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# **Shareholder Communication Policy**

WA Kaolin Limited (ABN 56 083 187 017)

Adopted by the Board on 21 July 2020

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## WA Kaolin Limited – Shareholder Communication Policy

The Company is devoted to ensuring all outcomes and decisions align with the Company's vision and values (as disclosed on the Company's website).

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### 1 Purpose

- (a) WA Kaolin Limited (**Company**) recognises that shareholders and other stakeholders are entitled to be informed in a timely and readily accessible manner of all major developments affecting the Company.
  - (b) The purpose of this Shareholder Communication Policy is to promote effective communication with shareholders and other stakeholders and to encourage and facilitate participation at the Company's general meetings and dealing promptly with the enquiries of shareholders and other stakeholders.
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### 2 Methods of communication

Information is provided to shareholders and other stakeholders through, but is not limited to:

- (a) releases to the Australian Securities Exchange (**ASX**) in accordance with continuous disclosure obligations;
- (b) the investor relations section of the Company's website ([www.wakaolin.com.au](http://www.wakaolin.com.au));
- (c) the Company's annual and half-yearly reports; and
- (d) the annual general meeting (**AGM**).

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

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### 3 ASX releases

- (a) The Company will make announcements to the ASX in a timely manner in accordance with the ASX Listing Rules (see also, the Company's Disclosure Policy).
  - (b) All announcements made to the ASX are available to shareholders:
    - (i) under the investor section of the Company's website; or
    - (ii) under the company announcements section of the ASX website.
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### 4 Company's website

- (a) The "Investors" section of the Company's website is the primary medium of providing information to shareholders and stakeholders. It has been designed to enable information to be accessed in a clear and readily accessible manner.
- (b) The "Investors" relations section of the Company's website will contain information relevant to shareholders and stakeholders including statements lodged with the

ASX by the Company (including all financial results and annual reports press releases and other material relevant to the Company shareholders) and the “Corporate” section will contain information about the board of directors of the Company (**Board**) and Board committee charters and corporate governance policies.

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## 5 Annual General Meeting

- (a) The Annual General Meeting (**AGM**) provides an important opportunity for the Company to provide information to its shareholders and a reasonable opportunity for informed shareholder participation. At the AGM, shareholders will have a reasonable opportunity to express their views to the Board and management and to vote on the Board’s proposals. All shareholders are encouraged to attend the AGM.
  - (b) The date, time and location of the AGM will be provided in the notice of meeting and on the Company’s website.
  - (c) Where practicable, the Company will consider the use of technological solutions for encouraging shareholder participation at meetings (which may include, for example, live webcasting of meetings, holding meetings across multiple venues by live telecommunications and hybrid meetings).
  - (d) The notice of meeting and proxy form will be distributed to all shareholders prior to the AGM in the timeframe set by the Corporations Act, and will be available on the Company’s website.
  - (e) The Company’s auditor attends its AGM and is available to answer any questions regarding the conduct of and any issues arising from the audit or the preparation and content of the auditor’s report.
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## 6 General

- (a) **Annual report:** 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 register) prior to the AGM and within the timeframe set by the Corporations Act.
- (b) **Half-year and full-year results:** The half-year and full-year results will be announced to the ASX pursuant to the ASX Listing Rules and are available to shareholders in the same manner as other ASX announcements. Following the release of the Company’s half-year and full-year results, the Company may conduct investor and analyst briefings at which the media, institutional investors and stockbroking analysts will be briefed and given an opportunity to ask questions of the Chief Executive Officer, Chief Financial Officer and other relevant members of management.
- (c) **Quarterly reports:** The Company reports quarterly (for quarters ending 30 September, 31 December, 31 March and 30 June) through the release of an activities and cashflow report and associated presentation to the ASX and the Company’s website.
- (d) **Dividends:** Australian resident shareholders are encouraged to provide the Company’s share registry with bank account details to enable the Company to pay dividends by electronic funds transfer, rather than by cheque.

- (e) **Share registry:** Shareholders with any questions related to their shareholding should contact the Company's share registry at:

Address Level 5, 126 Phillip St, Sydney, New South Wales, 2000, Australia

Website (online lodgement enquiry) automicgroup.com.au

Telephone number 1300 288 664

Email hello@automic.com.au

- (f) **Shareholder enquiries:** The Company is committed to dealing with shareholder enquiries promptly and courteously and takes measures to ensure that its registry, Automic Group also does so.
- (g) **Shareholders' meetings:** The Company will ensure that all substantive resolutions at a meeting of shareholders are decided by a poll rather than by a show of hands.

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## 7 Review and changes to this policy

- (a) The Committee will review this policy periodically or as often as it considers necessary to check it is operating effectively and consider whether changes are required.
- (b) The Board may change this policy from time to time by resolution.