

Shareholder Communications Policy



PEXA Group Limited (Company)

ACN 629 193 764

v 1.0

June 2021

Document control

Title: Shareholder Communications Policy

Approved by the Board

Contact for inquiries and proposed changes:

Ian Gilmour

Company Secretary

Naomi Dawson

Senior Legal Counsel & Assistant Company Secretary

Change History

Version	Date	Revised by	Brief outline of changes
1.0	11/06/21	The Board	Final Version

Table of Contents

Table of Contents	2
1. What is this policy?	3
2. Why do we need this policy?	3
3. Who does this policy apply to?	3
4. How to comply with this policy?	3
5. How will policy compliance be monitored?	6
6. Are there any interrelated policies?	7

1. What is this policy?

This Shareholder Communications Policy (**Policy**) sets out how the Company communicates with its shareholders.

2. Why do we need this policy?

The Company is committed to communicating with shareholders in a timely, transparent, accessible and clear way.

This Policy aims to promote effective communication with shareholders through a range of forums and publications.

The Company is committed to dealing with shareholder enquiries promptly and respectfully.

3. Who does this policy apply to?

This Policy applies to the Company and its subsidiaries (**PEXA Group**) directors, employees, contractors and all other people who represent PEXA Group or undertake work for the benefit of PEXA Group (our People) globally. Employee includes any permanent employee, temporary worker and contractor, full time and part time of the PEXA Group.

There are no exceptions.

4. How to comply with this policy?

Continuous Disclosure

As set out in its Continuous Disclosure Policy, the Company is committed to complying with, and taking a proactive approach to, its continuous disclosure obligations. The Company will make announcements to the Australian Securities Exchange (**ASX**) promptly in accordance with its Continuous Disclosure Policy and the ASX Listing Rules.

All announcements made to the ASX are available to shareholders under the investor section of the Company's website and under the company announcements section of the ASX website.

Website

The Company's website at [www.pexa.com.au] is kept up to date to maintain effective communication with shareholders and provide timely access to key information about PEXA Group. The website includes:

- an overview of the Company's business;
- copies of the Company's Constitution, Board and committee charters and key corporate governance policies;
- copies of all announcements, press releases, briefings, presentations and speeches made to the ASX, institutional investors, analysts or the media;
- half-year and full-year financial results of the Company;
- the Company's Annual Reports;
- notices of shareholder meetings, and explanatory and other related material;
- the names, photographs and brief biographical information for each of the Company's directors and senior executives;
- webcasts (as and when available);
- a means for shareholders to submit enquiries directly to the Company; and
- other material relevant to the Company's shareholders.

Other information and updates may be provided to shareholders via periodic communication. In addition, the Company allows shareholders to elect to receive communications from, and send communications to its share registry, Link Market Services, electronically.

Annual General Meeting

The Company's Annual General Meeting (**AGM**) provides an important opportunity for shareholder engagement where:

- The Company provides information to its shareholders;
- shareholders participate in the meeting through voting and by asking questions about the business of the AGM and management of the Company;
- the Company's independent external auditor attends and is available to answer questions from shareholders about the conduct of the audit and preparation of the auditor's report.

The Company encourages maximum shareholder engagement and participation at the AGM, regardless of the geographic location of shareholders, by giving all shareholders the opportunity to participate in the AGM online. Shareholders who choose to participate in

the meeting online are able to view the AGM live via webcast and vote and ask questions online. Further information is provided in the Notice of Meeting each year.

Presentations and speeches made by the Chair and Chief Executive Officer will also be made available via the Company's and ASX's website immediately prior to the commencement of the meeting.

The Company will conduct voting on all resolutions at shareholder in accordance with the requirements under the Company's constitution.

Shareholders who are unable to attend the AGM either online or in person are encouraged to vote on the proposed resolutions by casting a direct vote prior to the AGM or by appointing a proxy.

In addition, shareholders have the opportunity to submit written questions the Company and its independent external auditor, and make comments on the management of the Company. The Company encourages shareholders to submit questions or requests for information ahead of the AGM by the means set out in the relevant Notice of Meeting.

Institutional Investors and Proxy Advisers

The Company is committed to managing its relationships with institutional investors, in compliance with the Company's Continuous Disclosure Policy and the ASX Listing Rules.

A structured engagement program is in place to facilitate proactive communication with institutional investors, including post-results briefings and periodic investor days. All information given to analysts at a briefing, such as presentation slides, and any presentation material from public speeches given by Directors or members of management that relate to the PEXA Group or its business will be released to the ASX and posted on the Company's website.

The information will always be released to the ASX before it is presented at an analyst or investor briefing in line with the Continuous Disclosure Policy.

The Company also has a proactive approach to engaging with proxy advisers in relation to corporate governance matters.

Beneficial owners, who holds securities indirectly, of PEXA Shares may choose to receive shareholder materials directly by email on request.

Contact Details

Shareholders who want to update personal or contact information, elect to receive communications electronically, or ask a question related to their shareholding in the Company should contact their broker or the Company's share registry, Link Market Services.

The share registry contact details are:

Email: registrars@linkmarketservices.com.au

Telephone: 1300 554 474

Post: Locked Bag A14, Sydney

South NSW 1235 Australia

Website: www.linkmarketservices.com.au

Shareholder queries relating to the management of the Company can be directed to the Company's Investor Relations, at the following email address: investor@pexa.com.au.

5. How will policy compliance be monitored?

Reporting/Monitoring

Any issues should be reported to the Company Secretary.

Non-compliance

Breaches of this Policy will be viewed seriously and may lead to disciplinary action being taken against the relevant employee.

In serious cases, such action may include dismissal or termination of employment or engagement with PEXA Group.

6. Are there any interrelated policies?

This Policy should also read in conjunction with the Company's:

- Code of Conduct and Ethics;
- Continuous Disclosure Policy; and
- Securities Trading Policy.

Policy history

Approved by the Board on 11 June 2021.