



Shareholder Communication Policy

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Shareholder Communication Policy

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Shareholder Communication Policy

1 Definitions and interpretation

- 1.1 Hexima Limited (**Company**) is committed to ensuring that holders of the Company's shares (**Shareholders**), regulators and the wider investment community are informed of all major developments affecting the Company in a timely and effective manner.
- 1.2 Information is communicated in a number of ways, including:
- (a) annual, half-yearly reports and, while applicable, quarterly reports;
 - (b) ASX market disclosures in accordance with the Company's continuous disclosure policy;
 - (c) updates on operations and developments;
 - (d) announcements on the Company's website;
 - (e) market briefings; and
 - (f) presentations at general meetings.
- 1.3 The Company aims to communicate with Shareholders, regulators and the wider investment community in an open and honest way at all times.

2 Meetings and participation

- 2.1 Shareholders are encouraged to attend and participate at general meetings. To facilitate this, meetings will be held during normal business hours and at a place, or in a manner, convenient for the greatest possible number of Shareholders to attend, either in person or electronically.
- 2.2 The full text of notices and accompanying materials will appear on the Company's ASX announcements market platform and on the Company's website. Information, including in relation to:
- (a) the nature of the business of the meeting;
 - (b) conflicts of interest;
 - (c) voting restrictions; and
 - (d) directors' recommendations,

will be presented in a clear and concise manner designed to provide Shareholders and the market with full and accurate information. Proxy forms will be provided in order to enable Shareholders unable to attend the meeting to vote on the resolutions.



- 2.3 Shareholders who are not able to attend a general meeting and exercise their right to ask questions about, or make comments on, the management of the Company, will be provided the opportunity to provide questions or comments prior to the general meeting. Where appropriate, these questions will be answered at the meeting, either by being read out and then responded to at the meeting or by providing a transcript of the question and a written answer at the meeting.
- 2.4 All substantive resolutions at a Shareholder meeting will be decided by a poll rather than a show of hands.

3 Electronic materials

- 3.1 The "Corporate Governance" section on the Company's website, <https://hexima.com.au/corporate-governance>], contains the following information for the benefit of Shareholders:
- (a) information about the Company and its governance, including:
 - (i) the names, photographs and brief biographical information for each of its directors and senior executives;
 - (ii) its constitution, board charter and the charters of each of its board committees;
 - (iii) this shareholder communication policy and all other corporate governance policies referred to in the ASX Corporate Governance Principles and Recommendations (4th Edition) (**ASX Principles**) and contained in the "Corporate Governance" section on the Company's website;
 - (iv) a statement of the Company's values;
 - (b) copies of media releases the Company makes;
 - (c) copies of its announcements to ASX;
 - (d) copies of its recent annual reports and financial statements;
 - (e) copies of any recent notices of meetings of Shareholders and any accompanying documents;
 - (f) copies of any documents tabled or otherwise made available at meetings of Shareholders; and
 - (g) copies of any materials distributed at investor or analyst presentations;
- 3.2 The "Corporate Governance" section on the Company's website also contains a link enabling Shareholders to register to receive communications and shareholder materials from the Company and its security registry electronically. Where permissible, Shareholders will be given the option to send communications to the Company and its security registry electronically.

3.3 The Company's website also contains:

- (a) contact details for enquiries from Shareholders, analysts and the media.
- (b) an overview of the Company's current business;
- (c) a description of how the Company is structured;
- (d) a summary of the Company's history;
- (e) once they are known, the time, venue and other relevant details for results presentations and the AGM;
- (f) historical information about market prices of the Company's securities;
- (g) copies of media releases it makes; |
- (h) |
- (i) contact details for its securities registry; and
- (j) links to download key shareholder forms.

Commented [ML1]: Repeat of 3.3(a) above

3.4 Shareholders will be given the option to receive communications from, and send communications to, the Company and its security registry electronically.

4 Other

As part of the Company's developing investor relations program, Shareholders can register with the Company to receive email notifications of when an announcement is made by the Company to ASX, including the release of the annual report, half yearly reports and quarterly reports.

