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# **Shareholder Communication Policy**

**CleanSpace Holdings Limited**  
**ACN 150 214 636**

Adopted by the Board on 28 September 2020

## **CleanSpace Holdings Limited Shareholder Communication Policy**

### **1 Purpose**

- (a) CleanSpace Holdings Limited (**CleanSpace**) recognises that shareholders and other stakeholders are entitled to be informed in a timely and readily accessible manner of all major developments affecting CleanSpace.
- (b) The purpose of this shareholder communications policy is to promote effective communication with shareholders and other stakeholders and to encourage and facilitate participation at CleanSpace's general meetings and dealing promptly with the enquiries of shareholders and other stakeholders.

### **2 Methods of communication**

Information is provided to shareholders and other stakeholders through, but is not limited to:

- (a) releases to the Australian Securities Exchange (**ASX**) in accordance with continuous disclosure obligations;
- (b) CleanSpace's website;
- (c) CleanSpace's annual and half-yearly reports; and
- (d) the annual general meeting (**AGM**).

CleanSpace encourages shareholders to receive company information electronically by registering their email address online with CleanSpace's share registry.

### **3 ASX releases**

- (a) CleanSpace will make announcements to the ASX in a timely manner in accordance with the ASX Listing Rules (see also CleanSpace's Disclosure Policy).
- (b) All announcements made to the ASX are available to shareholders:
  - (i) on CleanSpace's website; or
  - (ii) under the company announcements section of the ASX website.

### **4 CleanSpace's website**

- (a) The CleanSpace website is the primary medium of providing information to all shareholders and stakeholders. It has been designed to enable information to be accessed in a clear and readily accessible manner.
- (b) The CleanSpace website will provide governance-related information, for shareholders and stakeholders, including details of the Board of CleanSpace (**Board**) and senior management team and copies of CleanSpace's board committee charters and company policies.

- (c) The CleanSpace website will contain information relevant to shareholders and stakeholders including statements lodged with the ASX by CleanSpace (including all financial results and annual reports), press releases and other material relevant to CleanSpace shareholders and stakeholders.

## 5 Annual general meeting

- (a) The AGM provides an important opportunity for CleanSpace to provide information to its shareholders and a reasonable opportunity for informed shareholder participation. At the AGM, shareholders can express their views to the Board and management and to vote on the Board's proposals. All shareholders are encouraged to attend and participate at the AGM.
- (b) The date, time and location of the AGM will be provided in the notice of meeting, and in the annual report. Both the notice of meeting and the annual report will be located on CleanSpace's website and the ASX website.
- (c) Where practicable, CleanSpace will consider the use of technological solutions for encouraging shareholder participation at meetings (which may include, for example, live webcasting of meetings, holding meetings across multiple venues linked by live telecommunications and hybrid meetings).
- (d) The notice of meeting and proxy form will be distributed to all shareholders prior to the AGM in the timeframe set by the Corporations Act and will be available on CleanSpace's website and the ASX website.
- (e) CleanSpace's auditor attends its AGM and is available to answer any questions regarding the conduct of and any issues arising from the audit or the preparation and content of the auditor's report.

## 6 General

- (a) **Annual report:** Unless the share registry has been notified otherwise, the annual report will be emailed to all shareholders (to the email address recorded on CleanSpace's share register) prior to the AGM within the timeframe set by the Corporations Act.
- (b) **Half-year and full-year results:** The half-year and full-year results will be announced to the ASX pursuant to the ASX Listing Rules and are available to shareholders in the same manner as other ASX announcements. Following the release of CleanSpace's half-year and full-year results, CleanSpace may conduct investor and analyst briefings at which the media, institutional investors, and stockbroking analysts will be briefed and given an opportunity to ask questions of CleanSpace's senior management.
- (c) **Dividends:** Australian resident shareholders are encouraged to provide CleanSpace's share registry with Australian bank account details to enable CleanSpace to pay dividends by electronic funds transfer, rather than by cheque.

- (d) **Share registry:** Shareholders with any questions related to their shareholding should contact CleanSpace’s share registry at:

Name	Boardroom Pty Limited (“Boardroom”)
Address	Level 12, 225 George Street, Sydney NSW 2000
Telephone number	(outside Australia) +61 2 9290 9600  (toll free within Australia) 1300 737 760

- (e) **Shareholder enquiries:** CleanSpace is committed to dealing with shareholder enquiries promptly and courteously and takes measures to ensure that its registry, Boardroom, also does so.
- (f) **Shareholder privacy:** CleanSpace recognises that privacy is important and will not disclose registered shareholder details unless required by law. Shareholder details will only be used in accordance with applicable privacy laws.
- (g) **Shareholders’ meetings:** CleanSpace will ensure that all substantive resolutions at a meeting of shareholders are decided by a poll rather than by a show of hands.