

# Shareholder Communications Policy

**Rubicon Group Limited**

# Rubicor Group Limited

## Shareholder Communications Policy

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### 1. Overview

#### 1.1 Purpose

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

- promote effective communications with shareholders of Rubicor Group Limited (Company);
- ensure all information relevant to their shareholding is disseminated to shareholders; and
- encourage effective participation by shareholders at the Company General Meetings.

#### 1.2 Scope

This Policy endorses the Australian Stock Exchange (ASX) Corporate Governance Council's *Principles of Good Corporate Governance and Best Practice Recommendations (ASX Principles)*.

#### 1.3 Maintaining shareholder communications

The Company will ensure that:

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

#### 1.4 Methods of communication

The following methods of communication will be available to shareholders:

- telephone;
- mail;
- email;
- facsimile;

- via the ASX website (<http://www.asx.com.au>) (the code for ASX purposes is RUB);
- via Link Market Services Limited (Share Registry); and
- via the Company website (under "Investor Information").

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

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## **2. ASX Announcements**

### **2.1 Outline**

The Company makes announcements to the ASX in accordance with the Listing Rules.

### **2.2 Availability**

All announcements made to the ASX are available to shareholders:

- under the "Investor Information" section of the Company website under "ASX Announcements");
- under the ASX Announcements section of the ASX website; or
- by email notification (when shareholders provide their email address to the Company via the website and elect to be notified of all the Company announcements).

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## **3. The Share Registry**

### **3.1 General**

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

### **3.2 Contact details**

Link Market Services Limited  
Locked Bag A14  
Sydney South NSW 1235

Telephone: +61 1300 554 474  
Facsimile: +61 2 9287 0303  
Email: [registrars@linkmarketservices.com.au](mailto:registrars@linkmarketservices.com.au)  
Website: <http://www.linkmarketservices.com.au>

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## 4. Shareholder details

If shareholders wish to amend any of their details on the Company Share Register, they will need to complete the appropriate form and send it back to the Share Registry. Alternatively, shareholders can amend their details electronically via the “Investor Information” section of

the Company website (under “Share Registry”). Forms available from the Share Registry include:

- Electronic Shareholder Communications;
- Address Change Notification Advice;
- Name Correction Request and Indemnity;
- Request for Direct Credit of Payments;
- TFN or ABN Notification; and
- Annual Report Election.

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## 5. Annual General Meetings

### 5.1 General

The Company holds its Annual General Meeting in accordance with the requirements of the *Corporations Act*.

### 5.2 Date and location of General Meeting

The date, time and location of the Annual General Meeting will be detailed:

- in the Notice of Annual General Meeting; and
- under the “Investor Information” section of the Company website (under “ASX Announcements”).

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

### 5.3 Notice of Meeting

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

### 5.4 Proxy Form

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

## **5.5 Questions From Shareholders**

At the Annual General Meeting, shareholders can ask questions about or comment on the management of the Company and/or on the conduct of the audit and preparation and content of the auditor's report.

## **5.6 Chairman's Address**

Any addresses from the Chairman and the Managing Director will be announced to the ASX prior to the commencement of the Annual General Meeting 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). A copy of any address will also be made available under the "Corporate Governance" section of the Company website.

## **5.7 Meeting Results**

Results of all Annual General Meetings will be announced to the ASX at the conclusion of the General 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). Results will also be made available under the "Investor Information" section of the Company website (under *[name of section on website]*).

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# **6. HALF-YEAR & FULL-YEAR RESULTS**

## **6.1 Timing**

The financial results for the half-year ended 31 December are normally reported in February each year. The financial results for the full-year ended 30 June are normally reported in August each year.

## **6.2 Availability**

As the Company'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).

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# **7. Annual Report**

## **7.1 Timing**

The Annual Report contains key financial information about the Company, as well as important operating and corporate information.

Unless the Share Registry has been notified otherwise, shareholders will receive notification that the Annual Report is available on the Company website within the timeframe set by the *Corporations Act*.

If the Share Registry has received specific notification, particular shareholders will be sent an Annual Report (at the address recorded on the Company Share Register).

## **7.2 Availability**

Shareholders can elect not to receive an Annual Report or elect to be notified by email when the Annual Report is available on the Company website. For either of these to occur, a

shareholder must complete an Annual Report Election Form, available from the Share Registry.

The Annual Report for the current year and previous years is available under the “Investor Information” section of the Company website (under “Reports”)

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## **8. Corporate Governance**

In accordance with Recommendation 6.1 of the *ASX Principles*, the Company has a “Corporate Governance” section on its website. The information available on the website includes, but is not limited to:

- Board Charter;
  - Audit and Risk Management Committee Charter;
  - Remuneration and Human Resources Committee Charter;
  - Health Safety Environment and Community Charter;
  - Code of Conduct;
  - Nomination and Corporate Government Committee Charter
  - Continuous Disclosure Policy;
  - Share Trading Policy;
  - this Shareholder Communications Policy; and
  - other governance material (including the Company Corporate Governance Statement).
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## **9. Media Releases**

Access to the Company media releases is available under the “News/Media” section of the Company website. Media releases may be released to the market via the ASX in accordance with the Listing Rules.

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## **10. Information to beneficial owners**

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