



SHAREHOLDER COMMUNICATIONS POLICY
Link Administration Holdings Limited ("Company")
ABN 27 120 964 098

1. Purpose

The Company is committed to regularly communicating with shareholders in a timely, accessible and clear manner with respect to both procedural matters and major issues affecting the Company. To achieve this, the Company communicates with shareholders through a range of forums and publications.

The reference to "**shareholder**" in this Policy includes holders of shares, options and other securities of the Company.

2. Annual Report

The Company aims to ensure that its Annual Report provides shareholders with a good understanding of the Company's activities, performance and position for the previous financial year.

3. Continuous Disclosure

As set out in its Continuous Disclosure Policy, the Company is committed to complying with, and taking a proactive approach to, its continuous disclosure obligations. The Company will make announcements to the ASX in a timely manner in accordance with the ASX Listing Rules and the Continuous Disclosure Policy.

All announcements made to the ASX are available to shareholders under the investor section of the Company's website or under the company announcements section of the ASX website.

4. Website

The Company aims to provide shareholders with comprehensive and timely access to Company documents and releases through the investor relations section of the Company's website. The Company's website will include:

- copies of the Company's Constitution, Board and committee charters and key corporate governance policies;
- copies of all material information lodged with the ASX;
- copies of all announcements, briefings, presentations and speeches made to the market, analysts, institutional investors or the media;
- press releases or announcements made by the Company;
- half-year and full-year financial results of the Company;
- a means for the shareholders to submit enquiries directly to the Company;
- the full text of notices of shareholder meetings and explanatory material;

- the Company's Annual Reports;
- the names, photographs and brief biographical information for each of the Company's directors and senior executives;
- webcasts (as and when available); and
- other material relevant to the Company's shareholders.

Other information and updates may be provided to shareholders via periodic mail-outs. In addition, the Company allows shareholders to elect to receive email communications where appropriate.

5. Annual General Meeting

The Company's annual general meeting ("**Annual General Meeting**") provides an important opportunity for the Company to provide information to its shareholders and a reasonable opportunity for informed shareholder participation. At the Annual General Meeting, shareholders can express their views to the board of the Company and management and to vote on the board's proposals. All shareholders are encouraged to attend and participate in the Annual General Meeting.

The Company encourages shareholders to submit questions or requests for information ahead of the Annual General Meeting, directly to the Company via the Company's website at www.linkgroup.com.

The Company intends to webcast its Annual General Meeting for the benefit of shareholders who cannot attend the meeting in person.

The Company's external auditor will attend the Annual General Meeting and will be available to answer questions from shareholders about the conduct of the audit and preparation of the auditor's report.

6. Share Registry and Contact Details

Shareholders who wish to update personal or contact information, elect to receive communications electronically, or wish to ask a question related to their shareholding in the Company should contact their broker or the Company's share registry, Link Market Services Limited.

The contact details are:

Email: registrars@linkmarketservices.com.au

Telephone: 1300 934 599 or +61 2 8767 1361

Post: Locked Bag A14, Sydney South NSW 1235

Website: www.linkgroup.com

The Company is committed to dealing with shareholder enquiries promptly and courteously and takes measures to ensure that its registry, Link Market Services, also does so.