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# **Shareholder Communication Policy**

Bapcor Limited ABN 80 153 199 912

Adopted by the Board on 31 March 2014



## Bapcor Limited Shareholder Communication Policy

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### 1 Purpose

- (a) Bapcor Limited (**Bapcor**) recognises that shareholders and other stakeholders are entitled to be informed in a timely and readily accessible manner of all major developments affecting Bapcor.
  - (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 Bapcor's general meetings and dealing promptly with the enquiries of shareholders and other stakeholders.
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### 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 investor relations section of Bapcor's website ([www.Bapcor.com.au](http://www.Bapcor.com.au));
- (c) Bapcor's annual and half-yearly reports; and
- (d) the annual general meeting (**AGM**).

Bapcor encourages shareholders to receive company information electronically by registering their email address online with Bapcor's share registry.

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### 3 ASX releases

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

- (a) The investor relations section of Bapcor'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 investor relations section of Bapcor's website will contain information relevant to shareholders and stakeholders including statements lodged with the ASX by Bapcor (including all financial results and annual reports), board and board committee charters and corporate governance policies, press releases and other material relevant to Bapcor shareholders.
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### 5 Annual general meeting

- (a) The AGM provides an important opportunity for Bapcor 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 of Bapcor (**Board**) and management and to vote on the Board's proposals. All shareholders are encouraged to attend 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 Bapcor's website.
- (c) 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 Bapcor's website.
- (d) Bapcor'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.

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## 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 Bapcor'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 Bapcor's half-year and full-year results, Bapcor 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 the Chief Executive Officer, Chief Financial Officer and other relevant members of management.
- (c) **Dividends:** Australian resident shareholders are encouraged to provide Bapcor's share registry with bank account details to enable Bapcor to pay dividends by electronic funds transfer, rather than by cheque.
- (d) **Share registry:** Shareholders with any questions related to their shareholding should contact Bapcor's share registry at:

Address	Computershare Investor Services Pty Limited
Telephone number	1300 850 505 (toll free within Australia) or +613 9415 4000 (outside Australia)]

- (e) **Shareholder enquiries:** Bapcor is committed to dealing with shareholder enquiries promptly and courteously and takes measure to ensure that its registry, Computershare Investor Services Pty Limited, also does so.
- (f) **Shareholder privacy:** Bapcor 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.