



## **CORPORATE GOVERNANCE - SHAREHOLDER COMMUNICATION POLICY**

The Board of Directors aims to ensure that Shareholders are informed of all major developments. Information is communicated to Shareholders as follows:

### **Reports to Shareholders**

The Annual Report is only distributed to those Shareholders who have elected not to receive the Annual Report electronically. The Board ensures that the Annual Report includes relevant information about the operations of the Company during the year, changes in the state of affairs of the Company and details of future developments, in addition to the other disclosures required by the Corporations Act 2001.

The Half Year Report contains summarised financial information and a review of the operations of the Company during the period. Half Year audited Financial Statements prepared in accordance with the requirements of Accounting Standards and the Corporations Act 2001 are lodged with the Australian Securities & Investments Commission and the Australian Securities Exchange. The Financial Statements are sent to any Shareholder who requests them.

### **ASX Announcements**

Regular reports are released through the Australian Securities Exchange and the media. Every ASX announcement regarding the Company's operational updates is e-mailed to all shareholders and potential investors who have provided e-mail addresses for communications in this form.

### **Shareholder Meetings**

The Board encourages full participation of shareholders at the Shareholder Meetings to ensure a high level of accountability and identification with the Company's strategy and goals. In preparing for Shareholder Meetings of the Company, the Company will draft the notice of meeting and related explanatory information so that they provide all of the information that is relevant to shareholders in making decisions on matters to be voted on by them at the Shareholder meetings. This information will be presented clearly and concisely so that it is easy to understand and not ambiguous.

The Company will use general meetings as a tool to effectively communicate with shareholders and allow shareholders a reasonable opportunity to ask questions of the Board of Directors and to otherwise participate in the Shareholder Meetings. The external auditor of the Company will be asked to attend each Annual General Meeting and to be available to answer shareholder questions about the conduct of the audit and the preparation and content of the auditor's report. Important issues are presented to the shareholders as single resolutions. The shareholders are also responsible for voting on the appointment of directors. For shareholders who are unable to attend the Shareholder Meetings, they are encouraged to contact the Company (contact details are included on the Company's website) with any questions they may have requiring a response at the Shareholder Meetings. Voting at Shareholder Meetings is done by way of completing the proxy form attached to notices of meetings.



### **Company Website**

The Company is committed to maintaining a Company website with general information about the Company and its operations and information specifically targeted at keeping the Company's shareholders informed about the Company.

In particular, where appropriate, after confirmation of receipt by the ASX, the following will be posted to the Company website:

- relevant announcements made to the market via the ASX;
- media releases;
- investment updates;
- Notices of Shareholder meetings and explanatory materials;
- Company presentations and media briefings;
- copies of press releases and announcements; and
- copies of annual and half yearly reports including financial statements.

### **Other Information**

While the Company aims to provide sufficient information to shareholders about the Company and its activities, it understands that shareholders may have specific questions and require additional information. To ensure that shareholders can obtain all relevant information to assist them in exercising their rights as shareholders, the Company has made available a telephone number and email addresses of the Company all directors (via the website) for shareholders to make their enquiries.

### **Review**

This Policy will be formally reviewed by the Board no less than every 3 years or when certain milestones of the Company are approaching.