# Shareholder communications policy

VGI Partners Asian Investments Limited ACN 635 219 484

## 1. Overview

1.1 The purpose of this policy is to promote effective communication with shareholders and encourage effective participation at general meetings of VGI Partners Asian Investments Limited ACN 635 219 484 (**Company**).

1.2 The Company will ensure that:

(a) materials detailed in this policy are maintained and updated on the Company's website (www.vgipartners.com/lics/asian-investments) within a reasonable timeframe;

(b) shareholder communications are distributed to shareholders in accordance with the Corporations Act and 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 Company's website (www.vgipartners.com/lics/asian-investments);

(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 (www.boardroomlimited.com.au) and the registry's investor portal (www.investorserve.com.au). Shareholders who do not have access to the internet should contact the Company's share registry on 1300 737 760 or +61 2 9290 9600 with any enquiries relating to their shareholdings or alternatively contact the Company Secretary (Anna Trotman) via email at anna.trotman@vgipartners.com or by telephone on +61 2 9237 8961.

3.2 The ASX code for the Company is 'VG8'.

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 November 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 Company's website (www.vgipartners.com/lics/asian-investments), 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 Chairman 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 Chairman's address (and any address by the Chief Executive Officer (should the Company appoint a Chief Executive Officer)) will be released to the market 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.

4.6 A link to the URL of a webcast for shareholder meetings will be available to shareholders via the Company's website (www.vgipartners.com/lics/asian-investments) to facilitate effective two-way communications with shareholders.

## 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 Company's website (www.vgipartners.com/lics/asian-investments). 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 'Communications' 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 August each year.

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

6.1 The preliminary financial results for the 30 June full-year end are reported in August each year. The financial results for the 31 December half-year end are reported in February 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 Company's website (www.vgipartners.com/lics/asian-investments).

## 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 'Governance' section on the Company's website.

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 on the Company's website (www.vgipartners.com/lics/asian-investments).

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 the audit and risk committee.

This committee has a formal charter. The Board and audit and risk committee charter, along with other corporate governance policies and documents, are also available to shareholders from the Company's website (www.vgipartners.com/lics/asian-investments).

## 9. Media releases

9.1 Access to the Company's media releases is available from the Company's website (www.vgipartners.com/lics/asian-investments) 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 Company's website (www.vgipartners.com/lics/asian-investments) and will be released to the market prior to delivery.

## 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 amendment of this policy from time to time.

## 14. Questions about the policy and its application

14.1 Any questions about this policy and its application should, in the first instance, be directed 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 registrar, the details of which are set out in **section 3**.

## 15. Approved and adopted

This policy was approved and adopted by the Board on 31 August 2019.

# Annexure A

The Company's website will contain:

1. the names and brief biographical information of each of the Company's directors and senior executives;
2. the Company's constitution, its board charter and the charters of each of its board committees;
3. the Company's corporate governance policies and its other corporate governance materials;
4. copies of the Company's annual directors' reports, financial statements and other corporate reports;
5. copies of the Company's announcements to ASX;
6. copies of notices of meetings of shareholders and any accompanying documents via the ASX announcements;
7. webcasts and/or transcripts of meetings of shareholders and copies of any documents tabled or otherwise made available at those meetings;
8. webcasts and/or transcripts of investor or analyst presentations and copies of any materials distributed at those presentations;
9. an overview of the Company's current business;
10. historical information about the market prices of the Company's securities;
11. copies of media releases that the Company makes;
12. contact details (preferably for a named individual) for enquiries from shareholders, analysts or the media;
13. contact details for the Company's securities registry; and
14. links on the Company's website to the registry's website, to download key shareholder forms, such as transfer and transmission forms, dividend and distribution reinvestment plan forms.