



Shareholder Communication Policy

Adopted on: 23 September 2021



Table of Contents

1. Overview..... 3

2. Communication with Shareholders..... 3

3. Review 4

Shareholder Communication Policy

1. Overview

Vitrafy Life Sciences Pty Ltd (Company) is committed to regularly communicating with its shareholders in a timely and accessible manner, and to encouraging shareholder participation at its general meetings.

The purpose of this policy (Policy) is to set out the processes by which the Company will strive to ensure that shareholders are provided with appropriate information and facilities to allow them to exercise their rights effectively.

2. Communication with Shareholders

2.1. Annual General Meetings

- (a) Before each Annual General Meeting (**AGM**), the Company will distribute to shareholders a notice of meeting that complies with all relevant requirements under the *Corporations Act 2001* (Cth) (**Corporations Act**), the ASX Listing Rules (**Listing Rules**) and the Company's constitution. The Company encourages shareholders to provide email addresses so that notices of meeting and explanatory material can be sent to shareholders via email.
- (b) AGMs are an opportunity for shareholders to hear from and engage with the Board, management, and the Company's external auditor. The Company and its Board encourages shareholders to actively participate at AGMs.
- (c) The Company will request that the external auditor attend AGMs and be available to answer shareholder questions about the conduct of the audit and the preparation and content of the auditor's report.
- (d) Shareholders who are unable to attend an AGM are encouraged to exercise their right to ask questions about or make comments on the management of the Company by emailing questions to the Company Secretary prior to the AGM.

2.2. Annual Report

- (a) 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.
- (b) The Company's annual report will be made available electronically via its website. Shareholders can also elect to receive a printed copy of the annual report.

2.3. Announcements to the ASX

- (a) Significant developments affecting the Company may be the subject of an announcement to the ASX under the Company's continuous disclosure obligations.
- (b) All ASX announcements made to the market, including annual and half-year financial results, will be placed on the Company's website as soon as practicable after release.

2.4. Investor and Analyst Briefings

- (a) Investor and analyst briefings may occur whenever the Board deems appropriate. Any presentation material will be released to the ASX before such briefings take place, and where appropriate, the Company will utilise webcasting or teleconferencing technology to broadcast the briefings.

2.5. Methods of Communication – Distribution

- (a) Whenever possible, the Company will provide shareholders with the option to receive communications from and send communications to the Company electronically.
- (b) The Company aims to provide shareholders with comprehensive and timely access to Company documents and releases through its website. Information available on the Company's website will include:
 - (i) the names, photographs and brief biographical information for each of the Company's directors and senior executives.
 - (ii) the Company's board charter and the charters of each of its Board committees.
 - (iii) the Company's corporate governance policies.
 - (iv) copies of the Company's annual reports and financial statements.
 - (v) copies of any announcements to ASX.
 - (vi) the full text of notices of meetings and any accompanying documents.
 - (vii) presentation materials provided at investor and analyst briefings.
 - (viii) if the Company keeps them, webcasts and/or transcripts of investor and analyst briefings.
 - (ix) if the Company keeps them, webcasts and/or transcripts of meetings of shareholders and copies of any documents tabled or otherwise made available at those meetings; and
 - (x) a means for the shareholders to submit enquiries directly to the Company.

2.6. Share Registry

- (a) Shareholders can access information relevant to their holding, as well as update personal information via the Company share registry's website.
- (b) Shareholders should direct any enquiries relating to their holding to enquiries@boardroomlimited.com.au.

3. Review

The Board will review this Policy at least annually to ensure that it accords with best practise and remains consistent with its objectives.

The Policy may be amended from time to time by resolution of the Board.