



# Shareholder Communication Policy

APM Human Services International Limited (ACN 639 621 766)

Adopted by the Board on 21 October 2021



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## 1. Purpose

- (a) APM Human Services International Limited (ACN 639 621 766) (**APM**) recognises that shareholders and other stakeholders are entitled to be informed in a timely and readily accessible manner of all major developments affecting APM.
- (b) The purpose of this shareholder communications policy is to promote effective communication with shareholders and other stakeholders and to encourage and facilitate participation at APM's general meetings and dealing promptly with the enquiries of shareholders and other stakeholders.

## 2. Methods of communication

Information is provided to shareholders and other stakeholders through, but is not limited to:

- (a) releases to the Australian Securities Exchange (**ASX**) in accordance with continuous disclosure obligations;
- (b) the corporate and investor sections of APM's website;
- (c) APM's annual and half-yearly reports; and
- (d) the annual general meeting (**AGM**).
- (e) APM encourages shareholders to receive company information electronically by registering their email address online with APM's share registry.

## 3. ASX releases

- (a) APM will make announcements to the ASX in a timely manner in accordance with the ASX Listing Rules (see also APM's Disclosure Policy).
- (b) All announcements made to the ASX are available to shareholders:
  - (i) under the investor section of APM's website; or
  - (ii) under the company announcements section of the ASX website.

## 4. APM's Website

- (a) The investor section of APM's website is the primary medium of providing information to all shareholders and stakeholders. It has been designed to enable information to be accessed in a clear and readily accessible manner.
- (b) The corporate section of APM's website will provide governance-related information including details of the Board of APM (Board) and senior management team and copies of APM's board committee charters and company policies.
- (c) The investor section of APM's website will contain information relevant to shareholders and stakeholders including statements lodged with the ASX by APM (including all financial results and annual reports), press releases and other material relevant to APM shareholders.

## 5. Annual general meeting

- (a) The AGM provides an important opportunity for APM to provide information to its shareholders and a reasonable opportunity for informed shareholder participation. At the AGM, shareholders can express their views to the Board and management and to vote on the Board's proposals. All shareholders are encouraged to attend and participate at the AGM.

- (b) The date, time and location of the AGM will be provided in the notice of meeting, in the annual report and on APM’s website.
- (c) Where practicable, APM will consider the use of technological solutions for encouraging shareholder participation at meetings (which may include, for example, live webcasting of meetings, holding meetings across multiple venues linked by live telecommunications and hybrid meetings).
- (d) 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 and will be available on APM’s website.
- (e) APM’s auditor attends its AGM and is 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. General

- (a) **Annual report:** Unless the share registry has been notified otherwise, the annual report will be emailed to all shareholders (to the email address recorded on APM’s share register) prior to the AGM within the timeframe set by the Corporations Act.
- (b) **Half-year and full-year results:** The half-year and full-year results will be announced to the ASX pursuant to the ASX Listing Rules and are available to shareholders in the same manner as other ASX announcements. Following the release of APM’s half-year and full-year results, APM may conduct investor and analyst briefings at which the media, institutional investors, and stockbroking analysts will be briefed and given an opportunity to ask questions of APM’s senior management.
- (c) **Dividends:** Australian resident shareholders are encouraged to provide APM’s share registry with Australian bank account details to enable APM to pay dividends by electronic funds transfer, rather than by cheque.
- (d) **Share registry:** Shareholders with any questions related to their shareholding should contact APM’s share registry Computershare at:

<b>Address</b>	<b>172 St Georges Terrace, Perth WA 6000</b>
<b>Telephone Number</b>	<b>(+61) (8) 6188 0800</b>

- (e) **Shareholder enquiries:** APM is committed to dealing with shareholder enquiries promptly and courteously and takes measures to ensure that its registry, Computershare, also does so.
- (f) **Shareholder privacy:** APM recognises that privacy is important and will not disclose registered shareholder details unless required by law. Shareholder details will only be used in accordance with applicable privacy laws.
- (g) **Shareholders’ meetings:** APM will ensure that all substantive resolutions at a meeting of shareholders are decided by a poll rather than by a show of hands.