

Shareholder Communication Policy

Ashley Services Group Limited
ACN 094 747 510

Shareholder Communication Policy

1 Introduction

- 1.1 As a publicly listed company, the Company has obligations under the *Corporations Act 2001* (Cth) and the Listing Rules of ASX Limited (**ASX**) to keep the market fully informed of all information which may have or could be expected to have a material effect on the price or value of its securities.
- 1.2 This Policy is designed for strict compliance with these requirements. In addition, the Company believes in maintaining full and open communication with its shareholders, observing the highest standards in corporate governance and shareholder communications. Accordingly, the Company's Policy provides for communication with its shareholders over and above what is required by the legislation or regulators (subject only to essential commercial and confidentiality constraints).

2 Regular shareholder communications

- 2.1 The Company is committed (subject to commercial and confidentiality constraints) to maintaining direct, open and timely communications with all shareholders. At a minimum, shareholders will receive the following from the Company:
- (1) annual results;
 - (2) the annual report;
 - (3) an invitation to the annual general meeting (**AGM**) and all accompanying papers (ordinarily scheduled to occur in November);
 - (4) reports of the chairperson (**Chair**) Auditor and Managing Director disclosed at the AGM (ordinarily within a week of the occurrence of the AGM); and
 - (5) interim and half-yearly results.
- 2.2 The Company's aim is to ensure that all shareholders, both individual and institutional, have simultaneous access to all information. Ordinarily, market analysts, the stock exchange and industry bodies will also have access to information at the same time as the shareholders. All announcements made by the Company to the ASX are also posted on the Company's website at www.ashleyservicesgroup.com. In addition, all of the communications listed above are mailed to all shareholders listed on the Company's share register and where a shareholder has elected to participate in the Company's 'email alert scheme' are emailed to the email address notified to the Company by the shareholder.

3 Continuous disclosure

- 3.1 The Company also has a Continuous Disclosure Policy to ensure it meets its continuous disclosure obligations. Continuous disclosure is a standing agenda item for all meetings of the board of directors (**Board**) and senior management (**Senior Executives**) to ensure that the Company keeps the market fully informed of all information which may have or could be expected to have a material effect on the price or value of its securities.
- 3.2 In addition, the Company Secretary (**Disclosure Officer**) is charged with on-going responsibility to ensure that the Company's continuous disclosure obligations are met. As

such, the Secretary will escalate matters to the Board or its representatives as required where they consider it to be a matter requiring disclosure and it is outside the meeting schedules of the Board and Senior Executives.

- 3.3 All announcements made by the Company to the ASX will be published on the Company's website at www.ashleyservicesgroup.com.au.

4 Special shareholder communications

- 4.1 From time to time the Company will communicate other information to shareholders for example, special shareholder offers for our services or products. Such communications will be on a *needs be* basis and may be disseminated by direct written communication to shareholders or by way of a Company announcement to the ASX which would also be published on the Company's website.

5 Email communications

- 5.1 The Company also has an email communication initiative available to all shareholders. By logging on to the Company's website at www.ashleyservicesgroup.com.au and entering the investor relations section, shareholders can record their email address with the Company. In so doing, shareholders will be notified by email each time the Company makes an announcement to the ASX. The email will contain a link to the announcement on either the Company's or the ASX website.
- 5.2 In summary, the aim of this policy is to nurture the loyalty and confidence of our shareholders through frequent, full and forthright communication, both directly to shareholders and indirectly through analysts and the media. We aim to be a model corporation in our approach to shareholder communications and relations. We seek to ensure that each investor interaction with the Company meets the highest levels of professionalism and quality which we wish to be associated with the Ashley Services Group's name.

6 External auditors and the AGM

- 6.1 The Company will request that the external auditor attend the AGM and be available to answer shareholder questions about the conduct of the audit and the preparation and content of the auditor's report.

Adopted 31 July 2014