

rhipe

# Shareholder's Communication Policy

rhipe Board

## Introduction

The Board of Rhipe Limited (**Company**) recognises the value of providing current and relevant information to its shareholders. The Board aims to provide shareholders with sufficient information to assess the Company's performance and to inform them of the major developments affecting the Company's affairs.

The Chairman, Chief Executive Officer (**CEO**) and Chief Financial Officer (**CFO**) of the Company have the primary responsibility of communicating with the shareholders.

Information is communicated to shareholders through:

- a) Continuous disclosure of all relevant financial and other information to the Australian Securities Exchange (**ASX**);
- b) Publishing information on the Company's website at [www.rhipe.com](http://www.rhipe.com) (**Company Website**);
- c) Periodic disclosure through the annual report, the half year financial report and the Corporate Governance Statement;
- d) Investor briefings;
- e) Notice of meetings and explanatory material; and
- f) The Annual General Meeting (**AGM**) and other general meetings.

The Company is committed to the promotion of investor confidence by ensuring that trading in the Company's securities take place in an efficient, competitive and informed market.

## Electronic Communication

The Company believes that communicating with its shareholders by electronic means, is an efficient way of distributing information in a timely and convenient manner. The Company's website and ASX website contain a comprehensive overview of the Company's profile and business. In particular, its 'Investors' section on the Company Website is kept up to date to maintain effective communication with shareholders and other stakeholders.

The following company and governance information is available on either or both the Company Website and the ASX website:

- a) ASX announcements – current and historical;
- b) A statement of the Company's values;
- c) Reports and presentations;
- d) Financial reports, annual reports and notice of meeting(s);
- e) Share price information – current and historical;
- f) Press releases;
- g) The Company's constitution and corporate governance policies;
- h) Board and committee charters;

- i) Board and management profiles; and
- j) Share Registry contact details.

The Company's website houses a link to the ASX to show any material released to the ASX as soon as practicable after confirmation of release by the ASX.

All website information will be regularly updated and reviewed to ensure that information is current, or appropriately dated and archived.

All information will be kept on the website for a reasonable period.

Shareholders can communicate with the Company and its security registry through electronic means on both the website and its email address.

## Written Communication and Annual Report

Shareholders have been given the opportunity to elect and receive a printed copy of the annual report from the Company. In addition, the Company publishes its annual report on the Company website and the ASX website.

## Annual General Meeting

The Company recognises the rights of shareholders and encourages the effective exercise of those rights through the following means:

- a) Notice of meeting(s) are distributed to shareholders in accordance with the provisions of the Corporations Act 2001 (Cth);
- b) Notice of meeting(s) and other meeting material are drafted in concise and clear language;
- c) Shareholders are encouraged to use their attendance at meetings to ask questions on any relevant matter, with the Chairman allowing reasonable opportunities for shareholder questions during and after the AGM;
- d) Shareholders unable to attend the AGM will be invited to submit questions to be addressed at the meeting;
- e) Shareholders are encouraged to participate in voting and also meeting the Board and other members of the management team in person after the meeting;
- f) If shareholders are unable to attend a meeting, they are encouraged to vote on the proposed motions by appointing a proxy via the proxy form accompanying a notice of meeting or online through the share registry's website;
- g) All substantive resolutions passed during the general meeting shall be decided by a poll rather than by a show of hands;

- h) It is general practice for a presentation on the Company's activities and investments to be made to shareholders at each AGM;
- i) It is both the Company's policy and the policy of the Company's auditor as well as a requirement pursuant to s 250RA of the Corporations Act 2001 (Cth) for the auditor to be present at the AGM and to answer any questions regarding the conduct of the audit and preparation and content of the auditors' report;
- j) Any address by the Chairman and/or the CEO at the AGM will be released to the market immediately before the commencement of the meeting; and
- k) The Company will publish the results of the meeting to both the Company Website and the ASX website.

*Reviewed and approved by the board on 24 August 2020*