

Disclosure Guidance from 1 July 2018

Several of the AIST Governance Code requirements require funds to disclose information to members. The table below details when these disclosures should be made. The [Governance Code Guidance](#) also includes a summary of the disclosure obligations.

Where it is not possible, or it would not be in the best interests of fund members, for the fund to disclose the information within the specified timeframes, the fund should explain the reasons for this in their compliance report.

Requirement	Obligation	Date ¹	
1.5	Disclose a summary of the procedures used to evaluate the performance of the board and individual directors.	First disclosure	Subsequent disclosures
1.5	Disclose a confirmation that the performance of the board and individual directors was evaluated during the reporting period.	No later than 1 November 2019.	No later than 1 November after each reporting period. (eg 1 November 2020)
1.6	Disclose whether the performance of senior management was evaluated during the reporting period.		

¹ There may be instances where a RSE licensee's reporting regime is not suited to these timeframes or there are unexpected delays. Where this is the case the RSE licensee should explain the impact of the delay and when they expect to disclose the required information in their compliance report.

Requirement	Obligation	Date	
2.1	Disclose the Charter of the committee responsible for board renewal.	No later than 1 November 2019.	As soon as practicable following charter amendment.
2.1	Disclose the members of the board renewal committee and attendance records.	No later than 1 November 2019.	No later than 1 November after each reporting period (eg 1 November 2020)
2.2	Disclose a representation of the board's collective skills, experience and diversity.		
2.3	Disclose the name and representative status of each director. The disclosure must also include the name of the nominating body.	As soon as practicable after the fund adopts the Governance Code but no later than 1 November 2019.	As soon as practicable following the appointment or resignation of a director.
3.1	Disclose the board, senior management and employee Code of Conduct or a summary of it.	As soon as practicable after the fund adopts the Governance Code but no later than 1 November 2019.	As soon as practicable following Code amendment.
4.2	Disclose relevant related party transactions.	As soon as practicable after the fund adopts the Governance Code but no later than 1 November 2019.	No later than 1 November after each reporting period (eg 1 November 2020).