
Shareholder Communication Policy

Youfoodz Holdings Limited

Adopted by the Board on 29 October 2020

1. Purpose

- 1.1 Youfoodz Holdings Limited (ACN 635 434 801) (**Company**) has adopted this Shareholder Communication Policy to ensure that shareholders are informed in a timely and readily accessible manner of all major developments affecting the Company.
- 1.2 The purpose of this policy is to promote effective communication with shareholders and to encourage and facilitate 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 investor relations section of the Company's website; and
 - (d) the annual general meeting.
- 2.2 The Company encourages shareholders to receive company information electronically by registering their email address online with the Company's share registry, details of which are provided in section 7.

3. ASX releases

- 3.1 The Company will make announcements to ASX in a timely manner in accordance with the ASX Listing Rules (see also the Company's Continuous Disclosure Policy).
- 3.2 All announcements made to ASX are available to shareholders through:
 - (a) the investor relations section of the Company's website; and
 - (b) the company announcements section of the ASX website.

4. Website

- 4.1 The investor relations section of the Company's website is the primary medium of providing information to all shareholders.
- 4.2 The investor relations section of the Company's website will contain information relevant to shareholders and stakeholders, including statements lodged with the ASX by the Company (including all financial results, annual reports and press releases), board and board committee charters and corporate governance policies and other material relevant to shareholders.

5. Annual general meeting (AGM)

- 5.1 The AGM provides an important opportunity for the Company to provide information to shareholders and a reasonable opportunity for informed shareholder participation. At the AGM, shareholders can express their views to the board of directors (**Board**) and vote on the Board's proposals. All shareholders are encouraged to attend the AGM.
- 5.2 The date, time and location of the AGM (including details to access the meeting virtually where applicable) will be provided in the notice of meeting and on the Company's website.
- 5.3 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 2001* (Cth) (**Corporations Act**), and will be available on the Company's website.
- 5.4 The Company's auditor will attend the 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.

6. Analysts and institutional investors

- 6.1 The Company may conduct briefings for analysts and institutional investors from time to time to discuss matters concerning the Company. The Company's Continuous Disclosure Policy addresses the disclosure issues associated with such briefings.
- 6.2 To ensure equality of information among shareholders, before any new and substantive presentation to analysts or investors the presentation materials will be released to ASX and posted on the Company's website, regardless of whether the presentation contains information required to be disclosed under ASX Listing Rule 3.1.
- 6.3 Where practicable, the Company will consider providing shareholders the opportunity to participate in such analyst or investor presentations, for example, by providing them with dial-in details or providing a link to a live webcast or other virtual conferencing facility. If that is not practicable, the Company will consider making a recording or transcript of the presentation available on its website as soon as it reasonably can.

7. General

- 7.1 **Annual report:** Unless shareholders have elected to have a hardcopy of the annual report mailed to them, the annual report (or a link where it can be downloaded) will be emailed to shareholders (to the email address recorded on the Company's share register) prior to the AGM within the timeframe set by the Corporations Act.
- 7.2 **Half-year and full-year results:** The half-year and full-year results are announced to the ASX pursuant to the ASX Listing Rules and are available to shareholders in the same manner as other ASX announcements.
- 7.3 **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.

7.4 **Share registry contact details:** Shareholders who wish to update their personal information, elect to receive communications electronically, or ask questions related to their shareholding should contact the Company's share registry, Boardroom Pty Limited:

Email: enquiries@boardroomlimited.com.au

Telephone: 1300 737 760 or +61 2 9290 9600

Post: Level 12, 225 George Street, Sydney NSW 2000

Website: www.boardroomlimited.com.au

7.5 **General queries:** Shareholder queries relating to the management of the Company can be directed to the Company via its share registry, at the contact details described above.

8. Review of this Policy

8.1 The Board will review this Policy from time to time to ensure that it is operating effectively and consider whether any changes are appropriate.

8.2 This Policy may be amended by resolution of the Board.