



**ALVO MINERALS LIMITED**

**Shareholder Communication Policy**

Document version control:

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| <b>Custodian:</b>                                       | Company Secretary   |
| <b>Date previously approved by the Board:</b>           | 7 July 2021   |
| <b>Date of next scheduled review:</b>                   | 7 July 2022   |
| <b>Legislative framework and regulatory compliance:</b> | ASX Corporate Governance Principles and Recommendations (4th edition) |
| <b>Regulators:</b>                                      | ASX   |

## **1 INTRODUCTION**

### **1.1 Background**

Alvo Minerals Limited (**Company**) is committed to ensuring its shareholders have access to appropriate information about the Company, its governance and matters affecting the Company's performance, to allow them to effectively exercise their rights as shareholders.

### **1.2 Application**

All Company communications with shareholders must comply with this Shareholder Communication Policy (**Policy**) and other Company policies that apply from time to time, including but not limited to the Company's Continuous Disclosure Policy.

A reference to 'shareholders' in this Policy includes holders of any of the Company's equity securities from time to time. A reference to the Company in this Policy includes any subsidiaries of Alvo Minerals Limited (as and where applicable).

### **1.3 Objectives**

The board of directors of the Company (**Board**) has established this Policy to encourage and facilitate:

- (a) timely, effective, open and honest communication with shareholders through accessible and fair means; and
- (b) optimum attendance at and participation in shareholder meetings.

## **2 MEANS OF COMMUNICATION**

### **2.1 Electronic communication**

The Company conducts its business activities across geographical borders, including domestic and international borders. The Company recognises that the most efficient and effective means of communicating with its shareholders will largely be via electronic means. The Company will endeavour to ensure that:

- (a) shareholders have the option to access all relevant information electronically;
- (b) shareholders have the option to communicate with the Company electronically; and
- (c) the Company circulates all electronic communications to shareholders:
  - (i) in a format that is easily accessible and readable through an electronic device; and
  - (ii) with a printer-friendly option for shareholders who wish to retain a hard copy of the communication.

## **2.2 Market Releases**

The Company will make announcements to the market in accordance with the applicable listing rules (see also the Company's Continuous Disclosure Policy).

All announcements released to the market are available to shareholders:

- (a) under the investors section of the Company's website; and
- (b) under the company announcements section of the ASX website.

## **2.3 Website**

The Company's website is one of the Company's key means of communicating with its shareholders. The website will publish key information relevant to shareholders Corporate Governance landing page, including:

- (a) the Company's relevant corporate governance documents, including corporate governance policies and corporate governance statement;
- (b) a copy of the Company's annual reports and financial statements;
- (c) names, photographs and brief biographical information for the Company's directors, senior executives / key team members;
- (d) copies of the Companies ASX announcements and media releases, which the Company will publish in accordance with its Continuous Disclosure Policy;
- (e) copies of notices of shareholder meetings and accompanying documents;
- (f) contact details for the Company's share registry;
- (g) if it keeps them, webcasts and/or transcripts of shareholder meetings and copies of documents tabled or otherwise made available at those meetings; and
- (h) if it keeps them, webcasts and/or transcripts of investor or analyst presentations and copies of any materials distributed at those presentations.

## **2.4 Annual reports**

The Company will endeavour to ensure that its annual report delivers to shareholders a clear and accountable presentation of the Company's business activities and market position for the preceding financial year.

Unless Shareholders request a hard copy, the Company will distribute electronic copies of its annual report to shareholders via email. The Company's annual reports will be available on the Company's website.

## **2.5 Company disclosure**

In accordance with the Company's Continuous Disclosure Policy, the Company will ensure:

- (a) compliance with its continuous disclosure obligations under the Australian Securities Exchange (**ASX**) Listing Rules; and
- (b) shareholders have access to all ASX announcements and other public disclosures by publishing them on the Announcements landing page of the Company's website.

## 2.6 Shareholder meetings

The Company will hold an annual general meeting (**AGM**). The AGM and other shareholders meetings will provide a platform for:

- (a) the Company to inform shareholders of important matters, developments and areas of concern or interest to the Board; and
- (b) shareholders to express their views about areas of concern or interest to the Board; and
- (c) shareholders to vote on Board proposals and recommendations.

The Company encourages all shareholders to attend and engage in the AGM, where possible. The Company will inform shareholders of the date, time and location of the AGM via the Company's website and its annual report. Prior to all Company meetings, the Company will circulate a notice of meeting and associated documents to shareholders via email and the Company's website.

The Company recognises that all shareholders may not be able to physically attend Company meetings. To enable shareholder participation in these circumstances, the Company recommends that shareholders vote by proxy where possible and forward any inquiries or concerns they have to the Company Secretary prior to the Company meeting.

The Company will frequently review its policies and procedures for encouraging shareholder engagement in Company meetings. This will involve consideration of how technology can be used to facilitate shareholder participation, for example:

- (d) live webcasting of meetings so shareholders can view and/or hear proceedings online; and
- (e) holding meetings across multiple venues linked by live telecommunications.

## 2.7 General

**Annual report:** Unless shareholders have elected to have a hardcopy of the annual report mailed to them, the annual report (or a link where it can be downloaded) will be emailed to shareholders (to the email address recorded on the Company's share register) prior to the AGM within the timeframe set by the Corporations Act.

**Half-year and full year results:** The half-year and full-year results are announced to the ASX pursuant to the ASX Listing Rules and are available to shareholders in the same manner as other ASX announcements.

**Share registry:** Shareholders with any questions related to their shareholding should contact the Company's share registry:

Computershare Investor Services Pty Limited

Yarra Falls, 452 Johnston Street  
Abbotsford VIC 3067, Melbourne, Australia  
Phone: +61 (0)3 9415 4000 or 1300 850 505 (within Australia)

**Shareholder privacy:** The Company recognises that privacy is important and will not disclose registered shareholder details unless required by law. However, shareholders should be aware that certain details of holdings in a public company are publicly available by law. Shareholder details will only be used by the Company in accordance with applicable privacy laws and in accordance with the Company's privacy policy.

### **3 ADOPTION AND REVIEW OF THIS POLICY**

#### **3.1 Adoption**

The Board adopted this Policy on 7 July 2021. It takes effect from that date and replaces any previous Company policy in this regard.

#### **3.2 Review**

This Policy can only be amended with the approval of the Board. The Board will review this Policy periodically and will communicate any amendments to Company directors, employees, other personnel and shareholders, as appropriate.