

## SHAREHOLDER COMMUNICATIONS POLICY

### 1 INTRODUCTION

#### 1.1 Purpose

The purpose of this Shareholder Communications Policy (**Policy**) is to:

- i. promote effective 2-way communications with shareholders of Capral Limited (**Capral**);
- ii. ensure information relevant to their shareholding is disseminated to shareholders; and
- iii. encourage effective participation by shareholders at Capral's General Meetings.

#### 1.2 Scope

This Policy endorses the Australian Securities Exchange Limited (**ASX**) Corporate Governance Council's *Principles and Recommendations* (3<sup>rd</sup> edition) (**ASX Principles**).

#### 1.3 Maintaining Shareholder Communications

Capral will ensure that:

- i. materials detailed in this Policy are available on the Capral website ([www.capral.com.au](http://www.capral.com.au)) within a reasonable timeframe;
- ii. shareholder communications are distributed to shareholders in accordance with the *Corporations Act* and ASX Listing Rules (**Listing Rules**); and
- iii. this Policy is updated and maintained as required.

#### 1.4 Methods of Communication

The following methods of communication will be available to shareholders:

- i. telephone;
- ii. mail;
- iii. email;
- iv. facsimile;
- v. via the ASX website (<http://www.asx.com.au>) (the Capral code for ASX purposes is **CAA**);
- vi. via the Capral Share Registry; and
- vii. via the Capral website under "**Investors/ Corporate Governance**".

Contact details for the Capral Share Registry are detailed in paragraph 3.2.

### 2 ASX ANNOUNCEMENTS

#### 2.1 Outline

Capral makes announcements to the ASX in accordance with the Listing Rules.

#### 2.2 Availability

Announcements made to the ASX are available to shareholders:

- i. under the "**Investors/ Shareholder Information** or **Company Announcements**" section of the Capral website;
- ii. under the Company Announcements section of the ASX website; or
- iii. by email notification (when shareholders provide their email address to Capral via the website and elect to be notified of Capral announcements).

### 3 THE CAPRAL SHARE REGISTRY

#### 3.1 General

For share related enquiries, shareholders should contact the Capral Share Registry.

#### 3.2 Contact Details

Computershare Investor Services Pty Limited  
GPO Box 2975 Melbourne, Victoria 3001, Australia

Telephone: Within Australia: 1300 855 080 (Toll Free Number)  
Outside Australia: +61 3 9415 4000  
Facsimile: +61 3 9473 2500  
Website: www.computershare.com  
web.queries@computershare.com.au

### 4 SHAREHOLDER DETAILS

If shareholders wish to amend their details on the Capral Share Register, they will need to complete the appropriate form and send it back to the Capral Share Registry. Forms available from the Capral Share Registry include:

- i. Change of Address Form;
- ii. Name Correction Request and Indemnity;
- iii. Standard Transfer Form; and
- iv. Replacement Certificate Request.

### 5 ANNUAL GENERAL MEETINGS

#### 5.1 General

Capral holds its Annual General Meeting (**AGM**) in accordance with the requirements of the *Corporations Act*.

#### 5.2 Date and Location of AGM

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

- i. in the Notice of AGM; and
- ii. under the "**Investors/Financial Calendar**" section of the Capral website.

Alternatively, shareholders can contact the Capral Share Registry directly to obtain this information.

#### 5.3 Notice of Meeting

The Notice of Meeting will be distributed to shareholders prior to the AGM pursuant to the timeframe set by the *Corporations Act*.

Notices of Meeting will be available under the "**Investors**" section of the Capral website.

#### 5.4 Proxy Form

A proxy form allowing shareholders to appoint a proxy in the event they cannot attend the AGM will accompany the Notice of Meeting distributed to shareholders.

## 5.5 Questions From Shareholders

At the AGM, shareholders can ask questions about or comment on the management of Capral and/or on the conduct of the audit and preparation and content of the auditor's report. Capral's auditor will attend the AGM.

## 5.6 Chairman and Managing Director Addresses

Addresses from the Chairman and the Managing Director will be announced to the ASX prior to the commencement of the AGM in accordance with the ASX Listing Rules. They will be available to shareholders in the same manner as other ASX Announcements (see paragraph 2.2).

## 5.7 Meeting Results

Results of AGMs will be announced to the ASX at the conclusion of the Meeting in accordance with the Listing Rules. They will be available to shareholders in the same manner as other ASX Announcements (see paragraph 2.2).

# 6 HALF-YEAR & FULL-YEAR RESULTS

## 6.1 Timing

The financial results for the half-year ended 30 June are reported in August each year. The financial results for the full-year ended 31 December are reported in February each year. Refer to the "**Investors/Financial Calendar**" section of the Capral website.

## 6.2 Availability

As Capral's Half-Year and Full-Year Results are announced to the ASX pursuant to the Listing Rules, they will be available to shareholders in the same manner as other ASX Announcements (see paragraph 2.2). In addition, the results are accessible under the "**Investors**" section of the Capral website.

# 7 ANNUAL REPORT

## 7.1 Timing

The Annual Report contains key financial information about Capral, and important operating and corporate information.

Unless the Share Registry has been notified otherwise, the Annual Report will be sent to shareholders (at the address recorded on the Capral Share Register) within the timeframe set by the *Corporations Act*.

## 7.2 Availability

Annual Reports will be made available under the "**Investors/ Annual Reports**" section of the Capral website.

# 8 CORPORATE GOVERNANCE

8.1 In accordance with Recommendation 6.1 of the ASX Principles, Capral has a **Corporate Governance** section on its website that is available under "**Investors**". The information available on the website includes:

- Constitution;
- Corporate Governance Statement;
- Board and other Committee Charters;
- Code of Conduct;

- Continuous Disclosure Policy;
- Diversity Policy;
- this Shareholder Communications Policy; and
- other governance material (including policies and statements).

8.2 In accordance with Recommendation 6.2 of the ASX Principles, Capral is committed to effective 2-way communication with its shareholders and endeavours to meet with them upon request and respond to enquiries they may make.

## **9 MEDIA RELEASES AND INVESTOR BRIEFINGS**

Capral's media releases, financial results presentations and materials presented at significant investor briefings are available under the "**Investors**" section of the Capral website. These materials may be released to the market via the ASX in accordance with the Listing Rules.

## **10 INFORMATION TO BENEFICIAL OWNERS**

Beneficial owners of Capral are encouraged to contact the Capral Share Registry to arrange the direct receipt of shareholder materials.