



**IXUP Limited**

**Corporate Governance Policies**

**Shareholders Communication Policy**

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# 1. Shareholders Communication Policy

## 1.1 Introduction

The Company recognises the value of providing current and relevant information to its shareholders. The purpose of this policy is to ensure that the Company provides timely and accurate information equally to all our shareholders and market participants regarding and in relation to the Company's financial performance, objectives, activities and governance.

The Managing Director and Chief Financial Officer have the primary responsibility for communicating with shareholders.

Information is communicated to shareholders through:

- (a) continuous disclosure to relevant stock markets of all material information;
- (b) periodic disclosure through the annual report (or concise annual report), half year financial report and quarterly reporting of corporate activities;
- (c) notices of meetings and explanatory material;
- (d) the annual general meeting and other shareholder meetings;
- (e) periodic newsletters or letters from the Chairman or Managing Director; and
- (f) the Company's website at [www.ixup.com](http://www.ixup.com).

The Company is committed to the promotion of investor confidence by ensuring that trading in the Company's securities takes place in an efficient, competitive and informed market.

## 1.2 Electronic communication and website

The Company believes that communicating with shareholders by electronic means, particularly through its website, is an efficient way of distributing information in a timely and convenient manner. In particular, the 'Investors' section on the Company Website is kept up to date to with the Company's investor communications and corporate governance information.

The Company's website includes the following pages, which contain relevant information for shareholders:

- (a) section on the Company's corporate governance policies and practices;
- (b) information on the Company's Directors and Senior Management;
- (c) investor section, which contains copies of annual, half yearly and quarterly reports, ASX announcements and other investor communications;
- (d) news section, containing for example newsletters, media briefings and clippings and power point presentations which are not primarily aimed at investors;
- (e) contact details for enquires from security holders, analysts or the media; and
- (f) contact details for the Company's share registry.

The Company's website will be updated with material released to the ASX as soon as practicable after confirmation of release by the ASX, including copies of any materials distributed at investor or analyst presentations.

All website information will be regularly reviewed and updated to ensure that information is

current, or appropriately dated and archived.

The Company places the full text of notices of meeting and explanatory material on the website.

### **1.3 Annual General Meeting (“AGM”)**

The Company recognises the importance of shareholder participation at its meetings, including the AGM and extraordinary general meetings which may be convened from time to time. The Company seeks to maximise shareholders' ability to participate in the general through the following means:

- (a) Distributing notices of meetings to shareholders in accordance with the provisions of the *Corporations Act 2001* (Cth);
- (b) allowing shareholders in attendance a reasonable opportunity to ask questions on any relevant matter, with time being specifically set aside for shareholder questions;
- (c) if shareholders are unable to attend a meeting, allowing shareholders to participate in voting on proposed resolutions by lodgment of proxies, including the lodgment of electronic proxies, and providing the shareholders with an opportunity to submit questions in advance of the meeting;
- (d) ensuring that a presentation on the Company's activities and finances are made to shareholders at each annual general meeting;
- (e) where practicable, ensuring that all directors of the Company, members of the management team and the external auditor (if applicable, at the AGM) are available to shareholders at the meeting;
- (f) allowing shareholders in attendance a reasonable opportunity to ask questions regarding the items of business, including questions to the external auditor regarding the conduct of the audit and the preparation and content of the Auditor's Report (if applicable, at the AGM);
- (g) ensuring all substantive resolutions at a meeting of shareholders are decided by a poll rather than a show of hands; and
- (h) where practicable, using technology to encourage shareholder participation at meetings (which may include, for example, live webcasting of meetings, holdings meetings across multiple venues linked by live telecommunications and hybrid/virtual meetings (subject to compliance with the Constitution)).

### **1.4 Electronic Communication**

Technology has allowed the Company to more effectively communicate with its stakeholders. Accordingly, the company has put in place arrangements such that:

- (a) shareholders can elect to receive communications from, and send communications, to the Company's share registry electronically;
- (b) the Company's email system allows team members and stakeholders to communicate simply and easily with management and our wider team; and
- (c) shareholders can elect to receive the Company's annual report electronically or in hard copy through the mail.

## **1.5 Questions**

Please contact the Company Secretary for any queries about this policy.

## **1.6 Review of Policy**

The policy will be reviewed regularly periodically and updated as required to ensure it remains consistent with current law and practice. The latest version of this policy can be found on the Company's website or obtained from the Company Secretary.

Date of approval: 15 June 2022 (effective)