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# Shareholder Communication Policy

**Policy No.** BAPCORP055  
**Effective date:** 31 March 2014  
**Last review date:** 19 June 2024  
**Recommended by:** General Counsel and Company Secretary  
**Authorised by:** Bapcor Board of Directors

## Our Values



**We do the right thing...**

We are **open, honest** and **respectful**. We **do what we say** and **say what we do**.



**We are in it together...**

We're all part of the Bapcor **family**. We **support** each other, **include** everyone and have **fun** along the way.



**We give a damn...**

We **care** about what we do and are **proud** of how we do it. We are **passionate** and **make a difference**.



**We get it done...**

We use our **unique** talents to find **solutions** and **achieve** **common goals**. We celebrate success and strive to win.

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# 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) Bapcor's website ([www.Bapcor.com.au](http://www.Bapcor.com.au));
- (c) Investor presentations and briefings;
- (d) Media and press releases;
- (e) Bapcor's annual and half-yearly reports; and
- (f) Notices of the annual general meeting (**AGM**) and AGMs.

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 Centre 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 Centre 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 Centre section of Bapcor's website contains information relevant to shareholders and stakeholders including announcements lodged with the ASX by Bapcor (including all financial

reports and annual reports), key dates, share price data, dividend history, share registry and other material relevant to Bapcor shareholders.

- (c) The Governance section of Bapcor's website contains key corporate governance documents (including Bapcor's Constitution, and the latest Corporate Governance Statement), board and committee charters, and corporate governance policies and codes.

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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 and lodged with the ASX.
- (d) Shareholders who attend the AGM in person or online can cast their votes in the manner directed during the AGM. Shareholders who are unable to attend the AGM are encouraged to vote on the proposed resolutions by casting a direct vote prior to the AGM or by appointing a proxy.
- (e) The Chair of the Board's address and the Managing Director's address will be lodged with the ASX prior to the commencement of the AGM and will be available to shareholders on the Bapcor website in the same manner as other ASX announcements.
- (f) 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 , 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  
GPO Box 2975, Melbourne VIC 3001 Australia



Telephone number 1300 850 505 (toll free within Australia)  
+613 9415 4000 (outside Australia)

Online [www.investorcentre.com/contact](http://www.investorcentre.com/contact)

Details of individual shareholdings can be checked by visiting the Bapcor Share Registry website at [www.investorcentre.com/au](http://www.investorcentre.com/au) and clicking on the Login button. To register for online access, for security reasons, shareholders are required to key in their Securityholder Reference Number (SRN) or Holder Identification Number (HIN) plus last name and postcode, to enable access to personal information.

- (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. Shareholders with queries (other than those relating to Bapcor's share registry) can be directed to:

Online [investorrelations@bapcor.com.au](mailto:investorrelations@bapcor.com.au)

- (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.

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## 7 Review

This Policy will be reviewed and updated as necessary to ensure continuous improvement of shareholder communication at least once every two years with updates and amendments to this Policy to be approved by the Board of Bapcor Limited.

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## 8 Related Policies, Procedures and Resources

Bapcor Code of Conduct

Disclosure Policy BAPCORP046

Securities Trading Policy BAPCORP045

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## 9 Version Control

Version	Amendment/s	Date created	Author
1.0	Establish policy	31 March 2014	CEO
2.0	Review and amendment to Policy as approved by the Bapcor Board	19 June 2024	GC & Co Sec