



**K2FLY LIMITED  
ACN 125 345 502  
(Company)**

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## **SHAREHOLDERS COMMUNICATION POLICY**

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Reviewed and updated on 28 August 2023

## 1. **SHAREHOLDERS COMMUNICATION POLICY**

The Company recognises the value of providing current and relevant information to its shareholders and aims to ensure that its shareholders are informed of all major developments affecting the Company's state of affairs.

Information is communicated to shareholders through:

- (a) disclosures and announcements made to the ASX of all material information;
- (b) periodic disclosure through the annual report (or concise annual report), half year financial report and quarterly reporting;
- (c) notices of meetings and explanatory material of Annual General Meetings and General Meetings (**Shareholder Meetings**);
- (d) the Chair of the Board's address and/or the CEO address made at Shareholder Meetings;
- (e) Investor presentations;
- (f) Quarterly CEO/CFO updates; and
- (g) the Company's website at [www.k2fly.com](http://www.k2fly.com).

The Company is committed to the promotion of investor confidence by ensuring that trading in the Company's securities takes place in an efficient, competitive and informed market.

### ***Electronic communication and website***

The Company believes that communicating with shareholders by electronic means, particularly through its website, is an efficient way of distributing information in a timely and convenient manner.

As part of the Company's developing investor relations program, shareholders can register with the Company to receive email notifications of when an announcement is made by the Company to the ASX, including the release of the Annual Report, half yearly reports, quarterly reports and notices of meeting and explanatory material for Shareholder Meetings.

All website information will be continuously reviewed and updated to ensure that information is current, or appropriately dated and archived.

### ***Shareholder meetings***

The Company recognises the rights of shareholders and encourages the effective exercise of those rights through the following means:

- (a) notices of meetings are distributed to shareholders in accordance with the provisions of the Corporations Act;

- (b) notices of meeting and other meeting material are drafted in concise and clear language;
- (c) shareholders are encouraged to use their attendance at meetings to ask questions on any relevant matter, with time being specifically set aside for shareholder questions;
- (d) all resolutions are decided by a poll;
- (e) notices of meetings encourage participation in voting on proposed resolutions by lodgement of proxies, if shareholders are unable to attend the meeting;
- (f) it is general practice for the Chair of the Board to make an address or (when appropriate) for the CEO to make a presentation on the Company's activities at Shareholder Meetings; and
- (g) the Company's auditors is in attendance at the Annual General Meeting to answer any questions regarding the conduct of the audit and the preparation and content of the auditors' report.

## **2. REVIEW AND CHANGES TO THIS POLICY**

- (a) The Board will review this policy annually or as often as it considers necessary to check it is operating effectively and consider whether changes are required.
- (b) The Board may change this policy from time to time by resolution.