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## SHAREHOLDER COMMUNICATIONS POLICY

### 1. Purpose

- 1.1 The purpose of this policy is to promote effective communication with shareholders and encourage effective participation at general meetings of Ecofibre Limited (the Company or Ecofibre).
- 1.2 The Company will ensure that:
  - (a) materials detailed in this policy are maintained and updated on the Company's website ([www.ecofibre.com](http://www.ecofibre.com)) 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 The ASX code for the Company is 'EOF'
- 2.3 Announcements made by the Company to the ASX are, subject to applicable securities laws, available to shareholders:
  - (a) on the 'Investors' section of the Company's website; and
  - (b) under the 'Company Announcements' section of the ASX website.

### 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, Link Market Services Limited, on 1300 554 474 or via email on [registrars@linkmarketservices.com.au](mailto:registrars@linkmarketservices.com.au) with any enquiries relating to their shareholdings.
- 3.2 Shareholders will be given the option to receive communications from, and send communications to, the Company and its share registry electronically.

### 4. Shareholder 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:
  - (a) in the relevant Notice of Meeting; and

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(b) on the Company's website.

Alternatively, shareholders can contact the Company's Share Registry 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 'Investors' section of the Company's website.
- 4.3 Shareholder meetings are an opportunity for shareholders and other stakeholders to hear from and put questions to the Board of the Directors (Board), its management and the external auditor. Ecofibre welcomes and encourages shareholder participation at the AGM, in person, by proxy or other legally appointed representative, including by any relevant technological means made available by the Company. Shareholders who are unable to attend the AGM are given the opportunity to submit questions and comments ahead of the meeting, and where appropriate those questions will be answered at the meeting.
- 4.4 The Chairman will provide reasonable time for the consideration of each resolution (including questions or comments provided to the Company by absent shareholders).
- 4.5 The Chairman's address (and any address by the 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 Ecofibre's external auditor attends each AGM and is available to answer shareholder questions about the conduct of the audit and preparation and conduct of the Independent Audit Report. Ecofibre believes this is important in both promoting and encouraging shareholder participation in the meeting and providing balanced and understandable information. Ecofibre also considers that this reflects and underlines the role of the auditor and the auditor's accountability to 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 for shareholders to receive the Company's Annual Reports is electronically via the 'Investors' section of the Company's website (under 'Annual Reports'). A printed copy of the Annual Report is only sent to shareholders who elect to receive one via the Company's Share Registry website.
- 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 October each year.

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

- 6.1 The preliminary financial results for the June full-year end are reported in late July or in August each year. The financial results for the December half-year end are reported in late January or in February each year.

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- 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 'Investors' section of the Company's website (under 'ASX Announcements').

## 7. Corporate Governance

- 7.1 In accordance with Recommendation 6.1 of the ASX Corporate Governance Council Principles and Recommendations (ASX Principles), the Company has a 'Corporate Governance' section on the Company's website.
- 7.2 The Company's annual Corporate Governance Statement is prepared in accordance with the Listing Rules. It is contained in or accompanies the Annual Report each year and also available under the 'Corporate Governance' section of the Company's website.
- 7.3 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 an Audit, Risk and Compliance Committee, which also 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.

## 8. Media Releases

- 8.1 Access to the Company's media releases is available from the 'Investor' section of the Company's website under 'Investor Media', and 'ASX Announcements' released to the market via the ASX.

## 9. Investor and analyst briefings

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

## 10. Interaction with other Policies

- 10.1 This Policy is to be read in conjunction with the Company's *Continuous Disclosure Policy*.

## 11. Questions about this policy and its application

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

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**12. Review of this Policy**

- 12.1 The Board will review this Policy periodically to ensure that it remains effective.
- 12.2 This Policy was approved and adopted by the Board effective 1 June 2019.