



Shareholder Communications Policy

Silk Logistics Holdings Limited

ACN 165 867 372

27 April 2023

Document Revision History

Version	Summary of Amendments	Approved by	Approval date
1.0	New Shareholder Communication Policy	Board of Directors	2 June 2021
2.0	Annual Review	Board of Directors	27 April 2023

Other Policy Details

Key Information	Details
Approval Body	Silk Logistics Holdings Limited Board of Directors
Key Stakeholders	Silk Logistics Holdings Limited Board of Directors Silk Logistics Holdings Limited Senior Management
Responsibility for Implementation	Chief Executive Officer Company Secretary
Policy Custodian	Company Secretary
Next Review Date	27 April 2024
Reference Policies	Market Disclosure Policy

Legislative and Regulatory Framework

Authority	Law, Resolution or Regulation
Australian Government	Corporations Act 2001 (Cth) (" Corporations Act ")
Australian Securities Exchange	ASX Listing Rules 3.1 – 3.1B Continuous Disclosure ASX Listing Rules Guidance Note 8 Continuous Disclosure ASX Listing Rules 4 Periodic Disclosure (collectively " Listing Rules ")
ASX Corporate Governance Council	ASX Corporate Governance Principles and Recommendation (2019) (" ASX Principles ")
ASIC	ASIC Regulatory Guide 62

1. Purpose

- 1.1. Silk Logistics Holdings Limited (the “**Company**”) has adopted this Shareholder Communications Policy (the “**Policy**”) to ensure that shareholders are informed in a timely and readily accessible manner of all major developments concerning the Company.
- 1.2. The purpose of this Policy is to promote effective 'two-way' communication with shareholders and to encourage effective participation at the Company’s general meetings and deal promptly with the enquiries of shareholders.

2. Methods of Communication

- 2.1. Information is provided to shareholders through, but is not limited to:
 - (a) the Company’s annual and half-yearly reports;
 - (b) market releases to the Australian Securities Exchange (**ASX**) in accordance with continuous disclosure obligations;
 - (c) the Company’s website; and
 - (d) the annual general meeting (**AGM**).
- 2.2. The Company encourages shareholders to receive company information electronically by registering their email address online with the Company’s share registry.
- 2.3. Shareholders may communicate with the Company by:
 - (a) contacting the Company by telephone, mail or email (contact details are available from the Company’s website);
 - (b) the contact page on the Company’s website;
 - (c) participation at the AGM (see section 5 below); or
 - (d) participation at analyst and investor briefings which may be conducted from time to time (see section 6 below).
- 2.4. Where appropriate, a summary of the views and matters of concern or interest to shareholders may be communicated to the Board.

3. Market Releases

- 3.1. The Company will make announcements to the market in accordance with the applicable Listing Rules and the Corporation Act (see also the Company’s Market Disclosure Policy).
- 3.2. All announcements released to the market, subject to applicable securities law, are available to shareholders:
 - (a) under the “Stock Information” 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’s share registry with their email address and elect to be notified of all the Company’s ASX announcements).

4. Website

- 4.1. The Company's website is the primary medium of providing information to all shareholders.
- 4.2. The Company's website will contain information relevant to shareholders and stakeholders, including announcements made to the market by the Company (including all financial results, annual reports and press releases) and other material relevant to shareholders.
- 4.3. In accordance with Recommendation 6.1 of the ASX Principles, the Company has a 'Governance' section on its website, which contains its board and board committee charters, and corporate governance policies.
- 4.4. The Company's annual corporate governance statement is prepared in accordance with the Listing Rules. It is contained in the annual report each year and is, available under the 'Governance' section of its website.

5. Annual General Meeting

- 5.1. The AGM provides an important opportunity for the Company to provide information to its shareholders and a reasonable opportunity for informed shareholder participation. At the AGM, shareholders can express their views to the Board and vote on the Board's proposals. All shareholders are encouraged to attend the AGM.
- 5.2. As a general approach, the notice convening the AGM will state that shareholders unable to attend the AGM are invited to submit questions in writing up to 5 business days prior to the AGM. Any questions and responses will be included in the record of the AGM.
- 5.3. The date, time and location of the AGM will be provided in the notice of meeting. Alternatively, shareholders can contact the Company's share registry or the Company Secretary directly to obtain this information.
- 5.4. The notice of meeting and proxy form will be distributed to all shareholders prior to the AGM in the timeframe set by the Corporations Act and the Company's Constitution. The notice will also be available on the Company's website.
- 5.5. The Company's auditor will attend its AGM and will be available to answer any questions regarding the conduct of and any issues arising from the audit, or the preparation and content of the auditor's report, and accounting policies in relation to the preparation of the financial statements.

6. Analyst and Investor Briefings

- 6.1. The Company may conduct briefings for analysts and investors from time to time to discuss matters concerning the Company. In these cases, the protocols set out in the Company's Continuous Disclosure Policy will apply.

7. General

- 7.1. **Annual report:** Unless shareholders have elected to have a hardcopy of the annual report mailed to them. The default method of receiving the Company's annual report is electronically on the Company's website, or via link where it may be downloaded. The link will be emailed to shareholders at the email address recorded on the Company's share register, prior to the AGM and within the timeframe set by the Corporations Act.

- 7.2. **Half-year and full year results:** The half-year and full-year financial results are announced to the ASX pursuant to the Listing Rules and are available to shareholders in the same manner as other ASX announcements under section 3.2 above.
- 7.3. **Investor and analyst presentation:** Presentations that are made to investors and analysts will be available to all shareholders via the 'Investor Webinar" section of the Company's website.
- 7.4. **Share registry:** Shareholders with any questions related to their shareholding should contact the Company's share registry:
- Boardroom Pty Limited**
Level 8, 210 George Street,
Sydney, NSW, 2000, Australia
- Phone: 1300 737 760 (within Australia) or +61 2 9290 9600 (outside Australia)
Email: enquiries@boardroomlimited.com.au
Postal Address: GPO Box 3993, Sydney NSW 2001
- 7.5. **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.

8. Further Information

- 8.1 Any questions about this policy should be referred to the Company Secretary.

9. Policy Review and Amendments

- 9.1. This Policy will be reviewed by our Board on an annual basis to ensure it remains effective and meets the best practice, industry standards and our needs.
- 9.2. The Policy will be available on the Company's website within a reasonable time after any such updates or amendments have been approved.
- 9.3. This Policy cannot be amended without written approval from the Board of Directors.