



# TOP SHELF INTERNATIONAL LTD

## Communications Strategy

---

Top Shelf International Holdings Ltd (ACN 164 175 535) (**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 state of affairs of the Company. Additionally, the Company recognises that potential investors and other interested stakeholders may wish to obtain information about the Company from time to time.

To achieve this, the Company communicates information regularly to shareholders and other stakeholders through a range of forums and publications.

One of the Company's key communication tools is its website located at [topshelfgroup.com.au](http://topshelfgroup.com.au). The Company endeavours to keep its website up-to-date. Important information about the Company can be found under the section marked *Investors* on its website.

In addition to the material specifically referred to below, the *Investors* section of the website includes details of the following:

- the Company's constitution;
- the Company's Board and Board Committee charters;
- the Company's core corporate governance policies;
- any press release and announcements made by the Company within the last 3 years; and
- financial information about the Company.

The website also contains a facility for shareholders to direct enquiries to the Company, and to elect to receive communications from the Company via email (or to elect to discontinue receiving email communications from the Company).

Measures for communicating the following important aspects of the Company's affairs include:

- **Notice of meeting:** The Company places the full text of all notices of meetings and explanatory material on its website. The Company encourages shareholders to provide email addresses so that notices of meeting and explanatory material can be sent to shareholders via email.
- **Annual General Meeting (AGM):** The Company encourages full participation of shareholders at its AGM each year. Shareholders are encouraged to lodge direct votes or proxies electronically, subject to the adoption of satisfactory authentication procedures. The Company's external auditor will attend the AGM and be available to answer shareholder questions about the conduct of the audit and the preparation and content of the auditor's report. The external auditor will also be allowed a reasonable opportunity to answer written questions submitted by shareholders to the auditor as permitted under the Corporations Act.
- **Annual Report:** The Company's Annual Report is available on its website and contains important information about the Company's activities and results for the previous financial year. Shareholders can elect to receive the Company's

Annual Report or concise report as an electronic copy or in hard copy through the mail.

- **Announcements lodged with the Australian Securities Exchange (ASX):** All ASX announcements made to the market, including annual and half year financial results, are posted on the Company's website as soon as the ASX has confirmed that the information has been released on the ASX market announcements platform.
- **Presentations:** Copies of all investor presentations made to analysts and media briefings are posted on the Company's website, and where appropriate, the Company uses webcasting or teleconferencing of these presentations and briefings.

The Company directors will review this policy from time to time for its effectiveness. This policy may be changed from time to time by resolution of directors.