

## Booktopia Group Limited 2023 Corporate Governance Statement

Booktopia Group Limited (**Booktopia**) (the **Company** or the **Group**), and its Board of Directors (**Board**) are committed to maintaining and promoting good corporate governance practices within the Booktopia Group for the benefit of stakeholders and the broader community.

The Board is responsible for the overall operation and stewardship of the Company and provides input to and approval of the Company's strategic direction and budgets as developed by management.

In conducting the Company's business with these objectives, the Board seeks to ensure that the Company is properly managed to protect and enhance Shareholder interests, and that the Company and its Directors, officers and personnel operate in an appropriate environment of corporate governance.

Accordingly, the Board has created a framework for managing the Company, including adopting relevant internal controls, risk management processes and corporate governance policies and practices which it believes are appropriate for the Company's business and which are designed to promote the responsible management and conduct of the Company.

The main corporate governance policies and practices adopted by Booktopia are summarized in this Corporate Governance Statement (**Statement**).

This Statement:

- reports against the 4<sup>th</sup> edition of the ASX Corporate Governance Council's Principles and Recommendations (**ASX Principles**) and the practices detailed in this Statement are current as at 23 October 2023; and
- Has been approved by the Board and is available at [Booktopia | Investor Centre](#).

### **Principle 1: Lay solid foundations for management and oversight**

#### **Board Charter and Roles of Board and Management**

The Board is responsible for the overall operation and stewardship of the Company and, in particular, for the long-term growth and profitability of the Company, the strategies, policies and financial objectives of the Company, and for monitoring the implementation of those policies, strategies and financial objectives.

The Board has adopted a written charter to provide a framework for the effective operation of the Board. The Charter governs the operations of the Board. It sets out the Board's composition, structure and membership requirements, role and responsibilities and the relationship with management. The Board charter is available at [Booktopia | Investor Centre](#).

In performing the responsibilities set out in the Charter, the Board acts at all times in a manner designed to create and continue to build sustainable value for shareholders and in accordance with the duties and obligations imposed on them by the Company's constitution and by law.

The role of the Board includes:

- approving the Company's strategic direction and budgets as developed by management;

- approving and monitoring capital management and major capital expenditure, acquisitions and divestments;
- ensuring the Company has in place an appropriate risk management framework and establishing the acceptable levels of risk within which the Board expects the management of the Company to operate, which may include economic, environmental and social sustainability risks, as well as operational, financial and strategic risks;
- reviewing and ratifying the Company's systems of internal compliance and control, risk management frameworks and legal compliance systems, to determine the integrity and effectiveness of those systems;
- approving and monitoring material internal and external financial and other reporting;
- appointing Directors and the Chair, appointing and removing the Managing Director and the Company Secretary and undertaking an annual evaluation of the performance of the Board, each Board Committee and individual Directors;
- overseeing the Company's process for making timely and balanced disclosure of all material information concerning the Company that a reasonable person would expect to have a material effect on the price or value of the Company's securities;
- developing a Board skills matrix which sets out the mix of skills, expertise, experience and diversity that the Board currently has or is looking to achieve in its membership; and
- approving the Company's values and Code of Conduct, and monitoring corporate culture, and setting and reviewing the Company's governance policies.

## **Board Meetings**

The Board and the Committees meet on a regular basis and additional meetings are called when required to address specific issues. The Chair, in conjunction with the CEO and the Company Secretary, sets the agenda for each meeting. Any Director may request matters to be included on the agenda.

Directors receive Board papers in advance of the Board meetings and these papers provide them with sufficient information to enable them to participate in informed discussion at each meeting. The Board will also provide for time at board meetings to meet without the presence of management.

## **Delegations to Committees and Management**

The role of the Board includes establishing such committees of the Board as may be appropriate to streamline the discharge of its responsibilities. The Board may also delegate specific functions to ad hoc committees on an 'as needs' basis.

The Board has established an Audit and Risk Management Committee and a Remuneration and Nomination Committee.

Each Committee has its own charter describing its role and responsibilities, composition, structure and membership requirements. The Committee Charters are reviewed periodically or as is required.

The Board will undertake an annual performance evaluation of each Board committee that compares the performance of the Board committee with the requirements of the relevant Board committee charter, setting forth the goals and objectives of the Board committee for the upcoming year and effecting any amendments to the relevant charter considered necessary or desirable.

The Board Charter, Charters of each Board Committee Charters and the Constitution are available at [Booktopia | Investor Centre](#).

The Chief Executive Officer is responsible for running the day to day affairs of the Company under delegated authority from the Board and for implementing the policies and strategy set by the Board. In carrying out the Chief Executive Officer's responsibilities, the Chief Executive Officer must ensure that the Board is provided with accurate information in a timely and clear manner and ensure all reports to the Board present a true and fair view of the Company's financial condition and operational results. The role of management is to support the Chief Executive Officer and implement the running of the general operations and financial business of the Company, in accordance with the delegated authority of the Board.

### **Appointment of Directors and Senior Executives**

Before a director or senior executive is appointed, the Company undertakes appropriate checks to consider their suitability. These checks include, but are not limited to, the candidate's qualifications, experience, education, character and background checks, including bankruptcy history and criminal record.

Directors available for re-election at a general meeting are reviewed by the Remuneration and Nomination Committee and recommended to the Board. Directors are re-elected in accordance with the Company's Constitution and the ASX Listing Rules.

When a candidate is standing for election or re-election as a director by shareholders, the notice of meeting contains information on the candidate including:

- biographical details, including their relevant qualifications and experience and the skills they bring to the board;
- details of other material directorships held by the candidate;
- a statement as to the independence of the candidate;
- the term of office currently served by the Director; and
- where relevant, a recommendation by the Board as to whether it supports the election or re-election of the candidate.

When appointing new directors, the Board and the Remuneration and Nomination Committee look to ensure that an appropriate mix of skills, expertise, experience and diversity is maintained.

In the case of a candidate standing for election as a director for the first time, the notice of meeting will contain the following additional information:

- details of any interest, position association or relationship that might impact on the ability of the director to be independent; and
- details of any adverse information revealed as part of the checks performed about the director.

As part of the director selection process, candidates are required to provide the Chairman with details of other commitments and an indication of time involved, and to acknowledge that they will have adequate time to fulfil his or her responsibilities as a non-executive director of Booktopia.

## Written Terms of Appointment

The Company has entered into a letter of appointment with each of its non-executive directors and a written service agreement with each of its senior executives.

The non-executive director Letter of Appointment sets out:

- the term of appointment;
- the time commitment envisaged, including any expectations regarding involvement with Committee work and any other special duties attaching to the position;
- remuneration, including superannuation entitlements;
- the requirement to disclose directors' interests and any matters which may affect the Director's independence;
- the requirement to comply with key corporate policies, including Booktopia's Code of Conduct and its Securities Trading Policy;
- the Company's policy on when directors may seek independent professional advice at the expense of the Company (which generally should be whenever directors, especially non-executive directors, judge such advice necessary for them to discharge their responsibilities as directors);
- the circumstances in which the director's office becomes vacant;
- indemnity and insurance arrangements;
- ongoing rights of access to corporate information; and
- ongoing confidentiality obligations.

In the case of senior executives, each service agreement sets out the information above (to the extent applicable), as well as:

- a description of their position, duties and responsibilities;
- the person or body to whom they report;
- the circumstances in which their service may be terminated (with or without notice);
- any entitlements on termination; and
- any circumstances in which their remuneration may be clawed back.

## Company Secretary

The Board is responsible for the appointment or removal of the Company Secretary.

The Board Charter provides that the Company Secretary is accountable directly to the Board, through the Chair, on all matters to do with the proper functioning of the Board. The Company Secretary is also responsible for advising the Board, through the chair, on all governance matters, as well as helping to organise and facilitate the induction and professional development of directors, as required. All directors have direct access to the Company Secretary to discuss matters at any time.

The name of the Company Secretary and his skills, experience and qualifications are contained in the Annual Report.

## Diversity

The Company values and is proud of its strong and diverse workforce and is committed to supporting and further developing this diversity through attracting, recruiting, engaging and retaining diverse talent and aligning the Company's culture and management systems with this commitment. The Board has approved a Diversity Policy in order to set out its commitment to providing and promoting a corporate culture which embraces diversity.

The Diversity Policy is available at [Booktopia | Investor Centre](#).

The Company is committed to providing and promoting a corporate culture which embraces diversity in line with the Diversity Policy Statement, and aims to do so via:

- promoting the principles of merit and fairness when making decisions about recruitment, development, promotion, remuneration and flexible work arrangements;
- having an overall transparent process for the review and appointment of senior management positions and Board members;
- recruiting from a diverse pool of qualified candidates, where appropriate engaging a professional search / recruitment firm, advertising vacancies widely, making efforts to identify prospective employees who have diversity attributes and ensuring diversity of members on the selection / interview panel when selecting and appointing new employees (including senior management) and new Board members;
- embedding the importance of diversity within the Company's culture by encouraging and fostering a commitment to diversity by leaders at all levels whilst recognising that diversity is the responsibility of all employees;
- recognising that employees may have family responsibilities;
- reinforcing with our people that in order to have a properly functioning and diverse workplace, discrimination, harassment, vilification and victimisation will not be tolerated within the Company; and
- continuing to review and develop policies and procedures to ensure diversity within the organisation, including with the adoption of key performance indicators for senior executives to measure the achievement of diversity objectives under the Company's diversity policy.

To achieve these objectives, Booktopia has established measurable objectives for achieving gender diversity, as approved by the Board and will continue to report on these objectives on an annual basis.

Booktopia has also established a management Environmental, Social and Governance Committee which is currently chaired by independent non-executive Director, Stephen Ezekiel . This Committee meets on a regular basis to discuss, amongst other things, the Company's commitment to diversity and inclusion across the organization.

### Gender Diversity Targets

Booktopia has an overall organisation gender diversity target of 40:40:20 (namely 40% female, 40% male and 20% open) and the Company will continue to review these objectives to ensure they remain appropriate and relevant.

The overall organisation gender diversity target of 40% has been met. With the recent organisational restructuring, both at the Board and senior management level, this target has not been achieved albeit the intention remains to achieve these targets.

Female employees as a percentage of workforce participation as at 30 June 2022:

Group	FY23 % women	FY22 % women	Target % women
Non-executive Directors	20.0%	50%	40%
Executive Team	25%	30%	40%
Management Team	29.2%	45%	40%
Overall	46.3%	51.24%	40%

**Definitions:**

**Executive Team:** direct reports to the CEO

**Management Team:** executives two levels below the CEO

**Overall:** includes casual staff and excludes non-executive directors and independent contractors

**Note:** all data is non-cumulative and is calculated on the number of employees in each level.

## Board Performance Evaluation

The Remuneration and Nomination Committee is responsible for establishing the processes for reviewing the performance of individual directors, the Board as a whole and its Committees.

Following the year ended 30 June 2023, the Booktopia Board conducted a review of the Board and each director, each Committee and the Chairman's performance. The findings of these reviews will be used to enhance the Board and governance process.

## Senior Executive Performance Evaluation

The Board, in conjunction with the Remuneration and Nomination Committee, is responsible for approving the performance objectives and measures for the Chief Executive Officer and key management and providing input into the evaluation of performance against these objectives. The key performance indicators for senior executives and executive Directors are set annually in collaboration with the Chief Executive Officer. At least annually, one-on-one performance evaluations are undertaken with senior executives and executive Directors to assess whether they have met their key performance indicators set in the preceding year. Any issues that may emerge from that review process are addressed in a timely manner.

Performance evaluations for the Chief Executive Officer and senior executives and executive Directors for the financial year ended 30 June 2023 were conducted following the end of the financial year in line with the above process.

## **Principle 2: Structure the Board to be effective and add value**

### **Overview of the Board and Board Committees**

The Board of Directors of Booktopia is currently comprised of five Non-executive Directors with four being independent. They are:

- Peter George, Chairman and Independent Non-executive Director
- Tony Nash, Non-executive Director
- Stephen Ezekiel, Independent Non-executive Director
- Abigail Cheadle, Independent Non-executive Director
- Paul Welch, Independent Non-executive Director

Detailed biographies of the current Board members, their skills and expertise are provided in the 2023 Annual Report along with Directors who were Directors of Booktopia during the whole of the financial year.

During the relevant period, the following changes to the Booktopia Board took place:

- The resignation of Judy Slayter and Fiona Pak-Poy effective on 28 November 2022;
- The resignation of Chris Beare and appointment of Peter George effective on 1 December 2022;
- The appointment of Stephen Ezekiel and Abigail Cheadle on 12 December 2022;
- The appointment of Paul Welch on 27 March 2023; and
- The resignation of Steven Traurig effective on 28 July 2023.

In addition, Tony Nash ceased to be Managing Director of Booktopia effective on 13 July 2022 but continued as an executive director until 13 July 2022 and as a non-executive director thereafter.

The period following the resignation of Judy Slayter and Fiona Pak-Poy and the appointments of Stephen Ezekiel and Abigail Cheadle the Board did not have a majority of independent directors.

The Board has established an Audit and Risk Management Committee and a Remuneration and Nomination Committee.

Each Committee has its own charter describing its role and responsibilities, composition, structure and membership requirements. The Committee Charters are reviewed periodically or as required.

The Board Charter, Charters of each Board Committee Charters and the Constitution are available at [Booktopia | Investor Centre](#).

### **Nomination Committee**

The Board has established a Remuneration and Nomination Committee to ensure that the Company:

- has a Board of an effective composition, size and commitment to adequately discharge its responsibilities and duties and to bring transparency, focus and independent judgment to decisions regarding the composition of the Board;
- has coherent remuneration policies and practices to attract and retain directors and senior executives who will create value for shareholders;
- observes those remuneration policies and practices; and
- fairly and responsibly rewards Group Executives having regard to the performance of the Group, the performance of the Group Executives and the general external pay environment.

The Remuneration and Nomination Committee's charter provides that the committee must consist of only Non-executive Directors, a majority of independent Directors, a minimum of three members of the Board, and an independent Director as chair.

The Committee currently comprises:

- Abigail Cheadle (Chair);
- Stephen Ezekiel; and
- Tony Nash.

The Committee did not comply with its charter for the period between following the resignations of Chris Beare and Judy Slatyer and the appointments of Abigail Cheadle and Stephen Ezekiel and while Tony Nash was an executive director.

In its function as a nominations committee, the Committee assists the Board in fulfilling its corporate governance responsibilities in regard to:

- Board performance;
- Board and Committee membership;
- directors' induction and continuing development;
- Board succession issues and planning and succession plans of the Chief Executive Officer, senior executives and executive Directors;
- the process for recruiting a new Director, including evaluating the balance of skills, knowledge, experience, independence and diversity on the Board and, in the light of this evaluation, preparing a description of the role and capabilities required for a particular appointment; and
- the Board's 'skills matrix', including assisting the Board to develop and regularly reviewing its Board skills matrix and identifying any gaps in the collective skills of the Board that should be addressed as part of the Company's professional development initiatives for Directors; and
- strategies to address Board diversity.

For details of the number of meetings and the attendance at those meetings by Committee members, refer to the Directors' Report in the Annual Report 2023.

The Committee Charter is available at [Booktopia | Investor Centre](#).

## **Board Skills Matrix**

The composition of the Board is periodically reviewed by the Remuneration and Nomination Committee to ensure that the Board has the appropriate mix of skills, expertise and experience necessary to fulfil its function effectively. The review is facilitated by considering a Board skills matrix developed by the



Committee that provides an overview of the directors' skills measured against a range of skills, competencies and experience sought by the Board which have been developed based on:

- the Company's strategic priorities and objectives;
- current issues and challenges; and
- current and future business requirements.

The Board has determined that the following skills and experience are necessary for the Board, as a whole to have. On the basis of the results of the skills matrix, all these skills and personal qualities are present on the Board.

<b>Skill / Experience / Competency – required skills</b>	<b>Board</b>
1. Industry & business knowledge	✓
2. Product knowledge	✓
3. Information technology	✓
4. Logistics	✓
5. Innovation	✓
6. Internet marketing	✓
7. Leadership and commercial acumen	✓
8. Accounting and financial	✓
9. Risk & Compliance	✓
10. Strategy Development and implementation	✓
11. Corporate Governance	✓
12. Technology & digital	✓
13. People (including remuneration), culture and conduct	✓
14. Stakeholder engagement	✓

### **Director Independence**

The Board considers a director to be independent where he or she is free of any interest, position or relationship that might influence, or might reasonably be perceived to influence, in a material respect, his or her capacity to bring independent judgement to bear on issues before the Board and to act in the best interests of the Company as a whole rather than an individual shareholder or other party. The Board reviews the independence of each Non-Executive Director in light of information disclosed to the Board.

The Board Charter sets out guidelines to assist in considering the independence of Directors and has adopted a definition of independence that is based on the ASX Principles.

The Board considers that Peter George, Stephen Ezekiel, Abigail Cheadle, and Paul Welch are free from any interest, position or relationship that might influence, or might reasonably be perceived to influence, in a material respect, his or her capacity to bring independent judgement to bear on issues before the Board and to act in the best interests of the Company as a whole rather than in the interests of an individual shareholder or other party and is able to fulfil the role of an Independent Director for the purpose of the ASX Principles.

Tony Nash is not considered by the Board to be an independent Director given his former role as Chief Executive Officer of the Company and being a substantial shareholder in the Company.

The Chairman is an independent non-executive director and there is a clear division of responsibility between the Chairman and the Chief Executive Officer. The role of the Chairman and the Chief Executive Officer may not be exercised by the same individual.

If a director is or becomes aware of any information, facts or circumstances that will or may affect his or her independence, the director must immediately disclose all relevant details in writing to the Company Secretary and the Chairman.

The independence status of each Director as well as tenure appears below:

Director	Independence status	Appointment date	Tenure as at date of CGS
Peter George (Chair)	Independent Chair Independent non-executive Director	01-12-2022	Less than 1 year
Tony Nash	Not independent	16-05-2016	7 years
Stephen Ezekiel	Independent non-executive Director	12-12-2022	Less than 1 year
Abigail Cheadle	Independent non-executive Director	12-12-2022	Less than 1 year
Paul Welch	Independent non-executive Director	27-03-2023	Less than 1 year

For details of the current directors, their qualifications, skills and experience refer to *Information on Directors* in the Directors' Report.

### **Director Induction, Training and Professional Development**

The Remuneration and Nomination Committee is responsible for implementing an effective training and education program for all new and existing directors. The Committee is required to regularly review the effectiveness of the program to ensure directors maintain the skills and knowledge required to perform their role effectively.

Any new directors will undergo a formal induction program in which they are given a full briefing on Booktopia, its operations and the industry in which it operates. Where possible, this will include meetings with key executives, tours of premises, provision of a due diligence package and presentations from Management. Furthermore, to achieve continuing improvement in Board performance, all directors are encouraged to undergo regular professional development.

Subject to consultation with the Chairman, directors may in appropriate circumstances access independent professional advice at the Company's expense in order to carry out their Board duties.

### **Principles 3: Instil a culture of acting lawfully, ethically and responsibly**

#### **Values and Code of Conduct**

The Company is committed to maintaining ethical standards in the conduct of its business activities. Accordingly, the Board has adopted a formal Code of Conduct which clearly states the standards of responsibility and ethical conduct expected of Directors and employee of the Company.

Acting ethically and responsibly goes well beyond mere compliance with legal obligations and involves acting with honesty, integrity and in a manner that is consistent with the reasonable expectations of investors in the broader community. It includes being, and being seen to be, a 'good corporate citizen', for example by:

- respecting the human rights of its employees;
- creating a safe and non-discriminatory workplace;
- dealing honestly and fairly with suppliers and customers;
- acting responsibly towards the environment; and
- only dealing with business partners who demonstrate similar ethical and responsible business practices.

The Code of Conduct covers the following areas:

- compliance with laws and regulations;
- the Company's business ethics; and
- Business and personal conduct.

The Code of Conduct requires Directors and employees, where relevant and to the extent possible, consultants, secondees and contractors of the Company, to adhere to the law and various policies of the Company referred to in the Code of Conduct.

The Code of Conduct is not a prescriptive set of rules for business behavior but rather a practical set of principles giving direction and reflecting the Company's approach to business conduct. Any material breaches of the Code of Conduct are reported to the Board.

The Code of Conduct is available at [Booktopia | Investor Centre](#).

#### **Whistleblower Policy**

The Company has adopted a Whistleblower Policy to encourage people to raise any concerns and report instances of reportable conduct where there are reasonable grounds to support such action, without fear of intimidation, disadvantage or reprisal.

The purpose of the Whistleblower Policy is to:

- outline the mechanisms for the reporting and investigation of reported matters;
- outline the measures in place to protect a whistleblower; and
- promote a workplace environment in which everyone feels safe, supported and encouraged to make reports about reportable conduct.

Any material breaches of the Whistleblower Policy are reported to the Board.

## **Anti-Bribery and Corruption Policy**

The Company is committed to acting ethically and has zero tolerance for bribery and corruption. The Company has developed an Anti-bribery and Corruption Policy for countering bribery and corruption.

The Anti-bribery and Corruption Policy applies to the Company and all subsidiary and affiliate companies over which it exercises control and all directors, officers and employees of the Company (which includes temporary employees, contract staff and consultants). The Company also expects that its business partners (including individuals and corporate entities associated with the Company, who act for or on behalf of the Company, or perform functions in relation to the Company) will comply with the Anti-bribery and Corruption Policy, to the extent they do not have their own policies managing bribery and corruption risk.

The Anti-bribery and Corruption Policy requires that personnel and business partners of the Company must not pay, offer, promise or accept, directly or indirectly, any bribe, kickback, secret commission, facilitation payment, or other form of improper payment, or otherwise breach relevant anti-corruption laws.

The Anti-bribery and Corruption Policy also requires that personnel and business partners of the Company must not:

- make political donations on behalf of the Company;
- make any charitable or community donations or sponsorships which are or could be perceived as bribes or otherwise in a manner contrary to the Anti-bribery and Corruption Policy;
- offer, provide or accept gifts, hospitality or travel in a manner contrary to the Anti-bribery and Corruption Policy;
- engage or deal with a business partner in a manner contrary to the Anti-bribery and Corruption Policy;
- enter new business ventures or invest in new companies or countries in a manner contrary to the Anti-bribery and Corruption Policy;
- falsify or mis-describe any book, record or account relating to the Company's business. All receipts and expenditures must be supported by documents that describe them accurately and properly; or
- cause or authorise any of the above conduct or any other conduct which is inconsistent with the Anti-bribery and Corruption Policy or any anti-corruption laws.

Any material breaches of the Anti-Bribery and Corruption Policy are reported to the Board.

### **Principle 4: Safeguard the integrity of corporate reports**

#### **Audit Committee**

The Board has established an Audit and Risk Management Committee to ensure that the Company fulfils its corporate governance and oversight responsibilities in relation to the Company's financial reports and financial reporting process and internal control structure, risk management systems (financial and non-financial) and the internal and external audit process.

The Audit and Risk Management Committee's charter provides that the committee must comprise of only Non-executive Directors, a majority of independent Directors, an independent chair who is not Chairman of the Board, and a minimum of three members of the Board.

The Committee currently comprises:

- Stephen Ezekiel (Chair);
- Abigail Cheadle; and
- Paul Welch.

The Audit and Risk Management Committee may invite such other persons (for example, staff, Managing Director/CEO, CFO, external parties) to its meetings, as it deems necessary, whether on a permanent or ad hoc basis.

The Committee did not comply with its charter for the period executive director Steven Traurig was a member of the Committee and did not have three members for the period between Fiona Pak-Poy and Chris Beare resigning and Stephen Ezekiel and Abigail Cheadle being appointed.

In its function as an audit committee, the Committee meets regularly to assist the Board in fulfilling its corporate governance responsibilities in regard to:

- reviewing and approving internal audit and external audit plans;
- updating the internal and external audit plans;
- reviewing and recommending to the Board any financial reports;
- reviewing reports arising from internal audit activities;
- maintaining and improving the quality, credibility and objectivity of the financial accountability process (including financial reporting on a consolidated basis); and
- providing a forum for communication between the Board and Management in relation to audit and compliance matters affecting the Group;

The Audit and Risk Management Committee is responsible for recommending to the Board the appointment, removal or replacement of the external auditor and its signing partner, the terms of appointment, any re-appointment and fees. The Committee is responsible for recommending procedures for the rotation of external audit engagement partners and annually reviewing the external auditor's performance and independence.

The Audit and Risk Management Committee is also responsible for reviewing and assessing the independence and performance of the external auditor and drafting an annual statement for inclusion in the Company's annual report as to whether the Committee is satisfied the provision of non-audit services is compatible with external auditor independence.

For details of the number of meetings and the attendance at those meetings, refer to the Directors' Report in the Annual Report 2023.

The Committee Charter is available at [Booktopia | Investor Centre](#).

### **CEO and CFO Declaration and Assurance**

Prior to Board approval of Booktopia's half year and annual financial reports, the CEO and CFO must provide the Board with declarations required under section 295A of the Corporations Act 2001 and Recommendation 4.2 of the ASX Principles.

For the financial year ended 30 June 2023, the CEO and CFO made a declaration in accordance with section 295A of the Corporations Act 2001. The declaration was formed on the basis of a sound system

of risk management and internal control which is operating effectively. An equivalent declaration was made for the half year ended 31 December 2022.

### **Process for verification of integrity of periodic corporate reports**

All periodic corporate reports that are not otherwise subject to audit or review by an external auditor are reviewed in accordance with an internal verification procedure consistent with that used for the preparation of the half year and full year results. This includes internal checks to ensure both accuracy and compliance with the relevant accounting standards, as well as seeking appropriate review and approval from the ARMC and Ovato Board.

### **External auditor at the AGM**

The Company's external auditor will attend the 2023 AGM and will be available to answer questions from shareholders at that AGM on the:

- conduct of the audit;
- preparation and content of the External Auditor's Report;
- accounting policies adopted by the Company in relation to the preparation of the financial statements; and
- independence of the auditor in relation to the conduct of the audit.

The auditor will attend all AGMs in accordance with the Corporations Act. The Board recognises that it is important for shareholders to have the opportunity to question the auditor at the AGM, as an important safeguard for the integrity of the corporate reporting process.

### **Principle 5: Make timely and balanced disclosure**

The Company is subject to continuous disclosure obligations under the ASX Listing Rules and the Corporations Act 2001 (Cth). Subject to some limited exceptions, under the continuous disclosure requirements, the Company must immediately notify the market, through ASX, of any information which a reasonable person would expect to have a material effect on the price or value of the Company's shares.

### **Disclosure Policy**

Booktopia's Disclosure Policy requires any price sensitive information concerning Booktopia that is required to be disclosed to the market, be communicated to the ASX immediately and before any other person. The policy prevents selective disclosure by: ensuring only authorised spokespeople comment on behalf of Booktopia; and providing a process for issuing any external statement or press release that has been previously channelled through the CEO. This Policy also sets out protocols for handling trading halts, responding to market speculation and avoiding inadvertent disclosure.

### **Circulation of Material Market Announcements to the Board**

The Company Secretary is responsible for circulating to the Board copies of all material ASX announcements released by the Company on the ASX Market Announcements Platform.

## **Investor and Analyst Presentations and Shareholder Briefings**

All new and substantive investor and analyst presentations are released to the ASX Market Announcements Platform ahead of the presentation. The Company provides all ASX announcements to shareholders via a link at [Booktopia | Investor Centre](#).

## **Securities Trading Policy**

The Company has adopted a Securities Trading Policy which regulates trading by Directors and employees of the Company and its subsidiaries in securities of the Company or other companies.

Directors and all employees must comply with the insider trading prohibitions of the Corporations Act. Any person who possesses inside information in relation to a company must not trade in securities of that company, regardless of the terms of the Securities Trading Policy or any written approval given under the Policy in respect of company securities.

In addition, the Securities Trading Policy set out certain 'prohibited periods' during which trading in Shares by the Company's Directors, officers, senior executives and certain employees and contractors is prohibited (except in exceptional circumstances with approval). Those prohibited periods are:

- from the close of trading on ASX on the last day of the Company's financial year until the day after the release of the full year results to the ASX;
- from the close of trading on ASX on the last day of the Company's half year until the day after the release of the half yearly results to the ASX; and
- any additional periods imposed by the Board from time to time (for example when the Company is considering matters which are subject to Listing Rule 3.1A).

Outside these periods, Directors and certain restricted persons must receive prior written approval before undertaking any trading in Company securities, for any proposed dealing in Shares and, in all instances, must not trade in Company securities if they are in possession of inside information.

Directors and certain restricted persons must not hedge unvested equity remuneration or vested equity subject to holding locks and must not deal in the Company's securities on a short-term basis.

## **Principle 6: Respect the rights of security holders**

The Company communicates openly and honestly with its shareholders and aims to keep them informed of major developments affecting the state of affairs of the Company. Booktopia is committed to giving all shareholders comprehensive, timely and equal access to information about its activities so as to enable shareholders to make informed investment decisions and effectively exercise their rights as shareholders.

### **Information on website**

The Company recognises that potential investors and other interested stakeholders may wish to obtain information about the Company from time to time. To achieve this, the Company communicates information regularly to shareholders and other stakeholders through a range of forums and publications, including the Company's website, at the annual general meeting, and through the annual report and ASX announcements.

Booktopia's website for investors is located at [Booktopia | Investor Centre](#) and includes links to:

- copies of our annual reports and financial statements;
- copies of our announcements to the ASX;
- an overview of the entity's current business;
- copies of media releases issued by the Company;
- contact details for enquiries from shareholders, analysts or the media; and
- contact details for the Company and our Share Registry.

Alternatively, Company announcements can be accessed from the "Announcements" section of the ASX website (ASX code: BKG).

## Shareholder Engagement and Participation

Shareholders, analysts and the media are able to call or email members of the investor relations team, ask questions and request to set up meetings, as appropriate. When results are announced, senior management presents these results to investors.

## Shareholder Meetings

The Board and Management recognise that shareholder meetings are an important forum for two-way communication between the Company and its shareholders. The Company is cognizant of maximizing shareholder participation in the AGM, including providing an opportunity for shareholders to ask questions and will consider this when determining the format of any AGM.

Shareholders have the opportunity to submit written questions to the Company and external auditor or make comments on the management of the Company and have access to the published AGM presentations and speeches made by the Chairman and CEO.

Shareholders who are unable to attend the AGM are encouraged to vote on the proposed resolutions by appointing a proxy via the proxy form accompanying the Notice of Meeting or online through the Share Registry's website.

The Company will publish results of the meeting to the ASX and on its website following the conclusion of the AGM.

## Voting at Shareholder Meetings

All resolutions will be decided by poll rather than on a show of hands.

## Electronic Communications with Shareholders

The Company's contact details are available at [Booktopia | Investor Centre](#).

Shareholders can submit an electronic query to the Company via its website, email the Company at [investors@booktopia.com.au](mailto:investors@booktopia.com.au) or contact our Share Registry at [registrars@linkmarketservices.com.au](mailto:registrars@linkmarketservices.com.au).

Shareholders may nominate the option to receive all shareholder communications (including notification that the Annual Report is available to view, Notices of Meeting and Payment Statements) by email.



## **Principle 7: Recognise and manage risk**

The Audit and Risk Management Committee, in its function as a risk committee, meets regularly to assist the Board in fulfilling its corporate governance responsibilities in regard to:

- reviewing reports arising from risk assurance activities;
- reviewing the effectiveness of the Company's compliance and risk management functions.
- promoting a culture of compliance across the Group; and
- oversight of the Company's risk management system.

### **Risk Management Policy**

Risk recognition and management are viewed by the Company as integral to its objectives of creating and maintaining shareholder value, and to the successful execution of the Company's strategies. The Board has adopted a risk management policy appropriate for its business. The purpose of the policy is to ensure that appropriate systems are in place to identify to the extent reasonably practicable all material risks that may impact on the Company's business and appropriate responsibilities are delegated to control the identified risks effectively.

The Board is responsible for risk oversight and the management and internal control of the processes by which risk is considered for both ongoing operations and prospective actions. In specific areas, the Board is assisted by the Audit & Risk Management Committee.

The Audit & Risk Management Committee is responsible for establishing procedures which provide assurance that major business risks are identified, consistently assessed and appropriately addressed. The risk management process requires the Board to conduct regular reviews of the Company's existing risks and the identification of any new and emerging risks facing the Company, including financial and non-financial matters. It also requires the management, including mitigation where appropriate, of these risks.

The Risk Management Policy was prepared having regard to the ASX Principles and is available at [Booktopia | Investor Centre](#).

The Booktopia Risk Register is used for tracking and management of all strategic and operational level risks and is used to generate reporting to senior management and the Audit and Risk Management Committee.

Each risk has an owner, who is a senior manager in the relevant functional or business unit. In addition, each risk is assigned to an employee, a person with the right skills, knowledge and a member of the functional area responsible to track the likelihood and potential impact, as well as define and implement risk response plans.

Management is responsible for identifying and evaluating risks within their area of responsibility, implementing agreed actions to manage risk and for reporting as well as monitoring any activity or circumstance that may give rise to new or changed risks.

In addition to the risk management framework, Booktopia approach to risk management also incorporates input and mitigating controls from a range of existing systems, programs and policies including:

- Comprehensive health, safety and environmental management programme;

- A Delegation of Authority Policy, including guidelines and approval limits for operational and capital expenditure and investments;
- A comprehensive annual insurance program; and
- Annual budgeting and monthly reporting systems to monitor performance against budget targets.

The key risk areas for Booktopia are:

- performance and website reliability;
- cyber security;
- operations;
- recruitment and retention of key personnel;
- finance;
- third party suppliers;
- quality in customer service;
- changes in online services and providers;
- facilities and information technology; and
- regulatory and legal compliance.

These risks are not necessarily list in order of significance nor is it an exhaustive list.

Management has reported to the Board (through the Audit and Risk Management Committee) on the effectiveness of the management of the material risks faced by the Company during FY2023. The Board and the Audit and Risk Management Committee has reviewed the risk management framework and amendments have been made as necessary. The Audit and Risk Management Committee is satisfied that it continues to be sound. This review will continue to be conducted on a regular basis.

### **Internal Audit Function**

Booktopia does not have an independent internal audit function. Oversight of the effectiveness of Booktopia's risk management and internal control processes currently form part of the responsibilities of the CFO (for financial risks and controls) and the Chief Commercial Officer (for regulatory and risk controls).

### **Material Exposure to Environmental and Social Risks**

The Board regularly discusses all economic, environmental and social sustainability risks that it considers are likely to have a material effect on the Company's financial performance or value over the short, medium and long term. All relevant risks are included and categorised on the Company's Risk Register and are closely monitored and analysed by the Audit and Risk Management Committee and the Board.

In response to the increasing focus on sustainability in the Australian book industry, the company has established a management Environmental, Social and Governance Committee which is chaired by independent non-executive Director, Stephen Ezekiel. This Committee meets on a regular basis to discuss all ESG matters applicable to Booktopia and in particular how Booktopia can reduce greenhouse emissions.

Booktopia is also committed to maintaining ethical standards in the conduct of its business, as set out in the Company's Code of Conduct available at [Booktopia | Investor Centre](#).

Booktopia lodged its 30 June 2022 Modern Slavery Statement with the Australian Border Force. This Modern Slavery Statement detailed the structure, operations and supply chain and approach Booktopia has taken to identify, address and mitigate the risks of modern slavery as part of Booktopia's efforts to promote ethical practices which minimize the risk of modern slavery in Booktopia's operations and supply chains.

## **Principle 8: Remunerate fairly and responsibly**

### **Remuneration Committee**

The Remuneration and Nomination Committee in its function as a remuneration committee assists the Board in fulfilling its corporate governance responsibilities in regard to:

- the Company's remuneration policy, including as it applies to Directors and the process by which any pool of Directors' fees approved by shareholders is allocated to Directors;
- engaging remuneration consultants (if any);
- reviewing non-executive director remuneration;
- determining executive remuneration policies and remuneration for executives; and
- reviewing and approving all equity based incentive plans.

### **Remuneration Policies and Practices**

In relation to remuneration issues, the Board (with the assistance of the Remuneration and Nomination Committee) has established a remuneration philosophy to ensure that it remunerates fairly and responsibly. The remuneration philosophy of the Board is designed to ensure that the level and composition of remuneration is competitive, reasonable and appropriate for the results delivered and to attract and maintain talented and motivated Directors and employees.

The Company's policies and practices regarding the remuneration of non-executive directors, executive directors and other senior executives are set out in detail in the Remuneration Report, which forms part of the 2023 Annual Report. The 2023 Annual Report is available at [Booktopia | Investor Centre](#).

The Company's policy is to remunerate non-executive directors by way of fees and payments which are in the form of cash and superannuation benefits. Under Booktopia's Constitution, the maximum remuneration payable by the Company for the services of non-executive directors in total must not exceed the amount approved by shareholders in general meeting. The Company's broad policy in relation to the level of non-executive director's fees and payments is to be consistent with the market. Details of these fees and payments are set out in the Remuneration Report.

The total remuneration paid to the executive directors and other Key Management Personnel is also included in the Remuneration Report. The Report describes in detail the mix of fixed, performance based and equity-based remuneration.

### **Equity Based Remuneration Scheme**

Booktopia has established the Booktopia Group's Long Term Incentive Plan (the **Plan**) under which eligible participants may be granted rights to receive shares at a future date provided that specific criteria are met.

All issues of securities to executive directors or their associates under the Plan are subject to shareholder approval at the AGM and are disclosed in the Annual Report.

Under the Plan and the Company's Securities Trading Policy, participants in the Plan are prohibited from hedging or otherwise limiting the economic risk of participating in the scheme, whether through the use of derivatives or otherwise. The Securities Trading Policy is available at [Booktopia | Investor Centre](#).

# Appendix 4G

## Key to Disclosures

### Corporate Governance Council Principles and Recommendations

Name of entity

Booktopia Group Limited
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ABN/ARBN

612 421 388
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Financial year ended:

30 June 2023
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Our corporate governance statement<sup>1</sup> for the period above can be found at:<sup>2</sup>

- These pages of our annual report:
- This URL on our website: [Booktopia Investor Centre](#)

The Corporate Governance Statement is accurate and up to date as at 23 October 2023 and has been approved by the board.

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

Date: 23 October 2023

Name of authorised officer authorising lodgement: Alistair Clarkson, Company Secretary

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<sup>1</sup> "Corporate governance statement" is defined in Listing Rule 19.12 to mean the statement referred to in Listing Rule 4.10.3 which discloses the extent to which an entity has followed the recommendations set by the ASX Corporate Governance Council during a particular reporting period.

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.

<sup>2</sup> 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.

<sup>3</sup> 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.

## ANNEXURE – KEY TO CORPORATE GOVERNANCE DISCLOSURES

Corporate Governance Council recommendation		Where a box below is ticked, <sup>4</sup> we have followed the recommendation <b>in full</b> for the <b>whole</b> 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: <sup>5</sup>
<b>PRINCIPLE 1 – LAY SOLID FOUNDATIONS FOR MANAGEMENT AND OVERSIGHT</b>			
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: <a href="#">Booktopia   Investor Centre</a>	<input type="checkbox"/> set out in our Corporate Governance Statement <b>OR</b> <input type="checkbox"/> we are an externally managed entity and this recommendation is therefore not applicable
1.2	A listed entity should: (a) undertake appropriate checks before appointing a 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"/>	<input type="checkbox"/> set out in our Corporate Governance Statement <b>OR</b> <input type="checkbox"/> we are an externally managed entity and this recommendation is therefore not applicable
1.3	A listed entity should have a written agreement with each director and senior executive setting out the terms of their appointment.	<input checked="" type="checkbox"/>	<input type="checkbox"/> set out in our Corporate Governance Statement <b>OR</b> <input type="checkbox"/> we are an externally managed entity and this recommendation is therefore not applicable
1.4	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"/>	<input type="checkbox"/> set out in our Corporate Governance Statement <b>OR</b> <input type="checkbox"/> we are an externally managed entity and this recommendation is therefore not applicable

<sup>4</sup> 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/”).

<sup>5</sup> 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, <sup>4</sup> 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: <sup>5</sup>
<p>1.5 A listed entity should:</p> <p>(a) have and disclose a diversity policy;</p> <p>(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</p> <p>(c) disclose in relation to each reporting period:</p> <p>(1) the measurable objectives set for that period to achieve gender diversity;</p> <p>(2) the entity's progress towards achieving those objectives; and</p> <p>(3) either:</p> <p>(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</p> <p>(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> <p>If the entity was in the S&amp;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 checked="" type="checkbox"/></p> <p>and we have disclosed a copy of our diversity policy at: <a href="#">Booktopia   Investor Centre</a></p> <p>and we have disclosed the information referred to in paragraph (c) at: <a href="#">Booktopia   Investor Centre</a></p>	<p><input type="checkbox"/> set out in our Corporate Governance Statement <b>OR</b></p> <p><input type="checkbox"/> we are an externally managed entity and this recommendation is therefore not applicable</p>

## Key to Disclosures Corporate Governance Council Principles and Recommendations

Corporate Governance Council recommendation		Where a box below is ticked, <sup>4</sup> 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: <sup>5</sup>
1.6	<p>A listed entity should:</p> <p>(a) have and disclose a process for periodically evaluating the performance of the board, its committees and individual directors; and</p> <p>(b) disclose 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: <a href="#">Booktopia   Investor Centre</a></p> <p>and whether a performance evaluation was undertaken for the reporting period in accordance with that process at: <a href="#">Booktopia   Investor Centre</a></p>	<p><input type="checkbox"/> set out in our Corporate Governance Statement <b>OR</b></p> <p><input type="checkbox"/> we are an externally managed entity and this recommendation is therefore not applicable</p>
1.7	<p>A listed entity should:</p> <p>(a) have and disclose a process for 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: <a href="#">Booktopia   Investor Centre</a></p> <p>and whether a performance evaluation was undertaken for the reporting period in accordance with that process at: <a href="#">Booktopia   Investor Centre</a></p>	<p><input type="checkbox"/> set out in our Corporate Governance Statement <b>OR</b></p> <p><input type="checkbox"/> we are an externally managed entity and this recommendation is therefore not applicable</p>



## Key to Disclosures Corporate Governance Council Principles and Recommendations

Corporate Governance Council recommendation	Where a box below is ticked, <sup>4</sup> we have followed the recommendation <b>in full</b> for the <b>whole</b> 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: <sup>5</sup>	
<b>PRINCIPLE 2 - STRUCTURE THE BOARD TO BE EFFECTIVE AND ADD VALUE</b>			
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 checked="" type="checkbox"/> <i>[If the entity complies with paragraph (a):]</i></p> <p>We have disclosed a copy of the charter of the committee at: <a href="#">Booktopia   Investor Centre</a></p> <p>and the information referred to in paragraphs (4) and (5) at: <a href="#">Booktopia   Investor Centre</a></p>	<p><input checked="" type="checkbox"/> set out in our Corporate Governance Statement <b>OR</b></p> <p><input type="checkbox"/> we are an externally managed entity and this recommendation is therefore not applicable</p>
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: <a href="#">Booktopia   Investor Centre</a></p>	<p><input type="checkbox"/> set out in our Corporate Governance Statement <b>OR</b></p> <p><input type="checkbox"/> we are an externally managed entity and this recommendation is therefore not applicable</p>

## Key to Disclosures Corporate Governance Council Principles and Recommendations

Corporate Governance Council recommendation		Where a box below is ticked, <sup>4</sup> 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: <sup>5</sup>
2.3	A listed entity should disclose: (a) the names of the directors considered by the board to be independent directors; (b) if a director has an interest, position, 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 (c) the length of service of each director.	<input type="checkbox"/> and we have disclosed the names of the directors considered by the board to be independent directors at: <a href="#">Booktopia   Investor Centre</a>  and, where applicable, the information referred to in paragraph (b) at: <a href="#">Booktopia   Investor Centre</a>  and the length of service of each director at: <a href="#">Booktopia   Investor Centre</a>	<input type="checkbox"/> set out in our Corporate Governance Statement
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 <b>OR</b> <input type="checkbox"/> we are an externally managed entity and this recommendation is therefore not applicable
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 checked="" type="checkbox"/>	<input type="checkbox"/> set out in our Corporate Governance Statement <b>OR</b> <input type="checkbox"/> we are an externally managed entity and this recommendation is therefore not applicable
2.6	A listed entity should have a program for inducting new directors and 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"/>	<input type="checkbox"/> set out in our Corporate Governance Statement <b>OR</b> <input type="checkbox"/> we are an externally managed entity and this recommendation is therefore not applicable

## Key to Disclosures Corporate Governance Council Principles and Recommendations

Corporate Governance Council recommendation		Where a box below is ticked, <sup>4</sup> 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: <sup>5</sup>
<b>PRINCIPLE 3 – INSTIL A CULTURE OF ACTING LAWFULLY, ETHICALLY AND RESPONSIBLY</b>			
3.1	A listed entity should articulate and disclose its values.	<input checked="" type="checkbox"/> and we have disclosed our values at: <a href="#">Booktopia   Investor Centre</a>	<input 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.	<input checked="" type="checkbox"/> and we have disclosed our code of conduct at: <a href="#">Booktopia   Investor Centre</a>	<input type="checkbox"/> set out in our Corporate Governance Statement
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: <a href="#">Booktopia   Investor Centre</a>	<input type="checkbox"/> set out in our Corporate Governance Statement
3.4	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.	<input checked="" type="checkbox"/> and we have disclosed our anti-bribery and corruption policy at: <a href="#">Booktopia   Investor Centre</a>	<input type="checkbox"/> set out in our Corporate Governance Statement

## Key to Disclosures Corporate Governance Council Principles and Recommendations

Corporate Governance Council recommendation	Where a box below is ticked, <sup>4</sup> we have followed the recommendation <b>in full</b> for the <b>whole</b> 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: <sup>5</sup>	
<b>PRINCIPLE 4 – SAFEGUARD THE INTEGRITY OF CORPORATE REPORTS</b>			
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><input type="checkbox"/></p> <p><i>[If the entity complies with paragraph (a):]</i></p> <p>We have disclosed a copy of the charter of the committee at: <a href="#">Booktopia   Investor Centre</a></p> <p>and the information referred to in paragraphs (4) and (5) at: <a href="#">Booktopia   Investor Centre</a></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>	<p><input type="checkbox"/> set out in our Corporate Governance Statement</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"/></p>	<p><input type="checkbox"/> set out in our Corporate Governance Statement</p>

## Key to Disclosures Corporate Governance Council Principles and Recommendations

Corporate Governance Council recommendation		Where a box below is ticked, <sup>4</sup> we have followed the recommendation <b>in full</b> for the <b>whole</b> of the period above. We have disclosed this in our Corporate Governance Statement:	Where a box below is ticked, we have <b>NOT</b> followed the recommendation in full for the whole of the period above. Our reasons for not doing so are: <sup>5</sup>
<b>PRINCIPLE 5 – MAKE TIMELY AND BALANCED DISCLOSURE</b>			
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: <a href="#">Booktopia   Investor Centre</a>	<input type="checkbox"/> set out in our Corporate Governance Statement
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"/>	<input type="checkbox"/> set out in our Corporate Governance Statement
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"/>	<input type="checkbox"/> set out in our Corporate Governance Statement
<b>PRINCIPLE 6 – RESPECT THE RIGHTS OF SECURITY HOLDERS</b>			
6.1	A listed entity should provide information about itself and its governance to investors via its website.	<input checked="" type="checkbox"/> and we have disclosed information about us and our governance on our website at: <a href="#">Booktopia   Investor Centre</a>	<input type="checkbox"/> set out in our Corporate Governance Statement
6.2	A listed entity should have an investor relations program that facilitates effective two-way communication with investors.	<input checked="" type="checkbox"/>	<input type="checkbox"/> set out in our Corporate Governance Statement
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: <a href="#">Booktopia   Investor Centre</a>	<input type="checkbox"/> set out 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"/>	<input type="checkbox"/> set out in our Corporate Governance Statement

## Key to Disclosures Corporate Governance Council Principles and Recommendations

Corporate Governance Council recommendation		Where a box below is ticked, <sup>4</sup> 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: <sup>5</sup>
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"/>	<input type="checkbox"/> set out in our Corporate Governance Statement
<b>PRINCIPLE 7 – RECOGNISE AND MANAGE RISK</b>			
7.1	<p>The board of a listed entity should:</p> <p>(a) have a committee or committees to oversee risk, each of which:</p> <p>(1) has at least three members, a majority of whom are independent directors; and</p> <p>(2) is chaired by an independent director, and disclose:</p> <p>(3) the charter of the committee;</p> <p>(4) the members of the committee; and</p> <p>(5) as at the end of each reporting period, the number of times the committee met throughout the period and the individual attendances of the members at those meetings; 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 type="checkbox"/> <i>[If the entity complies with paragraph (a):]</i> We have disclosed a copy of the charter of the committee at: <a href="#">Booktopia   Investor Centre</a>  and the information referred to in paragraphs (4) and (5) at: <a href="#">Booktopia   Investor Centre</a>	<input checked="" type="checkbox"/> set out in our Corporate Governance Statement
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"/> and we have disclosed whether a review of the entity's risk management framework was undertaken during the reporting period at: <a href="#">Booktopia   Investor Centre</a>	<input type="checkbox"/> set out in our Corporate Governance Statement

## Key to Disclosures Corporate Governance Council Principles and Recommendations

Corporate Governance Council recommendation		Where a box below is ticked, <sup>4</sup> 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: <sup>5</sup>
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.	and we have disclosed the fact that we do not have an internal audit function and the processes we employ for evaluating and continually improving the effectiveness of our risk management and internal control processes at: <a href="#">Booktopia   Investor Centre</a>	<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: <a href="#">Booktopia   Investor Centre</a>  and, if we do, how we manage or intend to manage those risks at: <a href="#">Booktopia   Investor Centre</a>	<input type="checkbox"/> set out in our Corporate Governance Statement

## Key to Disclosures Corporate Governance Council Principles and Recommendations

Corporate Governance Council recommendation	Where a box below is ticked, <sup>4</sup> 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: <sup>5</sup>	
<b>PRINCIPLE 8 – REMUNERATE FAIRLY AND RESPONSIBLY</b>			
8.1	<p>The board of a listed entity should:</p> <p>(a) have a remuneration committee which:</p> <p>(1) has at least three members, a majority of whom are independent directors; and</p> <p>(2) is chaired by an independent director, and disclose:</p> <p>(3) the charter of the committee;</p> <p>(4) the members of the committee; and</p> <p>(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><i>[If the entity complies with paragraph (a):]</i></p> <p>We have disclosed a copy of the charter of the committee at: <a href="#">Booktopia   Investor Centre</a></p> <p>and the information referred to in paragraphs (4) and (5) at: <a href="#">Booktopia   Investor Centre</a></p>	<p><input checked="" type="checkbox"/> set out in our Corporate Governance Statement <b>OR</b></p> <p><input type="checkbox"/> we are an externally managed entity and this recommendation is therefore not applicable</p>
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: <a href="#">Booktopia   Investor Centre</a></p>	<p><input type="checkbox"/> set out in our Corporate Governance Statement <b>OR</b></p> <p><input type="checkbox"/> we are an externally managed entity and this recommendation is therefore not applicable</p>
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: <a href="#">Booktopia   Investor Centre</a></p>	<p><input type="checkbox"/> set out in our Corporate Governance Statement <b>OR</b></p> <p><input type="checkbox"/> we do not have an equity-based remuneration scheme and this recommendation is therefore not applicable <b>OR</b></p> <p><input type="checkbox"/> we are an externally managed entity and this recommendation is therefore not applicable</p>



## Key to Disclosures Corporate Governance Council Principles and Recommendations

Corporate Governance Council recommendation		Where a box below is ticked, <sup>4</sup> 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: <sup>5</sup>
<b>ADDITIONAL RECOMMENDATIONS THAT APPLY ONLY IN CERTAIN CASES</b>			
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.	<input type="checkbox"/> and we have disclosed information about the processes in place at: ..... [insert location]	<input type="checkbox"/> set out in our Corporate Governance Statement <b>OR</b> <input checked="" type="checkbox"/> we do not have a director in this position and this recommendation is therefore not applicable <b>OR</b> <input type="checkbox"/> we are an externally managed entity and this recommendation is therefore 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.	<input type="checkbox"/>	<input type="checkbox"/> set out in our Corporate Governance Statement <b>OR</b> <input checked="" type="checkbox"/> we are established in Australia and this recommendation is therefore not applicable <b>OR</b> <input type="checkbox"/> we are an externally managed entity and this recommendation is therefore 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.	<input type="checkbox"/>	<input type="checkbox"/> set out in our Corporate Governance Statement <b>OR</b> <input checked="" type="checkbox"/> we are established in Australia and not an externally managed listed entity and this recommendation is therefore not applicable <input type="checkbox"/> we are an externally managed entity that does not hold an AGM and this recommendation is therefore not applicable