# Shareholder Communications Policy



## Gulf Manganese Corporation Limited (the 'Company')

#### 1. Overview

#### 1.1 Purpose

The purpose of this Shareholder Communications Policy is to promote effective communication with shareholders and encourage effective participation at general meetings of the Company.

## 1.2 Maintaining Shareholder Communication

The Company will ensure that:

- (a) materials detailed in this Policy are maintained and updated on the Company's website (www.gulfmanganese.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 of the Australian Securities Exchange (ASX) (Listing Rules); and
- (c) the Shareholder Communications Policy is updated and maintained as required.

#### 1.3 Methods of Communication

- (a) The following methods of communication are available to shareholders:
  - (i) telephone;
  - (ii) mail;
  - (iii) email:
  - (iv) facsimile; and
  - (v) the Company website.
- (b) This Policy details the method of communication available for various areas.

## 2. ASX Announcements

## 2.1 Outline

The Company makes announcements to the ASX in accordance with the ASX Listing Rules.

## 2.2 Availability

Announcements made by the Company to the ASX are available to shareholders:

- (a) via a link to the ASX website in the Investor Centre section of the Company website;
- (b) under the Company Announcements section of the ASX website; and

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(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 ASX Announcements). Share Registry

#### 2.3 General

Shareholders are able to access information relevant to their holding via the Company Share Registry Website, www.automic.com.au. Shareholders who do not have access to the internet should contact the Company's Share Registry with any enquiries relating to their shareholdings.

#### 2.4 Contact Details

Automic Registry Services Level 1 7 Ventnor Avenue West Perth WA 6005

Ph: +61 8 9324 2099 Fax: +61 8 9321 2337

## 2.5 ASX Code

The ASX Code for the Company is GMC.

#### 3. Share Registry Forms

#### 3.1 Amendment of Shareholder Details

(a) If shareholders wish to amend any of their details on the Company Share Register they must go to the Share Registry website, www.automic.com.au, or complete the appropriate form and send it to the Company's Share Registry (see the Company's Share Registry above for contact details).

Forms available from the Share Registry include:

- (i) Change of Address;
- (ii) Direct Credit of Payments;
- (iii) Communications; and
- (iv) Tax File Number or Australian Business Number Notification.
- (b) These forms may be downloaded from the Share Registry website, www.automic.com.au. Shareholders who do not have access to the internet should contact the Company's Share Registry (see the Company's Share Registry above for contact details).

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## 4. Annual General Meetings

# 4.1 Date and location of Annual General Meeting (AGM)

- (a) The Company usually holds its AGM in October/November each year.
- (b) The specific date, time and location of each AGM will be detailed:
  - (i) in the relevant Notice of Meeting; and
  - (ii) on the Company website.
- (c) Alternatively, shareholders can contact the Company's Share Registry or Company Secretary directly to obtain this information.

# 4.2 Notice of Meeting

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 website, www.gulfmineralscorp.com under 'ASX Releases").

#### 4.3 Questions from Shareholders to the Chairman and External Auditor at the AGM

- (a) At the AGM, shareholders can ask questions about or comment on:
  - (i) the management of the Company;
  - the conduct of the audit, preparation and content of the auditor's report, accounting policies adopted by the Company in relation to the preparation of the financial statements, and the independence of the auditor in relation to the conduct of the audit;
  - (iii) the remuneration report; and
  - (iv) the other items of business at the AGM.
- (b) If shareholders are present at the AGM, the Chairman will provide reasonable time following the consideration of reports for questions and comments on these matters. If shareholders are not present at the AGM:
  - (i) they can communicate their question to the Company prior to the AGM; and
  - (ii) as many as possible of the more frequently asked questions will be answered by the Chairman (or, where appropriate, the auditor) at the AGM.
- (c) Shareholders may attend the AGM in person or by proxy, representative or attorney. A proxy form will accompany the Notice of Meeting.

#### 4.4 Chairman's Address

The Chairman's Address (and any Chief Executive Officer Address) will be released to the market just prior to the commencement of the AGM. It will be available to shareholders in the same manner as other ASX Announcements (see ASX Announcements above).

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#### 5. Annual Report

# 5.1 Timing and availability

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 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 complete the Communications form available on the Company Share Registry website (www.automic.com.au) or contact the Company's Share Registry (see the Company's Share Registry above for contact details). 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 September each year.

#### 6. Half-Year & Full-Year Results

# 6.1 Timing

The financial results for the half-year ended 31 December are reported in February each year. The financial results for the full-year ended 30 June are reported in August each year.

## 6.2 Availability

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 (see ASX Announcements above). In addition, the results will be accessible via the 'Investor Centre' section of the Company website (under 'ASX Releases').

# 6.3 Investor & analyst presentations

Presentations that are made to investors and analysts at a group briefing will be available to all shareholders via the 'Investor Centre' section of the Company website (under 'Presentations') and will be, where necessary, released to the market prior to delivery.

# 7. Financial Calendar

## 7.1 Availability

The Company's financial calendar is available:

- (a) via the 'Investor Centre' section of the Company's website (under 'Key Dates'); and
- (b) by contacting the Company's Share Registry.

## 8. Corporate Governance

# 8.1 Corporate Governance website

In accordance with Recommendation 6.1 of the ASX Principles, the Company has a Corporate Governance section within the Company website.

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## 8.2 Corporate Governance statement

The Company's Annual Corporate Governance Statement is prepared in accordance with the ASX Listing Rules. It is contained in the Annual Report each year and is also available under the Corporate Governance section of the Company website.

# 8.3 Board and Committee Charters

- (a) 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 Board. The full Board currently undertake the duties and responsibilities of the:
  - (i) Remuneration and Nominations Committee; and
  - (ii) Audit Committee.
- (b) Each Committee has a formal Charter. The Board and Committee Charters are available to shareholders under the Corporate Governance section of the Company website.

#### 9. Media Releases

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

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