

# Shareholder Communications Policy

Approved by the Board with effect 28 September 2022

## 1. Overview

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- 1.1 Botala Energy Ltd (**Company**) recognises the value of keeping its shareholders fully informed. This Shareholder Communications Policy (**Policy**) sets out how the Company communicates relevant information to its shareholders.
- 1.2 This Policy is subject to the terms of the Company's Constitution (**Constitution**). This Policy should be read in conjunction with other relevant policies and procedures of the Company including the Company's Social Media Policy.

## 2. How information is communicated

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- 2.1 The CEO and Company Secretary have the primary responsibility for communicating with shareholders.
- 2.2 Information is communicated to shareholders through:
  - (a) periodic disclosure through the annual report on the financial and operational performance of the Company;
  - (b) notices of general meetings and explanatory material;
  - (c) general meetings;
  - (d) periodic updates from the Chairman;
  - (e) the Company's website at [www.botalaenergy.com.au](http://www.botalaenergy.com.au); and
  - (f) the Company's social media platforms.
- 2.3 Through the Company's share registry, all shareholders are given the option to receive communications from the Company electronically.

## 3. Electronic communication and website

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- 3.1 The Company believes that communicating with shareholders by electronic means, particularly through its website, is an efficient way of distributing information in a timely and convenient manner.

3.2 The Company's website includes the following pages, which contain relevant information for shareholders:

- (a) section on the Company's corporate governance policies and practices which includes:
  - (i) a statement of the Company's values;
  - (ii) the Company's constitution, Board Charter and Charters of all other committees established; and
  - (iii) names, photographs and biographical information of each director and senior executive;
- (b) reports section, which contains copies of annual reports, financial statements and other corporate reports
- (c) announcements released to ASX;
- (d) media releases section, that may contain sections on press releases, newsletters and media clippings; and
- (e) presentations section which contains power point presentations.

3.3 All website information will be regularly reviewed and updated to ensure that information is current, or appropriately dated and archived.

## 4. Written communication and annual report

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- 4.1 Shareholders have been given the opportunity to elect to receive a printed copy of the annual report on the financial and operational performance from the Company.
- 4.2 In addition, the Company publishes its annual report on the Company's website and notifies all shareholders of the web address where they can access the annual report.
- 4.3 The Company will also make available via ASX any new and substantive investor or analyst presentation prior to the presentation being given.

## 5. General meetings

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The Company recognises the rights of shareholders and encourages the effective exercise of those rights through the following means:

- (a) notices of general meetings are distributed to shareholders in accordance with the provisions of the Corporations Act;

- (b) notices of general meeting and other meeting material are drafted in concise and clear language;
- (c) shareholders are encouraged to use their attendance at general meetings to ask questions on any relevant matter, with time being specifically set aside for shareholder questions;
- (d) notices of general meetings encourage participation in voting on proposed resolutions by lodgement of proxies, if shareholders are unable to attend the meeting;
- (e) any documents tabled or made available at a shareholder meeting are uploaded to the Company's website; and
- (f) it is general practice for a presentation on the Company's activities to be made to shareholders at each general meeting unless the Board considers otherwise.

## 6. Review

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The Shareholders' Communication Policy is reviewed regularly and at least annually.