

Summary
of
Experience
JACK TOBY

Mobile: 0417-962369
Email: jack@jacktoby.com.au
www.boardsupport.com.au

EXECUTIVE SUMMARY

I perform the entire Company Secretary and CFO role for small cap ASX listed public companies.

For over 30 years I have provided a comprehensive range of Company Secretarial and financial services to ASX Listed companies in a range of sectors. Over that time, I have pretty much seen it all and done it all, in good times and also challenging economic times.

I have an extensive history of high quality referrals which are available on request. I perform all the on-going requirements of the Company Secretary and CFO, including:

- ASX announcements;
- paying bills;
- maintaining the financial records;
- preparing and lodging BAS Statements;
- quarterly, half-yearly and annual financial reports for ASX lodgement;
- liaising with auditors, bankers, etc;
- monthly management reports;
- budgets;
- capital raisings, prospectus (short-form), rights issues, placements;
- advising directors when called upon;
- liaising with lawyers.

My services cover everything except annual tax calculations and returns or specialist tax advice. The only requirement to engage an external accounting firm will be for tax calculations and returns and advice and as company auditors.

I work for a fixed monthly fee accepting that at times unexpected workloads will occur but they will be balanced by quieter times. This enables clients to budget with confidence.

I take a practical, "hands on" role.

Qualifications:

Fellow of the Institute of Chartered Accountants Australia and New Zealand (member since 1977).

Fellow of the Institute of Chartered Accountants in England and Wales (member since 1975).

Member of the Australian Computer Society.

Career Summary:

<u>Dates</u>	<u>Role</u>	<u>Company</u>
Oct-19 to Current	Company Secretary (Part Time)	ActivePort Group Ltd
Jul-20 to Current	Company Secretary (Part Time)	NEXION Group Ltd
Apr-19 to Mar-21	Company Secretary (Part Time)	Global Energy Ventures Ltd
May-08 to Apr-19	Company Secretary & CFO (Part Time)	Global Energy Ventures Ltd
Jan-13 to Jun-15	Company Secretary & CFO (Part Time)	Tomizone Limited
Oct-05 to Mar-15	Company Secretary & CFO (Part Time)	Lion Energy Ltd
Oct-05 to Mar-09	Company Secretary & CFO (Part Time)	Entek Energy Ltd
2002 to May-07	Company Secretary & CFO (Part Time)	GulfX Ltd
1996 to Dec-06	Company Secretary & CFO (Part Time)	Sundance Resources Ltd
Jul-02 to Nov-05	Company Secretary & CFO (Part Time)	Focus Minerals Ltd

PERSONAL SUMMARY

Over 30 years as Company Secretary and CFO of small-cap ASX listed public companies.
Directorships of various companies (including public companies).
5 years in senior management positions in a large unlisted commercial organisation.
3 years in computer systems design and development.
8 years in professional Chartered Accounting firms.
Fellow of the Institute of Chartered Accountants Australia and New Zealand.
Fellow of the Institute of Chartered Accountants in England and Wales.
Member of the Australian Computer Society.
Diploma in Computer Programming.
Registered Auditor.
Registered Tax Agent.
Previous employers have offered me employment in their new ventures on several occasions.

CLIENT HISTORY

OCTOBER 2019 TO DATE – ACTIVEPORT GROUP LTD

Company Secretary (concurrent with other clients)

A network, services group delivering software driven network automation. I joined ActivePort to assist with preparations for IPO and the merger of multiple independent Pty Ltd companies to one combined ASX listed company. Involved in pre-IPO and IPO capital raisings and all IPO procedures.

JULY 2020 TO DATE – NEXION GROUP LTD

Company Secretary (concurrent with other clients)

A cloud, network, security, and data centre group of companies offering cutting-edge Hybrid-Cloud services and end-to-end information technology solutions to Enterprise customers. I joined Nexion to assist with preparations for IPO and transition from a Pty Ltd company to ASX listed. Involved in pre-IPO convertible note raising, IPO capital raising and all IPO procedures.

MAY 2008 TO MARCH 2021 – GLOBAL ENERGY VENTURES LTD

Company Secretary (concurrent with other clients)

An ASX listed public company engaged in global energy production and distribution. It is focused on establishing multiple projects for the marine transport of compressed natural gas (CNG) It has explored for oil in Texas USA and shale gas in the Perth Basin. GEV has operated multiple subsidiaries in the US and Canada, each with its own operations and bank accounts and has been a JV operator. I was Company Secretary and CFO from May 2008 to April 2019 and continued as Company Secretary after April 2019.

JANUARY 2013 TO JUNE 2015 – TOMIZONE LIMITED
Company Secretary and CFO (concurrent with other clients)

An ASX listed public company rescued from Administration and refurbished for new projects. In 2015 it prepared a full prospectus for a reverse takeover, successfully raised capital of \$5 million and recomplied with Chapters 1 and 2 of the Listing Rules, to relist on the ASX. I left after the capital raising, recompliance and reverse takeover was completed as management of the company was transferred to New Zealand and Sydney, NSW.

OCTOBER 2005 TO MARCH 2014 – LION ENERGY LTD
Company Secretary and CFO (concurrent with other clients)

A listed public company engaged in oil and gas exploration and production in the Indonesia. In 2013/14 it prepared a full prospectus for a reverse takeover, successfully raised capital of \$9.5 million and recomplied with Chapters 1 and 2 of the Listing Rules, to relist on the ASX from scratch. I left after the capital raising, recompliance and reverse takeover were completed as the new management had their own team.

OCTOBER 2005 TO MARCH 2009 – ENTEK ENERGY LTD
Company Secretary and CFO (concurrent with other clients)

A listed public company engaged in oil and gas exploration and production in the Gulf of Mexico. I left the Company when the directors believed that it had grown large enough for a full time Company Secretary. I was offered that role, however I prefer working with a variety of clients.

2002 TO MAY 2007 – GULFX LTD
Company Secretary and CFO (concurrent with other clients)

A listed public company. It initially provided consulting services to the Climate Change industry, however it changed its focus to oil and gas exploration in the Gulf of Mexico. When the oil exploration programme failed to identify a significant resource, there was a comprehensive change in the Board and the business of the Company. I left as part of that change.

1996 TO DECEMBER 2006 – SUNDANCE RESOURCES LTD
Company Secretary and CFO (concurrent with other clients)

Sundance was traditionally a mining and exploration listed public company with a range of gold and nickel tenements in the Kalgoorlie region of Western Australia. It has at various times conducted open cut gold mining operations using its own gold processing mill and an active exploration programme for gold and nickel. The company also acquired an investment in a copper resource in Bolivia and has managed the project. Subsequently, the company diversified into the business of LPG/CNG gas supply and vehicle conversion systems, with its own manufacturing and conversion centres. In 2006, Sundance acquired an iron ore project in Cameroon, which became the primary focus of the company. I left the Company when the directors believed that it had grown large enough for a full time Company Secretary. I was offered that role, however I prefer working with a variety of clients.

JULY 2002 TO NOVEMBER 2005 – FOCUS MINERALS LTD
Company Secretary and CFO (concurrent with other clients)

Focus Minerals Limited is a listed public company engaged in gold exploration and production.

FEB 2002 TO JULY 2002 – RANGE RESOURCES LIMITED
Company Secretary and CFO (concurrent with other clients)

A listed public company with mining and technology interests. This was a temporary part-time role pending approval of a change of direction and board control.

1990 TO 1996 - MEDIA TECHNOLOGY CORPORATION LTD
Director, Company Secretary and CFO

I joined this listed public company at the request of the Chairman for whom I had worked previously. I converted the accounting and administration department into a small efficient and relevant function, and contributed to the comprehensive business and capital restructuring process that saw its successful return to its core expertise in the finance sector. In 1994, the company sold its business operations and acquired a UK company for AUD\$140m with an emerging global telecommunications business. In addition to its Perth office, the group also has offices in London, New York and Hong Kong. I have been involved in capital raising, prospectus issues, due diligence investigations and international joint venture agreements. The company ultimately divested its subsidiaries and I became responsible for a complete restructure of the Company and for its transition to a new project with new controlling shareholders.

1987 to 1990 - Equity Management Corporation Ltd
Group Financial Controller & Company Secretary
Director of Corewell (1981) Pty Ltd & Lake Austin Gold NL

At the request of the Chairman for whom I had worked previously I initiated all accounting systems, management information systems and cash flow forecasting and control procedures for this newly listed public company which had investments in the resources sector. In addition to handling all secretarial & stock exchange matters, I participated in the management of the WA interests of the Group becoming the only WA based director on the Board of its main subsidiary, a prominent contract drilling company. When the Board was attacked by a group of dissident shareholders, I assisted in the legal proceedings and shareholder meetings that followed.

1988 to 1990 - Uni-Lab Telecommunications Ltd
Non-Executive Director & Company Secretary

This listed public company designed, manufactured, sold, and installed electronic telecommunications equipment. I was asked to join the board by the non-executive Chairman whom I had worked with previously, at a time when the company was under severe threat from its bankers and creditors. I helped to put together a competent accounting team, provided much needed financial advice and guidance to the board and senior executives, and handled all secretarial and stock exchange matters.

Over the course of the subsequent 12 months the health of the company was gradually restored and it concluded the 1988/89 year with a profit of \$0.7m, following a prior year loss of \$1.5m. By the end of the 1989/90 year profits were \$1.6m.

The arrival of a new major shareholder brought a demand for greater board control, and as the financial health of the company had been substantially restored, I agreed to resign along with another non-executive director.

My non-executive role at Uni-Lab occurred while I was employed by Equity Management Ltd, with the full support of my employer, although both companies had no direct association.

1986 TO 1987 - ACCESS TECHNOLOGY LIMITED **Group Financial Controller & Company Secretary**

A listed public company with 130 employees throughout Australia and South East Asia, I worked closely with the Chief Executive to analyse the group's performance, identifying key problem areas and completing a full reconstruction plan. I also developed a comprehensive cash flow forecasting system, revitalised and streamlined the accounting department of 6 staff, negotiated increased finance facilities for working capital, and developed budgeting and planning systems.

1981 TO 1986 - CHALLENGE BANK LTD **Assistant General Manager - Accounting (Group)**

I progressed from Senior Manager EDP-Accounting in 1981 to Assistant General Manager, Accounting (Group) in 1985, and managed 44 staff who provided the entire accounting function for all group corporations covering 20 subsidiaries with \$1,800 million in assets. This included the preparation of management reports based on standard costing principles, budgeting, preparation of statutory accounts, stock exchange reporting, project analysis, taxation, group banking, branch and agency reporting and maintaining the integrity of the computerised financial systems.

Major personal achievements included **taxation initiatives that saved \$1.6 million**, the **development of tax planning on a group basis**, **restructured management reporting and budgeting** to reflect the management and corporate structure, the **development of integrated group management reporting and forecasting**, and the **improved use of budgeting as a corporate planning tool**.

System efficiencies were also introduced to automate and improve the timeliness and relevance of management reports, including the introduction of profit centre reporting, the design, development and implementation of a computerised on-line asset register system, and substantially enhanced "useability" of the computerised general ledger system including the introduction of a data entry system.

During this period, there was a bitter takeover battle for Hotham Building Society in Melbourne, and I was successful in developing a positive team spirit among people seriously disaffected by the process.

1980 to 1981 - Comp Aid Computer Consultants & IDS Pty Ltd
Senior Analyst/Programmer

I was responsible for computer system design, client approval and development for a number of large organisations. This included the installation of accounting software at Bond Corporation Ltd, consulting advice to the Department of Agriculture on the upgrading of a Dairy System and formulation of policy for computing at a Regional Office, and the development of a membership system for the Royal Australian Nursing Federation.

1979 TO 1980 - SELF EMPLOYED
Independent Systems & Programming Contracts

I was self-employed as a software developer, and provided an ordering, picking and production system for Noonans Bakery, an equipment rental system for Grove Electrics, and a stock control system for a hotel management company.

1978 to 1979 - Statewide Building Society
Accountant

I was responsible for the management and control of the accounting department and preparation of accounts and management reports. I streamlined the accounting function and upgraded the computer systems.

1976 to 1978 - Coopers & Lybrand (Perth)
Audit Senior

I was in charge of audits for a variety of clients including large retail and mining organisations.

1974 to 1976 - Stoy Hayward & Co (London)
Audit Senior

I was in charge of audits for a variety of clients including large real estate and property development group.

1970 to 1974 - Bright Grahame Murray & Co (London)
Audit Senior

I was employed as an Articled Clerk and obtained my professional qualifications, being promoted from Junior to Audit Senior.

PERSONAL DETAILS

NAME	JACK TOBY
ADDRESS	31C Richmond St North Perth WA 6006
TELEPHONE	0417 962369 (mobile)
EMAIL	JACK@JACKTOBY.COM.AU
DATE OF BIRTH	13/07/50
NATIONALITY	Australian & British
OUTSIDE INTERESTS	Karaoke West Coast Swing dancing Personal development
REFERENCES	Extensive references available. Will be furnished on request
PROFESSIONAL ASSOCIATIONS	Fellow of the Institute of Chartered Accountants Australia and New Zealand Fellow of the Institute of Chartered Accountants in England and Wales Member of the Australian Computer Society