

# SHAREHOLDER COMMUNICATIONS POLICY



## 1. Overview

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- 1.1 Critica Limited (**Company**) recognises the value of effective two-way communication with its shareholders. This Shareholder Communications Policy (**Policy**) sets out how the Company will facilitate engagement with its shareholders.
- 1.2 Through this Policy, the Company aims to allow its shareholders and the market to gain a greater understanding of its business, governance, financial performance and prospects and to express their view on the Company and management of the Company.
- 1.3 This Policy is subject to the terms of the Company's Constitution (**Constitution**). This Policy should be read in conjunction with other relevant policies and procedures of the Company including the Company's Social Media Policy.

## 2. How information is communicated

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- 2.1 The Company's Managing Director/CEO and Company Secretary have the primary responsibility for communicating with shareholders.
- 2.2 Information is communicated to shareholders through:
  - (a) annual reports that are delivered to shareholders electronically or by post (if requested by the shareholder) unless the shareholder elects otherwise, released to the ASX and placed on the Company's website;
  - (b) half yearly and quarterly reports released to the ASX and placed on the Company's website;
  - (c) notices of general meeting and explanatory materials that are delivered to shareholders electronically or by post (if requested by the shareholder), released to the ASX and placed on the Company's website;
  - (d) general meetings;
  - (e) periodic newsletters or letters from the chair of the Company's board of directors (**Board**) released to the ASX and placed on the Company's website;
  - (f) the Company's website at [www.critica.limited](http://www.critica.limited) on which it posts all disclosures and announcements that it makes to the ASX; and
  - (g) the Company's social media platforms.
- 2.3 Through the Company's share registry, all shareholders are given the option to receive communications from the Company electronically. The Company's share registry will notify shareholders periodically and at least annually of their right to elect to receive electronic and physical documents or to change that election at any time.
- 2.4 The Company, through its Managing Director/CEO and Company Secretary, endeavours to:
  - (a) meet with shareholders upon reasonable request; and

- (b) respond to any reasonable queries shareholders may make from time to time as soon as is reasonably practicable.
- 2.5 Shareholder queries should be directed to the Company's Company Secretary or Managing Director/CEO at the first instance. Any material issues and concerns will be conveyed to the Board and relevant senior executives of the Company.
- 2.6 From time to time the Chair of the Board may be required to communicate to shareholders on behalf of the company as and when is reasonably required.

### **3. Electronic communication and website**

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- 3.1 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.
- 3.2 The Company's website includes the following:
  - (a) the Company's corporate governance policies and practices, which include:
    - (i) a statement of the Company's values;
    - (ii) the Company's constitution, Board Charter, policies and charters of all other committees established (if any); and
    - (iii) names, photographs and relevant information of each director and senior executive;
  - (b) copies of annual, half-yearly and quarterly reports;
  - (c) announcements released to ASX (including presentations); and
  - (d) copies of news articles and other media releases on the Company.
- 3.3 All website information will be regularly reviewed and updated to ensure that information is current, or appropriately dated and archived.

### **4. Written communication and annual report**

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- 4.1 Shareholders have been given the opportunity to elect:
  - (a) to receive a printed copy of the annual report; or
  - (b) not to receive that document at all.
- 4.2 The Company publishes its annual reports on the Company's website and notifies all shareholders of the web address where they can access the annual reports.
- 4.3 The Company will also make available via ASX any new and substantive investor or analyst presentation immediately prior to the presentation being given.

## 5. General meetings

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The Company recognises the rights of shareholders and encourages the effective exercise of those rights through the following means:

- (a) notices of general meeting are distributed to shareholders in accordance with the *Corporations Act 2001* (Cth);
- (b) notices of general meeting and other meeting materials are drafted in concise and clear language;
- (c) shareholders are encouraged to attend and participate at general meetings by voting and asking questions on any relevant matter, with time being specifically set aside for shareholder questions;
- (d) shareholders are encouraged to ask questions about, or provide comments on, the Company's management ahead of a general meeting if they are not able to attend. Where appropriate, these questions and comments will be addressed either by being read out and responded to at the meeting or by providing a transcript of the question or comment and a written response at the meeting (which the Company will make available to any shareholders attending online);
- (e) notices of general meeting encourage participation in voting on proposed resolutions by lodgement of proxies, if shareholders are unable to attend the meeting;
- (f) where practical, the Company will ensure that appropriate technology is used at general meetings to give shareholders as a whole a reasonable opportunity to participate and that those meetings will be held at a reasonable time and place;
- (g) any documents tabled or made available at a general meeting are uploaded to the Company's website; and
- (h) it is general practice for a presentation on the Company's activities to be made to shareholders at each general meeting, unless the Board considers otherwise.

## 6. Review

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This Policy is reviewed regularly and at least annually.