



# **Shareholder Communication Policy**

Version adopted by the Board: 3 December 2019

**Aquis Entertainment Limited (ACN 147 411 881)**

# Aquis Entertainment Limited Shareholder Communication Policy

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## 1 Purpose

- (a) This Policy applies to all directors, officers, employees, and also any contractors and consultants whose terms of engagement by Aquis Entertainment Limited ACN 147 411 881 or its subsidiaries (**Aquis Entertainment** or the **Company**) apply this Policy to them.
  - (b) Aquis Entertainment recognises that shareholders and other stakeholders are entitled to be informed in a timely and readily accessible manner of all major developments affecting Aquis Entertainment.
  - (c) The purpose of this Policy is to promote effective communication with shareholders and other stakeholders and to encourage and facilitate participation at Aquis Entertainment's general meetings and dealing promptly with the enquiries of shareholders and other stakeholders.
  - (d) This Policy should be read together with the Aquis Entertainment Disclosure Policy which sets out how Aquis Entertainment complies with its continuous disclosure obligations under the ASX Listing Rules and the Corporations Act 2001 (Cth) (the **Act**).
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## 2 Methods of communication

- (a) Information is provided to shareholders and other stakeholders through, but is not limited to:
    - (i) releases to the Australian Securities Exchange (**ASX**) in accordance with continuous disclosure obligations;
    - (ii) the Investors and Media section of Aquis Entertainment's website ([www.aquisentertainment.com](http://www.aquisentertainment.com));
    - (iii) Aquis Entertainment's annual and half-yearly reports; and
    - (iv) the annual general meeting (**AGM**).
  - (b) Aquis Entertainment encourages shareholders to receive company information electronically by registering their email address online with Aquis Entertainment's share registry.
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## 3 ASX releases

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

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#### 4 Aquis Entertainment's website

- (a) The Investors and Media section of Aquis Entertainment's 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 information contained on the Company's website is set out in Annexure A.

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#### 5 Annual and half-yearly reports

- (a) Aquis Entertainment publicly reports financial results twice a year, in accordance with the Act and the ASX Listing Rules. Financial results for the first half (for the six months ending 30 June) are reported in August, while the full year results (for the 12 months ending 31 December) are generally reported in February.
- (b) The financial reports for the relevant period will be subsequently made available on the Aquis Entertainment website.
- (c) Following the release of Aquis Entertainment's annual and half-year reports, Aquis Entertainment 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 the Chief Executive Officer, Financial Controller and other relevant members of management.

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#### 6 Annual general meeting

- (a) The AGM provides an important opportunity for Aquis Entertainment 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 of Aquis Entertainment (**Board**) and management and to vote on the Board's proposals. All shareholders are encouraged to attend the AGM.
- (b) The AGM will usually be held in May each year.
- (c) The date, time and location of the AGM will be provided to shareholders in the Notice of Meeting and on Aquis Entertainment's website.

The AGM pack is lodged with the ASX and sent by mail to all shareholders, in accordance with the timeframes set out in the Act. The AGM pack contains:

- the Notice of Meeting, including the explanatory memorandum;
- proxy form; and
- a hard copy of the Annual Report, if the shareholder has elected to receive it in this format.

These documents are available from Aquis Entertainment's website in the same manner as other ASX announcements.

- (d) Shareholders are encouraged to attend the AGM or, if they are unable to do so, they are encouraged to use the proxy form to vote on any resolutions to be decided at the meeting.
- (e) At the AGM, shareholders have the opportunity to ask questions about, or make comments on, Aquis Entertainment's operations and performance. Aquis Entertainment's auditor also attends the 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, the accounting policies adopted by Aquis Entertainment, and the auditor's independence.
- (f) Shareholders are also able to submit questions prior to the AGM. Subject to the other business being conducted at the AGM, the Chairman may formally respond to shareholder issues that are raised prior to the AGM and/or address to them within his Chairman's Address to the meeting.
- (g) In accordance with the Act, shareholders may also submit written questions to Aquis Entertainment's external auditor in relation to the conduct of their audit of the annual financial report and the content of the auditor's report.
- (h) The Chairman's address and the Chief Executive Officer's address to the AGM (if any) are released to the ASX prior to the AGM, and are available to shareholders on Aquis Entertainment's website.
- (i) Following the AGM, the results of voting on any resolutions are released to the ASX and are also available on Aquis Entertainment's website.

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## 7 General

- (a) **Annual report:** Aquis Entertainment views the Annual Report as a key communication channel for all shareholders. The Annual Report is lodged with the ASX and sent to shareholders prior to the AGM within the timeframe set by the Corporations Act.

Aquis Entertainment encourages the use of electronic versions of the Annual Report, which can be accessed from the Aquis Entertainment website. Shareholders can elect to either not receive the Annual Report, or receive it electronically (rather than in hard copy), by contacting Aquis Entertainment's Share Registry.

The Financial Report and Annual Report for the current year, and for previous years, are available from Aquis Entertainment's website. Alternatively, shareholders can receive a copy of the current year's Annual Report by contacting Aquis Entertainment's Share Registry.

- (b) **Investor and analyst briefings:** 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.

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

- (c) **Dividends:** Statements for any declared dividend will be mailed to shareholders on the business day prior to the date the dividend is paid.

Shareholders can obtain historical information regarding dividend payments from the Aquis Entertainment website. This information includes the amount of the dividend paid and the record date.

Shareholders seeking specific information regarding dividend payments, or method of payment, should contact Aquis Entertainment's Share Registry.

- (d) **Shareholder/Investor enquiries:** Shareholders with any questions related to their shareholding should contact Aquis Entertainment's Share Registry, details of which can be found at Aquis Entertainment's website.

Shareholder or investor questions of a more specific nature should be directed to Aquis Entertainment. Contact details are available from the Aquis Entertainment website.

Aquis Entertainment is committed to dealing with shareholder enquiries promptly and courteously and takes measures to ensure that its registry also does so.

- (e) **Shareholder privacy:** Aquis Entertainment recognises that privacy is important and will not disclose registered shareholder details unless required by, or in accordance with, law. Shareholder details will only be used in accordance with applicable privacy laws.

- (f) **Review of Policy:** The Board will review this Policy at least annually. Any amendments to this Policy will be approved by the Board.

This Policy has been developed in alignment with the ASX Corporate Governance Council's Corporate Governance Principles and Recommendations. It has also been developed to ensure compliance with Aquis Entertainment's obligations under the ASX Listing Rules and the Act.

- (g) **Publication:** This Policy will be made available on the Aquis Entertainment website: ([www.aquisentertainment.com](http://www.aquisentertainment.com))
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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 and the Charters of each of its Board Committees;
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) closing dates for determining entitlements to dividends or distributions; and
  - (d) ex-dividend and payment dates for dividends or distributions;
13. once they are known, the time, venue and other relevant details for results presentations and general meetings (including 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 shares;
16. a description of the Company's dividend or distribution policy;
17. information about the Company's dividend or distribution history;
18. copies of media releases that the Company makes;
19. contact details for enquiries from shareholders, analysts or the media;
20. contact details for the Company's Share Registry; and
21. links to download key shareholder forms, such as transfer and transmission forms, dividend and distribution reinvestment plan forms.