

SHAREHOLDER COMMUNICATION POLICY

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Issue Number	Date
1	October 2011
2	March 2014

Next Review Date - June 2016





## INTRODUCTION

The Company recognises that shareholders, in addition to their right to be informed in a timely manner of all major developments affecting the Company, should have ready access to information that is balanced and understandable about Company proposals or meetings.

This policy assists shareholders to understand how to access this information and any other relevant information regarding general meetings.

## COMPLIANCE

All information release by the Company will comply with ASX Listing Rule, ASIC and all other regulatory requirements.

## SHAREHOLDER INFORMATION

#### **Key Information**

Information is provided to the Company's shareholders through:

- Releases to the ASX in accordance with our continuous and periodic disclosure obligations
- The Company website
- Annual Report
- Half-yearly Report
- Quarterly Reports
- General meetings

The Company encourages shareholders to receive shareholder information electronically by registering their email address with the company's share registry Computershare Investor Services.

## ASX RELEASES

The Company makes announcements to the ASX in a timely manner in accordance with the ASX Listing Rules. All announcements made to the ASX are available to shareholders under the investor relations section of the Company's website, or under the Company Announcements section of the ASX website.

## THE COMPANY'S WEBSITE

The Company's website is a key source of information for shareholders and is used to complement the official release of company information to the market. The Company places the following information on the website:



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- All Company announcements, presentations and the results of the results of the AGM or any EGM of the Company following confirmation of their release to the market
- Annual Reports
- Analysts or media briefings (or their summaries)
- Press/media releases

The Company has a clearly marked corporate governance section on its website. This corporate governance section includes information about the Company's directors and our corporate governance policies so that our shareholders can be assured the Company is fulfilling its corporate governance disclosure obligations under the ASX Corporate Governance Council's Principles and Recommendations.

## ANNUAL REPORT

#### Key Information

The Annual Report contains key financial, operating and corporate information about the Company in a concise format.

Unless the share registry has been notified otherwise, the Annual Report will be emailed to all shareholders (to the email address recorded on the Company's share registry) prior to the AGM within the timeframe set by the Corporations Act.

The Annual Report for the current year is available under the investor relations section of the Company's website.

Shareholders can also contact the investor relations, if they require a copy of the Annual Report.

### **Annual General Meeting**

The AGM provides an important opportunity for shareholders to express their views to the Company's board and management and to vote on Company proposals. All shareholders are encouraged to attend the AGM.

The date, time and location of the AGM will be provided:

- In the Notice of AGM
- Under the investor relations section of the Company's website.

The Notice of Meeting and any explanatory statements will be posted under the investor relations section of the Company's website, in addition to being sent to shareholders within the timeframe set by the Corporations Act.



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At the AGM shareholders will be invited to ask questions about or comment on the results, operations, strategy and management of the Company. The chair will provide the shareholders present a reasonable opportunity to ask questions and discuss proposals. The auditor will be available at the meeting to answer questions and comment on matters relating to the audit.

### Shareholder Privacy

The Company recognises that privacy is important and will not disclose registered shareholder details unless required by law. Shareholder details will only be used in accordance with applicable privacy laws.

### Share Registry Q&A's

#### How do I change the address on my shareholding?

If your shares are held through a stockbroker and you have been allocated a Holder Identification Number (HIN), you are "Broker Sponsored". To change your address you will need to notify you're sponsoring broker.

If you are "Issuer Sponsored", you will have been given a unique Security holder Reference Number (SRN) starting with the letter "I". Issuer Sponsored holders need to updated their address through the share registry. <u>Click here</u> to update your address online, you will need your Security Reference Number (SRN) and postcode.

#### **Receive Shareholder Communications via Email?**

To elect to receive you shareholder communications via email please <u>click here</u>. You will need your Security Reference Number (SRN) or Holder Identification Number (HIN) and postcode.

#### How do I transfer shares held by a decreased estate?

If you are "Issuer Sponsored", please <u>click here</u> to find out what is required to transfer the shares. If you shares are held through a Stockbroker, you will need to contact your sponsoring broker, whose details will be shown on a CHESS statement.

#### Use Investor Centre view and update your holding information

<u>Click here</u> to log in to Investor Centre; you will need your Security Reference Number (SRN) or Holder Identification Number (HIN) and postcode in order to access your information. Investor Centre is an easy and instant way to view your current holding, add and update your bank details or TFN/ABN number and Access Dividend history.

#### Further Questions

If you have any questions, please contact the Share Registry on 1300 850 505 (+61 3 9415 4000). Have your Security Reference Number (SRN) or Holder Identification Number (HIN) on hand, as you will be asked to quote this to the Investor Services Representative.



## **Contact the Share Registry**

Share Registry:	Computershare Investor Services	
Phone:	(Within Australia) 1300 850 505 (Outside Australia) +61 3 9415 4000	
Website:	www.investorcentre.com/au	
Email:	www.investorcentre.com/au/contact	
Address:	GPO Box 2975, MELBOURNE VIC 3001	