



# Shareholders Communication Policy

**Version 1.0**

**January 2020**

## 1. Overview

- 1.1 The purpose of this policy is to promote effective communication with shareholders and encourage effective participation at general meetings of Electro Optic Systems Holdings Limited ACN 092 708 364 (**Company**).
- 1.2 The Company will ensure that:
  - (a) materials detailed in this policy are maintained and updated on the Company's website (<https://www.eos-aus.com/>) within a reasonable timeframe;
  - (b) shareholder communications are distributed to shareholders in accordance with the *Corporations Act 2001* (Cth) and the listing rules (**Listing Rules**) of ASX Limited (**ASX**); and
  - (c) it will use available channels and technologies to communicate widely and promptly to shareholders.

## 2. ASX announcements

- 2.1 The Company makes announcements to the ASX in accordance with the Listing Rules.
- 2.2 Announcements made by the Company to the ASX are, subject to applicable securities laws, available to shareholders:
  - (a) on the 'Investor Centre' section of the Company's website (<https://www.eos-aus.com/investor-centre/>);
  - (b) under the 'Company Announcements' section of the ASX website; and
  - (c) by email notification (when shareholders provide the Company with their email address and elect to be notified of all of the Company's ASX announcements).

## 3. Company's share registry

- 3.1 Shareholders are able to access information relevant to their shareholding in the Company via the Company's share registry website. Shareholders who do not have access to the internet should contact the Company's share registry on 1300 855 080 with any enquiries relating to their shareholdings via email at [enquiry@eos-aus.com](mailto:enquiry@eos-aus.com) or by telephone on +61 2 6222 7900.
- 3.2 The ASX code for the Company is 'EOS'.
- 3.3 Shareholders will be given the option to receive communications from, and send communications to, the Company and its share registry electronically.

## 4. General meetings

- 4.1 The Company usually holds its annual general meeting (**AGM**) in May each year. The specific date, time and location of each AGM and any subsequent general meetings called by the Company each year will be detailed in the relevant notice of meeting. Alternatively, shareholders can contact the Company's share registry or the Company Secretary directly to obtain this information.
- 4.2 The notice of meeting will be distributed to all shareholders prior to the relevant meeting and within the timeframe set by the Company's constitution. The full text of the notice of meeting will also be available via the 'Investor Centre' section of the Company's website, as noted above.
- 4.3 Shareholder meetings are an opportunity for shareholders and other stakeholders to hear from and put questions to the board of the Company (**Board**), its management and the external auditor.

Shareholders may attend the meeting in person (including by any relevant technological means made available by the Company) or by proxy, representative or attorney.

- 4.4 The chairperson of the Board (**Chairperson**) will provide reasonable time following the consideration of reports for questions and comment on relevant matters (including questions or comments communicated to the Company by absent shareholders).
- 4.5 The Chairperson's address (and any address by the chief executive officer of the Company) will be released to ASX immediately prior to the commencement of the relevant meeting. It, along with any webcast made or transcript kept, will be available to shareholders via the Company's website in the same manner as other ASX announcements.

## 5. Annual report

- 5.1 The annual report contains key financial information about the Company, as well as important operating and corporate information. The default method of receiving the Company's annual reports is electronically via the 'Investor Centre' section of the Company's website (under 'Annual Reports') at <https://www.eos-aus.com/investor-centre/>. A printed copy of the annual report is only sent to shareholders who elect to receive one. Shareholders who wish to receive a printed copy of the annual report should complete the 'Online Enquiry' form available on the Company's share registry website or contact the Company's share registry (see above for contact details).
- 5.2 The annual report will be available to all shareholders prior to the AGM within the timeframe set by the Listing Rules. It is usually published in March or April each year.

## 6. Half-year and full-year results

- 6.1 The preliminary financial results for the 31 December full-year end are usually reported in February each year. The financial results for the 30 June half-year end are usually reported in August each year.
- 6.2 As the 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. In addition, the results will be accessible via the 'Investor Centre' section of the Company's website (under 'ASX Announcements').

## 7. Voting at security holder meetings

The Company will seek to ensure that all resolutions at meetings of its shareholders are decided by a poll rather than a show of hands.

## 8. Corporate governance

- 8.1 In accordance with Recommendation 6.1 of the *ASX Corporate Governance Council Principles and Recommendations* (4th edition) (**ASX Principles**), the Company has a 'Corporate Governance' section on the Company's website (<https://www.eos-aus.com/corporate-governance/>).
- 8.2 The Company's annual corporate governance statement is prepared in accordance with the Listing Rules. It will be contained in, or accompany, the annual report each year and also is, or will be, available under the 'Corporate Governance' section of the Company's website.

8.3 In accordance with Recommendation 1.1 of the ASX Principles, the Company has a formal board charter, containing details of the functions and responsibilities of the Board. To assist the Board in fulfilling its duties and responsibilities, it has established two Board committees, being the:

- (a) audit and risk committee; and
- (b) nomination and remuneration committee.

Each of these committees has a formal charter. The Board and committee charters, along with other corporate governance policies and documents, are also available to shareholders from the 'Corporate Governance' section of the Company's website.

## **9. Media releases**

Access to the Company's media releases is available from the 'Investor Centre' section of the Company's website (under 'ASX Announcements') and they are released to the market via the ASX.

## **10. Investor and analyst briefings**

10.1 At the time of announcement to the ASX of the Company's half-year and full-year results the Company may conduct investor and analyst briefings.

10.2 Investor and analyst briefings may occur at other times during the year as the Board deems appropriate. If and when investor and analyst briefings occur at other times during the year, any presentation materials provided and webcasts or transcripts (if kept) will be made available to all shareholders via the 'Investor Centre' section of the Company's website and will be released to the market prior to delivery.

10.3 Where significant comments or concerns are raised by investors or their representatives, they will be conveyed to the Board and relevant senior executives of the Group.

## **11. Information for beneficial owners**

Beneficial owners of the Company's securities are encouraged to contact the Company's share registry to arrange the direct receipt of shareholder materials.

## **12. Other information**

The Company's website will also contain the information set out at [Annexure A](#).

## **13. Publishing and updating the policy**

In compliance with the ASX Principles, this policy or a summary of its main provisions will also be published on the Company's website. The Board may approve updates and amendments to this policy from time to time by resolution.

## **14. Questions about the policy and its application**

14.1 Employees should direct their questions about the policy and its application in the first instance to the Company Secretary.

14.2 Shareholders, investors and members of the public should direct their questions about this policy and its application to the Company's share registry, the details of which are set out in **paragraph 3** above.

## **15. Approved and adopted**

This policy was approved and adopted by the Board on 30<sup>th</sup> January 2020.