

# **Shareholder Communication Policy**

This policy has been ratified by the Board of Directors of E&A Limited on 24 October 2007



Chairman

Next due for review October 2008.

Revision History

Version No

1

Date Approved by the Board  
24 October 2007

## **1. BACKGROUND**

The Company recognises and understands the value and importance of maintaining strong communications with Shareholders.

## **2. OBJECTIVE**

The Company aims to ensure that all Shareholders are informed about all material developments in the management and operation of the Company and its business, in a manner which is timely and readily accessible to all Shareholders. In providing this information to Shareholders the Company recognises the right of Shareholders to receive regular information about the Company and aims to empower the Shareholders to make informed decisions about their continued investment in the Company. Together with its Continuous Disclosure Policy, the Company is actively supporting the maintenance of an efficient and informed market place.

## **3. RESPONSIBILITY**

The Company Secretary and the Chief Executive Officer are responsible for the implementation and administration of this Policy.

## **4. METHODS OF COMMUNICATION**

To ensure flexibility for Shareholders, relevant information will be communicated to Shareholders via a number of methods, dependant on the type of information to be communicated. This Policy sets out the minimum requirements for communication to Shareholders.

### **4.1 Annual Reports**

The Annual Report will communicate to Shareholders annual information about the Company's general and financial performance together with information on the future prospects for the Company.

Each Shareholder will receive by mail, a hard copy of the Annual Report for the Company, within 20 Business Days of it being lodged with the ASX. In addition, the

Annual Report for each year will be made available on the Company's website. A Shareholder may request distribution of the Annual Report by email rather than mail.

#### **4.2 Annual General Meeting**

At the Annual General Meeting Shareholders will receive information about the activities of the Company in the past year, the proposed activities for the Company in the forthcoming year, notification of any significant issues for the Company, and have an opportunity to ask questions of the Board.

All Shareholders will receive adequate written notice of the date, time and place for the Annual General Meeting together with any supporting materials, including proxy forms, explanatory memoranda and significant reports. A Shareholder may request distribution of this information by mail, fax or email.

In addition, all notices of Annual General Meetings together with associated supporting materials, minutes of past Annual General Meetings and copies of the Chairmans' address and any speeches delivered by the Chief Executive Officer at any Annual General meeting will be made available on the Company's website.

The Company will consider web-casting or tele-conferencing Annual General Meetings on its website.

#### **4.3 Half Year & Full Year Results**

The Company will publish its half-year and full-year results on its website as soon as is reasonably possible after they have been disclosed to the ASX in accordance with the Continuous Disclosure Policy.

#### **4.4 Shareholder Information**

The Company will provide the following shareholder information on its website:

- 4.4.1 contact details of the Company's share registry;
- 4.4.2 Investor and Shareholder FAQ's;
- 4.4.3 current Share Price;
- 4.4.4 instructions regarding change of Shareholder details;
- 4.4.5 financial calendar; and
- 4.4.6 corporate profile.

#### **4.5 News and Announcements**

The Company will maintain and update 'Investor Information' section of the Company's website to provide:

- 4.5.1 copies of all announcements given to the ASIC;
- 4.5.2 notice of the removal or appointment of directors and other senior management staff;
- 4.5.3 frequently asked questions;
- 4.5.4 updated share price and Company statistics;

- 4.5.5 contact details for the Company's Share registry and the methods for amendment of Shareholder details;
- 4.5.6 copies of all investor presentations made to analysts; and
- 4.5.7 copies of media releases regarding the activities of the Company.

The Company will consider adopting an email update system by which Shareholders may receive regular updates on news and announcements for the Company.

#### **4.6 Corporate Governance**

The Company will present an Annual Corporate Governance Statement in the Annual Report for each year. The Company will publish and update all policies, principles, codes of conduct and Board and Committee Charters for the Company and the Board on its website.

The Company has developed and will publish the following Corporate Governance policies and principles:

- 4.6.1 Board Charter;
- 4.6.2 Board Code of Conduct;
- 4.6.3 Continuous Disclosure Policy;
- 4.6.4 Induction, Continuing Education and Evaluation of Directors Policy;
- 4.6.5 Nomination and Remuneration Committee Charter;
- 4.6.6 Policy on Independent Directors;
- 4.6.7 Remuneration Policy;
- 4.6.8 Audit and Risk Management Committee Charter;
- 4.6.9 Risk Management Policy;
- 4.6.10 Shareholder Communication Policy; and
- 4.6.11 Share Trading Policy.

#### **5. SHAREHOLDER REQUESTS**

The Company will provide contact details on its website and in a prominent position in each Annual Report, to which all Shareholders may direct any questions. The Shareholders will be encouraged to provide feedback and ask questions about the Company and this Shareholder Communication Policy.

#### **6. MONITORING AND REVIEW**

- 6.1 The Board has approved this Policy and each year will summarise and as necessary update the key principles of the Policy in the annual report.
- 6.2 At least once in each financial year, the Board must consider the suitability of and compliance with this Policy, and amend and redistribute the policy accordingly.