



LINK GROUP SHAREHOLDER COMMUNICATIONS POLICY

1. Purpose

Link Administration Holdings Limited (**Company**) is committed to communicating with shareholders in a timely, transparent, accessible and clear way. This Policy aims to promote effective communication 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. 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 promptly in accordance with its Continuous Disclosure Policy and the ASX Listing Rules.

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

3. Website

The Company's website at www.linkgroup.com is kept up to date to maintain effective communication with shareholders and provide timely access to key Company information. The Company's website includes:

- copies of the Company's Constitution, Board and committee charters and key corporate governance policies;
- copies of all announcements, press releases, briefings, presentations and speeches made to the ASX, institutional investors, analysts or the media;
- half-year and full-year financial results of the Company;
- the Company's Annual Reports, in both interactive and downloadable formats;
- notices of shareholder meetings, and explanatory and other related material;
- the names, photographs and brief biographical information for each of the Company's directors and senior executives;
- webcasts (as and when available);
- a means for shareholders to submit enquiries directly to the Company; 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.

4. Annual General Meeting

The Company's Annual General Meeting (**AGM**) provides an important opportunity for shareholder engagement where:

- the Company provides information to its shareholders;
- shareholders participate in the meeting through voting and by asking questions about the business of the AGM and management of the Company;
- the Company's independent external auditor attends and is available to answer questions from shareholders about the conduct of the audit and preparation of the auditor's report.

The Company encourages maximum shareholder engagement and participation at the AGM, regardless of the geographic location of shareholders, by giving all shareholders the opportunity to participate in the AGM through Link Group's online platform. Shareholders who choose to participate in the meeting online are able to view the AGM live via webcast and vote and ask questions online. Further information is provided in the Notice of Meeting each year, and in the [Link Group Online Platform Guide](#).

Presentations and speeches made by the Chair and Managing Director will also be made available via the Company's and ASX's website immediately prior to the commencement of the meeting.

Shareholders who attend the AGM in person can cast their votes using the LinkVote App on their mobile phone or tablet device.

Shareholders who are unable to attend the AGM either online or in person are encouraged to vote on the proposed resolutions by casting a direct vote prior to the AGM or by appointing a proxy.

In addition, shareholders have the opportunity to submit written questions to the Company and its independent external auditor, and make comments on the management of the Company. The Company encourages shareholders to submit questions or requests for information ahead of the AGM via the Link Group Investor Centre (login via www.linkmarketservices.com.au, select Voting then click "Ask a Question").

5. Institutional Investors and Proxy Advisers

The Company is committed to managing its relationships with institutional investors, in compliance with the Company's Continuous Disclosure Policy and the ASX Listing Rules. A structured engagement program is in place to facilitate proactive communication with institutional investors, including post-results briefings and periodic investor days.

The Company also has a proactive approach to engaging with proxy advisers in relation to corporate governance matters.

Beneficial owners of Link Group shares may choose to receive shareholder materials directly by email on request.

6. Contact Details

Shareholders who want to update personal or contact information, elect to receive communications electronically, or 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 share registry contact details are:

Email: LNK@linkmarketservices.com.au

Telephone: 1300 934 599 or +61 2 8767 1361

Post: Locked Bag A14, Sydney South NSW 1235

Website: www.linkmarketservices.com.au

Shareholder queries relating to the management of the Company can be directed to Link Group Investor Relations, at the following email address:

investor.relations@linkgroup.com.

Link Group, as both an issuer and share registry, is committed to dealing with shareholder enquiries promptly and respectfully.

History:

Adopted: September 2015

Amended: March 2018