



## Shareholder Communications Policy

Careteq Limited

ACN 612 267 857

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## 1.0 INTRODUCTION

- 1.1 Careteq Limited (**Company**) has adopted a set of procedures and guidelines to ensure that it complies with its continuous obligations in accordance with all applicable legal and regulatory requirements under the *Corporations Act 2001* (Cth) (**Corporations Act**) and the ASX Listing Rules (**Continuous Disclosure Policy**).
- 1.2 The purpose of this Policy is to ensure that the shareholders are informed of all major developments affecting the Company's state of affairs.
- 1.3 The Company's board of directors (**Board**) bears the primary responsibility for this Policy, with management supporting its implementation.
- 1.4 The Company has adopted the recommendations provided in the ASX Corporate Governance Council's *Corporate Governance Principles and Recommendations (4th Edition, 2019)* as amended from time to time and, in particular, the recommendations regarding continuous disclosure and shareholder communications.

## 2.0 TYPES OF COMMUNICATION

- 2.1 The Company acknowledges that its interaction with stakeholders goes beyond compliance with its Continuous Disclosure Policy and regulatory obligations and includes, but is not limited to:
  - (a) the Annual Report shall be placed on the Company's website. A hard copy of the Annual Report shall be made available to Shareholders who select to receive it via completing the selection form accompanying the Notice of Annual General Meeting (**AGM**);
  - (b) the half yearly Director's and Financial Report which is placed on the Company's website;
  - (c) the half yearly audited financial statements prepared in accordance with the requirements of the Accounting Standards and the Corporations Act as lodged with ASIC and the ASX is to be sent to any shareholder who requests them;
  - (d) disclosures and announcements made to the Australian Securities Exchange (**ASX**) copies of which are placed on the Company's website;
  - (e) notices and explanatory memoranda of AGM and Extraordinary General Meetings (**EGM**) copies of which are placed on the Company's website;

- (f) the Chairman's address and the Chief Executive Officer/Managing Director's address made at the AGMs and the EGMs, copies of which are placed on the Company's website;
- (g) the Company's website on which the Company provides a link to all announcements which it makes to the ASX; and
- (h) the auditor's lead engagement partner being present at the AGM to answer questions from shareholders about the conduct of the audit and the preparation and content of the auditor's report.

2.2 Links are made immediately available on the Company's website to all information provided to the ASX. Shareholders are encouraged to review the information presented on the Company's website in the first instance, however should their query or concern not be addressed through this medium, they are advised to contact the Company Secretary.

### **3.0 GENERAL MEETINGS**

3.1 Shareholders are encouraged to participate at all EGMs and AGMs of the Company. Upon the despatch of any notice of meeting to Shareholders, the Company Secretary shall send out any accompanying materials deemed relevant to assist Shareholders in participating at the meeting.

### **4.0 WEBSITE UPDATES**

4.1 The Company is reviewing its website to identify ways in which it can promote its greater use by shareholders and make it more informative.

4.2 All historical Company Annual Reports are provided on the Company's website for a period of no less than three years (as applicable).

### **5.0 DISCLOSURE**

5.1 From time to time, we may change our policy on how we handle personal information or the sort of personal information which we hold. Any changes to our policy will be published on our website [careteq.com.au](http://careteq.com.au). By continuing to use the Company's services you will be deemed to have accepted the terms and conditions of this Policy.

### **6.0 REVIEW**

- 6.1 This Policy will be reviewed regularly by the Board, having regard to the changing circumstances of the Company.
- 6.2 All new management or other relevant staff will be provided with a copy of this Policy as part of their induction into the Company. Any updates or amendments as approved by the Board will be notified to employees by the Company Secretary.

## **7.0 APPROVED AND ADOPTED**

- 7.1 This Policy was approved and adopted by the Board on 22<sup>nd</sup> October 2021