

## SHAREHOLDER COMMUNICATION GUIDELINES AND POLICY

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### **1 INTRODUCTION – “RESPECT THE RIGHTS OF SHAREHOLDERS”**

These guidelines are to assist Anova Metals Limited (“**Company**”) to develop policies and procedures to improve the Company’s communications with its shareholders.

Associated best practice recommendation focuses on improving communications with shareholders, providing them with useful information about the Company, and facilitating shareholder participation in company meetings.

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### **2 SHAREHOLDER COMMUNICATIONS STRATEGY**

#### **2.1 Purpose**

These guidelines are designed to establish a policy for communicating with shareholders:

- (a) using the Company’s website to promote and to facilitate shareholder communications; and
- (b) improving shareholder participation in meetings by use of technology and considering Corporate Governance Council guidelines for meetings and notices.

#### **2.2 Developing good communication practices**

To improve shareholder communication, the Company has determined to do the following:

- (a) Appoint an officer to deal with shareholder enquiries via the website.
- (b) Use e-mail to provide investor updates.
- (c) Increased use of e-mail to respond to shareholder queries and concerns.
- (d) Post a ‘contact us’ web link designed for shareholders on the website.
- (e) Place the full text of notices of meetings and accompanying explanatory material on the Company’s website.
- (f) Broadcast annual general meetings via web cam, allowing shareholders to participate via teleconference technology.
- (g) Allow for proxies to be sent in electronically.

- (h) Allow shareholders to electronically submit general meeting questions before the meeting.
- (i) Companies are required by the Listing Rules to release full notice documentation to the ASX Companies Announcements Office. In addition, the Company should place this material on its website in a prominent and accessible position to shareholders and other market participants who may be considering an investment in the Company. Alternatively, the notice of meeting can refer to the ability to download the notice from the website.
- (j) Ensure all information is released on the Company website promptly after release to ASX.
- (k) Allow for shareholders to sign up to receive all ASX releases via e-mail.
- (l) Consider webcasting or teleconferencing analyst and media briefings and general meetings or posting a transcript or summary on the website.
- (m) Provide information about previous press releases/announcements and financial data on the website.
- (n) Post the shareholder communication policy on the website.
- (o) Refer to the new procedures implemented in the annual report.
- (p) Appoint a committee to oversee the quality and quantity of information made accessible to shareholders.

### **2.3 Information to consider posting on the website**

As most shareholders will have access to the Company's website, the Company has developed a specific investor page to the website. Information that is posted on the investor page includes:

- (a) share price;
- (b) corporate profile:
  - (i) structure;
  - (ii) directors; and
  - (iii) management;
- (c) shareholder updates;
- (d) news and information;
- (e) financial calendar;
- (f) ASX company announcements;

- (g) a facility through which shareholders can subscribe for ASX announcements;
- (h) hyper link to share registry;
- (i) annual reports;
- (j) annual general meeting information:
  - (i) notice of meeting;
  - (ii) chairman's address;
  - (iii) chief executive officer's address;
  - (iv) resolution results;
  - (v) transcript;
  - (vi) slide/overheads; and
  - (vii) webcast;
- (k) corporate governance policies;
- (l) query form/"contact us";
- (m) speeches, presentations and publications involving analysts briefings; and
- (n) investor FAQ's.

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### **3 SHAREHOLDER COMMUNICATION POLICY**

It is imperative the Company keep its shareholders informed of its activities, its financial status and its forward strategy. The Company should communicate effectively with shareholders and make all company information understandable and accessible.

The Company is firmly committed to encouraging and facilitating shareholder communication with the Company and will do its utmost to ensure this is made as simple and effective as possible for shareholders.

The Board aims to ensure that shareholders are kept informed of all major developments affecting the Company. Examples of ways in which information is communicated to shareholders are:

- (a) through the distribution of the annual and half yearly reports via the Company's website;
- (b) releases made to ASX by the Company throughout the year with respect to changes in the business, future developments, and other pertinent issues; and
- (c) in the chairman's address delivered at the annual general meeting.

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#### **4 ANNUAL GENERAL MEETINGS**

Shareholders at the annual general meeting are encouraged to ask both the Company and its auditor questions regarding the Company's governance and business. Questions can be submitted electronically before the meeting by following the links on the Company's website.

Shareholders who cannot be present at the annual general meeting and who wish to observe the proceedings can do so by using the webcam facility if available.

In addition, the chairman's address to the annual general meeting, a transcript of the meeting and copies of overheads and power point presentations used, are available on the website immediately after the annual general meeting.

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#### **5 ANNUAL REPORT**

The Company believes it is important to provide effective communication to its shareholders. The Company's annual report is the main vehicle for communicating activities and performance for the previous 12 months. The annual report is posted on the Company's website and can be downloaded.

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#### **6 CONTINUOUS DISCLOSURE**

The Company's disclosure policy and practices are aimed at ensuring timely access for all investors to company information released under the continuous disclosure rules.

These practices include:

- (a) information released by the Company, including media releases and investor briefing materials, is first released to ASX; and
- (b) such information is posted on the Company's website immediately following release to ASX.

The Company's senior management meets regularly to consider its continuous disclosure obligations.

Unless the Company considers it has an obligation to make a statement on a particular matter, the Company's policy is not to respond to market rumours and media speculation.

The Company also produces shareholder updates on e-mail service, which notify shareholders electronically of all ASX announcements, press releases and significant events. Regular media and ASX announcements and external presentations in relation to performance and business activities are also posted on the website.