

## **FACILITATE DIGITAL**

### **SHAREHOLDER COMMUNICATION POLICY**

#### **Introduction**

The Shareholder Communication Policy sets out initiatives that:

- Facilitate effective communication with both existing and potential shareholders;
- Ensure ready access to balanced and understandable information about the Facilitate Digital Group (Company); and
- Make it easier for shareholders to participate at general meetings.

Shareholder communication is principally undertaken via the following methods:

- ASX announcements;
- Facilitate Digital website;
- Reports to shareholders;
- General meetings;
- Link Market Services website.

The Shareholder Communications Policy accords with the following:

- Facilitate Digital Group's Continuous Disclosure Policy;
- ASX Listing Rules; and
- Corporations Act.

#### **Shareholder Communication Principles**

##### **a) Timely Communication**

In accordance with the Facilitate Digital's Continuous Disclosure Policy, the Company aims to ensure that all information with the potential to affect the price or value of the Company's securities or to influence decisions taken by investors to buy or sell the Company's securities is made accessible to existing and potential shareholders in a timely manner.

##### **b) Equitable Disclosure**

The Shareholder Communications Policy complements Facilitate Digital's Continuous Disclosure Policy. Both policies are aimed at ensuring equitable access to company information for all stakeholders, including current and prospective shareholders.

Selective or differential disclosure is avoided. Accordingly, information is not disclosed to selected individuals or groups or in selected situations unless it is first released to the ASX.

### **c) Balanced Communication**

The Company seeks to provide balanced communication and existing and potential shareholders are provided with information to enable an informed assessment of the value of the company's securities.

Company announcements are factual and objective, providing both positive and negative information.

If the Company discovers that a statement it has made is materially incorrect, or subsequent information renders it incorrect, an announcement to correct the statement is made via the ASX.

For details of the process followed in the production and release of ASX announcements, please refer to the company's Continuous Disclosure Policy which is available on the Company's website at: <http://www.facilitatedigital.com>

### **d) Plain Communication**

Additionally, shareholder communication is produced in plain language. Specialised language is avoided and a glossary of abbreviations and terminology is provided in annual reports and on the company website.

## **Information Distribution**

The Company communicates with existing and potential shareholders in the following ways:

### **a) ASX Announcements**

Any information with the potential to influence the Company's share price is released to the ASX.

All ASX announcements are made immediately available on the Company's website following confirmation of receipt by the ASX.

Existing and potential shareholders may subscribe to a mailing list to receive ASX announcements via email.

### **b) Website**

The Company's website complements the information provided to the ASX.

The website design is "user friendly". The site is fast-loading and ease of navigation is a priority.

Website content is reviewed and updated regularly.

The website contains the following information:

- Information on Facilitate Digital Group's investments;
- Corporate profile:
- Structure;
- Leadership;
- ASX announcements;
- Share registry details;
- Quarterly, Half Yearly and Annual reports;
- General Meeting information;
- Notice of meeting;
- Chief Executive Officer's address;
- Corporate governance policies; and
- Marketing details.

Shareholder enquiries can be dealt with through the Company's the website.

The website address is: <http://www.facilitatedigital.com>

Information on shareholder's securities in Facilitate Digital, can also contact the Share Registry:

**Link Market Services** Level 12, 680 George Street, Sydney NSW 2000 Australia

**T:** 1800 704 855 (within Australia) +61 2 8283 7783

**E:** [registrars@linkmarketservices.com.au](mailto:registrars@linkmarketservices.com.au)

**Website:** [www.linkmarketservices.com.au](http://www.linkmarketservices.com.au)

### c) Reports to Shareholders

All existing shareholders are provided Quarterly, Half Yearly and Annual Reports, these reports are available either in printed form or through the Company's website. The reports are available to potential shareholders on request.

All reports are first released to the ASX and then placed immediately onto the Company's website following confirmation of receipt by the ASX.

Reports are produced according to the following ASX timing requirements:

<b>Reports</b>	<b>Date required to be released to the ASX</b>
Quarterly report	Within one month following quarter end
Half year financial results	Within two months following half year end
Full financial year results	Within two months following financial year end
Annual report	Within 17 weeks of financial year end

Shareholders may elect to receive reports in an electronic or printed format by contacting either Facilitate Digital or Link Market Services.

#### **d) General Meetings**

Notices of general meetings and meeting agendas are first released to the ASX and then placed on the Company's website immediately following confirmation of receipt by the ASX.

The Company provides shareholders with an explanatory memorandum to accompany the agenda and notice of meeting. The memorandum provides additional information on the resolutions and business of the general meeting to enable shareholders to make informed decisions at the meeting.

The Company understands that not all shareholders will be able to attend the meeting. All notices of meeting and accompanying information relating to the meeting is available from the company website.

Shareholders are encouraged to attend the company's Annual General Meeting (AGM).

Questions may be asked regarding the company's governance and business. The auditor also attends the AGM and is available to receive questions regarding the audit.

Questions can be submitted electronically before the meeting via the Company's website.