors and the Board as a whole;
- assessing the terms of appointment and remuneration arrangements for non-executive directors.

The Nomination and Remuneration Committee currently comprises three directors all of whom are considered to be independent. However, as noted above, during July 2020 the Nomination and Remuneration Committee consisted only of two directors, only one of which was independent. The Nomination and Remuneration Committee during the year comprised the following members:

Mr Simon Baker	Independent Non-Executive Director and Chairman of the Committee
Mr Sam Plowman	Independent Non-Executive Director
Mr Georg Chmiel	Independent Non-Executive Director (appointed 1 August 2020)

The Nomination and Remuneration Committee has a separate charter which describes its role, composition, functions and responsibilities. A copy of the Nomination and Remuneration Committee Charter is set out on the Company's website.

Recommendation 8.2 - Comply:

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.

The Company has a clearly distinguished structure of non-executive directors' remuneration from that of executive directors and senior executives. The Company is required to disclose in its annual report details of remuneration to directors. Please refer to the Remuneration Report for details regarding the remuneration structure of executive and non-executive directors and the Chief Executive Officer and senior executives.

Recommendation 8.3 - Comply:

A listed entity which has an equity-based remuneration scheme should;

- (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*
- (b) *disclose the policy or a summary of it.*

The Company's Securities Trading policy which governs permitted trading and transactions, including in respect of employees, is available on the Company's Website. The Policy prohibits Directors and employees from using derivatives or other products which operate to limit the economic risk of unvested Company Securities. It also prohibits those persons from entering into a margin loan or similar funding arrangement to acquire any Company Securities, or grant lenders any rights over their Company Securities.

The Company does not currently have a broad equity-based scheme

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