

1. Overview

- 1.1 The purpose of this policy is to promote effective communication with shareholders and encourage effective participation at general meetings of Isentia Group Limited (**Company**).
- 1.2 The Company will ensure that:
- (a) materials detailed in this policy are maintained and updated on the Company's website (www.isentia.com) within a reasonable timeframe;
 - (b) shareholder communications are distributed to shareholders in accordance with the *Corporations Act 2001 (Cth)* (**Corporations Act**) and listing rules (**Listing Rules**) of ASX Limited (**ASX**); and
 - (c) it will use available channels and technologies to communicate widely and promptly to shareholders.

2. ASX announcements

- 2.1 The Company makes announcements to the ASX in accordance with the Listing Rules and the Corporations Act.
- 2.2 Announcements made by the Company to the ASX are, subject to applicable securities laws, available to shareholders:
- (a) on the 'Investor Centre' section of the Company's website;
 - (b) under the 'Company Announcements' section of the ASX website; and
 - (c) by email notification (when shareholders provide the Company with their email address and elect to be notified of all the Company's ASX announcements).

3. Company's share registry

Shareholders are able to access information relevant to their holding via the Company share registry

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3.1 The ASX code for the Company is 'ISD'.

4. Annual general meetings

4.1 The Company usually holds its annual general meeting (**AGM**) in November each year. The specific date, time and location of each AGM will be detailed:

- (a) in the relevant notice of meeting; and
- (b) on the Company's website.

Alternatively, shareholders can contact the Company's share registry or the Company Secretary directly to obtain this information.

4.2 The notice of meeting will be distributed to all shareholders prior to the AGM within the timeframe set by the Corporations Act and the Company's constitution. The full text of the notice of meeting will also be available via the 'Investor Centre' section of the Company's website.

4.3 Shareholder meetings are an opportunity for shareholders and other stakeholders to hear from and put questions to the board, management and the external auditor. Shareholders may attend the meeting in person or by proxy, representative or attorney.

4.4 If shareholders are present at the AGM, the chairman will provide reasonable time following the consideration of reports for questions and comment on these matters.

4.5 The chairman's address (and any chief executive officer's address) will be released to the market immediately prior to the commencement of the AGM. It will be available to shareholders in the same manner as other ASX announcements.

5. Annual report

5.1 The annual report contains key financial information about the Company, as well as important operating and corporate information. As permitted by the Corporations Act, the default method of receiving the Company's annual reports is electronically via the 'Investor Centre' section of the Company's website (under 'Reports'). A printed copy of the annual report is only sent to shareholders who elect to receive one. Shareholders who wish to receive a printed copy of the annual report should contact the Company's share registry (refer [section 3](#) for contact details).

5.2 The annual report will be available to all shareholders prior to the AGM within the timeframe set by the Corporations Act. It is usually published in October each year.

6. Half-year and full-year results

6.1 The financial results for the December half-year end are reported in February each year. The preliminary financial results for the June full-year end are reported in August each year.

6.2 As the half-year and full-year results are announced to the ASX pursuant to the Listing Rules, they will be available to shareholders in the same manner as other ASX announcements. In addition, the results will be accessible via the 'Investor Centre' section of the Company's website (under 'Reports').

7. Corporate governance

7.1 In accordance with Recommendation 6.1 of the ASX Corporate Governance Council Principles and Recommendations (**ASX Principles**), the Company has a 'Corporate Governance' section within the 'Investor Centre' on the Company's website.

7.2 The Company's annual corporate governance statement is prepared in accordance with the Listing Rules. It is contained in or accompanies the annual report each year and also is or will be available under the 'Corporate Governance' section of the Company's website.

7.3 In accordance with Recommendation 1.1 of the ASX Principles, the Company has a formal board charter, containing details of the functions and responsibilities of the Company's board. To assist the board in fulfilling its duties and responsibilities, it has established two board committees:

- (a) the nomination and remuneration committee; and
- (b) the audit and risk committee.

Each of these committees has a formal charter. The board and committee charters are also available to shareholders from the 'Corporate Governance' section of the Company's website.

8. Media releases

Access to the Company's media releases is available from the 'Investor Centre' section of the Company's website (under 'Announcements') and they are released to the market via the ASX.

9. Investor and analyst briefings

9.1 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.

9.2 If and when investor and analyst briefings occur at other times during the year, any presentation materials provided will be made available to all shareholders via the 'Investor Centre' section of the Company's website and will be released to the market prior to delivery.

10. Information for beneficial owners

Beneficial owners of the Company securities are encouraged to contact the Company's share registry to arrange the direct receipt of shareholder materials.

11. Publishing and updating the policy

In compliance with the ASX Principles, this policy or a summary of its main provisions will be published on the Company's website. The board may approve updates and amendment of this policy from time to time.

12. Questions about the policy and its application

- 12.1 Employees should direct their questions about the policy and its application in the first instance to the company secretary.
- 12.2 Shareholders, investors and members of the public should direct their questions about this policy and its application to the Company's share registrar, the details of which are set out in section 3.

13. Approved and adopted

This policy was approved and adopted by the board on 16 July 2014.