

Shareholder Communications Policy

Jayex Technology Limited ACN 119 122 477 (**Company**)

Reviewed/Approved by the Board	
Adopted	September 2015
Reviewed & Approved	11 November 2019
Reviewed & Approved	23 November 2020
Reviewed & Approved	21 July 2022

Shareholder Communications Policy

1. Overview

- 1.1 The purpose of this policy is to promote effective communication with shareholders and encourage effective participation at general meetings of Jayex Technology Limited ACN 119 122 477 (**Company**).
- 1.2 The Company will ensure that:
- (a) materials detailed in this policy are maintained and updated on the Company's website (www.jayex.com) within a reasonable timeframe;
 - (b) shareholder communications are distributed to shareholders in accordance with the *Corporations Act 2001* (Cth) (**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. Methods of Communication

- 2.1 Information is provided to shareholders through, but is not limited to:
- (a) the Company's annual and half-yearly reports;
 - (b) market releases to the ASX in accordance with continuous disclosure obligations;
 - (c) social media;
 - (d) newsletters;
 - (e) webinars and presentations;
 - (f) the Company's website; and
 - (g) the annual general meeting (**AGM**).
- 2.2 The Company encourages shareholders to receive company information electronically by registering their email address online with the Company's share registry.
- 2.3 Shareholders may communicate with the Company by:
- (a) contacting the Company by telephone, mail or facsimile (contact details are available from the Company's website);
 - (b) the contact page on the Company's website;
 - (c) participation at the AGM; or
 - (d) participation at analyst and investor briefings which may be conducted from time to time.
- 2.4 Where appropriate, a summary of the views and matters of concern or interest to shareholders be communicated to the Board.
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3. ASX announcements

- 3.1 The Company makes announcements to the ASX in accordance with the Listing Rules and the Corporations Act.
- 3.2 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;
 - (b) under the 'Company Announcements' section of the ASX website;
 - (c) by email notification (when shareholders provide the Company with their email address and elect to be notified of all the Company's ASX announcements); and
 - (d) under the Company's social media accounts.

4. Website

- 4.1 The Company's website will contain information relevant to shareholders and stakeholders, including announcements made to the market by the Company (including all financial results, annual reports and press releases), Board and Board Committee charters, corporate governance policies and other material relevant to shareholders.
- 4.2 Shareholders are encouraged to view the website on a regular basis so that they can keep up to date with information concerning the Company.
- 4.3 The Company will also utilise social media and newsletters as key communication channels to distribute Company news that is not required to be issued through the ASX platform including but not limited to notification of webinars, speaking events, sector education and other non-price sensitive information.

5. Company's share registry

- 5.1 Shareholders are able to access information relevant to their holding via the Company share registry website, Automic Pty Ltd. Shareholders who do not have access to the internet should contact the Company's share registry with any enquiries relating to their shareholdings or alternatively contact the Company Secretary via email at melanie.leydin@vistra.com.
- 5.2 The ASX code for the Company is 'JTL'.
- 5.3 Shareholders will be given the option to receive communications from, and send communications to, the Company and its share registry electronically.
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6. Annual general meetings

6.1 The Company usually holds its annual general meeting (**AGM**) in May each year. The specific date, time and location of each AGM will be detailed:

(a) in the relevant notice of meeting; and

(b) on the Company's website.

Alternatively, shareholders can contact the Company's share registry or the Company Secretary directly to obtain this information.

6.2 The notice of meeting will be distributed to all shareholders prior to the AGM within the timeframe set by the Corporations Act and 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.

6.3 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.

6.4 The Chair 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).

6.5 The Chair's address (and any address by the Chief Executive Officer) will be released to the market immediately prior to the commencement of the AGM. 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.

7. Annual report

7.1 The annual report contains key financial information about the Company, as well as important operating and corporate information. As permitted by the Corporations Act, the default method of receiving the Company's annual reports is electronically via the 'About Us' section of the Company's website (under Reports and Presentations'). 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).

7.2 The annual report will be available to all shareholders prior to the AGM within the timeframe set by the Corporations Act. It is usually published in March each year.

8. Half-year and full-year results

8.1 The preliminary financial results for the 31 December full-year end are reported in February each year. The financial results for the 30 June half-year end are reported in August each year.

8.2 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 'About Us' section of the Company's website (under Reports)].

9. Media releases

Access to the Company's media releases is available from the 'Investors' section of the Company's website (under 'Announcements') 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. Investor and analyst briefings may occur at other times during the year as the Board deems appropriate.

10.2 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 'Investors' section of the Company's website and will be released to the market prior to delivery.

11. Information for beneficial owners

Beneficial owners of the Company securities are encouraged to contact the Company's share registry to arrange the direct receipt of shareholder materials.

12. External communications & further assistance

12.1 Any external enquiry about the Company's performance or announcements should be directed to the CEO.

12.2 The only persons authorised to respond on behalf of the Company, or give any official, or non-speculative information are the CEO and the Company Secretary. All other persons are prohibited from speaking or responding on behalf of the Company in relation to its performance or announcements.

12.3 Any employees that are approached by any shareholders, investors, members of the public or the media should direct any questions about the Company to the Company Secretary who will either respond or redirect internally.

12.4 The Company reserves the right at its absolute discretion not to respond to investor enquiries which are purely speculative in nature, statements of personal opinion or defamatory / offensive in nature or sent via social media only.

12.5 Social media posts will be released or authorised by the CEO only.

13. Other information

The Company's website will also contain the information set out at [Annexure A](#).

14. 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.

15. Questions about the policy and its application

- 15.1 Employees should direct their questions about the policy and its application in the first instance to the Company Secretary.
- 15.2 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 5.

16. Approved and adopted

This policy was approved and adopted by the Board on 9 September 2015.

Annexure A

The Company's website will contain:

1. the names, photographs and brief biographical information of each of the Company's directors and senior executives;
 2. the Company's constitution, its board charter;
 3. the Company's corporate governance policies and its other corporate governance materials;
 4. copies of the Company's annual reports and financial statements;
 5. copies of the Company's announcements to ASX;
 6. copies of notices of meetings of shareholders and any accompanying documents;
 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. a description of how the Company is structured;
 11. a summary of the Company's history;
 12. a key events calendar showing the expected dates in the forthcoming year for:
 - (a) results presentations and other significant events for investors and analysts;
 - (b) the annual general meeting of the Company;
 - (c) books' closing dates for determining entitlements to dividends or distributions; and
 - (d) ex-dividend and payment dates for dividends or distributions (if any);
 13. once they are known, the time, venue and other relevant details for results presentations and the annual general meeting of the Company;
 14. if the Company has different classes of securities on issue, a brief description of those different classes and the rights attaching to them;
 15. historical information about the market prices of the Company's securities;
 16. a description of the Company's dividend or distribution policy (if any);
 17. information about the Company's dividend or distribution history (if any);
 18. copies of media releases that the Company makes;
 19. contact details (preferably for a named individual) for enquiries from shareholders, analysts or the media;
 20. contact details for the Company's securities registry; and
 21. links to download key shareholder forms, such as transfer and transmission forms.
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